



APPLICATION FOR CONCURRENCY MANAGEMENT

This Checklist is based on the Chapter II of Land Development Code Article III of the City of Sweetwater, FL Code of Ordinances and Ordinance No. 4021 passed on April 6 , 2015. The Code is available online at www.municode.com. The requirements described below are minimums that may be adjusted.

State law requires the City to determine that the available capacity of the necessary public facilities - roads, potable water, sanitary sewer, parks & recreation, stormwater management and solid waste - are available to serve the proposed project at the time its off-site impacts actually occur. This determination is done by comparing the impacts of the proposed project with the Level-Of-Service (LOS) standards established in the City's Comprehensive Plan and the currently available capacities in these systems. A level of service standard is a measure of the minimum acceptable service that a public facility is expected to provide.

Time limit for concurrency approvals. Concurrency approvals issued by the city shall be valid as long as the site plan approval and/or building permit for the subject development remain valid.

The concurrency evaluation **may** require one, or more, mitigation measures to be completed, particularly for roads and/or schools, through a variety enforceable agreements.

_____ **Concurrency Evaluation Fees**
\$3,750 (does not include consultant cost).

_____ **Concurrency Management Application Form and Certification**
The applicant must complete and sign this form.

_____ **Power of Attorney**

_____ **Site Plan/Location Map**
One copy of a site plan, if available, showing the location of the project.

If you require additional information concerning application procedures, please contact the appropriate Concurrency Management Staff at 305-455-6585 or via e-mail at publicworks@cityofsweetwater.fl.gov

CERTIFICATION

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project. I understand that the application fee is non-refundable. I further understand that I am responsible to reimburse the City for the actual advertising costs **AND** the actual consultants' review fees, if any.

I understand that only application packages that are determined complete by the Department will be scheduled for review. I, the undersigned, do hereby certify that I have read this Checklist and understand the requirements described therein. I further understand that only application packages that have been determined complete by the Department prior to the City Commission agenda deadline will be scheduled for processing.

I understand that Concurrency approvals issued by the City shall be valid as long as the site plan approval and/or building permit for the subject development remain valid.

Owner or Authorized Applicant Signature Date

Witnesses:

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____

by _____ who is personally known to me or who has produced the following form of identification _____ or taken an oath.

Notary Public

POWER OF ATTORNEY

Before me, the undersigned authority, this day personally appeared _____

_____, of _____ hereafter the

“Owner” hereby appointed _____ of , hereafter the “Agent”

as authorized agent to act in the owner’s capacity in matters dealing with the following:

(1) The agent is the duly authorized agent of the owner, serving as the applicant for the property described in the attached application arid verified legal description.

(2) The agent has the owner’s full and complete permission to act in behalf of the owner in seeking all approvals and conducting the necessary procedures.

(3) The agent has the owner’s full and complete permission to sign and execute any applications, forms, and agreements.

OWNER

OWNER

Witnesses:

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____

by _____ who is personally known to me or who has produced

the following form of identification _____ or taken an oath.

Notary Public



CONCURRENCY MANAGEMENT APPLICATION

PART I – PROPERTY INFORMATION

PROJECT
INFORMATION _____

PROJECT
NAME _____

GENERAL
LOCATION _____

FOLIO # _____

LEGAL
DESCRIPTION _____

(Legal description must be included, if additional space is needed please attach a separate page
Attach a copy of the latest property survey)

PART II – OWNER/APPLICANT INFORMATION

OWNER: _____

ADDRESS: _____

TELEPHONE #: _____

E-MAIL ADDRESS: _____

APPLICANT: _____

ADDRESS: _____

TELEPHONE #: _____

E-MAIL ADDRESS: _____

PART III – PROJECT INFORMATION

PROJECT NARRATIVE: Please provide a brief narrative, including phasing of this project, if applicable. Also, provide any additional information or comments that you want to be considered in the review of this project.

Present on-site land uses with number of units or square footage: _____

EXISTING LAND USE

PARCEL ID #	ACREAGE	ZONING	EXISTING USE	UNITS/SQ. FT.

PROPOSED LAND USE

SIZE: SQFT/UNITS/LOTS/ACRES.	TYPE : Single Family Multi-Family Industrial Commercial	PROPOSED USE FT.

(If this is a single phase project, name it Phase I – Total)

PHASING:

Is this project (phase) part of a larger project? Yes No

If yes, enumerate each phase, number of units or square footage in each phase and beginning / completion date.

PHASE	RES UNITS	NON-RES UNITS SQ. FOOTAGE	EXPECTED BEGINNING DATE	EXPECTED COMPLETION DATE

Note: Traffic analyses must evaluate the full transportation impacts of a multi-phased project at build-out. Transportation concurrency will only be granted once a site plan or subdivision plat has been approved by the City. Project phases with a build-out of more than one year may require an updated traffic analysis if the site plans or construction plans are not approved within nine months of the time in which the original traffic analysis was conducted

Total Project:

Residential _____

Non-Residential _____

Mixed Use _____

RESIDENTIAL INFORMATION

	TYPES	# OF UNITS	ACRES
Single-Family	_____	_____	_____
Multi-Family	_____	_____	_____

NON-RESIDENTIAL INFORMATION

	TYPES SQ.	FOOTAGE	ACRES
Office	_____	_____	_____
Retail	_____	_____	_____
Industrial	_____	_____	_____
Other (specify)	_____	_____	_____

- For hotels, motels record the number of rooms.
- For hospitals and nursing homes, record the number of beds (if available).

Comments: _____

PART IV – CONCURRENCY CHECKLIST AND DATA

A. Site Plan

Provide a site plan /location map including project narrative and site plan (to scale) which clearly depicts the following:

- a. Location and names of all adjacent streets, indicate whether drainage swales, curb and gutter or Miami curbs are present.
- b. Location of all existing and proposed construction within site and drainage systems 1000 ft downstream of outfall structure.
- c. Location of all stormwater drainage basin lines.

d. Delineate all existing and proposed drainage; indicate all drainage arrows on site and 20' outside all property lines.

e. FEMA Base Flood elevation: _____. (as required for 100 yr Flood zones)

f. FEMA Panel No: _____
FEMA Flood Zone: _____

g. Pre-developed Impervious area: _____sq. ft.

h. Proposed New impervious area: _____ sq ft after complete construction.
(Completion of ALL phases, if phased)

B. Potable Water.

Applicant must provide a letter from the Miami-Dade County Water and Sewer Authority Department indicating there is sufficient capacity to serve the proposed development at the adopted level of service (LOS) standard.

Level of Service (LOS):

The level of service standard to determine adequate transmission capacity is as follows: 200 gallons per capita per day. water shall not be delivered to users at a pressure no less than 20 pounds per square inch (Psi) and no greater than 100 Psi. water quality shall meet all Federal, state and County standards for potable water.

C. Sanitary Sewer.

Applicant must provide a letter or other official document from the Miami-Dade County Water and Sewer Authority Department indicating there is sufficient capacity to serve the proposed development at the adopted LOS standard.

Level of Service (LOS):

To assure an adequate level of service for sanitary sewer that meet the following level of service standards: 100 gallons per person per day (GPD) for permanent residents; and 80 GPD for transient population; and 250 gallons per acre per day for non-residential land uses.

D. Solid Waste.

Applicant must provide a letter or other official document from the Miami-Dade County demonstrating that there is sufficient capacity to serve the proposed development at the adopted LOS standard.

Level of Service (LOS):

Solid Waste Collection Services will continue to be provided and will be sufficient to maintain a level of service standard of seven (7) lbs per person per day.

E. Drainage.

An analysis must be submitted and approved by the City Engineer from a Florida certified engineer documenting that the proposed development site and adjacent public roads will meet or exceed the adopted drainage LOS standard.

Permits from the State, County and regional agencies needs to be submitted to the City to ensure that the adequate drainage capacity is available.

Level of Service (LOS):

New storm Drainage systems, both for new development and redevelopment, shall be designed with capacity for a 5-year one hour storm event.

F. Parks.

The parks concurrency methodology is as follows:

1. Determine the total population of the development and divide it by the adopted LOS standard to provide the park acreage need.
2. Compare the park acreage need to the available parks capacity in the city. If a deficiency is identified, the section below is applicable.

Where available capacity cannot be shown, the following methods may be used to maintain adopted level of service:

1. The property owner or developer may provide the necessary improvements to maintain level of service. In such case the application shall include appropriate plans for improvements, documentation that such improvements are designed to provide the capacity necessary to achieve or maintain the level of service, and recordable instruments, such as a binding agreement between the developer and city, guaranteeing the construction, consistent with calculations of capacity above. In the case of parks, only park sites 1/2 acre or larger shall be accepted by the city and the developer must design and build adequate park facilities on the site subject to the approval of the City Engineer.
2. The property owner or developer may provide a monetary contribution to the City in an amount equal to the cost of the necessary improvements, subject to approval by the City Engineer. Any City impact fees paid by the property owner or developer for a similar public facility may be deducted from the monetary contribution for that facility. In the case of parks, current market land values established by a certified real estate appraiser must be used and the cost estimate shall include full park development cost. Applicable contributions must be received prior to building permit issuance. Impact fees paid to the city by a developer for a specific public facility may be credited against a monetary contribution made pursuant to this subsection for the same public facility.
3. The proposed project may be altered such that projected level of service is no less than the adopted level of service

Level of Service (LOS):

This standard is applicable only to proposed developments containing multifamily residential use. The adopted LOS standard for parks is 1.45 acres of developed parkland per 1,000 population.

G. Transportation.

Applicant must provide a traffic study showing the projected LOS on all road segments and intersections within one-half (1/2) mile of the property line of the proposed development. The traffic analysis shall include existing, vested, committed, future background and project traffic.

For deficient roadways, the statement or study must also contain a proportionate-share contribution calculation based upon the number of trips from the proposed development expected to reach the deficient roadway during peak hour, divided by the change in the peak hour maximum service volume of the roadway resulting from construction of an improvement necessary to maintain or achieve the adopted LOS, multiplied by the construction cost, at the time of development payment, of the improvement necessary to achieve or maintain the adopted LOS.

The City may require additional analysis and information regarding any development project seeking concurrency approval.

Level of Service (LOS):

The city hereby adopts the following peak hour LOS standards for each listed facility type.

- a) City maintained roadways shall operate at or above LOS "D" (90% of capacity) except that State Urban arterials may operate at or above LOS "E" (100% of capacity)
- b) County ,maintained Roadways LOS standard as adopted by the jurisdiction.
- c) State maintained Arterial Roadways - standard as adopted by the jurisdiction.

PROJECT INFORMATION / TRANSPORTATION

Are any road improvements to be provided by the developer?

If this project is an improvement on an existing site, what are the estimated number of trips generated prior to this improvement?

Impacted Segments:

Segment No	Roadway Name	From/To (Segment)	Direction	P.M. Peak Hour Project	Trips

Total P.M. Peak Hour Project Trips Generated: _____

Proposed Access/Entrance Connections:

Segment No	Roadway Name	Left in/ Right in	Right in/ Right out

Tentative Construction Schedule Begin: _____ Completed: _____

H. Public Schools.

For all residential developments seeking a site plan or final subdivision approval or the functional equivalent, Miami-Dade Public Schools must assess the project impact on the school system.

The City requires residential applicants to submit proof of payment of MDPS's impact fees prior to building permit issuance.

PART V - DEPARTMENT REVIEW & APPROVAL

City Engineer: _____ **Date** _____

Print Name: _____

Comments: _____

Building, Planning & Zoning: _____ **Date** _____

Print Name: _____

Comments: _____

Miami Dade County School Board: _____ **Date** _____

School Capacity: _____

(Submit proof of payment of MDPS's impact fees prior to building permit issuance)