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 and 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

<table>
<thead>
<tr>
<th>PARCEL ID #</th>
<th>ACREAGE</th>
<th>ZONING</th>
<th>EXISTING USE</th>
<th>UNITS/SQ. FT.</th>
</tr>
</thead>
</table>

PROPOSED LAND USE

<table>
<thead>
<tr>
<th>SIZE: SQFT/UNIT/LOTS/ACRES</th>
<th>TYPE: Single Family Multi-Family Industrial Commercial</th>
<th>PROPOSED USE FT.</th>
</tr>
</thead>
</table>

(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.

<table>
<thead>
<tr>
<th>PHASE</th>
<th>RES UNITS</th>
<th>NON-RES UNITS SQ. FOOTAGE</th>
<th>EXPECTED BEGINNING DATE</th>
<th>EXPECTED COMPLETION DATE</th>
</tr>
</thead>
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</table>

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

<table>
<thead>
<tr>
<th>TYPES</th>
<th># OF UNITS</th>
<th>ACRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Family</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NON-RESIDENTIAL INFORMATION

<table>
<thead>
<tr>
<th>TYPES SQ.</th>
<th>FOOTAGE</th>
<th>ACRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail</td>
<td></td>
<td></td>
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<tr>
<td>Industrial</td>
<td></td>
<td></td>
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<tr>
<td>Other (specify)</td>
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</tr>
</tbody>
</table>

• 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?

________________________________________________________________________________________
________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Segment No</th>
<th>Roadway Name</th>
<th>From/To (Segment)</th>
<th>Direction</th>
<th>P.M. Peak Hour Project Trips</th>
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</table>

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

Proposed Access/Entrance Connections:

<table>
<thead>
<tr>
<th>Segment No</th>
<th>Roadway Name</th>
<th>Left in/ Right in</th>
<th>Right in/ Right out</th>
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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)