

**CITY OF VERO BEACH
CONCURRENCY DETERMINATION APPLICATION**

Note: Incomplete applications will be returned without further processing. Applications for concurrency certificates will **EXPIRE** if applicable impact fees are not paid and appropriate department approvals are not obtained within twelve (12) months from the date and application is received by the planning division.

Office Use Only (County Planning Division)	
ASSIGNED LIVE-IRC PROJECT NUMBER: _____ --	
Census Tract Number: _____	Census Block Number: _____

COMPLETE AS INDICATED: 1. TAKE APPLICATION TO THE CITY OF VERO BEACH AND HAVE THEM COMPLETE THEIR PORTION (VERIFY USE AND QUANTITY); 2. SUBMIT TO THE INDIAN RIVER COUNTY PLANNING DIVISION.

I. Type of Concurrency Determination Certificate Requested (Please check one):

- Initial/Final (VBIF) → Valid for twelve months
- Initial-3 Year (VBI3) → Valid for three years (**Impact fees CANNOT be refunded, please execute Waiver of Rights for refund of impact fee and utility capacity charges on page 7 and 8**)
- Initial-7 years (VBI7) → Valid for seven years (**Impact fees CANNOT be refunded , VBI7 can be applied for only in conjunction with a proportionate fair share application or developer’s agreement that commits the applicant to construct major capacity producing transportation improvements, please execute Waiver of Rights for refund of impact fee and utility capacity charges on page 7 and 8**).

II. A. Owner Information:

B. Agent/Applicant Information:

Name

Name

Business

Business

Address

Address

City State Zip

City State Zip

() - , ext.

Phone

() - , ext.

Phone

Email: _____

Email: _____

III. Subject Property Information:

TAX PARCEL ID NUMBER: _____ - _____ - _____ - _____ - _____ .

ADDRESS (if available) _____

FOR CITY OF VERO BEACH STAFF USE ONLY

Site Plan and Minor Change #:

Uses and Quantities Listed in the Table on Page 4 of this application have been Verified by the City of Vero Beach Staff.

City Staff Name:

City Staff Signature:

Date:

IV. Project Information:

- (1) Is this concurrency application related to a specific project (Please circle one)?

Yes No

If so, list the corresponding City of Vero Beach site plan or subdivision project name and corresponding file number: _____

- (2) Project Description: Indicate the project type and intensity by completing the following sections as appropriate:

In the table below please list all existing and proposed uses for the entire project site as well as the quantity of each use. Please refer to the attached Impact Fee Schedule for the proper descriptions of each use and units of measure for all existing and approved uses of the project site. For a use(s) which will be discontinued, the quantity must be listed with a negative (-) symbol.

	Use(s) per following concurrency use table	Please enter the <u>quantity</u> of each use per following concurrency use table in the appropriate column.			
		Existing use to be continued	Existing use to be discontinued	New Use (new building)	City Staff Initial
Example	Retail (under 10,000 gsf)	5,000 gsf	-1,000 gsf	3,000 gsf	NC
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

In addition to the above table, please provide an accurate brief description of the proposed project:

*Note: For uses measured in square feet, the number of square feet shall be based upon gross floor area (gsf), not leasable floor area. GSF refers to the total area of all floors of a building as measured to the outside surfaces of exterior walls, including halls, stairways, elevator shafts, attached garages, porches and balconies which may be closed-off or separated from the external building environment. GSF also includes outside sitting area for restaurant or outside display area for retail if any.

Alternative Capacity Authorization:

If sufficient capacity is not available to accommodate your entire project, will you accept a concurrency determination certificate for less density or intensity than requested? (circle one)

YES

NO

VI. Application Certification:

I hereby certify that I have the authority to make the foregoing application, and that the application is true, correct and complete to the best of my knowledge.

NOTICE - BE AWARE THAT:

Florida Statute Section 837.06 - False Official Statements Law states that:
"Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree," punishable as provided by a fine to a maximum of \$500.00 and/or maximum of a sixty day jail term.

Name (please print)

X _____
Applicant/Agent/Owner Signature

Date: _____

VII. Concurrency Determination Application Fee
Application Fee: \$150.00

VIII. Information Which Must Accompany This Application

Please read and acknowledge by checking all boxes below:

- If applicant is other than the owner(s), submit a sworn statement of authorization;
- Submit one copy of a location map which clearly shows where the property is located by providing the exact distance from the nearest intersection for unplatted parcels and the exact location of platted parcels;
- Submit Application Fee
- Impact fee payments for initial and initial/final concurrency applications must be paid prior to issuance of a concurrency certificate.
- For Initial – 3 and Initial - 7 concurrency applications only: notarized waiver of rights for refund of impact fees form must be submitted.
- Submit School Impact Analysis Form for Residential projects only.
- Submit a copy of the city-approved traffic study (if a traffic study is required by the city).
- Submit trip assignments for links receiving 8 or more project peak season/peak hour/ peak direction trips for 2 lane roadway and 15 or more project peak season/peak hour/peak direction trips for 4 lane or wider roadways. If the number of trips fall below these thresholds mark "N/A".

INCOMPLETE APPLICATIONS WILL NOT BE ROUTED FOR DEPARTMENTAL REVIEW.

APPLICANTS WILL BE NOTIFIED IF A SUBMITTED APPLICATION IS CONSIDERED INCOMPLETE. INCOMPLETE APPLICATIONS LEFT WITH THE INDIAN RIVER COUNTY PLANNING DIVISION MAY BE DISCARDED IF THE APPLICANT DOES NOT ACT WITHIN TWO (2) WEEKS TO CORRECT THE APPLICATION AS INDICATED AND PROVIDED FOR IN THE INCOMPLETE APPLICATION NOTICE.

NOTICE

Applicants will be notified of acceptance of this Concurrency Determination Application via separate notice. **It is the responsibility of the applicant/owner to complete all necessary activities (e.g. payment of impact fees, contacting reviewing agencies to complete/answer application related questions, signing developer's agreement as needed, etc.) to ensure issuance of the requested Concurrency Determination Certificate.**

All initial concurrency applications will be queued in the computer system according to the completion date of the application.

Concurrency Determination Application requests are valid for a maximum of twelve (12) months following the date of submittal of the Concurrency Determination Application. If all necessary activities required to ensure issuance of the Concurrency Certificate have not been completed, the Concurrency Determination Application request may be canceled by Indian River County without prior notice to the applicant/owner. It is strongly recommended that the applicant contact the evaluating departments to determine and complete the necessary activities and to pay all applicable impact fees to ensure issuance of the requested Concurrency Certificate prior to expiration period (12) months.

**Formula and Trip Rates for
Conditional Concurrency Impact Assessment**

Concurrency impact assessments for non-residential rezonings, and land use amendments will be calculated based on the following formula.

For	Project's Intensity Measured By	Trip Rate
General Commercial or Office Conceptual Projects, Comprehensive Plan Land Use Amendments to C/I without rezoning, or rezonings to PRO, OCR, MED, CN, CL, CG	(10,000 sq. ft. of gross floor area per acre of retail commercial) X Total Property Acres	92 Trips per 1000 sq. ft. (for building between 10,000 to 50,000 sq. ft.)
Heavy Commercial or Industrial Conceptual Projects, or rezonings to CH, IL, IG	(20,000 sq. ft. of gross floor area per acre of general industrial) X Total Property Acres	7 trips per 1000 sq. ft.

For residential rezonings and land use amendments, the concurrency impact should be measured according to the following formula.

For	Project's Intensity Measured By	Trip Rate
Residential conceptual projects, residential rezonings, or combination residential land use amendments and rezonings	(Maximum number of single-family or multi-family units allowed per acre based upon proposed zoning or land use designation) X Total Project Acres	Single Family: 10 trips/unit Multi-Family: 6 trips/unit
Residential Land Use Amendments without rezoning	(Maximum number of single-family units allowed per acre) X Total Property Acres	Single Family 10 trips/unit

**WAIVER OF RIGHTS FOR REFUND
OF IMPACT FEES AND UTILITY CAPACITY CHARGES
FOR VBI3 or VBI7 CONCURRENCY APPLICATION REQUEST ONLY**

VBI3

VBI7

PROJECT NUMBER: _____

OWNER'S NAME: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

TAX PARCEL IDENTIFICATION NUMBER: _____

The undersigned owner and applicant, if other than the owner, acknowledge that, pursuant to Section 910.08(2)(b) of the Indian River County Code, an initial concurrency determination certificate is valid for one year from date of approval. Owner and applicant further understand that this section provides for 3 year initial concurrency determination certificate, and for 7 year initial concurrency certificate associated with approval of a proportionate fair share agreement or a guaranteed developer's agreement. Owner and applicant also understand that an initial-3 (VBI3) concurrency determination certificate and an initial-7 (VBI7) concurrency determination certificate are subject to the owner and applicant signing a waiver of rights for the refund of impact fees and utility capacity charges.

In view of the foregoing, the owner and the applicant have determined that it is in their best interest to have a 3 year or 7 year concurrency determination certificate, and hereby waive any and all rights for a refund of the impact fees and utility capacity charges paid in connection with this project in exchange for an initial-3 (VBI3) or initial-7 (VBI7) Concurrency Determination Certificate. The owner and the applicant also acknowledge that, once executed, this waiver is irrevocable. Impact fees paid will run with the land.

The project is on property which is more particularly described as:

Dated this _____ day of _____, 200__.

Signed in the presence of:

Witness Signature

Print Name: _____

Owner
Signature: _____

Print Name: _____

Witness Signature

Print Name: _____

Applicant (if other than the owner)
Signature: _____

Print Name: _____

The foregoing instrument was acknowledged before me this _____ day of _____ 200__, by _____, who is personally known to me or produced _____ as identification.

NOTARY PUBLIC

Sign: _____

Print Name: _____

Commission # _____

Revised: October 15, 2020

**School Impact Analysis Form
(For Residential Projects Only)**

Instructions to Applicant: Submit one copy of completed application, location map, for each new residential project or building permit requiring a determination of school capacity to the applicable local government.

Type of Application Request: Conditional School Capacity Availability Determination
 School Capacity Availability Determination
 Request for Exemption (i.e. age restricted community)

Project Information

Project Name: _____

Parcel ID#: (attach separate sheet for multiple parcels): _____

Location/Address of subject property: _____
 (Attach vicinity location map – with Closest Major Intersection)

Ownership/Contact Information

Owner/Contract Purchaser Name(s): _____

Agent/Contact Person: _____
 (If applicant is not the owner of record, a letter of authorization from the property owner(s) must be included with this form at time of application submittal)

Mailing address: _____

Telephone#: _____ Fax: _____ E-Mail: _____

Development Information

Current Land Use Designation		Proposed Land Use Designation	
Current Zoning		Proposed Zoning	
Proposed # Dwelling units by type*:			SF: MF: (rental) Condo:

* Show only the # of units for this application not the total for the development

I hereby certify the statements and information contained in this application and attachments submitted herewith are true and correct to the best of my knowledge.

Owner or Agent Signature _____ Date _____

For School District Use Only (Capacity Availability Determination)

School Capacity Available: _____ **School Capacity Not Available:** _____ **Exempt:** _____

School Capacity Available in Adjacent Service Area: _____

School District Facilities Specialist Signature _____
Date

**CITY OF VERO BEACH
CONCURRENCY DETERMINATION APPLICATION FORM**

NOTE: Application will expire twelve (12) months from date of submittal

In order for the county to issue a Concurrency Certificate, the following evaluating departments must complete their reviews. To ensure that your concurrency certificate is issued in a timely manner, you must provide all necessary information and pay all applicable fees to the following evaluating departments:

TRAFFIC ENGINEERING DIVISION – KEVIN GUENTHER, (772) 226-1224, or MAYA MILLER AT (772) 226-1637 FOR REVIEW AND APPROVAL OF THE PROJECT’S TRAFFIC IMPACT STUDY.

PLANNING DIVISION CONTACT PERSON - NANCY WOOD, (772) 226-1255 FOR PAYMENT OF IMPACT FEES

PLANNING DIVISION CONTACT PERSON - VICKIE JOHNSTON, (772) 226-1241 FOR INFORMATION ON IMPACT FEES CALCULATION AND CONCURRENCY CERTIFICATE STATUS

FOR SCHOOL CONCURRENCY CONTACT PERSON – MICHELLE SIMONS, (772) 564-5019 FOR SCHOOL CONCURRENCY AVAILABILITY FOR RESIDENTIAL PROJECTS ONLY

CONCURRENCY REQUIREMENTS MUST BE SATISFIED AND CONCURRENCY CERTIFICATE MUST BE ISSUED PRIOR TO OBTAINING BUILDING PERMITS.

FAILURE TO SATISFY ALL THE REQUIREMENTS OF EVALUATING DEPARTMENTS INCLUDING PAYMENT OF APPLICABLE IMPACT FEES, AND APPROVAL OF A COMPLETED PROJECT TRAFFIC IMPACT STUDY (PREPARED AND SUBMITTED BASED ON A COUNTY APPROVED METHODOLOGY), MAY CAUSE A DELAY IN ISSUANCE OF YOUR CONCURRENCY CERTIFICATE WHICH WILL RESULT IN A “HOLD” ON THE RELEASE OF YOUR BUILDING PERMIT AND EVENTUAL CANCELATION OF YOUR CONCURRENCY APPLICATION ONE YEAR AFTER SUBMITTAL.