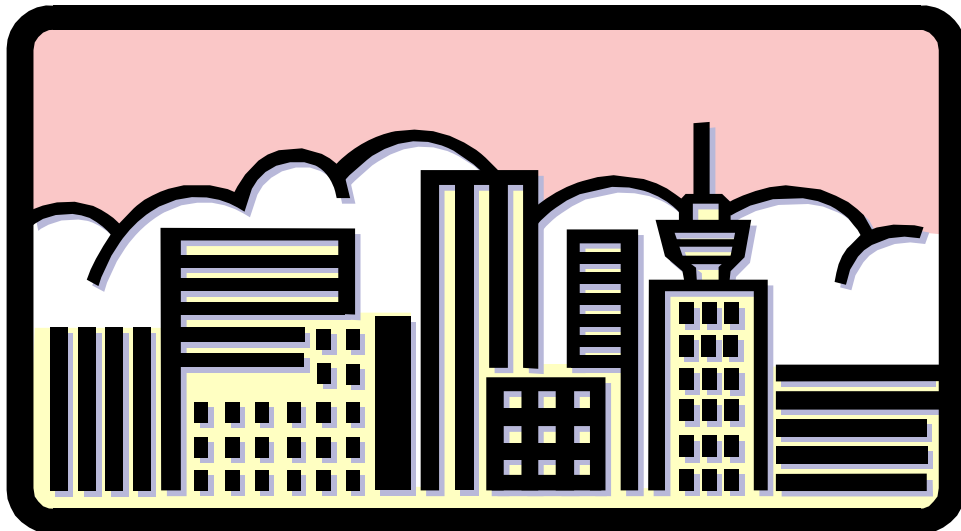




CONCURRENCY MANAGEMENT SYSTEM POLICY AND PROCEDURES MANUAL



April 28, 2011 Edition

CONCURRENCY MANAGEMENT SYSTEM

POLICY AND PROCEDURES MANUAL

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1.0.0 GENERAL

1.1.0 AUTHORITY

The "Local Government Comprehensive Planning and Land Development Regulation Act" (F.S. 163.3161 - 163.3242), the 2010 Tallahassee/Leon County Comprehensive Plan and the Concurrency Management Ordinance of the City of Tallahassee, Florida (Section 4 of the City of Tallahassee Land Development Code).

1.2.0 PURPOSE

To define the Concurrency Requirements of the Comprehensive Plan; to outline the requirements and procedures that must be followed by Applicants for new development in order to satisfy Concurrency; to outline the procedures to be followed by staff to maintain the Concurrency Management System.

1.3.0 ORGANIZATION

This document is organized in such a way that the interested reader is taken step by step through the process that is used to satisfy the Concurrency Requirements of the Comprehensive Plan. Chapter 2 defines Concurrency. Chapter 3 defines Concurrency relative to all types of development orders. Chapter 4 defines the adopted Level of Service Standards for the seven (7) Concurrency facilities. Chapters 5 and 6 define the data required from an Applicant to satisfy Concurrency, relative to a specific development project, and the review process that will be followed by staff. Chapter 7 defines miscellaneous policies and processes related to Concurrency.

The Appendix A identifies the current inventory of public facilities and outlines the procedures that will be used by staff on a daily and annual basis to update and maintain the Concurrency Management System.

1.4.0 DEFINITIONS

1.4.1 *Applicant* - A landowner, lessee, developer, contractor or other legal entity, including agents, employees, independent contractors or others in privity with any of the above, or any natural person, corporation, partnership, joint venture, governmental body, agency or official involved in the construction, development or sale of real property.

1.4.2 *Capacity* - The potential or suitability for holding, storing or accommodating, at a defined level or service.

- (a) Existing Capacity - the capacity of the facility at the present time.
- (b) Programmed Capacity - the capacity of a facility at some future time after improvements.
- (c) Reserved Capacity - facility capacity that has been reserved for a specific development project
- (d) Available Capacity - the capacity of a facility available for use by the demand from new development. Available capacity is equal to the existing (or programmed) capacity minus the existing demand minus the committed demand.

- 1.4.3 *Category of Public Facilities*
- (a) Category-A public facilities are arterial and collector roads, mass transit, storm water management, potable water, sanitary sewer, solid waste, and parks and recreation facilities owned or operated by the local government.
 - (b) Category-B public facilities are libraries, correctional, emergency medical service, fire service, bikeway, sidewalk, airport and other government facilities owned or operated by the local government.
 - (c) Category-C public facilities are limited access, intrastate, arterial and collector roads, mass transit, storm water management, potable water, sanitary sewer, solid waste, and parks and recreation facilities owned or operated by Federal and State governments, independent districts, and private organizations.
- 1.4.4 *Certificate of Concurrency* - a statement, related to a specified development project, that concurrency is satisfied and that a specified amount of facility capacity is reserved for a specified period of time.
- 1.4.5 *CIE* – the Capital Improvements Element of the Tallahassee/Leon County Comprehensive Plan
- 1.4.6 *Comprehensive Plan* - the 2010 Tallahassee/Leon County Comprehensive Plan and any subsequent amendments.
- 1.4.7 *Concurrency* - the necessary public facilities and services, to maintain the adopted level of service standards, are available when the impacts of development occur.
- 1.4.8 *Concurrency Facilities* - all Category A and Category C facilities.
- 1.4.9 *CM* - City of Tallahassee Concurrency Management Division.
- 1.4.10 *Concurrency Management System (CMS)* - the facilities inventory, capacity and demand accounting system to reflect the current status of all concurrency facilities.
- 1.4.11 *Concurrency Review* - the process to determine if there is adequate available capacity to accommodate the impact of a new development project at or above the adopted LOS.
- 1.4.12 *Concurrency Roadway Network*- all streets and roads classified as Limited Access, Principal Arterial, Minor Arterial, Major Collector or Minor Collector on the "Functional Classification Maps" of the Tallahassee-Leon County Comprehensive Plan.
- 1.4.13 *Consistency* - the development project is compatible with and furthers the goals, objectives and policies of the Tallahassee/Leon County Comprehensive Plan and the City of Tallahassee Development Code.
- 1.4.14 *CTAN*-the Comprehensive Traffic Analysis Network (see Section 5.22 and Appendix B-2)
- 1.4.15 *Demand* - the requirements or burden placed on public facilities at the present time or projected into the future.
- (a) Existing Demand – the demand on a public facility that is attributable to existing development and to the current population.

- (d) Committed Demand – the demand on a public facility that is expected to occur due to un-built, approved development projects.
 - (e) Proposed Project Demand – the demand on a public facility that is expected to occur due to a development project that is under consideration.
 - (f) Total Demand – the demand on a public facility that is expected to occur due to existing, committed and proposed projects.
- 1.4.16 *Developed Area* - That portion of a site upon which any building, structure, pavement, landscape material, storm water facility or other improvement has been or will be placed or on which a development activity occurs or has occurred.
- 1.4.17 *Development* - the carrying out of any building activity or mining operation, the making of any material change in the use or appearance of any structure or land, or the dividing of land into two or more parcels. (Complete definition, and examples found in F.S. Section 163.3221)
- 1.4.18 *Development Agreement* - a Local Government Development Agreement, as defined in F.S. Section 163.3220 - 163.3243 or other enforceable agreement between the City and a Developer for the purpose of enforcing the provisions of the Concurrency Management Ordinance.
- 1.4.19 *Development Order (DO)* - Any order, or official action of local government, granting, denying, or granting with conditions, or any other official action of the local government having the effect of permitting the development of land.
- (a) Preliminary Development Order - any Development Order other than a final Development Order.
 - (b) Final Development Order - a preliminary plat approval, a minor subdivision plat approval, a final plat approval, a limited partition approval, Development of Regional Impact (DRI) approval, Planned Unit Development (PUD) Final Development approval, final site plan approval, environmental permit, building permit, Development Agreement entered into pursuant to F.S. 163.3220 or any other Development Order which approves the development of land for a particular use or uses at a specified intensity of use and which allows commencement of construction or physical development activity on the land for which the Development Order is issued.
- 1.4.20 *Development Project (Project)* - a specific development activity on a specific site to which a specific development order and Certificate of Concurrency applies. A "development project" may be a large development with several phases, one (1) or more phases within a larger development (where each phase is at least 20 acres in size), a project unrelated to any other development activity or a single structure.
- 1.4.21 *Director* – Director of the Growth Management Department or designee.
- 1.4.22 *GMD* - City of Tallahassee Growth Management Department.
- 1.4.23 *ITIN*-the Immediate Traffic Impact Network (see Section 6.44 (a) and Appendix B-2)
- 1.4.24 *Level of Service (LOS)* - an indicator of the extent or degree of service provided by, or proposed to be provided by a facility based on and related to the operational characteristics of the facility.

- 1.4.25 *Redevelopment* - the demolition and reconstruction or substantial renovation of existing buildings or infrastructure within the urban area.
- 1.4.26 *Schedule of Capital Improvements* - concurrency facility improvements included in the Capital Improvements Element of the Comprehensive Plan.
- 1.4.27 *Substantial Renovation* - where 50% or more of the net leasable floor area is being improved.
- 1.4.28 *TLCPD* - The Tallahassee/Leon County Planning Department

2.0.1 **CONCURRENCY**

2.1.0 CONCURRENCY POLICY

The Concurrency Policy (from Policy 1.3.3 of the Capital Improvements Element of the Comprehensive Plan) can be found in the latest version of the Tallahassee-Leon County Comprehensive Plan.

2.2.0 CONCURRENCY REVIEW

In order to satisfy Concurrency, all proposed new development projects must undergo a "concurrency review" prior to the issuance of a Final Development Order that will permit the start of any actual construction activity, unless the development project is exempt or has been determined to be vested. The density, intensity, magnitude and land use of the development project shall be specified. At the applicant's option, the "concurrency review" for water and sewer may be deferred until a building permit is issued or a tap, whichever is first.

The "concurrency review" will determine if there is adequate capacity in each of the concurrency facilities to accommodate the impact of the existing population, vested and exempt development projects, previously permitted development projects and the proposed new development project at or above the adopted LOS. Capacity must be available in the water, sewer, solid waste and storm water systems when the building permit is issued. For parks and mass transit, capacity must be available within 12 months after the issuance of the final development order. For limited access, arterial and collector roadways, the capacity must currently be available or the improvement(s) necessary to resolve the deficiency must be under construction or identified as fully funded in the first year of the Capital Improvement Element (CIE) of the Comprehensive Plan.

A "concurrency review" and resulting "Certificate of Concurrency" shall apply to a specific development order that, in turn, applies to a specific development project. The applicable development project may be a multi phased project, one (1) or more phases within a larger project, a project unrelated to any other development activity, or a single structure.

A "concurrency review" for all facilities, except water and sewer, must occur prior to the issuance of the first of any required sequential final development orders for a specific development project.

Based on the "concurrency review", one of the following will occur:

- (a) If there is adequate available capacity in all concurrency facilities a "Certificate of Concurrency" may be issued.
- (b) If there is not adequate available capacity in one (1) or more of the concurrency facilities, but improvements are included in the Schedule of Capital Improvements that will provide the necessary capacity to eliminate any existing deficiencies and accommodate the proposed new development project according to the deadlines noted in Section 2.2.0, a "Conditional Certificate of Concurrency" may be issued. The "Conditional Certificate of Concurrency" and related development order will be conditioned on the completion or the contract issued for construction, (i.e. roadways) (as noted in Section 2.2.0) of the capital improvement(s), on schedule.

- 2.2.1 If there is not adequate available capacity in one (1) or more of the concurrency facilities and no improvements are scheduled, one of the following may occur:
- a) The applicant may reduce the size of the development project in order that all capacities will be adequate, or
 - b) The City and the Applicant may reach an agreement on methods to eliminate the deficiencies prior to the development project's impact. A "Conditional Certificate of Concurrency" may be issued. This will require the adoption of a "Development Agreement". The "Conditional Certificate of Concurrency" and the related development order will be conditioned on the satisfactory execution of the provisions of the "Development Agreement". If the "Certificate of Concurrency" is conditioned on the completion of a capacity improvement by the Applicant, the development project cannot be occupied until the improvement is complete or is in compliance with the Development Agreement.
 - c) If appropriate, the applicant may contribute or pay a proportionate share consistent with the provisions of Section 6.4.5 herein.

2.2.2 If there is not adequate available capacity in one (1) or more of the concurrency facilities, there are no improvements scheduled, and the City and the Applicant cannot reach an agreement on methods to eliminate the deficiencies, a "Certificate of Concurrency" and the related development order will be denied.

2.2.3 The detailed "Concurrency Review" procedure is described in Section 6.

2.3.0 CERTIFICATE OF CONCURRENCY

2.3.1 A "Certificate of Concurrency", whether or not it is conditioned, shall apply to a specified development project, with a specified use, density, and intensity. The issuance of a "Certificate of Concurrency" for solid waste, storm water, roads, transit and parks does not guarantee the issuance of a later "Certificate of Concurrency" for water and sewer if adequate capacity in water and/or sewer is not available. If an applicant opts to defer the "concurrency review" for water and sewer, an acknowledgment of this fact must be signed prior to the issuance of the first "Certificate".

2.3.2 A "Certificate of Concurrency", whether or not it is conditioned, shall serve to reserve facility capacity adequate to accommodate the proposed new development project for the term of the "Certificate". This reservation of capacity shall run with the land. If the "Certificate of Concurrency" applies to a phase or group of phases of a multi-phased development, the capacity reservation shall be assignable to other contiguous phases within the same development, but only if the facilities impacted are the same. The capacity reservation shall not be assignable to non-contiguous phases of the same multi-phased development nor to other development projects on different sites. The reservation of capacity shall occur on a first-come, first-served basis.

2.3.3 A "Certificate of Concurrency", whether or not it is conditioned, shall have a term equivalent to the term of the related Development Order, unless a different term is agreed to by the City and specified in a Development Agreement, except in the case of a "Certificate" issued with a preliminary Development Order. The term for a "Certificate of Concurrency" issued with a preliminary Development Order shall be for two (2) years or until a subsequent final Development Order is issued for the applicable development project, in which case the term shall be extended to that of the final Development Order.

The term may be extended for sequential six (6) month periods, upon written request, if:

- (a) the development project has commenced and is continuing in compliance with all Development Orders, and
- (b) the extension will not deny a later Applicant the use of the capacity, unused by the first Applicant.

2.3.4 A "Certificate of Concurrency" and the related Development Order may be applicable to more than one (1) phase of a multi-phased development. In this case, the "Certificate of Concurrency" shall specify the amount of capacity reserved and the scheduled build-out date for each phase. Any phase capacity not utilized prior to the scheduled phase build-out date shall be lost, i.e. forfeited back to the City for use by other Applicants unless extended under Section 2.3.3.

2.3.5 Prior to the issuance of a "Certificate of Concurrency", whether or not it is conditional, the Applicant shall pay all applicable impact fees related to the facilities to which the "Certificate of Concurrency" applies.

2.3.6 Prior to the issuance of a "Conditional Certificate of Concurrency" that requires improvements to one (1) or more concurrency facilities in order to eliminate existing deficiencies or deficiencies created by the applicable development project, a development agreement shall be executed. The Applicant shall pay his or her share of the cost of all infrastructure improvements required to satisfy concurrency for the development project. (Refer to Section 7.3.0 - Development Agreements).

2.3.7 Any impact fees paid to reserve capacity that are not utilized upon expiration of a "Certificate of Concurrency" shall not be refunded unless otherwise specified in the appropriate impact fee ordinance. Any impact fees paid to reserve capacity for a development project that is unable to proceed due to the Applicant's inability to secure subsequent Development Orders for the development project or to reserve capacity that is unused because of modifications required to the project as a part of subsequent development review, shall be refunded upon written request prior to the expiration of the "Certificate."

2.3.8 The issuance of a "Certificate of Concurrency" does not relieve an Applicant from complying with all requirements necessary to obtain a Development Order and does not vest an Applicant with the right to obtain subsequent Development Orders for the same development project. A "Certificate of Concurrency" does nothing more than to certify that the development project, as specified, satisfies the concurrency provision of the Comprehensive Plan.

2.4.0 GEOGRAPHIC BASIS

The standards for LOS of concurrency facilities shall be applied to the issuance of Development Orders on the following geographical basis:

2.4.1 Public facilities that serve all of Leon County shall achieve and maintain the standards for LOS on a countywide basis. No Development Order shall be issued in any part of Leon County if the standards for LOS is not achieved and maintained throughout the County for the following public facilities:

- (a) Solid Waste Disposal
- (b) Countywide Parks

2.4.2

Public facilities that serve less than all of Leon County shall achieve and maintain the standards for LOS within their assigned service area. No development order shall be issued in an assigned service area if the standard for levels of service is not achieved and maintained throughout the assigned service area. These public facilities and their assigned service areas are as follows:

- (a) Limited Access, Arterial and Collector Roads: All roadway segments within City limits that are functionally classified as limited access, principal or minor arterials, or major or minor collectors.
- (b) Storm Water Management System: Major Storm Water Basin
- (c) Potable Water Systems: Water System Service Area
- (d) Sanitary Sewer Systems: Treatment Plant Service Area (Note: Deficiencies in the capacity of the sewer conveyance may result in the denial of a final Development Order.)
- (e) Area Parks: Urban Service Area
- (f) Mass Transit: Citywide

3.0.0 **DEVELOPMENT ORDERS**

3.1.0 PRELIMINARY DEVELOPMENT ORDERS

Preliminary Development Orders may be issued without a "concurrency review" (optional waiver) or with a "concurrency review" and a reservation of facility capacity.

3.1.1 *Optional Waiver*

The Applicant may elect to request approval of a preliminary Development Order without a "concurrency review" provided that:

- (a) Final Development Orders for the subject property are subject to a concurrency determination,
- (b) No rights to obtain final Development Orders, nor any other rights to develop the subject property have been granted or implied by the City's approval of the preliminary Development Order without a concurrency determination of the public facilities, and
- (c) The Applicant signs an affidavit acknowledging 1) and 2) above.

3.1.2 *Capacity Reservation*

The Applicant may request a "concurrency review" and a reservation of facility capacity as a part of the review and approval of the preliminary Development Order provided that:

- (a) The determination that capacity is available shall apply only to specific uses, densities and intensities based on information provided by the Applicant and specified in the Development Order,
- (b) The determination that capacity is available shall be valid for a period not to exceed two (2) years or until a final Development Order is issued for the development project, whichever occurs first.
- (c) The Applicant agrees to prepay all applicable impact fees and other infrastructure cost required for the development project related to the facilities to which the "Certificate of Concurrency" applies.

If concurrency is satisfied and the Applicant complies with these provisions, a "Certificate of Concurrency" will be issued and the capacity will be reserved. No further "concurrency review" shall be required for any subsequent final Development Order prior to the expiration of the "Certificate of Concurrency." Any change in the density, intensity, access, or land use that may require additional public facilities, however, shall be subject to additional "concurrency review" and approval or denial by the City. Additionally with any change in the density, intensity, access, or land use, impact fees will be recalculated and any additional fees required must be paid prior to a "Certificate of Concurrency" being issued.

3.2.0 FINAL DEVELOPMENT ORDERS

3.2.1 Any specific development project may require several separate, but sequential, final Development Orders, such as preliminary subdivision plat approval, final plat approval, site plan approval and building permit. The Applicant shall apply for a "concurrency review" at the time of application for the first sequential final Development Order that may be required for a development project. No final Development Order can be issued without a "concurrency review" and a resulting "Certificate of Concurrency." At the applicant's option, the "concurrency review" for water and sewer may be deferred until the building permit or tap is requested, whichever is first, but no building permit or tap will be issued until concurrency for water and sewer is met at that time.

3.2.2 A concurrency determination is not required for any subsequent sequential final Development Orders for a development project with a valid "Certificate of Concurrency" unless the land use, density, access, or intensity of the development project has changed.

3.2.3 For any development project that does not satisfy concurrency, the Applicant and/or the City may initiate remedial action to eliminate the capacity deficiencies, which may include, but are not limited to, the following:

- (a) Change the project configuration and/or design, including a reduction in the land use density, intensity, access, or magnitude of the project.
- (b) Phase the project implementation, i.e. break the project up into several smaller projects, or phases, and permit each phase as capacity becomes available.
- (c) Delay the entire project until capacity is available.
- (d) Enact a "Development Agreement" incorporating provisions for additional facility capacity (Refer to Section 7.3.0).
- (e) If appropriate, contribute or pay a proportionate share consistent with the provisions of Section 6.4.5 herein.

3.2.4 The final Development Order and associated concurrency determination will apply to a specified development project with a specified land use, density and intensity of development.

3.3.0 PERMITS

3.3.1 Any permit that allows the construction of new residential units or the construction of new, or additions to existing, non-residential structures shall require a "concurrency review" and a "Certificate of Concurrency." The Applicant for a residential structure may apply for a "concurrency review" at the time he or she applies for a building permit. No permit shall be issued until a valid "Certificate of Concurrency" is obtained. A "concurrency review" is not required for exempt or vested projects or if the structure is subject to a valid "Certificate of Concurrency" issued with a prior Development Order.

3.4.0 FINAL DEVELOPMENT ORDERS CONDITIONED ON PROGRAMMED FACILITY IMPROVEMENTS

3.4.1 Under the provisions of the Concurrency Policy, and Section 2.2.0 of this Document, final Development Orders may be issued conditioned on the completion, or the start of construction in the case of roadways, of one (1) or more programmed facility improvements required to comply with concurrency. The facility improvements may be

included in the Capital Improvement Element Program of the City, County or State. If the improvement is not complete or under construction by the time specified, and the required capacity is not available to accommodate the impact of the development project so conditioned, no additional final Development Orders, including building permits, shall be issued until facility capacity is available, or under construction, whichever is applicable. The Applicant will be permitted to complete and occupy any part of the project for which a valid building permit has been issued. Should a required improvement not be completed or commenced construction the applicant shall either:

- (a) discontinue the development project until such time that the required construction is commenced, thus retaining the reserved capacities, or
- (b) delete the remaining portion of the development project. Such action will entitle the applicant to a refund of those impact fee charges related to the deleted portion of the development project.

3.5.0

CONSTRUCTION

No construction or land clearing of any kind, except minor clearing of brush required to survey the site, shall occur, unless the development project is exempt or vested, without a valid "Certificate of Concurrency." No permits to allow land clearing or earth work will be issued and no final construction plans for utilities, roadways or storm water facilities will be approved without a valid "Certificate of Concurrency" for the development project.

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4.0. **LEVEL OF SERVICE STANDARDS**

4.1.0 LIMITED ACCESS, ARTERIAL AND COLLECTOR ROADS

4.1.1 *Urban Service Area*

- a) Interstate, Intrastate and Limited Access Parkways: LOS C during the pm peak hour
- b) Monroe Street from Gaines Street to Tennessee: LOS E during the pm peak hour
- c) Principal Arterials (other than Monroe Street from Gaines Street to Tennessee): LOS D during the pm peak hour
- d) Minor Arterials and Major and Minor Collectors located north of U.S. 90: LOS D during the pm peak hour
- e) Minor Arterials and Major and Minor Collectors located south of U.S. 90: LOS E during the pm peak hour
- f) Capacity Constrained Roadway Segments: Notwithstanding any of the preceding LOS standards, in the City’s review of a proposed development project, an optional LOS standard of “LOS E plus 50%” may be applied in calculating the concurrency capacity for an impacted roadway segment provided that the following criteria is met:
 - 1) The roadway segment is “capacity constrained” (as defined below), and;
 - 2) The applicant or developer of the project being reviewed provides a “commensurate mitigation contribution” (as described below) to the City for an alternative improvement, and;
 - 3) The impacted roadway segment is not part of the intrastate highway network.

“LOS E plus 50%” is defined as 150% of the maximum service flow at LOS E. For the purposes of this policy, a “capacity constrained” roadway segment is one where the City has determined that:

- 1) The improvement that will resolve the deficiency is not feasible due to environmental constraints, regulatory constraints or prohibitively costly right-of way demands, or;
- 2) The improvement that will resolve the deficiency is not desirable in that it is inconsistent with clearly defined community goals or long term plans, or;
- 3) The improvement that will resolve the deficiency is not desirable in that it clearly represents an economically inefficient measure that will address a public facility deficiency only on a temporary, limited basis.

The “commensurate mitigation contribution” must be equivalent to the costs of the public facility improvement(s) necessary to eliminate the capacity deficiency in order that the applicable LOS standards in Section 4.1.1 a-e (above) would be maintained on the impacted roadway segment. The transportation facility improvement, on which the contribution can be expended by the City, may include public road capacity

improvements, public road right-of-way acquisition, mass transit system implementation or facility improvements, or bike or pedestrian facility improvements. In addition, the transportation facility improvement on which the contribution can be expended must serve to enhance the transportation network within the defined traffic impact area of the proposed development.

4.2.0 POTABLE WATER

4.2.1 *Urban Service Area*

140 gallons per capita per day

(NOTE: 100 gallons per capita per day is attributable to residential flow with the remainder attributable to commercial, institutional, and industrial demands.)

4.2.2 *Outside The Urban Services Area*

100 gallons per capita per day

4.3.0 SANITARY SEWER

4.3.1 *Urban Service Area*

140 gallons per capita per day

(NOTE: 100 gallons per capita per day is attributable to residential flow with the remainder attributable to commercial, institutional, and industrial demands.)

4.3.2 *Outside The Urban Services Area*

(a) N/A

4.4.0 SOLID WASTE

4.4.1 *Countywide*

(a) 5.65 pounds per day per capita 1990

(b) Increase annually .1 pound per day per capita every year thereafter

4.5.0 PARKS

4.5.1 *Countywide*

(a) 1.22 acres of countywide parkland, excluding boat ramps, per 1000 population

(b) 0.18 acres of boat ramps, per 1000 population

4.5.2 *Urban Service Area*

2.00 acres of Area-wide parks, per 1000 population

4.6.0 STORM WATER MANAGEMENT

4.6.1

Countywide

- (a) The design and water quality standards as set forth in Florida Administrative Code, as the same may be amended from time to time, are hereby adopted by reference as the LOS for storm water quality.
- (b) Storm water management facilities shall be adequate to provide the following LOS with regard to flood control:

100-Year Critical Storm Event

- No floodwater in new buildings or existing buildings.
- Overland flow capacity available for all flow in excess of capacity of underground and open channel conveyance systems

25 Year or Less Critical Storm Event

- No floodwater more than six inches deep in local roads, parking lots, or other non-street vehicular use areas.
- No floodwater in one driving lane each direction of collector streets.
- No floodwater in two driving lanes each direction of arterial streets.
- Open channel conveyance available for all flow in excess of capacity underground conveyance systems, or for full 25-year storm flow if no underground system exists.
- The rate of off-site discharge shall no exceed the predevelopment rate of discharge.

10 Year or Less Critical Storm Event

- No floodwater in one driving lane of local roads.
- No floodwater in driving lanes of any road other than a local road.
- Underground conveyance not overflowing in business and commercial districts.

5 Year of Less Critical Storm Event

- No flood water in the driving lanes of any roadways
- Underground conveyances not overflowing in residential districts.

- (c) These are the adopted LOS standards and shall be used as the basis for determining the availability of facility capacity and the system demand generated by development. In instances where an off-site deficiency exists at the time of adoption of this policy, such deficiency shall not be increased as the result of any development or land use changes.

4.7.0

MASS TRANSIT

4.7.1

Urban Service Area

(a) 1% annual increase in system miles (bus miles).

4.7.2 *Rural*

(a) N/A

4.8.0 ON SITE FACILITIES

The LOS for all concurrency facilities on the site of a new development project shall be as required by the applicable land development regulations.

5.0.0 **APPLICATION REQUIREMENTS - CERTIFICATE OF CONCURRENCY**

5.1.0 APPLICATION PROCEDURE

5.1.1 The Applicant for any final Development Order shall determine if a "concurrency review" is required prior to the filing of an application for the Development Order. A "concurrency review" shall be required, prior to the issuance of the Development Order, unless:

- (a) the development is exempt,
- (b) the development has been determined to be "vested", or
- (c) the development is subject to a valid "Certificate of Concurrency" issued with a prior Development Order.

5.1.2 Prior to the submittal of an application for a final Development Order, the Applicant shall schedule a pre-application conference to discuss Comprehensive Plan consistency and concurrency issues for all but a Type A Site Plan, Limited Partition, Environmental Management Permit, or a Building Permit, and may schedule a pre-application for those.

5.1.3 Subsequent to the pre-application conference, but no later than the submittal date of an application for a Development Order, the Applicant shall submit an application for "concurrency review" as required and shall receive a "Preliminary Certificate of Concurrency" for the development project from the CM. A "Preliminary Certificate of Concurrency" is not required for a permit.

5.1.4 The application for "concurrency review" shall be filed with the Concurrency Management Division (CM) of the Growth Management Department on the specified form.

5.1.5 The application shall be reviewed for completeness and either accepted, or immediately returned for corrections or additional information.

5.1.6 The required application fee shall be paid at the time of acceptance of a complete application.

5.1.7 Complete applications shall be logged as to time and date accepted.

5.2.0 APPLICATION DATA

5.2.1 The application shall include the following information relative to the proposed new development project:

- (a) Location Map
- (b) Site Plan, to scale (except parcels where no additional site work is to occur).
- (c) Name, address and phone number of owner, developer and agent
- (d) Tax I.D. number of parcel(s)
- (e) Proposed development parameters

(f) Land Use Compliance Certificate

5.2.2 The application shall include a traffic analysis appropriate to the magnitude of the development using the following criteria:

- (a) A traffic analysis may either be conducted by CM staff (based on the project parameters as provided by the Applicant) or may be provided by the Applicant. The Applicant has the option of providing the traffic analysis either in lieu of having an analysis conducted by concurrency staff or to refute the findings of a traffic analysis which has been conducted by concurrency staff. Any traffic analysis submitted by the Applicant must be conducted pursuant to the requirements of Section 5.2.2(b) herein.
- (b) A traffic analysis submitted by an applicant must be prepared by a qualified professional and shall be in the format illustrated in Form TA of Appendix B-2. The analysis shall assess the project impact on all roadway segments within the Comprehensive Traffic Analysis Network (CTAN) that are functionally classified as limited access, principal or minor arterials, or major or minor collectors. The size of the CTAN varies according to the size and nature of the proposed project (Appendix B-2 includes a table with the required CTAN radii and details on how they are to be applied to various projects).

5.2.3 The application shall include a storm water analysis appropriate to the magnitude of the development.

- (a) Projects fall into one of four categories:
 - 1) Category 1 Projects, consisting of three (3) single-family dwellings or six (6) multi-family dwelling units, will not require an analysis.
 - 2) Category 2 Projects, less than or equal to two (2) acres of developed area and exceed Category 1 parameters, shall require an on-site analysis only.
 - 3) Category 3 Projects, greater than two (2) acres of developed area that exceed Category 1 and 2 parameters and Redevelopment under Sections (c)(4) b. and c., shall submit both the on-site and the off-site analysis.
 - 4) Category R, Redevelopment Projects with no off-site analysis required (see Section (c) (4) a. below)

(b) On-Site Only:

The developer shall be required to certify intent to comply with on-site LOS standards as defined in 4.6.0.

(c) Off-Site:

Projects within an open basin are required to submit a storm water analysis as described in section a., b., or d. below. Those projects within a closed basin are required to submit a storm water analysis as described in section c. below.

(1) Conveyance Analysis:

- a. Provide a hydrologic basin model for the downstream storm water conveyance using the latest release of the Storm Water Management Model (SWMM) or another storm water model as approved in advance by the Director. The storm water

analysis shall include a report and supporting documentation. Computer files shall be delivered to CM in both hard copy and digital format, compatible with City equipment.

- b. The upper limit of the analysis is defined as all hydrologically contributing area to the lower limit. The lower limit of the analysis is defined as the point along the downstream conveyance where the peak pre-development runoff rate from the site is 2.5% of the total flow in the conveyance.
- c. The cumulative effect of storm water runoff for the development and the limits of analysis are to be analyzed. To accomplish this, pre-development conditions are defined as the development condition that existed on October 1, 1990. The post-development condition is defined as the proposed development including all development within the limits of analysis with a valid concurrency certificate or that has occurred since October 1, 1990.
- d. A preliminary estimate of the downstream limits and basin delineation shall be submitted and approved prior to the initiation of the analysis.
- e. If the City of Tallahassee has identified a capacity problem further downstream, the applicant may be required to extend the downstream limits through the problem area.

(2) Restricted Surface Discharge:

- a. A storm water management facility shall be designed such that post-development discharge is restricted to the critical duration two (2) year pre-development rate for all duration and return frequencies up to and including the twenty-five (25) year, twenty-four (24) hour storm event. The total required detention volume shall again be available within ninety (90) hours following a rainfall event. Provide a calculation demonstrating the storm water management facility (SMF) meets the above functional requirements.
- b. At the discretion of the Director, a Conveyance Analysis may be required if problem areas have been identified downstream.

(3) Closed Basin Analysis:

- a. The applicant must demonstrate the feasibility of complying with the closed basin requirements of the EMO. An analysis shall be submitted as described in Appendix D.

(4) Redevelopment:

If the project is a redevelopment or addition to a site, the storm water analysis shall be appropriate to the net increase in impervious area. The net increase of impervious area will be measured cumulatively beginning October 1, 1990, the issuance date of the Certificate of

Occupancy or the completion of a prior off-site storm water analysis whichever is the most recent.

- a. Projects completing an off-site analysis more than 18 months prior to this application and the cumulative net increase in impervious area is 34,848 square feet (0.8 acre) or less since the last approved model, shall require an on-site agreement only.
- b. Projects completing an off-site analysis less than 18 months prior to this application or the cumulative net increase in impervious area is greater than 34,848 square feet (0.8 acre) since the last approved model, shall require both an on-site agreement and off-site analysis.
- c. At the discretion of the Director, an off-site analysis may be required if downstream problem areas have been identified by the City of Tallahassee.

(5) General Requirements:

- a. All projects shall provide a site plan indicating the location of existing and proposed structures in relation to both the 25 and 100-year floodplains. If proposed structures (including storm water facilities) encroach within the 100-year floodplain, a compensating volume equal to the loss of storage must be provided. The applicant shall provide detailed information regarding the extent of encroachment and location of the required compensating volume.
- b. The storm water analysis must be signed and sealed by a licensed professional engineer qualified in the field of hydrology and hydraulics.
- c. If development discharges to an approved regional storm water management facility (RSMF), documentation shall be provided indicating the conveyance to the facility and the RSMF is capable of accepting the post-development runoff from the project. Additionally, the LOS standards as defined in section 4.6.0 must be met.
- d. All hydrologic storm water calculations shall use the rainfall depths and distribution curves for zone two (2) as published in the F.D.O.T. Drainage Manual.

5.2.4 The application shall include detailed justification, including appropriate references, for the use of any water consumption rates, fire flow rates, sanitary sewer or solid waste demand rates different than the standard rates noted in. Appendix C.

5.3.0 UTILITY CERTIFICATION

If water and/or sanitary sewer is to be provided by an entity other than the City of Tallahassee, the Applicant shall submit a certificate from the entity that adequate capacity is available and reserved to satisfy the LOS Standard for water and/or sanitary sewer.

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6.0.0 **CONCURRENCY REVIEW PROCEDURE**

6.1.0 FINAL DEVELOPMENT ORDERS (EXCEPT BUILDING PERMITS) AND PRELIMINARY DEVELOPMENT ORDERS WITH CAPACITY RESERVATION

6.1.1 *Preliminary Concurrency Review*

Within eight (8) working days after the acceptance of a complete application and application fee, CM will make a preliminary concurrency determination, assuming that all submitted data and analyses are correct.

- (a) If the preliminary concurrency determination reveals a deficiency in one (1) or more concurrency facilities, the Applicant, in consultation with CM, will do one (1) or more of the following:
 - (1) Withdraw the application.
 - (2) Revise or correct the data and/or analysis or revise the project scope to reduce the impact and eliminate the facility deficiencies. There will be no additional fee charged for the first resubmission. There will be resubmission fee of 25% of the application fee for subsequent resubmissions.
 - (3) Unless such action would conflict with an adopted intergovernmental agreement or other City Commission mandate, the City and the Applicant may agree to negotiate a Development Agreement to address the deficiencies. If CM determines that a Development Agreement may be feasible and the Applicant concurs, the Applicant shall submit a "Notice of Intent to Negotiate a Development Agreement" on a form specified by CM.
 - (4) For roadway deficiencies, agree to contribute or pay a proportionate share consistent with the provisions of Section 6.4.5 herein. If CM determines that a proportionate share contribution is a feasible form of mitigation, and the Applicant concurs, the Applicant shall submit a "Notice of Intent to Provide a Proportionate Share" on a form specified by CM
- (b) If the preliminary concurrency determination of the original or a resubmitted application reveals that concurrency appears to be satisfied, or if the Applicant files a "Notice of Intent to Negotiate a Development Agreement or a "Notice of Intent to Provide a Proportionate Share" (if applicable), CM will issue a "Preliminary Certificate of Concurrency." The "Preliminary Certificate of Concurrency" shall,
 - (1) Specify the project parameters and any conditions that may apply.
 - (2) Be submitted to the Applicant by regular mail, unless the Applicant specifies otherwise, with a copy to appropriate agency(ies).
 - (3) Reserve capacity in all concurrency facilities for a period not to exceed forty-two (42) calendar days, unless a complete application for a Development Order is filed within the allotted forty-two (42) calendar day period.

6.1.2 CM will encumber the project demand in the Concurrency Management System (CMS), indicating that capacity is tentatively reserved, pending the filing of a complete application for a development order.

6.1.3 Upon notification from the appropriate agency(ies) that a complete application for a development order has been received, CM will conduct a sufficiency review of the application to verify that all data and analyses are correct.

(a) CM will notify the Applicant, in writing, of any deficiencies found in the application and will allow the Applicant forty-two (42) calendar days to correct the deficiencies.

(b) If the application deficiencies are not corrected and the application is not declared sufficient within forty-two (42) calendar days, CM will unencumber the tentatively reserved project demand and make the facility capacity available to other Applicants. CM will notify the appropriate agency(ies) of this action. This will result in the development order being held in abeyance until released by CM.

6.1.4 CM will participate in the review of the DO application as a member of the "Technical Coordinating Committee" (TCC). The Applicant shall notify CM in writing if changes are made to the Development Plan during the Development Review Process. Changes that affect the project demands will be reflected in the CMS on a daily basis. If at any time a change in the project scope creates a deficiency in a concurrency facility, CM will immediately notify the Applicant and the appropriate agency(ies). If concurrency is not satisfied, the development project cannot be approved.

6.1.5 *Final Concurrency Review Without a Development Agreement*

Upon final notice of approval of the DO, CM will,

(a) Conduct a final "concurrency review" for the project, based on the project parameters approved.

(b) Unencumber the project demand and update the CMS to reflect a permitted project demand.

(c) Calculate the impact fees applicable to the project and collect same. Impact fees shall include water and sewer systems charges, transportation impact fees and other impact fees that may be adopted and that are applicable to the "Certificate of Concurrency" issued.

(d) Issue a "Certificate of Concurrency" for the project to the applicant with copies to the appropriate agency(ies).

6.1.6 *Final Concurrency Review with a Development Agreement*

(a) Concurrent with the processing of the DO application, CM will attempt to negotiate a Development Agreement.

(b) If at any time it becomes apparent that a Development Agreement is not appropriate or feasible, CM will notify the appropriate agency(ies) to deny the DO application, or allow the Applicant to withdraw the DO application.

- (c) If an agreement is negotiated that will satisfy concurrency, CM will tentatively approve the development Agreement, pending review by the CRC and approval by the City Commission.
- (d) Upon final approval of the DO, CM will conduct a final "concurrency review", based on the approved project parameters.
- (e) CM will agenda the Development Agreement for consideration and approval by the City Commission.
- (f) Upon approval of the Development Agreement (and rezoning, if applicable) by the City Commission, CM will,
 - (1) unencumber the project demand and update the CMS to reflect a permitted project demand,
 - (2) issue a "Conditional Certificate of Concurrency" for the project to the applicant with copies to the appropriate agency(ies).
 - (3) have the agreement executed and recorded.

6.2.0 CONCURRENCY REVIEW COMMITTEE

6.2.1 The Concurrency Review Committee (CRC) is a committee made up of technical staff from departments or agencies responsible for the various concurrency facilities. The function of the CRC is to review pending "Certificates of Concurrency" for DO's other than building permits and to comment on their content, from their respective technical perspective.

6.2.2 The CRC shall consist of representatives from the following departments or agencies:

- (a) Growth Management Department/Concurrency Management Division (Chairperson)
- (b) Public Works Department/Traffic Engineering Division
- (c) TLCPD/Transportation Planning Division
- (d) Water and Sewer Department/Systems Planning Division
- (e) Parks and Recreation Department
- (f) Growth Management Department/Environmental Management Division
- (g) StarMetro
- (h) Leon County Public Works Department

6.2.3 When it is determined by the Chairperson of the CRC that a pending development project will cause a deficiency in one or more concurrency facilities, the Chairperson will call a meeting with the members of the CRC which have jurisdiction over the facilities which will be affected by the pending developments.

6.3.0 BUILDING OR ENVIRONMENTAL PERMIT

6.3.1 Applications for "concurrency review" may be submitted prior to or at the same time an application for a building permit is submitted.

6.3.2 CM will conduct a sufficiency review of the application to verify that all data and analyses are correct. If any deficiencies are found in the application, the provisions of Section 6.1.3 shall apply.

6.3.3 CM will conduct a sufficiency and "concurrency review" within ten (10) working days.

(a) If concurrency is satisfied, CM will update the CMS to reflect a permitted project demand, issue a "Certificate of Concurrency" and forward same to the Building Inspection Division and the Environmental Management Division of the Growth Management Department. The "Certificate of Concurrency" will be included as a part of the building permit.

(b) If concurrency is not satisfied, CM will immediately notify the Applicant and the Building Inspection Division.

(1) The Building Inspection Division will place the permit application on hold until further notice from CM.

(2) The Applicant, in consultation with CM, will do one (1) or more of the following:

a. Withdraw the application.

b. Revise or correct the data and analysis or revise the project to reduce the impact and eliminate the deficiencies. Upon receipt of a revised application with no deficiencies, CM will notify Building Inspection to proceed with the processing of the revised building permit application. CM will proceed as noted in Section 6.3.3.(1).

c. Agree to negotiate a Development Agreement to address the deficiencies.

1. If it becomes apparent that a Development Agreement is not appropriate or feasible, CM will notify Building Inspection to deny the permit application, or allow the Applicant to withdraw the permit application.

2. If an agreement is negotiated, CM will tentatively approve the Development Agreement, notify Building Inspection to proceed with processing the permit application and agenda the Development Agreement for review and approval by the CRC and the City Commission. Upon approval of the Development Agreement by the City Commission, CM will record the Development Agreement, update the CMS to reflect the permitted project demand, issue a "Conditional Certificate of Concurrency" and forward same to the Building Inspection Division. The "Conditional Certificate of Concurrency" will be attached to the building permit

- d. If appropriate, agree to contribute or pay a proportionate share consistent with the provisions of Section 6.4.5 herein.

6.4.0 LIMITED ACCESS, ARTERIAL AND COLLECTOR ROADS

6.4.1 *Projects of Limited Traffic Impact*

- (a) Projects which include the reuse or conversion of existing land uses and generate a net increase of an additional 10% or less vehicle trips (above the previously existing development), during the p.m. peak hour are exempted from the concurrency requirement for transportation facilities. The previous development (use) must have been active within the 12 months prior to filing for concurrency review for this provision to apply. Active status shall be based on (a) existence of a valid, unexpired occupational license for the premises; (b) continuance of utility connections; (c) active marketing of the property; (d) legal proceedings related to change of ownership (foreclosures, bankruptcies, etc.) or (e) the owner is granted an extension by the Board of Adjustments and Appeals.
- (b) A single dwelling unit proposed for a lot within a subdivision existing prior to October 1, 1990 is exempted from the concurrency requirement for transportation facilities.

6.4.2 *Redevelopment Projects*

Projects that meet the definition of redevelopment shall not be subject to traffic concurrency for up to 110% of the transportation impact generated by the immediately preceding existing development provided the project meets the following conditions:

- (a) The preceding existing development must have been active within the 12 months prior to filing for the concurrency review for this provision to apply. Active status shall be based on (a) existence of a valid, unexpired occupational license for the premises; (b) continuance of utility connections; (c) active marketing of the property; (d) legal proceedings related to change of ownership (foreclosures, bankruptcies, etc.) or (e) the owner is granted an extension by the Board of Adjustments and Appeals.
- (b) In order to accurately reserve concurrency capacity on the roadway network, CM staff will prepare a traffic concurrency analysis. Should an applicant choose to submit a traffic analysis, such analysis shall be in the format illustrated in Form TA of Appendix B-2 and shall include the information requested in Appendix B.

6.4.3 *Transportation Exception Area(s)*

If specifically provided for in the Comprehensive Plan, development projects located within the Central Business District/Downtown Development Revitalization Area, or other areas as approved in the Comprehensive Plan, may be exempted from the concurrency requirement for transportation facilities provided the project meets the following conditions:

- (a) The applicant obtains certification from the TLCPD that the project is in compliance with the appropriate section of the Transportation Element of the Comprehensive Plan.
- (b) In order to accurately reserve concurrency capacity on the roadway network, CM staff will prepare a concurrency analysis for such projects.

6.4.4 Other Concurrency Projects

If a proposed development project is projected to have a “significant impact” on the peak or on the non-peak direction of a concurrency roadway segment that is projected to have no available capacity and which is located within the CTAN, traffic concurrency standards have not been met.

- (a) The percentage or numerical threshold of what constitutes a “significant impact” is dependent on whether the impacted segment is included in the Immediate Traffic Impact Network (ITIN) of the proposed project. The radius of the project ITIN varies depending on the proposed land use type and the estimated number of vehicle trips generated by the proposed project (Appendix B-2 includes a table with the required ITIN radii and details on how they are to be applied).
- (b) Within the ITIN, a significant impact is deemed to occur when one or more pm peak hour trips from a proposed development project is projected to impact a roadway segment in either the peak or non-peak direction
- (c) Outside the ITIN and within the CTAN, a significant impact is deemed to occur when:
 - (1) The pm peak hour vehicle trips from a proposed development project are projected to consume 3% or more of the directional service volume (at the adopted LOS) of a roadway segment in either the peak or the non-peak direction, or
 - (2) The pm peak hour vehicle trips from a proposed development project are projected to consume 1% or more of the directional service volume (at the adopted LOS) of a “critically deficient” roadway segment in either the peak or the non-peak direction.

A “critically deficient” roadway segment is defined as a segment on which, based on projected traffic demand, the (future) pm peak hour directional volume on the roadway segment will exceed 110% of the directional service volume (at the adopted LOS) of the roadway segment.

6.4.5 Transportation Mitigation and Proportionate Share Option

- (a) For a roadway segment on which concurrency traffic standards are not met, under circumstances where an appropriate allocation improvement can be identified, established or designated consistent with Section 6.4.5 (d) (1), (2) or (3) herein, the applicant has the option of electing to provide a “proportionate share contribution” in lieu of complying with Section 2.2.1 a & b of this document. The proportionate share contribution shall be calculated using methodologies consistent with the examples shown in Appendix E and based on the following formula:

Proportionate share = $((A-B)/C) \times D$, where:

A = Project Demand = the estimated number of vehicle trips that a proposed project will contribute to the roadway segment (during the pm peak hour)

B = the available capacity = the existing capacity (service volume) minus the total (existing, committed and proposed) future demand. If the available capacity is greater than the project demand, the proportionate share equals zero. In addition, for the purposes of this formula, the minimum value of B is zero.

C = Increase in Capacity = the increase in capacity resulting from the “Capacity Improvement.” The “Capacity Improvement” is the physical roadway improvement that is necessary to accommodate the projected total future

demand on the roadway segment and shall meet the criteria in Section 6.4.5 (b) of this document.

D = Improvement Cost = Including, but not limited to the estimated cost of design, right-of-way (ROW) acquisition, storm water facilities and management, permitting and construction of the “Capacity Improvement”, as well as applicable bike and pedestrian facilities. The improvement cost data to be used in this component of the formula will be updated by City staff on an annual basis.

Appendix E provides specific examples of appropriate methodologies that can be used to calculate the proportionate share for an impacted roadway segment.

(b) It is not necessary that the transportation facility improvement on which the pro-rata share contribution calculation is based (“Capacity Improvement”) be one that is planned or programmed for construction. However, at a minimum, the Capacity Improvement must be adequate to maintain the adopted LOS standard on the roadway segment under total projected future (existing, committed and proposed) traffic demand conditions as reflected in the concurrency street inventory.

(c) Proportionate Share Expenditure: The transportation facility improvement on which the pro-rata share contribution is expended may include public road capacity improvements, public road right-of-way acquisition, mass transit system implementation or facility improvements, or bike or pedestrian facility improvements.

(d) Proportionate Share Allocation: For each roadway segment that requires mitigation, the associated proportionate share that is collected shall be allocated as follows:

- (1) **Scheduled Improvements:** If the impacted roadway segment has a scheduled roadway capacity improvement project that is identified or will be included for funding in years 2 through 5 of the CIE, unless otherwise specified by the City, the associated proportionate share shall be allocated toward the funding of the scheduled roadway capacity improvement.
- (2) **Pre-Established Significant Benefit Improvement Projects:** If there is no improvement scheduled to the impacted roadway segment as described in Section (d) (1) above, the associated proportionate share shall be allocated toward the funding of one or more transportation facility improvements that have been established through agreement with affected local government and FDOT as providing a “significant benefit” to the impacted transportation system. Any transportation facility improvement project that is established as providing a “significant benefit” under this provision must be located within the same significant benefit zone (Appendix F) as the impacted roadway segment.
- (3) **Other Significant Benefit Improvement Projects:** If there is no improvement scheduled to the impacted roadway segment as described in Section (d) (1) above, and if no “significant benefit” improvements have been established as described in Section (d) (2) above, at the discretion of the

Director, the associated proportionate share may be allocated toward the funding of one or more transportation facility improvements that are determined by the relevant members of the CRC to provide a “significant benefit” to the impacted transportation system consistent with the criteria of Section 4-4 (a) (4) of the Concurrency Management Ordinance. Any transportation facility improvement project that has been designated as providing a “significant benefit” under this provision must be located within the same significant benefit zone (Appendix F) as the impacted roadway segment.

(e) Under circumstances where the applicant’s total proportionate share contribution is equal to or less than \$500,000, the applicant is required to render payment of the entire proportionate share contribution to the City prior to the issuance of the final concurrency certificate. Under circumstances where the applicant’s total proportionate share contribution exceeds \$500,000, an alternative payment schedule can be utilized if approved through a concurrency agreement or other development agreement subject to City Commission approval.

6.5.0 POTABLE WATER

6.5.1 CM will, based on the development project parameters as provided by the Applicant, and the guidelines contained in Appendix C estimate the project demand for potable water for the peak flow.

6.5.2 The available capacity of water systems shall be calculated based on the system as a whole. Concurrency must be satisfied for the water system supplying the project using the following criteria:

- (a) If the project demand for water is less than the available capacity in the water system, concurrency is satisfied.
- (b) If the project demand for water is greater than the available capacity in the water system, concurrency is not satisfied.

6.6.0 SANITARY SEWER

6.6.1 CM will, based on the development project parameters provided by the Applicant and the guidelines contained in Appendix C, estimate the project demand for sewage treatment capacity.

6.6.2 Available capacity of the sewage treatment system shall be calculated based on the system as a whole. Concurrency must be satisfied for the sewage treatment system serving the project using the following criteria:

- (a) If the project demand for sewage treatment capacity is less than the available capacity in the system, concurrency is satisfied.
- (b) If the project demand for sewage treatment capacity is greater than the available capacity in the system, concurrency is not satisfied.

6.7.0 SOLID WASTE

6.7.1 CM will obtain Solid Waste Concurrency information from Leon County.

6.7.2 Upon receipt of an application for "concurrency review", CM will forward a copy of the application (except oversized maps) for "concurrency review" of solid waste facilities to the Leon County Concurrency Officer. Attached to the application will be a Solid Waste Certification Form. The County Concurrency Officer or his authorized representative will be requested to attest within ten (10) working days from the receipt of the form that,

- a) solid waste capacity exists or,
- b) solid waste capacity does not exist.

6.7.3 Concurrency must be satisfied for the County as a whole. If the County attests that the project demand is less than the available solid waste capacity, concurrency is satisfied.

- a) If the County attests that the program demand is greater than the available solid waste capacity, concurrency is not satisfied.

6.8.0 PARKS

6.8.1 CM will, based on the development project parameters provided by Applicant, estimate the project demand for Area Park and Countywide Park facilities based on the adopted acreage standards in the Comprehensive Plan.

(a) RESIDENTIAL: The demand for a residential unit is calculated as follows:

(1) Area Park:

2.0 acres/1000 population x 2.38 persons/RU

The project demand, therefore, is .0047 acres/RU time the total RU's in the project.

(2) Countywide:

a. development inside the USA

4.82 acres/1000 population x 2.38 persons/RU

The project demand, therefore, is .0114 acres/RU times the total RU's in the project.

b. development outside the USA

4.82 acres/1000 population x 2.76 persons/RU

The project demand, therefore, is .0133 acres/RU times the total RU's in the project.

(b) NON-RESIDENTIAL: No park facilities required.

- 6.8.2 CM will obtain Boat Ramp Concurrency information from Leon County.
- 6.8.3 Upon receipt of an application for "concurrency review", CM will forward a copy of the application (except oversized maps) for "concurrency review" of Boat Ramp Facilities. Attached to the application will be a Boat Ramp Certification Form. The County Concurrency Officer or his authorized representative will be requested to attest within ten (10) working days from the receipt of the form that;
- (a) Boat Ramp capacity exists or,
 - (b) Boat Ramp capacity does not exist.
- 6.8.4 Concurrency must be satisfied for the County as a whole. If the County attests that the project demand is less than the available Boat Ramp capacity or available within 12 months concurrency is satisfied.
- (a) If the County attests that the project demand is greater than the available Boat Ramp capacity or available within 12 months concurrency is not satisfied.
- 6.9.0 STORM WATER
- 6.9.1 If the storm water analysis shows that total post development stream flows exceed the capacity as defined by the SWMM modeling on any downstream link including ponds, or if an existing problem exists and there is an increase in that deficiency, then concurrency is not satisfied.
- (a) If the storm water analysis shows that total post development stream flows are less than the capacity as defined by SWMM modeling or another model as approved in advance by the Director, on all downstream links including ponds, or if an existing problem exists on a downstream link and there is no increase in that deficiency as computed by the SWMM Basin Model, then concurrency is satisfied.
- 6.10.0 MASS TRANSIT
- 6.10.1 The LOS for mass transit in the urban service area (USA) is a one percent increase in system miles (odometer miles on buses) per year, regardless of the level of development taking place in the City. Prior to October 1st of each year, CM will obtain from StarMetro a letter certifying that route miles on buses have increased by one percent over the previous year, or certifying that the amount of the bus route miles has increased by an average of one percent in the time period in which a LOS has been adopted for mass transit, or certifying that neither of these conditions have been met.
- 6.10.2 If the letter from StarMetro certifies that a one percent increase in route miles for buses has been obtained or that there has been an average increase in route miles by the bus system of one percent, then all development within the City of Tallahassee shall be presumed to be concurrent for mass transit.
- (a) If the letter from StarMetro does not certify that a one percent increase in route miles for buses has been obtained or that there has been an average increase in route miles by the bus system of less than one percent then all development within the City of Tallahassee shall be presumed to be concurrent for mass transit.
- 6.11.0 ALTERNATE PROCEDURE FOR CONCURRENCY REVIEW

6.11.1 Upon approval of both the CM Officer and the Leon County Chief of Development Review, an alternate method of review of public facility impacts for facilities controlled by the jurisdiction outside the development project may be substituted for the procedures specified in 6.5.0 through 6.10.2.

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7.0.0 **MISCELLANEOUS PROVISIONS**

7.1.0 FEES

7.1.1 Concurrency fees shall be based on the fees established by Resolution and shall be due at the time of submission of the application. All first submittals shall be assessed at the minimum fee for the appropriate land use associated with the project.

7.1.2 Impact fees shall be based on the fees established in either the appropriate ordinance or resolution and shall be due at the time of issuance of the "Certificate of Concurrency" or the "Conditional Certificate of Concurrency". Impact fees will be paid within forty-five (45) working days of notice or the application will be denied and the applicant will need to resubmit an application, if so desired.

7.2.0 APPEAL

Should an appeal be necessary, it shall be submitted, in writing, to the Growth Management Director within fifteen (15) calendar days of denial of a "Certificate of Concurrency" by CM. The date on the denial letter shall be the date used to calculate the commencement of the fifteen (15) day period. The decision of the Growth Management Director shall be final.

7.3.0 DEVELOPMENT AGREEMENTS

Development Agreements shall be developed, between the Applicant and the Concurrency Management Officer, based upon the individual needs of the development and will be submitted to the City Commission for final approval.

7.4.0 AGGREGATION

a) Development of two or more properties shall be aggregated and treated as a single project for the purposes of concurrency review (including the assessment of cumulative traffic impacts) when they are "physically proximate" to one another and they are determined to be part of a "unified plan of development".

b) For the purposes of aggregation, two or more properties shall be considered "physically proximate" when the properties are located within 1,000 feet of one another. Furthermore, two or more properties shall also be considered "physically proximate" when the properties sought to be aggregated are separated by properties that have been determined to be a part of a unified plan of development with any of the properties sought to be aggregated.

c) A unified plan of development shall be presumed to exist when two (2) or more of the following criteria are met:

- 1) The same person has (or within the previous 5 years has had) a significant legal or equitable interest in the properties sought to be aggregated. "Significant legal or equitable interest" means that the same person has an interest or an option to obtain interest of more than 25 percent (25%) in each development.
- 2) The same person or entity has within the previous 5 years retained or shared control of the developments.
- 3) There is common management of the developments controlling the form of physical development or disposition of parcels of the development.

- 4) There is a voluntary sharing of infrastructure that is indicative of a common development plan between the properties sought to be aggregated, or is designed specifically to accommodate the development to be aggregated, except that which is implemented because it was required by the City; Water Management District, Department of Environmental Protection; the Division of Florida Land Sales, Condominiums and Mobile Homes; or the Public Service Commission.
- 5) There is a common advertising scheme or promotional plan in effect for the developments sought to be aggregated.
- 6) There is a master plan or series of plans or drawings indicative of a unified plan of development that has been submitted to a government agency.

d) The applicant may overcome the presumption of a unified plan of development providing the Department clear and convincing evidence that a unified plan of development does not exist. In addition, in instances where the aggregation status of a parcel is debatable or unclear, the applicant, land owner and/or developer may be required to provide a notarized affidavit attesting to the validity of the evidence presented.

e) Notwithstanding any of the aforementioned guidelines and standards for aggregation, portions of existing development for which a final certificate of occupancy (or the equivalent thereof) was issued at least 5 years prior to the application date shall not be subject to aggregation.

f) For the purposes of assessing the cumulative transportation impacts of a proposed project that is subject to aggregation with previously approved or with other proposed development, the following methodology will apply:

- 1) Trips associated with projects that are aggregated with one another under the provisions of Section 7.4.0 herein shall be added together for the purpose of determining the appropriate radius of the ITIN and the CTAN.
- 2) Trips associated with projects that are aggregated with one another under the provisions of Section 7.4.0 herein shall be added together for the purpose of determining whether the proposed project will exceed the applicable significance thresholds on a roadway segment.
- 3) When applying the proportionate share formula under Section 6.4.5 herein, Project Demand (Variable A) shall consist only of the “non-approved” project trips that are shown to impact a road segment. In other words, “Variable A” shall include only those project trips above and beyond the number of trips on a road segment attributable to the aggregated project or project(s) already approved for concurrency.

g) The following activities or circumstances shall not be considered in determining whether to aggregate two or more developments:

- 1) Activities undertaken leading to the adoption or amendment of the comprehensive plan.
- 2) The fact that the same lender has a financial interest, including one acquired through to foreclosure, on two or more parcels, so long as the lender is not an

active participant in the planning, management, or development of the parcels in which it has an interest.

- 3) Drainage improvements that are not designed to specifically accommodate the types of or developments sought to be aggregated.
- 4) City streets or any infrastructure provided by such entities as the City of Tallahassee, community development district pursuant to Chapter 190, FS, or Talquin Electric Cooperative.

h) Notwithstanding any of the aforementioned guidelines and standards for aggregation, in order to provide intergovernmental consistency in the review of project impacts, for properties that are subject to State DRI Review, the City may opt to apply the state guidelines, standards and rules for aggregation in lieu of any the concurrency aggregation requirements or aggregation exemptions contained herein.

i) In order to encourage developers to design, finance, donate or build infrastructure, public facilities or services, the Director may agree to waive the criteria in Section 7.5.0 c) (4) (above) under circumstances where the sharing of infrastructure is voluntary, but is recommended by the City due to its clear, overall public benefit. In the event that the Director chooses not to agree to waive the criteria in Section 7.5.0 c) (4) (above) the developer(s) may request that the City Commission enter into a development agreement that provides the specific terms and conditions through which this criteria will be waived.

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APPENDICES

APPENDIX A-1

Street Inventory Description

The "Street Inventory/Status Report" is a tabulation of the available capacity of each segment based on the adopted LOS Standard for each segment (see Figure A-1). The traffic counts are for the p.m. peak hour and incorporate a seasonal adjustment factor. The peak direction of a roadway segment is generally determined based on the most recent count of existing roadway segment volumes. The "Committed Demand" is the estimated demand on the roadway segment that is expected to occur due to unbuilt, approved development projects. The "Total Future Demand" is the estimated demand on the roadway segment that is attributable to existing development plus the demand expected to occur due to unbuilt, approved development projects. For "interrupted flow facilities", the estimated demand is based on the estimated volumes at the "control points" (typically at the approach to signalized or stop/yield-controlled intersections) that define the roadway segment. The capacity is based on the maximum service volume that can be achieved while maintaining the adopted LOS on both the roadway section as a whole and at the segment control points. Capacities may be adjusted to reflect the degree to which mid-segment traffic flow is delayed due to inadequate turn lanes or other impedances. All capacities are estimated using methodologies based on the most recent issue of the Highway Capacity Manual (HCM), or other professionally acceptable techniques. These capacities are typically (initially) derived using a "planning level" analysis (as described in HCM). However, a capacity derived from a planning level analysis may be superseded by a capacity derived using a more detailed, disaggregate "operational" intersection analysis (as described in HCM) that considers individual intersection approaches as well as individual lane groups within these approaches. If capacity improvements are scheduled, the year of expected construction is noted. Information provided in the concurrency street inventory is subject to frequent revisions as new data is obtained. Detailed data on the capacity derivation, street characteristics and traffic demand to date are available from the Growth Management Department.

Street Inventory Update

The Concurrency Management Division will maintain continual contact with the City Public Works Department, the Leon County Public Works Department, and the Florida Department of Transportation in order to receive timely information regarding changes to the roadway network which may effect capacity. This information may include:

- New Traffic Volumes
- Roadway Improvements
- Changes in Signal Timings
- New Turning Movement Counts
- Any other actions that may affect roadway capacity.

In response to this information, Concurrency Management will update the Street Inventory Status Report to reflect any changes to the available capacity. Concurrency Management will also, on a periodic basis, incorporate any changes in demand due to the buildout of vested, exempt or permitted projects. In addition, Concurrency Management will, on a periodic basis, incorporate any changes in demand that may be necessitated by the application for, withdrawal or denial of a concurrency project.

Street Inventory Status

Because the Concurrency Street Inventory is subject to frequent updates, the reader is directed to request the latest version of this document by contacting City of Tallahassee Concurrency Staff @ (850) 891-7100.

APPENDIX A-2

Potable Water - Inventory

The "Potable Water Inventory/Status" is tabulation of the City of Tallahassee Water Production capacity as of the beginning of each fiscal year and a summary of programmed capacity improvements over the next five (5) years. (Figure A-2). All volumes are expressed in "gallons per day". The "total capacity" reflects the production capacity of the wells in service as of the beginning of the fiscal year. The "total peak demand" is based on the peak flow rate from the previous three years plus the estimated peak demand from incomplete vested and previously permitted development.

Potable Water - Update Procedures

The "total capacity" will be revised periodically based on information provided to CM from the Water and Sewer Department on the long-term status of the wells. Short-term fluctuations in production capacity, i.e., less than six (6) months, due to maintenance operations, will be neglected.

The "total peak demand" will be revised periodically to reflect new applications for development approval and the reservation of system capacity, as follows:

- (a) Upon acceptance of a complete application for "concurrency review", CM will make a preliminary review in order to determine if there appears to be adequate available capacity in the water system.
- (b) If there appears to be adequate available capacity, CM will enter the new project demand into the CMS and "encumber" the capacity, based on data provided by the Applicant.
- (c) Upon approval of the final Development Order by the approving agency, CM will finalize the concurrency determination and reserve the water production capacity. The CMS will be revised to reflect the final project demand, the date of the concurrency determination and the new total demand.

The Potable Water Inventory/Status will be revised annually, in October, to incorporate the most current peak flow data and the status of vested and previously permitted development, as follows:

- (a) CM will calculate the peak demand theoretically generated by all vested or previously permitted development that was issued a Certificate of Occupancy during the previous fiscal year.
- (b) This theoretical peak demand will be subtracted from the vested and permitted demand on the water system to determine a new "committed demand."
- (c) The "peak flow" from the previous three fiscal years will be revised based on actual flow measurements from each well by the Water and Sewer Department.
- (d) The "total demand" will be revised as the sum of the revised "committed demand" and "peak flow."

APPENDIX A-2 (cont)

Figure A-2

**CITY OF TALLAHASSEE CONCURRENCY MANAGEMENT SYSTEM
POTABLE WATER INVENTORY /STATUS AS OF SEPTEMBER, 1994**

<u>Well #</u>	<u>Location</u>	<u>Area</u>	<u>Service MGD</u>	<u>Capacity Status</u>
1	Gadsden & Gaines	SW/Cent.	2.160	In Service
2	Gadsden & Williams	SW/Cent.	2.160	In Service
3	Myers Park & Drew	SW/Cent.	2.160	In Service
4	Ingleside & Gilchrist	SW/Cent.	2.160	In Service
5	Woodward & Brevard	SW/Cent.	2.160	In Service
6	Fourth & Ford	SW/Cent.	2.160	In Service
7	Fourth and ML King	SW/Cent.	2.160	In Service
v8	Bradford Road	SW/Cent.	2.160	In Service
9	Virginia Street	SW/Cent.	2.160	In Service
10	Hodges Drive	SW/Cent.	2.160	In Service
11	Ridgeland & Del Rio Terrace	NE/NW	2.160	In Service
12	Magnolia & Country Club	SE	3.600	In Service
13	Arkansas & Alabama	SW/Cent.	3.600	In Service
15	Lipona & Jackson Bluff	SW/Cent.	3.600	In Service
16	Raymond Diehl & Oleson	NE	5.040	In Service
17	Apalachee Parkway	SE	3.600	In Service
18	Royal Oaks & Thomasville	NE	3.600	In Service
19	Fred George Road	NW	0.720	In Service
20	Lafayette Oaks #1	US 90 East	1.440	In Service
21	US 90 East	US 90 East	2.160	In Service
22	Lafayette Oaks #2	US 90 East	0.720	In Service
23	Mission Road	NW	4.032	In Service
25	Meridian Rd & Spanish Moss	NE	3.600	In Service
26	Old Bainbridge & I-10	NW	4.032	Await DEP Appr.
27	Orange Ave East of Jim Lee Rd	SE	3.600	In Service
29	Bradfordville Rd N of Centerville	NE	4.200	In Service
32	Bannerman & Bull Headley	N & NE	3.600	Future-1998

	<u>MGD</u>
Total Capacity (In Service)	67.272
Less: 3 Year Peak Flow (5/22/93)	45.073
Fire Flow Demand	0.630
Out of Service Factor	5.040
Project/Vested/Exempt Demand	<u>.662</u>
Available Capacity	16.529

APPENDIX A-3

Wastewater Treatment/Disposal - Inventory

The City of Tallahassee wastewater treatment capacity is controlled by one (1) of the three (3) subsystem capacities; treatment plant capacity, effluent disposal capacity or sludge disposal capacity. Any of these three (3) subsystems may be critical to the system capacity. The "Wastewater Treatment/Disposal - Inventory Status" is a tabulation of the critical subsystem capacity and demand as of the beginning of each fiscal year and summary of programmed capacity improvements over the next five (5) years. Figure A-3 shows the subsystem capacities, demand and surplus or deficit capacity. The system capacity is equivalent to the rated capacity of the critical subsystem.

Figure A-3
CITY OF TALLAHASSEE CONCURRENCY MANAGEMENT SYSTEM
WASTEWATER TREATMENT/DISPOSAL/INVENTORY STATUS
AS OF SEPTEMBER 1994

<u>TREATMENT PLANT</u>	<u>DESIGN CAPACITY</u>
	<u>Existing 1994 MGD</u>
T.P. Smith	20.00
Lake Bradford Road	4.50
Municipal Airport	.06
 Total Design Capacity	 24.56
	 <u>MGD</u>
Total Capacity	24.560
Less: Average Flow for 12 month period ending 9/30/94	19.240
Available Capacity	5.32

Wastewater Treatment/Disposal - Update Procedures

The "capacity" of each subsystem and the system as a whole will be revised periodically based on information provided to CM by the Water and Sewer Department on the long-term status of the various subsystems. Short-term fluctuations in treatment or disposal capacities, i.e. less than six (6) months, due to maintenance operations, etc., will be neglected.

The "total demand" placed on the system will be revised periodically to reflect new applications for development approval in the same way as the Water System. All flows will be average daily flows since the treatment plant is rated and permitted based on a twelve (12) month average.

The Wastewater Treatment/Disposal Inventory/Status will be revised annually, in October, to incorporate the most current average flow data and the status of vested and previously permitted development in the same way as the Water System. The average flow will be the sum of the flow measured entering the three (3) treatment plants.

APPENDIX A-4

Parks and Recreation - Inventory

The "Parks and Recreation Inventory/Status" is a tabulation of the Countywide (excluding boat ramps) and Area Park land (and facilities owned and operated by Federal, State and Local agencies) as of the beginning of each fiscal year, as well as those park and recreational facilities included in the first year of the Capital Improvements Schedule in the 2010 Tallahassee/Leon County Comprehensive Plan. In addition, park land dedicated to the City from private sources shall be included in the inventory after the lands are dedicated in a binding contract for the dedication of such lands is executed (Figure A-4). Total demand for park and recreational facilities is equal to the demand generated by existing population as determined by the Tallahassee/Leon County Planning Department plus the demand associated with the vested and permitted residential demand.

Parks and Recreation - Update Procedures

The "total capacity" will be revised periodically upon information provided from the City Parks and Recreation Department, the Florida Department of Natural Resources and the U. S. Government. Information received on private dedications of park and recreation facilities will also be reflected in the periodic inventory. Amendments to the 2010 Comprehensive Plan that add or delete the purchase of Park and Recreation facilities in the first year of the Capital Improvements Schedule will also be reflected in the inventory update. The total demand will be revised periodically to reflect new applications for development approval and the reservations of system capacity as follows:

- (a) Upon acceptance of a completed application for "concurrency review", CM will make a preliminary review in order to determine if there appears to be adequate available capacity in the Countywide and Area Parks.
- (b) If there appears to be adequate available capacity, CM will enter the new project demand into the CMS and "encumber" the capacity, based upon data provided from the Applicant.
- (c) Upon approval of the final Development Order by the approving agency, CM will finalize the concurrency determination and reserve the park and recreation capacity. The CMS will be revised to reflect the final project demand, the date of the concurrency determination and the total demand.

APPENDIX A-4 (cont)

Figure A-4
CITY OF TALLAHASSEE CONCURRENCY MANAGEMENT SYSTEM
PARKS AND RECREATION INVENTORY STATUS
AS OF SEPTEMBER 1994

AREA PARK INVENTORY:

<u>NAME OF FACILITY</u>	<u>TYPE</u>	<u>LOS CATEGORY</u>	<u>EXISTING ACRES</u>
A. J. Henry	Community	Area	71.92
Belle Vue	School Site	Area	4.12
Brevard	School Site	Area	3.64
Campbell Pond	Community	Area	29.40
Carter-Howell-Strong	Community	Area	11.50
Cobb	School Site	Area	2.41
Dade Street	Community	Area	3.54
Dorothy B. Oven	Community	Area	7.36
Fairview	School Site	Area	1.97
Forestmeadows	Community	Area	22.64
Gilchrist	School Site	Area	9.50
Griffin	School Site	Area	2.23
Lake Ella	Community	Area	18.76
Lafayette	Community	Area	21.30
Leon	School Site	Area	22.17
Levy	Community	Area	8.57
Myers	Community	Area	47.00
Nims	School Site	Area	3.95
Optimist/Indian Head	Community	Area	40.80
Palmer Monroe	Community	Area	3.96
RAA	School Site	Area	3.24
Riley	School Site	Area	3.35
Sabal Palm	School Site	Area	0.77
San Luis Mission	Community	Area	68.55
Southside	Community	Area	48.41
Springsax	Sports Complex	Area	46.44
Sullivan	School Site	Area	1.13
Walker Ford	Community	Area	12.10
Winthrop	Community	Area	15.60
Woodville	School Site	Area	4.72

<u>NAME OF FACILITY</u>	<u>TYPE</u>	<u>LOS CATEGORY</u>	<u>EXISTING ACRES</u>
Apalachicola Nat'l Forest	National Forest	Countywide	103,500.00
Elinor Klapp Phipps	Regional	Countywide	670.49*
Florida A&M University	State/Fed Park	Countywide	35.00
Florida State University	State/Fed. Park	Countywide	460.00
FSU Reservation	State/Fed. Park	Countywide	59.40
Hilaman Park	Spec. Regional	Countywide	121.90

APPENDIX A-4 (Cont)

Jake Gaither Golf Course	Spec. Regional	Countywide	115.00
Maclay Gardens	State/Fed. Park	Countywide	307.60
Messer	Spec. Regional	Countywide	59.83
River Bluff	State/Fed. Park	Countywide	531.00
Silver Lake	State/Fed. Park	Countywide	26.00
Tallahassee Comm. College	State/Fed. Park	Countywide	255.021
Trout Pond	State/Fed. Park	Countywide	11.00

*Comprised of: City (159.61 Ac); Life Estate (2.27 Ac); Water Management (508.61 Ac)

APPENDIX B

 <p>CITY OF TALLAHASSEE GROWTH MANAGEMENT</p>	<p>Land Use & Environmental Services Division (850) 891-7100 Location: 435 N. Macomb Street Mail: 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301-1731 Fax: (850) 891-7184 Florida Relay Service TDD: 711</p>
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APPLICATION FOR CONCURRENCY DETERMINATION

(FUTURE APPLICATIONS FOR DEVELOPMENT OF THIS SITE WILL CAUSE THIS APPLICATION TO BECOME VOID.)

1. Property Owner's Name: _____
Mailing Address: _____

City State Zip
Telephone #: _____ FAX#: _____
E-Mail Address: _____

2. Applicant's (Optionee) Name: _____
Mailing Address: _____

City State Zip
Telephone #: _____ FAX#: _____
E-Mail Address: _____

3. Agent's Name: _____
Mailing Address: _____

City State Zip
Telephone #: _____ FAX#: _____
E-Mail Address: _____

4. Other Contact Person (if applicable): _____
Mailing Address: _____

City State Zip
Telephone #: _____ FAX#: _____
E-Mail Address: _____

Note: Property Owner, Applicant, Agent, & Other Contact Person will be copied on all correspondence from the Growth Mgmt. Dept.

5. Parcel Identification Number: _____
6. LUCC #: _____
7. Project Name: _____
8. Location: _____
9. 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.

Revised: 5/10/11
Expires: 9/30/11

APPENDIX B (CONT)

10. (A) Total Area of Parcel(s) (acres): _____ (B) Total Development Area of Site (acres): _____
11. Square Footage of Impervious Surface: *(Not applicable if site is less than two (2) acres)*
 (a) Total existing impervious as of 10/1/90 or per last approved off-site SW analysis (sq ft): _____
 (b) Total future (Post Project Development) impervious (sq ft): _____
 (c) Resulting net change in impervious sq. ft. (b-a=): _____

12. Site Development - Below, list the types and amounts of existing and proposed development on the project site. Indicate whether these facilities will remain, be removed, be converted, or are new. For all residential development, specify the residential type and provide the number of dwelling units proposed. If attached or multi-family residential, also provide the total number of bedrooms proposed. If non-residential, provide the specific type of office, industrial, warehouse, institutional, retail, commercial and/or service uses, and the gross floor area (GFA) of each type [for shopping centers also provide the gross leasable area (GLA)].

<u>LAND USE</u>	<u>DU AND BEDROOMS (RES) OR Sq FT (NON-RES)</u>	<u>REMAIN/REMOVE/CONVERT/NEW</u>

13. Stormwater Category: _____ [**1**=no analysis; **2**=on-site only; **3**=on & off-site; or **R**=redevelopment] (Based on the criteria in Section 5.2.3.(1) of the Concurrency Management System Policy and Procedures Manual (CMSPPM), indicate the project's Stormwater category.)

Do you agree to comply with the on-site level of service standards in Section 4.6.0 of the CMSPPM:
 Yes No N/A (Category 1 only)

14. Transportation: Analysis Prepared by City Staff Analysis Attached
 (The applicant may choose to use City Staff analysis or submit an analysis based on Section 5.2.2. of the CMSPPM.)

Below, please list the roadway access points for the project. Also, describe any existing or proposed access restrictions (i.e., enter or exit only, right in / right out only). Use a separate line for each access point.

<u>ROADWAY NAME/DESCRIPTION</u>	<u>ACCESS POINT RESTRICTION/LIMITATION</u>

15. Attachments Checklist: Completed Owners Affidavit
(REQUIRED) Copy of Land Use Compliance Certificate
 General Location Map
 Site Plan (to scale) that shows the following: *(not required if conversion only)*
 a. adjacent streets, with project access points;
 b. existing and proposed structures; and
 c. internal streets and vehicle use areas (including existing/proposed parking).
 If Stormwater Cat. is a 3, a Stormwater Analysis form and diskette are required.
 If Transportation is Large, a completed Transportation Analysis form is required.
 Color documents should also be submitted in electronic form in one of the following formats: .tif; .pdf; .jpeg; or .bmp.

16. Concurrency Review Fee: Please indicate the amount of the concurrency application review fee and enclose a check made payable to the City of Tallahassee for the amount of this application.

Residential \$ _____ + Commercial \$ _____ + Stormwater \$ _____ = \$ _____ Total

17. I acknowledge that with approval of this application, any vested rights previously approved will no longer be available for use.

18. Signature of Owner/Applicant/Agent: _____

Print Signed Name: _____

Revised: 5/10/11
 Expires: 9/30/11

APPENDIX B-1



Mailing Address: 300 South Adams Street, B-28, Tallahassee, Florida 32301
Location: 408 North Adams Street, Tallahassee, Florida 32301
Land Use & Environmental Services: (850) 891-7100; Fax: 891-7184
Building Inspection: (850) 891-7050; Fax: 891-7099

OWNERSHIP AFFIDAVIT & DESIGNATION OF AGENT

I. Ownership.

I, _____, hereby attest to ownership of the property described below:
Parcel I.D. Number(s) _____
Location address: _____
_____ for which this Application is submitted.
The ownership, as recorded on the deed, is in the name of: _____

Please complete the appropriate section below: **NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.**

Individual
Government Entity

Corporation
Provide Names of Officers:

Dept. of State Registration No.:

Name/Address of Registered Agent:

Partnership
Provide Names of General Partners:

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. **(Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)**

Owner's Agent: _____
Address: _____
Contact Person: _____ Telephone No.: _____

III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.) _____

APPENDIX B-1 (CONT)

IV. Acknowledgement.

Individual	Corporation	Partnership
_____ <i>Signature</i>	_____ Print Corporation Name	_____ Print Partnership Name
Print Name: _____ Address: _____ Phone #: _____	By: _____ <i>Signature</i>	By: _____ <i>Signature</i>
	Print Name: _____ Its: _____ Address: _____ Phone #: _____	Print Name: _____ Its: _____ Address: _____ Phone #: _____
Government Entity		
_____ Print Government Name		
By: _____ <i>Signature</i>		
Print Name: _____ Title: _____ Department: _____		

NOTARY INFORMATION (Please use appropriate block.)								
STATE OF _____ COUNTY OF _____								
<p>Individual</p> <p>Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.</p> <hr/> <p>Government Entity</p> <p>Before me, this _____ day of _____, 20____, personally appeared _____ as _____ and on behalf of _____, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.</p>	<p>Corporation</p> <p>Before me, this _____ day of _____, 20____, personally appeared _____ of _____, a _____ corporation, on behalf of the corporation, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.</p>	<p>Partnership</p> <p>Before me, this _____ day of _____, 20____, personally appeared _____, partner/agent on behalf of _____, a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.</p>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%; border: none;">_____ Signature of Notary</td> <td style="width: 65%; border: none;">NOTARY STAMP:</td> </tr> <tr> <td style="border: none;">_____ Print Notary Name</td> <td style="border: none;">My commission expires: _____</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Identification Method: _____ Personally known. _____ Produced I.D. – Type: _____</td> </tr> </table>			_____ Signature of Notary	NOTARY STAMP:	_____ Print Notary Name	My commission expires: _____		Identification Method: _____ Personally known. _____ Produced I.D. – Type: _____
_____ Signature of Notary	NOTARY STAMP:							
_____ Print Notary Name	My commission expires: _____							
	Identification Method: _____ Personally known. _____ Produced I.D. – Type: _____							

APPENDIX B-2

TRANSPORTATION ANALYSIS (Form TA)

The form shall be completed and submitted only if the applicant elects to submit a traffic analysis per Section 5.2.2. of the CMSPPM:

- TRIP GENERATION:** In Table I, estimate the total number of p.m. peak hour vehicle trips generated for each land use by the proposed project at build-out, using the regression equation or rate, (whichever is more appropriate) from the most recent edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. If the ITE Manual is not applicable or does not address the land use, explain the methodology used in detail (if a survey is used, consult concurrency staff for appropriate methodology).

**TABLE I
TOTAL P.M. PEAK HOUR PROJECT TRIP GENERATION**

LAND USE	ITE LAND USE CODE	DU (RES) OR/ SQ. FT. (NON-RES)	FORMULA/ RATE	P.M. PEAK HOUR TRIPS

TOTAL P.M. PEAK HOUR TRIPS GENERATED BY PROJECT: _____

Table I: Notes/References/Justification: _____

- ENTER/EXIT SPLIT:** In Table II, provide the enter/exit split of trips generated by each land use during the p.m. peak hour. Use the % provided in the ITE Manual, if available and appropriate; if not, explain methodology used:

**TABLE II
ENTER/EXIT BREAKDOWN OF TRIPS DURING P.M. PEAK HOUR**

LAND USE	TOTAL TRIPS	PERCENTAGE ENTER/EXIT	P.M. TRIPS ENTER/EXIT

TOTAL P.M. PEAK HOUR TRIPS GENERATED BY PROJECT: _____

Table II: Notes/References/Justification: _____

- INTERNAL CAPTURE ADJUSTMENT (if applicable):** In Table III, estimate the total number of external p.m. peak hour trips resulting from each land use at build-out (show separately for enter and exit trips). Attach an internal trip matrix or other appropriate diagram which shows the (balanced) interrelation between captured trips and land uses.

**TABLE III
TOTAL P.M. PEAK HOUR EXTERNAL PROJECT TRIPS**

LAND USE	TOTAL TRIPS (FROM TABLE II)	INTERNAL CAPT. %	P.M. PEAK HOUR EXTERNAL TRIPS
	Enter		
	Exit		
	Enter		
	Exit		
	Enter		
	Exit		

TOTAL TRIPS ENTERING PROJECT SITE DURING P.M. PEAK HOUR: _____

TOTAL TRIPS EXITING PROJECT SITE DURING P.M. PEAK HOUR: _____

Table III: Notes/References/Justification: _____

Revised: 5/10/11
Expires: 9/30/11

APPENDIX B-2 (Cont.)

4. **PASS-BY ADJUSTMENT (If applicable):** In Table IV, estimate the total number of non-pass-by trips resulting from each land use at build-out (show separately for enter and exit trips). Attach a map which shows the pass-by trip assignment at each project access point.

**TABLE IV
TOTAL P.M. PEAK HOUR EXTERNAL NON-PASS BY PROJECT TRIPS**

LAND USE	TOTAL EXT TRIPS (FROM TABLE III)	PASS- BY %	P.M. PK HR EXTERNAL NON-PASS-BY TRIPS
	Enter		
	Exit		
	Enter		
	Exit		
	Enter		
	Exit		

TOTAL NON PASS-BY EXTERNAL TRIPS ENTERING PROJECT SITE DURING P.M. PEAK HOUR: _____
 TOTAL NON PASS-BY EXTERNAL TRIPS EXITING PROJECT SITE DURING P.M. PEAK HOUR: _____

Table IV: Notes/References/Justification: _____

5. In Table V, and on a map, provide the p.m. peak hour project trip distribution and assignment for both the peak and off-peak directions and clearly indicate the following:
- a.) Ingress/egress points to the proposed project (required for map only).
 - b.) Any existing or proposed parking areas to serve the proposed project with the number of spaces in each lot clearly shown (required for map only).
 - c.) Existing and proposed median cuts on all roadways adjacent to the project (required for map only).
 - d.) Project impact on all roadway segments within a 1/4-mile radius of the proposed project (required for both table and map).
 - e.) Project impact on any concurrency roadway segments located outside the 1/4-mile radius on which project trips are 1% or greater of the segment capacity at the adopted LOS* (required for both table and map). Both the map(s) and Table V should be formatted to show separately the impact of each major land use category, as well as the cumulative project impacts on each segment. The assignment should clearly show the specific roadways or driveways onto which project trips are assigned (unexplained mid-segment reductions in assigned trips due to "trip attenuation" are not acceptable).
 - f.) In Table V Notes, describe in detail the basis of the assumptions used in project traffic distribution and assignment.
 - g.) Provide an electronic copy (preferably saved to an Excel file) of Table V.

**TABLE V
IMPACTED SEGMENTS**

SEGMENT NO.	ROADWAY NAME	FROM/TO (SEGMENT)	DIR	P M PEAK HOUR PROJECT TRIPS

* Appendix A-1 (Street Inventory/Status) of the CMSPPM lists all concurrency roadway segments and their corresponding segment numbers and capacities. If you wish to obtain an up-to-date electronic file of this list you can email your request to Keith.burnsed@talgov.com.

Table V: Notes/References/Justification: _____

Revised: 5/10/11
Expires: 9/30/11

APPENDIX B-2 (CONT)

TOTAL PROJECT PM PEAK HR EXTERNAL TRIPS	MILES RADIUS OF THE COMPREHENSIVE TRAFFIC ANALYSIS NETWORK (CTAN)				MILES RADIUS OF THE IMMEDIATE TRAFFIC IMPACT NETWORK (ITIN)			
	RETAIL	RES	OFFICE	MIXED USE	RETAIL	RES	OFFICE	MIXED USE
	SEE NOTE 1 BELOW FOR DETAILS				SEE NOTE 1 BELOW FOR DETAILS			
<10	1.00	1.50	2.00		0.19	0.28	0.38	
<20	1.05	1.60	2.15		0.20	0.30	0.40	
<30	1.15	1.70	2.25		0.21	0.32	0.42	
<40	1.20	1.80	2.40		0.22	0.34	0.45	
<50	1.25	1.90	2.50		0.24	0.35	0.47	
<60	1.35	2.00	2.65		0.25	0.37	0.50	
<70	1.40	2.10	2.80		0.26	0.39	0.52	
<80	1.45	2.20	2.90		0.27	0.41	0.55	
<90	1.50	2.30	3.05		0.29	0.43	0.57	
<100	1.60	2.40	3.15		0.30	0.45	0.60	
<125	1.65	2.50	3.30		0.31	0.46	0.62	
<150	1.70	2.60	3.45		0.32	0.48	0.64	
<175	1.80	2.65	3.55		0.33	0.50	0.67	
<200	1.85	2.75	3.70		0.35	0.52	0.69	
<225	1.90	2.85	3.85		0.36	0.54	0.72	
<250	2.00	2.95	3.95		0.37	0.56	0.74	
<275	2.05	3.05	4.10		0.38	0.57	0.77	
<300	2.10	3.15	4.20		0.40	0.59	0.79	
<325	2.15	3.25	4.35		0.41	0.61	0.82	
<350	2.25	3.35	4.50		0.42	0.63	0.84	
<375	2.30	3.45	4.60		0.43	0.65	0.86	
<400	2.35	3.55	4.75		0.44	0.67	0.89	
<425	2.45	3.65	4.85		0.46	0.68	0.91	
<450	2.50	3.75	5.00		0.47	0.70	0.94	
<475	2.55	3.85	5.15		0.48	0.72	0.96	
<500	2.65	3.95	5.25		0.49	0.74	0.99	
<550	2.70	4.05	5.40		0.51	0.76	1.01	
<600	2.75	4.15	5.50		0.52	0.78	1.04	
<650	2.85	4.25	5.65		0.53	0.79	1.06	
<700	2.90	4.35	5.80		0.54	0.81	1.08	
<750	2.95	4.45	5.90		0.55	0.83	1.11	
<800	3.00	4.55	6.05		0.57	0.85	1.13	
<850	3.10	4.65	6.15		0.58	0.87	1.16	
<900	3.15	4.75	6.30		0.59	0.89	1.18	
<950	3.20	4.85	6.45		0.60	0.90	1.21	
<1000	3.30	4.90	6.55		0.62	0.92	1.23	
<1100	3.35	5.00	6.70		0.63	0.94	1.26	
<1200	3.40	5.10	6.85		0.64	0.96	1.28	
<1300	3.50	5.20	6.95		0.65	0.98	1.30	
<1400	3.55	5.30	7.10		0.66	1.00	1.33	
<1500	3.60	5.40	7.20		0.68	1.01	1.35	
<1600	3.65	5.50	7.35		0.69	1.03	1.38	
<1700	3.75	5.60	7.50		0.70	1.05	1.40	
<1800	3.80	5.70	7.60		0.71	1.07	1.43	
<1900	3.85	5.80	7.75		0.73	1.09	1.45	
<2000	3.95	5.90	7.85		0.74	1.11	1.48	
>=2000	4.00	6.00	8.00		0.75	1.12	1.50	

SEE NOTE 2 BELOW

SEE NOTE 2 BELOW

NOTES:

(1) The CTAN and the ITIN include all segments of the concurrency roadway network that are located within, or are contiguous to, the applicable radius shown in the above tables. The center of the radius is the point at which the project access will connect to the external roadway system. In instances where there are multiple project access points, all areas within the applicable radii that correspond to these access points shall be incorporated into the network.

(2) For mixed use projects, the CTAN and ITIN radii shall be based on the individual land use type within the project that has the longest applicable radius. The trip total applied to the CTAN & ITIN tables shall consist of the combined external (non-internally captured) trips for all of the proposed land uses.

APPENDIX B-3

OFF-SITE STORM WATER ANALYSIS (Form SA)

The following information shall be provided only if the project is a category 3 project, as defined in Section 5.2.3.(1)c. using the methodologies described in Section 5.2.3 of the CMSPPM.

(3.a) CONVEYANCE ANALYSIS SUBMITTAL REQUIREMENTS

	<u>Site Statistics</u>	<u>Basin Statistics</u>
Total Area _____	Existing Imp. _____	Total Area _____
Developed Area _____	Proposed Imp. _____	Percent Imp. _____

Peak Pre/Post Site Runoff (cfs)

Analysis	FDOT 25 Year Design Storm				
	1 Hour	2 Hour	4 Hour	8 Hour	24 Hour
Pre-Development					
Post-Development					

Peak Pre/Post Basin Runoff (cfs)

Analysis	FDOT 25 Year Design Storm				
	1 Hour	2 Hour	4 Hour	8 Hour	24 Hour
Pre-Development					
Post-Development					

REQUIRED STORM WATER REPORT

A) General Project Narrative (relative to hydrologic characteristics)

- 1) Pre-Development Site Conditions
 - a) Describe site conditions including existing ground cover, impervious area, buildings, storm water ponds, runoff flow path, 25 & 100-year floodplain, etc.
- 2) Post-Development Site Conditions
 - a) Describe how the proposed project will physically impact the existing site topography, ground cover, floodplain, etc.

B) Pre-Development Basin Analysis

- 1) Narrative
 - a) Explain any unusual parameters, subcatchment delineations or channel descriptions used in the SWMM* model.
 - b) Identify areas that flood and indicate pre-development water surface elevation(s).
 - c) Report the critical duration 25-year design storm for the study area.
 - d) Verify peak discharge rates with other available information.
- 2) Supporting Documentation

APPENDIX B-3 (Cont.)

- a) Link-node diagram drawn at 1"=200' or appropriate scale including catchment, junction and conduit numbers correlating to those used in the SWMM* model.
- b) A soil map depicting soil types for all subcatchments in the study area.
- c) The RUNOFF* and EXTRAN* models for the critical duration design storm. The critical storm is defined as the 25-year storm producing the peak flow at the limits of analysis. Provide both computer disks and printed copies of input and output data.

C) Post-Development Analysis

1) Narrative

- a) Describe changes made to the model for the post-development analysis.
- b) Compare problem areas to those identified in pre-development analysis.
- c) Report the critical duration 25-year design storm for the study area.
- d) Describe the configuration of any on-site storm water management facilities.

2) Supporting Documentation

- a) Link-node diagram drawn at 1"=200' or appropriate scale including catchment, junction and conduit numbers correlating to those used in the SWMM* model.
- b) The RUNOFF* and EXTRAN* models for the critical duration design storm. The critical storm is defined as the 25-year storm producing the peak flow at the limits of analysis. Provide both computer disks and printed copies of input and output data.
- c) Detailed information for the on-site SMF and any proposed off-site improvements. (Include a sketch of the proposed SMF outfall structure and stage/storage data)

D) Conclusion

1) Narrative

- a) Discuss the impact of the project on the downstream storm water conveyance.
- b) If off-site improvements are proposed, describe the necessity, location and extent of work to be performed. Drawings, typical cross-sections and all pertinent information of the off-site improvement must be provided.

(3.b) RESTRICTED SURFACE DISCHARGE SUBMITTAL REQUIREMENTS

Site Statistics

Total Area Total Volume
 Developed Area Perc Rate Used
 Existing Imp Peak Elevation
 Proposed Imp Bottom Elev

Peak Pre-Development Runoff (cfs)

Frequency	Duration				
	1 Hour	2 Hour	4 Hour	8 Hour	24 Hour
2-Year					

Peak Post-Development Runoff (cfs)

Frequency	Duration				
	1 Hour	2 Hour	4 Hour	8 Hour	24 Hour
2-Year					
5-Year					
10-Year					
25-Year					

APPENDIX B-3 (Cont)

REQUIRED STORMWATER REPORT

A) General Project Narrative (relative to hydrologic characteristics)

- 1) Pre-Development Site Conditions
 - a) Describe site conditions including existing ground cover, impervious area, buildings, storm water ponds, runoff flow path, 25 & 100-year floodplain, etc.
- 2) Post-Development Site Conditions
 - a) Describe how the proposed project will physically impact the existing site topography, ground cover, floodplain, etc.
- 3) Supporting Documentation
 - a) Calculations supporting the data provided in the above tables.
 - b) Detailed information describing the on-site SMF including construction details and grading plan.

(3.c) CLOSED BASIN SUBMITTAL REQUIREMENTS [Circle (3.C) if this submittal is used]

* See Concurrency Management System Policy & Procedures Manual, Appendix D.

NOTE: BE SURE TO HAVE THE STORM WATER ANALYSIS FORM AND BOOKLET SIGNED AND SEALED BY A LICENSED PROFESSIONAL ENGINEER and provide the name and phone number of the contact person for and questions and/or comments regarding this storm water analysis.

ENGINEER'S NAME PHONE NUMBER :

APPENDIX B-4

CONCURRENCY APPLICATION REVIEW FEES WORKSHEET
(Form CF)

RESIDENTIAL SECTION

(complete this section only if there is a residential component to the project).

Note: If there is only 1 residential dwelling unit proposed, enter the amount of \$232.00 into Question 3 and proceed to the next applicable section.

1. Subtract one (1) from the total number of proposed residential dwelling units and enter that number: _____
2. Multiply the number obtained in Question 1 by 21: _____
3. Add 232 to the amount obtained in Question 2 to get the concurrency application fee for the residential portion of the project: \$ _____

COMMERCIAL SECTION

(complete this section only if there is a commercial component to the project).

Note: If the amount of commercial development proposed is 1000 feet or less, just enter the amount of \$178.00 into Question 7 and proceed to the next applicable section.

-
4. Subtract 1,000 from the total amount of commercial square footage proposed and enter that number: _____
 5. Divide the number in Question 4 by 1,000 and enter that number (round up to the next highest number if the answer ends in any decimal): _____
 6. Multiply the number obtained in Question 5 by 37: _____
 7. Add 178 to the amount obtained in Question 6 to get the concurrency application fee for the commercial portion of the project: \$ _____

STORMWATER SECTION

8. If your project requires a Type 3 stormwater analysis, enter \$770.00 for the stormwater review fee, otherwise enter zero (0): \$ _____

TOTAL CONCURRENCY APPLICATION REVIEW FEE

9. Add totals from the Residential Section, Commercial Section, and Stormwater Section of this worksheet to obtain the total Concurrency application review fee: \$ _____

Revised: 8/27/07
Expires: 9/30/08

8. _____

APPENDIX C

GUIDELINES FOR ESTIMATING WATER* AND SEWER FLOWS AS OF SEPTEMBER 11, 1990

Fitness Center	Gross Sq. Ft. x 0.31 =	gpd
Office Buildings	Gross Sq. Ft. x 0.09 =	gpd
Medical Office Buildings	Gross Sq. Ft. x 0.62 =	gpd
Warehouses	Gross Sq. Ft. x 0.03 =	gpd
Retail Stores	Gross Sq. Ft. x 0.05 =	gpd
Supermarkets	Gross Sq. Ft. x 0.20 =	gpd
Drug Stores	Gross Sq. Ft. x 0.13 =	gpd
Beauty Salons	Gross Sq. Ft. x 0.34 =	gpd
Barber Shops	Gross Sq. Ft. x 0.20 =	gpd
Department Store with Lunch Counter	Gross Sq. Ft. x 0.08	gpd
Department Store without lunch Counter	Gross Sq. Ft. x 0.04 =	gpd
Church with Kitchen	Gross Sq. Ft. x 0.04 =	gpd
Church without Kitchen	Gross Sq. Ft. x 0.04 =	gpd
Banks	Gross Sq. Ft. x 0.04 =	gpd
Service Stations	Gross Sq. Ft. x 0.18 =	gpd
Laundries	Gross Sq. Ft. x 0.31 =	gpd
Cleaners	Gross Sq. Ft. x 0.31 =	gpd
Restaurants	Gross Sq. Ft. x 0.31 =	gpd
Laundromats	Gross Sq. Ft. x 3.68 =	gpd
Car Wash without Wastewater Re-circulation Equipment	Gross Sq. Ft. x 4.90 =	gpd
Hotels	Gross Sq. Ft. x 0.25 =	gpd
Motels	Gross Sq. Ft. x 0.23 =	gpd
Day Care	Gross Sq. Ft. x 0.23 =	gpd
Dry Goods Stores	Gross Sq. Ft. x 0.05 =	gpd
Shopping Centers	Gross Sq. Ft. x 0.18 =	gpd
Residential	# of Units x 100 gal. x 2.38 persons =	gpd
Theater	5 gal. x # of seats =	gpd
Nursing Home	206 gal. x # of beds =	gpd
Schools Elementary	20 gal. x # of students + 15 gal. x # of employees =	gpd
Middle/High	15 gal. x # of students + 15 gal. x # of employees =	gpd

*** For peak flow estimate (applicable to estimating water demand only) multiply times 1.8**

Example Analysis for a 5 unit residential development:

Sewer demand = 5 units x 100 gal. x 2.38 persons = 1,190 gpd

Peak Water demand = 5 units x 100 gal. 2.38 person x 1.8 peak = 2,142 gpd

APPENDIX D

Design Criteria for Storm Water Retention in Closed Basins

This policy shall apply when a development activity occurs within a closed basin for which an on-site storm water retention facility is required by Chapter 5, Section 5-86, of the Tallahassee, Florida Land Development Code (LDC).

An analysis shall be performed to confirm the storm water retention facility retains the required volume of runoff as required by the LDC. It must also be demonstrated the total required retention volume shall again be available within 90 hours of a rainfall event. As an alternative, a continuous hydrologic simulation over an extended rainfall period may be analyzed to demonstrate that retention requirements are met.

Compliance with the above requirements can be demonstrated through one of the following three methodologies. However, total retention volume shall not be less than the runoff volume in excess of the pre-development volume for all storm events up to and including a 100 year, 24 hour critical storm event.

Option 1:

On the basis of the soil infiltration rates listed below, demonstrate the total required retention volume is recovered within 90 hours. The soil texture class used for the above analysis shall be the more restrictive of either the proposed retention facility bottom elevation or that of a deeper strata of lower permeability. The USDA soil texture class shall be based on a particle-size distribution analysis of soil borings indicative of the retention pond area. Soil borings shall be conducted to a minimum depth of twenty (20) feet below the proposed retention facility bottom elevation and identify subsurface strata variations.

Soil Texture Class	Infiltration Rate (inches per hour)
Sand	4.74
Loamy Sand	1.18
Sandy Loam	0.43
Loam	0.26
Silt Loam	0.13
Sandy Clay Loam	0.06
Clay Loam	0.04
Silty Clay Loam	0.04
Sandy Clay	0.02
Silty Clay	0.02
Clay	0.01

Option 2:

On the basis of a subsurface geotechnical analysis of each proposed retention facility, demonstrate the total required retention volume is recovered within 90 hours. This alternative is virtually the same as option one, however infiltration rates are acquired through a geotechnical analysis. The determination of infiltration rates shall be based upon "undisturbed" soil borings and/or a double-ring infiltrometer test (conducted per A.S.T.M.) at or below the proposed retention facility bottom elevation. A soil boring shall be conducted to a minimum depth of ten (10) feet below the proposed retention facility bottom elevation. A geotechnical report shall be prepared and certified by a licensed professional engineer addressing the following questions.

APPENDIX D (cont)

- a) What is the saturated soil infiltration rate below the retention facility?
- b) Do confining layers exist below the proposed retention facility that will restrict infiltration?
- c) Is groundwater mounding likely to occur in the retention facility?
- d) Report the recommended "design" infiltration rate to be used for the design of the proposed retention facility. The recommended "design" infiltration rate should consider impacts from construction operations, groundwater mounding and long term operation of the retention facility.

Option 3:

On the basis of a subsurface geotechnical analysis (see Option 2) demonstrate the functionality of the retention facility through a continuous hydrologic simulation. The analysis should clearly demonstrate the increase in runoff volume above the pre-development condition is retained within the on-site storm water facility. Additionally, the rate of discharge should not exceed pre-development rates for all duration and return frequencies up to and including the twenty-five (25) year, twenty-four (24) hour design storm.

The continuous hydrologic simulation can be accomplished by developing a stage/storage/infiltration relationship based on the proposed retention facility configuration and reported "design" infiltration rate. This relationship can be used to model the retention facility over an extended period of rainfall. Rainfall data will be obtained from the rainfall record of the Tallahassee area. The rainfall record to be used in the analysis will be provided by the City of Tallahassee.

APPENDIX D (cont)

Concurrency Submittal Requirements for the Off-Site Storm water Analysis

The purpose of this document is to assist consultants in preparing the storm water section of the City of Tallahassee's *Application for Concurrency Determination*. The *Concurrency Management System Policy & Procedures Manual* contains the minimum requirements a project must meet with regard to storm water concurrency. The following describes the process and requirements for a typical application. This document is intended to serve as a checklist and outlines the information required to effectuate a storm water concurrency determination. In certain instances, such as projects within closed-basins, additional information may be required and/or different review criteria may apply.

The objective of storm water concurrency is to determine the impact of storm water discharge from a proposed project on a receiving storm water conveyance system. The applicant is entitled to use existing conveyance capacity. If conveyance capacity is inadequate, the project must be designed such that any existing deficiency is not increased.

The City's Concurrency Management Division determines if a project requires a storm water analysis. If required, the Storm water Management Division performs the review and notifies the Concurrency Management Division if the project meets the requirements for storm water concurrency. The detailed analysis begins at the point of discharge from the proposed on-site storm water facility and ends at an agreed upon point downstream. On-site storm water facilities are not reviewed other than to ensure that allowable release rates are achieved.

The limits of analysis must be discussed and formally agreed to by the designated representative in the Storm water Management Division.

The upper limit of the analysis is defined as all hydrologically contributing area to the lower limit. The lower limit of the analysis is defined as the point along the downstream conveyance where the peak pre-development runoff rate from the site is 2.5% of the total flow in the conveyance. The applicant can use any valid hydrologic method to determine the limits of analysis. If the City of Tallahassee has identified a capacity problem further downstream, the limits of analysis may be extended through the problem area.

Once the limits of analysis have been agreed to, the applicant must use the Storm water Management Model (SWMM) to analyze the study area. SWMM is a hydrodynamic model originally developed for the U.S. Environmental Protection Agency. SWMM is used to generate subcatchment runoff hydrographs and route the simulated flow through a user defined stream network. The Storm water Management Division provides limited technical assistance and troubleshooting for the utilization of SWMM.

A report is to be prepared describing the storm water related impacts caused by the proposed project. The following checklist is to be included as part of the storm water concurrency report. The checklist outlines the information required for a complete storm water concurrency application. In certain situations the COT may require additional information.

APPENDIX D (cont)

Storm water Analysis Checklist

- A) General Project Narrative** (relative to hydrologic characteristics)
- 1) Pre-Development Site Conditions
 - a) Describe existing site conditions including natural area, impervious area, buildings, parking lots, ponds, etc.
 - 2) Post-Development Site Conditions
 - a) Describe the proposed project with respect to changes in the above items (which will be removed or improved, etc.).
- B) Pre-Development Analysis**
- 1) Narrative
 - a) Explain any unusual parameters, subcatchment delineations or channel descriptions used in the SWMM model.
 - b) Identify any areas that flood and indicate water surface elevation.
 - c) Report the critical duration 25 year design storm for the study area.
 - 2) RUNOFF
 - a) Subcatchment map at 1"=200' scale including catchment numbers relating to those used in the model.
 - b) The RUNOFF model for the critical storm (provide computer disks and hard printed copies of both input and output data).
 - c) A soil map depicting soil types and all subcatchments corresponding to the model.
 - 3) EXTRAN
 - a) Link-node diagram at 1"=200' scale or appropriate scale including junction and conduit numbers. Also indicate where subcatchments are tied to the system.
 - b) The EXTRAN model for the critical storm (provide computer disks and hard printed copies of both input and output data). Critical storm is defined as the 25 year storm producing the peak flow at the limits of analysis.
 - c) Junction and conduit summaries for the 1, 2, 4 and 8 hour 25 year storms (hard copies). Highlight those junctions that indicate off-site areas of flooding.
- C) Post-Development Analysis**
- 1) Narrative
 - a) Explain any unusual parameters, subcatchment delineations, or channel descriptions used in the SWMM model.
 - b) Compare any areas that flood to those identified in the pre-development analysis.
 - c) Report the critical duration 25 year design storm for the study area. Explain and document the basis for this determination.
 - 2) RUNOFF
 - a) Subcatchment map at 1"=200' scale including catchment numbers relating to those used in the model.
 - b) The RUNOFF model for the critical storm (provide computer disks and printed hard copies of both input and output data).

APPENDIX D (cont)

3) EXTRAN

- a) Link-node network diagram at 1"=200' scale or appropriate scale including junction and conduit numbers. Also indicate where subcatchments are tied to the system.
- b) The EXTRAN model for the critical storm (provide computer disks and hard printed copies of both input and output data). Critical storm is defined as the 25 year storm for which the proposed project has the greatest negative impact on the downstream conveyance.
- c) Junction and conduit summaries for the 1, 2, 4 and 8 hour 25 year storms (hard copies). Highlight those junctions that indicate off-site areas of flooding.
- d) Provide a detailed drawing and/or description of the outfall structure for the proposed on-site storm water facility.

D) Conclusion

1) Narrative

- a) Discuss the impact of the project on the downstream storm water conveyance.
- b) If off-site improvements are proposed, describe *in detail* the necessity, location and extent of work to be performed. Also, provide drawings and typical cross-sections of the improvement.

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APPENDIX E

PROPORTIONATE SHARE CALCULATION EXAMPLE 1*

*Where a deficient roadway segment is significantly impacted in the NB direction, **there is not** available capacity on the roadway segment and an additional NB lane is needed to resolve the segment deficiency*

$$\text{Proportionate Share} = ((A-B)/C) \times D$$

	900	=EXISTING SEGMENT CAPACITY (NB)
	9	=SIGNIFICANCE THRESHOLD (NB)
	1000	=COMMIT DEMAND (NB)
A=	20	=PROJECT TRIPS ON ROAD SEGMENT (NB)
	1020	=TOTAL FUTURE DEMAND (NB)
	-120	=AVAILABLE CAPACITY-WITH PROJECT (NB)
B=	0	=AVAILABLE CAPACITY-WITHOUT PROJECT (NB)**
	1700	=SEGMENT CAPACITY AFTER IMPROVEMENT (NB)
C=	800	=INCREASE IN CAPACITY RESULTING FROM IMPROVE (NB)
	2.50%	=CALCULATED PRO-SHARE % (NB)
D=	\$10,000,000	=ESTIMATED TOTAL COST TO ADD LANE (NB)
	\$250,000	=PROPORTIONATE SHARE ASSESSED (NB)

PROPORTIONATE SHARE CALCULATION EXAMPLE 2*

*Where a deficient roadway segment is significantly impacted in the NB direction, **there is** available capacity on the roadway segment and an additional NB lane is needed to resolve the segment deficiency*

$$\text{Proportionate Share} = ((A-B)/C) \times D$$

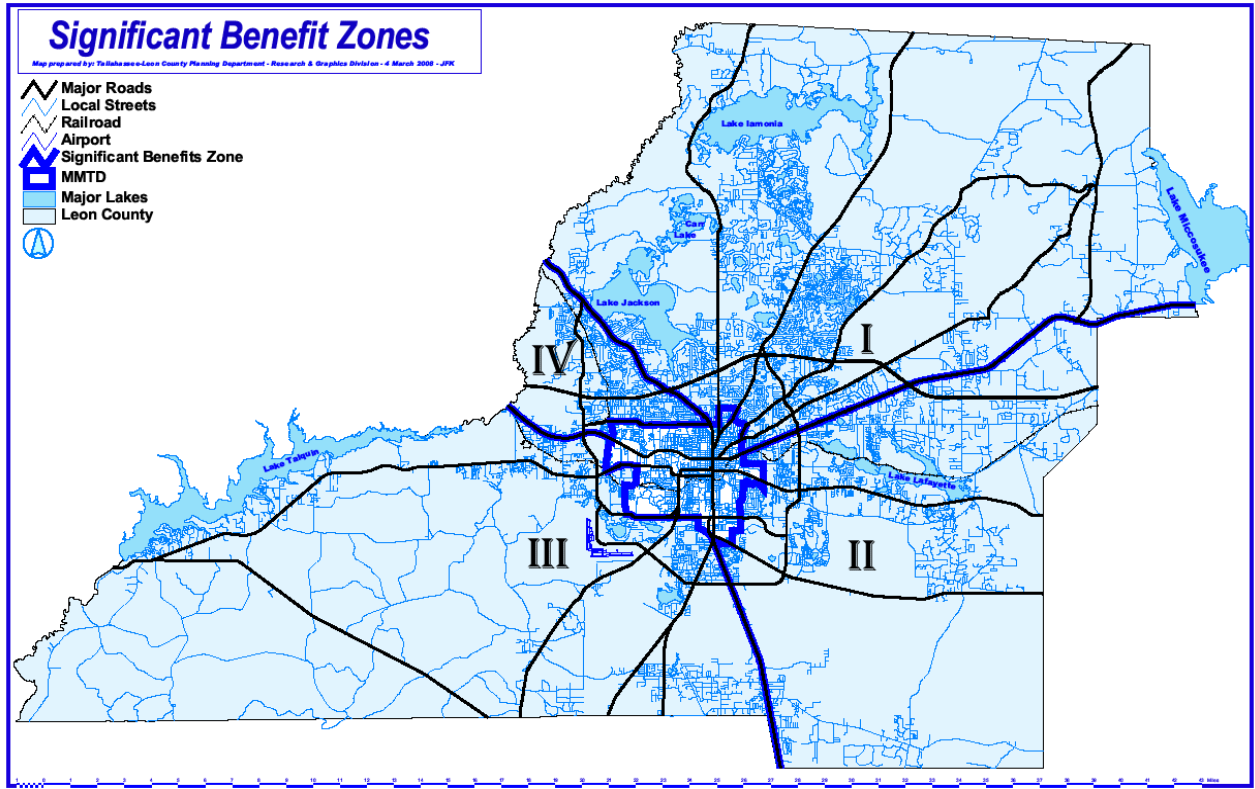
	900	=EXISTING SEGMENT CAPACITY (NB)
	9	=SIGNIFICANCE THRESHOLD (NB)
	890	=COMMIT DEMAND (NB)
A=	20	=PROJECT TRIPS ON ROAD SEGMENT (NB)
	910	=TOTAL FUTURE DEMAND (NB)
	-10	=AVAILABLE CAPACITY-WITH PROJECT (NB)
B=	10	=AVAILABLE CAPACITY-WITHOUT PROJECT (NB)**
	1700	=SEGMENT CAPACITY AFTER IMPROVEMENT (NB)
C=	800	=INCREASE IN CAPACITY RESULTING FROM IMPROVE (NB)
	1.25%	=CALCULATED PRO-SHARE % (NB)
D=	\$10,000,000	=ESTIMATED TOTAL COST TO ADD LANE (NB)
	\$125,000	=PROPORTIONATE SHARE ASSESSED (NB)

Appendix F Notes:

**All proportionate share formula input data pertains to the direction of the road segment that is deficient and is significantly impacted by the proposed project.*

***Pursuant to Section 6.4.5 of the CMSPPM, the minimum value of B is zero.*

APPENDIX F



- (1) For Zones 1, 2, 3, & 4 above, 20% of the proportionate funds that are allocated pursuant to Sections 6.4.5 d), 2), or 3) herein, shall be expended in a manner that will support transit, bike, and pedestrian facilities within these zones.
- (2) The above may not represent the most recent version of this map. For purposes of determining the allocation, the most recent version of the significant benefit zone map issued by the TLCPD should be utilized.