

HERNANDO COUNTY
CONCURRENCY EVALUATION
APPLICATION PACKAGE



PLANNING DEPARTMENT
HERNANDO COUNTY GOVERNMENT CENTER
20 N. MAIN STREET, ROOM 262
BROOKSVILLE, FL 34601
(352)754-4057
(352)754-4420 - FAX

Hernando County Planning Department Instructions for Completing the APPLICATION FOR CONCURRENCY EVALUATION

The following is a step by step guide to help persons interested in applying to the Hernando County Planning Department for a Certificate of Concurrency. All items in the application form must be completed and all assumptions and calculations must be attached. **FAILURE TO COMPLETE THE APPLICATION AS REQUIRED WILL RESULT IN NO ACTION BEING TAKEN.** For more details on what is required to obtain a Certificate of Concurrency, the applicant is advised to consult both the Adequate Public Facilities Ordinance (2009-18) and the Hernando County Concurrency Management System Procedures Manual, as adopted by the Board of County Commissioners on October 22, 1991. Pursuant to the adopted fee schedule, an APPLICATION FEE OF \$250 must be submitted with the completed application.

Case Number: This will be assigned by the Planning Department.

Date Received: This will be noted by the Planning Department when received.

Part A: General Information

1. **Ownership:** Place the name, business name, address, and phone number of the owner of the parcel for which the Certificate of Concurrency is being requested, in the appropriate blanks.
2. **Agent:** Place the name, business name, address, and phone number of the agent who is authorized to act on behalf of the owner in securing the Certificate of Concurrency, in the appropriate blanks. **NOTE: The last page of the application form must be executed by BOTH the property owner and the agent.**

Property Identification

3. **Adjacent Road and Site Address:** Indicate all improved County roads which are adjacent to the parcel and which may provide access to the development. Also indicate any addresses which have been assigned to the parcel.
4. **Section, Township, Range:** Indicate the section, township, and range of the parcel to be developed. This information can usually be found in the legal description contained on the survey for the parcel.
5. **Subdivision Name:** Provide the name of the subdivision, including the unit number, block number, and lot or parcel number. If the parcel is not in a recorded subdivision, attach a legal description.
6. **Property Appraiser Key Number:** Provide the key number for the parcel as assigned by the Hernando County Property Appraiser's Office. The key number is also required for all Hernando County Building Permit applications. If the key number is not known, contact the Property Appraiser's office at 352-754-4190 for assistance.

- 7. *Comprehensive Plan Future Land Use Map Category:*** Provide the appropriate category for the parcel. If assistance is required to identify the category, contact the Hernando County Planning Department at 352-754-4057.
- 8. *Zoning Category:*** Provide the appropriate category for the parcel. If assistance is required to identify the category, contact the Hernando County Zoning Division at 352-754-4050.
- 9. *Parcel Size:*** Provide the size of the entire tract in acres, even if only a portion of the parcel is to be developed at this time.
- 10. *Indicate the Development Order Applied For:*** Check the appropriate box of the development order that is the subject of this application. If assistance is required, contact the Planning Department at 352-754-4057.

Development Information

- 11. *Number of Acres to be Developed:*** Provide the appropriate number. If the project is being developed in phases, indicate the amount of the parcel for which this application applies.
- 12. *Residential Uses:*** Provide the number of units by type in the appropriate blank.
- 13. *Non-Residential Uses:*** Provide the gross floor area of non-residential uses in the appropriate blank for the four general categories as indicated. For any uses not included in the four categories, see question 14.
- 14. *Other Non-Residential Uses:*** Provide information on any other non-residential uses not included in the categories in question 13. List the use type in the "Specific Use" column. Provide the appropriate unit of measure for each use type in the "Relevant Measure of Size" column. Measure of size could be the number of seats for a restaurant, church, movie theater, etc.; the number of rooms for hotels/motels; the number of beds for a hospital or nursing home; or other appropriate unit of measure of intensity.
- 15. *Is Phasing Part of the Proposal:*** Answer yes or no. If the answer is yes, provide details on the phasing including phase number, land area in each phase, number of residential units per phase, non-residential floor area in each phase, and the expected beginning and ending date for each phase.
- 16. *Site Plan:*** Provide a site plan for the development of the parcel. The site plan shall be drawn to scale and depict the major features of the project such as building location, parking, and access points. The site plan shall also show any phasing planned for the project.
- 17. *Part of a Previously Approved Development Project:*** Answer yes or no. If yes, provide the name of the original project.
- 18. *Previous Use of the Parcel:*** Identify the previous use of the parcel. Include the specific use and the level of intensity. For the intensity level, use gross floor area or some other relevant measure of size. The previous use will be used to determine any credit to be given against the impacts of the proposed use and intensity.

Part B:
Statement of Impact on Levels of Service

TRAFFIC

- 1. Identify Existing Paved Roads:** List all existing paved roads which may provide access to the parcel.
- 2. Estimate Average Daily Trips(ADT) Generated:** Provide the number of average daily trips to be generated by the project for each separate land use category as contained in the latest edition of ITE Trip Generation Manual. Provide documentation of all assumptions and calculations in compiling the figure. For assistance in identifying the information, contact the Hernando County MPO at 352-754-4057.
- 3. Traffic Study:** If the answer to question 2 is 100 to 999, a minor Land Development Traffic Assessment (LDTA) is required to be submitted. If the answer to question 2 is 1,000 or greater, a major LDTA is required. The LDTA must comply with the requirements of the Adequate Public Facilities Ordinance (2009-18) and be signed and sealed by a licensed Professional Engineer (PE), licensed to practice in the State of Florida. The standards for the LDTA's can be found in the document "Appendix F Hernando County Traffic Impact Study Procedures" which is available on the Planning Department web page. The Tier 1 spreadsheet is available electronically from the Planning Department and a downloadable version is available online*. It is strongly recommended that prior to preparing the assessment, that a preliminary meeting be held with the Planning Department to develop the study parameters. The Planning Department can be reached at 352-754-4057.

* NOTE: You will be prompted to download the Tier 1 spreadsheet to your computer. Do not attempt to open the spreadsheet from the web site link as the County's firewall will prevent an executable version from opening directly from the link.

POTABLE WATER

- 4. Potable Water Provider:** Check the appropriate box to identify the entity providing the potable water to the project.
- 5. HRS Public Health Unit Letter:** Attach a well permit, permit application, or a letter from the Health Department indicating that the parcel is eligible for a potable water well permit for the intended use if the project will not be served by a central water system.
- 6. Daily Demand:** Provide an estimate of the daily demand for potable water in gallons per day, with a separate figure for both residential and non-residential uses, as applicable. Attach documentation of all assumptions and calculations in developing the estimate. It is generally accepted that an estimate of the daily demand for residential uses is 350 gallons per day per unit.

7. *Non-County Provider:* If the potable water provider is other than the Hernando County Utility System, attach documentation from the provider that the project lies within their service area and that they have the capacity to serve the project. A proof of capacity reservation from the provider is required prior to the issuance of the final development order.

SANITARY SEWER

8. *Sanitary Sewer Provider:* Check the appropriate box to identify the entity providing sewage disposal service for the project.

9. *HRS Public Health Unit Letter:* Attach a septic permit, permit application, or a letter from the Health Department indicating that the parcel is eligible for a septic permit for the intended use if the project will not be served by a central sewer system.

10. *Daily Demand:* Provide an estimate of the daily demand for sanitary sewer in gallons per day, with a separate figure for both residential and non-residential uses, as applicable. Attach documentation of all assumptions and calculations in developing the estimate. It is generally accepted that an estimate of the daily demand for residential uses is 280 gallons per day per unit.

11. *Non-County Provider:* If the sanitary sewer provider is other than the Hernando County Utility System, attach documentation from the provider that the project lies within their service area and that they have the capacity to serve the project. A proof of capacity reservation from the provider is required prior to the issuance of the final development order.

DRAINAGE

12. *Drainage District:* Identify the drainage district or system that will serve the project, if applicable. The majority of development will be served by onsite systems. Contact the County Engineer's Office at 352-754-4062 for information on individual drainage districts.

13. *Drainage Requirements:* Provide information on the project's storm water drainage consistent with Commercial Development Permitting Manual, (Commercial Application Checklist) for site plan approvals, or Section 26-50 (Drainage System) of the Subdivision Regulations for subdivision approvals. Contact the drainage specialist in the Hernando County Utilities Department at 352-754-4037 for assistance.

SOLID WASTE

14. *Daily Generation:* Estimate the daily demand for solid waste for both residential and non-residential uses, as applicable. The residential rate is equivalent to 4.75 pounds per person per day and can be estimated by multiplying the number of dwelling units by 2.37 persons per household and by 4.75 pounds to arrive at the appropriate number. The non-residential rate should be estimated based on the type and intensity of the specific uses. For each non-residential use record the land use type, the intensity level, and the estimated generation rate in the space provided. Attach documentation of all assumptions and calculations in determining the generation rate. For assistance contact the Solid Waste Division at 352-754-4112.

PARKS AND RECREATION

15. Demand for Park Land: The service only applies to residential uses and it is not necessary to calculate for non-residential uses. The question is divided into two sections, a) for User-oriented parks, and b) for open space. The demand can be calculated by listing the number of dwelling units, multiplying by 2.37 persons per household, dividing by 1000, and multiplying by 2 acres to obtain the result in acres. The formula is the same for both a) and b).

16. Project Provided Facilities: Provide information on any facilities that are to be provided by the project. Specify both recreational facilities and open space. Also indicate if the facilities are to be private or dedicated to Hernando County. Drainage retention areas (DRA's) do not qualify as dedicated open space.

17. Nearest Hernando County Facility: Identify the nearest Hernando County owned and operated park or recreational facility to the project. For assistance contact the Parks and Recreation Division at 352-754-4027.

Part C: Applicant's Certification

Signatures: Fill out the Owner Affidavit and if applicable, the Agent/Representative Affidavit. The application form must be executed by the property owner(s) and the agent (if applicable).

**HERNANDO COUNTY PLANNING DEPARTMENT
APPLICATION FOR CONCURRENCY EVALUATION**

Date: _____

This application, together with ALL REQUIRED ATTACHMENTS, shall be completed and filed with the Concurrency Coordinator in the Planning Department prior to or concurrent with making application for any development order specified in Hernando County Ordinance #2009-18

PART A: GENERAL INFORMATION

TYPE or PRINT the following information:

OWNERSHIP

1. Name: _____
Business: _____
Address: _____
City/State: _____ Zip: _____
Phone No. () _____

AGENT (IF APPLICABLE)

2. Name: _____
Business: _____
Address: _____
City/State: _____ Zip: _____
Phone No. () _____

PROPERTY IDENTIFICATION

3. Adjacent Roads and Site Address: _____

4. Section: _____ Township: _____ Range: _____

5. *Subdivision Name: _____
Unit # _____ Block _____ Lot/Parcel _____

* For all parcels not located within a recorded subdivision, please attach a legal description

6. Property Appraiser Key No: _____

7. Comprehensive Plan Future Land Use Map Category: _____

8. Zoning Category: _____

9. Parcel Size (in acres): _____

DEVELOPMENT ORDER

10. Indicate the development order applied for:

- Class B or Class C Subdivision
- Conditional Plat for a Class A Subdivision
- Site Plan Approval
- Building Permit
- DRI Development Order

DEVELOPMENT INFORMATION

11. Number of Acres to be Developed: _____

12. Residential Uses

Single Family, Detached	Units: _____
Single Family, Attached	Units: _____
Multi-Family	Units: _____
Mobile Homes	Units: _____

13. Non-Residential Uses

General Office	Gross Floor Area: _____
Medical Office	Gross Floor Area: _____
General Retail	Gross Floor Area: _____
General Manufacturing	Gross Floor Area: _____

14. Other Non-Residential Uses

<u>SPECIFIC USE</u>	<u>RELEVANT MEASURE OF SIZE</u>
_____	_____
_____	_____
_____	_____

15. Is Phasing Part of the Proposal? YES NO

<u>PHASE</u>	<u>LAND AREA</u>	<u>RES. UNITS</u>	<u>NON-RES. FLOOR AREA</u>	<u>EXPECTED BEGINNING DATE</u>	<u>EXPECTED COMPLETION DATE</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

16. Attach a copy of the site plan for the project. The site plan shall be to scale and depict the major features of the project including phasing, if any.

17. Is this proposed project included in a previously approved development project?
 YES NO

If yes, provide the name of the original project: _____

18. Identify the previous use of the parcel and the intensity of the use in gross floor area or other relevant measure of size.

Use: _____

Intensity: _____

continued on next page

PART B:
STATEMENT OF IMPACT ON LEVELS OF SERVICE

TRAFFIC

1. Identify any existing paved roads which provide direct access to the parcel to be developed: _____

2. Estimate the number of vehicular average daily trips to be generated by the project using the trip generation rate(s) for the appropriate land use(s), as contained in the most recent edition of the ITE Trip Generation Manual: _____.

ATTACH DOCUMENTATION OF ALL ASSUMPTIONS AND CALCULATIONS

3. If the number in 2, above, is 100 to 999 average daily trips, attach a minor Land Development Traffic Assessment (LDTA). If the number in 2 above is 1,000 or greater average daily trips, attach a major Land Development Traffic Assessment (LDTA). The major or minor LDTA shall be prepared to comply with the Adequate Public Facilities Ordinance (Ordinance #2009-18). This study must be signed and sealed by a Professional Engineer (P.E.) licensed to practice in the State of Florida. The standards for LDTA's can be found in "Appendix F Hernando County Traffic Impact Study Procedures" and is available on the Planning Department web page. The Tier 1 spreadsheet is available electronically from the Planning Department and is available at the Planning web page at the following link:
http://www.hernandocounty.us/plan/apps/TierIWorksheet_082011_sent.zip

* NOTE: You will be prompted to download the Tier 1 spreadsheet to your computer. Do not attempt to open the spreadsheet from the web site link as the County's firewall will prevent an executable version from opening directly from the link.

POTABLE WATER

4. Potable Water Provider: Hernando County Utilities
 City of Brooksville
 Other Central Water System
 Individual Well

5. If the project is to be served by an individual well, please attach a copy of the well permit, permit application, or a letter from the HRS Public Health Unit, verifying that the project is eligible for a well permit for the requested use.

6. Estimate the daily demand for potable water in gallons per day (GPD):

- a) Residential: _____ GPD
- b) Non-residential: _____ GPD

ATTACH DOCUMENTATION OF ALL ASSUMPTIONS AND CALCULATIONS

7. If the potable water provider is other than the Hernando County Utility System, please attach documentation from the provider that the project is within the provider's service area and that the provider has the capacity to serve the project as proposed. If the ability is contingent upon planned facility expansion, details regarding such planned improvements shall also be submitted. *Prior to the issuance of the final development order, the applicant must provide proof of capacity reservation from the provider.*

SANITARY SEWER

8. Sanitary Sewer Provider: Hernando County Utilities
 City of Brooksville
 Other Central Sewer System
 Individual Septic System

9. If the project is to be served by an individual septic system, please attach a copy of the septic permit, permit application, or a letter from the HRS Public Health Unit verifying that the project is eligible for a septic permit for the requested use.

10. Estimate the daily demand for sanitary sewer in gallons per day (GPD):

- a) Residential: _____ GPD
- b) Non-Residential: _____ GPD

ATTACH DOCUMENTATION OF ALL ASSUMPTIONS AND CALCULATIONS

11. If the sanitary sewer provider is other than the Hernando County Utility System, please attach documentation from the provider that the project is within the provider's service area and that the provider has the capacity to serve the project as proposed. If the ability is contingent upon planned facility expansion, details regarding such planned improvements shall also be submitted. *Prior to the issuance of the final development order, the applicant must provide proof of capacity reservation from the provider.*

DRAINAGE

12. Identify the proposed drainage district to serve the development, if applicable.

13. If the parcel is not located within a water control/drainage district, provide information consistent with Hernando County Commercial Development Permitting Manual, (Commercial Application Checklist) for site plan approvals, or Section 26-50 (Drainage System) of the subdivision regulations for subdivision approvals.

SOLID WASTE

14. Estimate the daily generation of solid waste.
- a) Residential: _____ units x 2.37 persons per household x 4.75 pounds = _____ pounds per day.
- b) Non residential uses:

<u>LAND USE</u>	<u>FLOOR AREA OR OTHER UNIT</u>	<u>ESTIMATED SOLID WASTE POUNDS/DAY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

ATTACH DOCUMENTATION OF ALL ASSUMPTIONS AND CALCULATIONS

PARKS AND RECREATION

NOTE: This service applies to residential uses only.

15. Estimate the demand for acres of parkland.
- a) User-oriented parks:
 _____ Residential units x 2.37 persons per households ÷ 1000 x 2 acres = _____ acres of demand
- b) Open Space:
 _____ Residential units x 2.37 persons per household ÷ 1000 x 2 acres = _____ acres of demand

16. Itemize proposed recreational facilities and/or acreage to be provided by the applicant, if any. _____
- _____
- _____

17. Identify name of nearest Hernando County owned and operated park or recreational facility. _____

**PART C:
APPLICANT'S CERTIFICATION**

A CERTIFICATE OF CONCURRENCY SHALL ONLY BE VALID FOR THE LIFE OF THE INDIVIDUAL DEVELOPMENT ORDER FOR WHICH IT IS APPROVED. NO DEVELOPMENT ORDER SHALL BE ISSUED TO AN APPLICANT WITHOUT RECEIPT OF A CERTIFICATE OF CONCURRENCY.

The application form must be executed by the property owner(s) and the representative (if applicable)

Property Owner Affidavit:

I, _____, have read the instructions for filing this application and state and affirm that all information submitted within this petition are true and correct to the best of my knowledge and belief and are a matter of public record, and that (**check one**):

- I am the owner of the property and am making this application **OR**
- I am the owner of the property and am authorizing the entity below to submit an application on the described property.

Signature of Property Owner

**STATE OF FLORIDA
COUNTY OF HERNANDO**

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or produced _____ as identification.

Signature of Notary Public

Notary Seal/Stamp

Agent/Representative Affidavit:

I, _____, have read the instructions for filing this application and state and affirm that all information submitted within this petition are true and correct to the best of my knowledge and belief, and that I am the legal representative of the owner or lessee of the property described, which is the subject matter of the application. I have been authorized by the owner identified above to proceed with this application.

Signature of Representative

**STATE OF FLORIDA
COUNTY OF HERNANDO**

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or produced _____ as identification.

Signature of Notary Public

Notary Seal/Stamp

Effective Date: 12/10/09 Last Revision: 7/10/12