



SCHOOL IMPACT ANALYSIS FOR CONCURRENCY PROCESS

Development projects that include residential density are required to submit a "School Impact Analysis (SIA) for Concurrency" form (see attached) along with an application for development approval to the local government. As identified in the Interlocal Agreement for Coordinated Planning and School Concurrency (ILA) Section 11.3a, "A local government shall not issue a Certificate of Concurrency (COC) for a residential development until receiving confirmation of available school capacity within the adopted level of service for each school type, in the form of a School Capacity Availability Determination Letter (SCADL) from School Board staff, or an enforceable and binding agreement has been approved." The applicant must also submit a non-refundable application fee (See ATTACHMENT A) directly to the School Board of Charlotte County. A receipt for payment from the School District shall be included with the SIA upon submittal to the Local Government. Uses exempt from this requirement are identified as follows:

1. All single family lots of record in existence at the time the School Concurrency implementing ordinance became effective on March 17, 2009.
2. Any residential development that has a site plan, subdivision plan, preliminary or final plat approval or the functional equivalent for a site specific development order approved prior to the effective date of School Concurrency.
3. Any age-restricted community with no permanent residents under the age of eighteen (18). Exemption of an age restricted community must be subject to a restrictive covenant limiting the age of residents to 18 years and older.
4. All new residential developments or amendments to previously approved residential developments, which are calculated to generate less than one student.
5. All new residential plats and site plans (or functional equivalent), or amendments to previously approved residential development orders, which are calculated to generate less than one student.
6. Development that has been authorized as a Development of Regional Impact pursuant to Chapter 380, F.S., as of July 1, 2005, except that any Notice of Proposed Change (NOPC), or application of an exchange (equivalency matrix) that increases residential density shall be subject to review for school concurrency when an NOPC is submitted.

All other projects must complete the SIA. Once the application for development approval is deemed sufficient by the Local Government, the Local Government will forward the SIA to the School Board of Charlotte County for processing and review. The School Board of Charlotte County will begin the review and processing of the request to determine concurrency. Should the submitted information be deemed insufficient by the School Board and/or changes occur after receipt of the information by the School Board, additional fees may be incurred. The concurrency review process may take up to 20 days to complete. A flow chart outlining the school concurrency review process is attached (see ATTACHMENT B).

Upon the completion of the review process, the School Board of Charlotte County will issue a SCADL directly to the applicant, along with a copy sent to the Local Government. Once the local government has received the SCADL, the Local Government will begin to process the application for development approval.

School Board of Charlotte County
 1016 Education Ave.
 Punta Gorda, FL 33950
 Phone 941-575-5400



Date & Time Received Gov't: _____
Date & Time Received CCPS: _____

SCHOOL IMPACT ANALYSIS FOR CONCURRENCY

Name of Applicant: _____

Address: _____ Phone: _____

Contact Person: _____ Phone: _____

Name of Development: _____ # of Phases Proposed: _____

Property Address or Street Name: _____

Legal Description of Property (Use Additional Sheet if Necessary): _____

Parcel ID / Account # _____

Lot # _____ Block: _____ Section: _____

Total Land Size: _____ Sq. feet _____ acres

Existing Land Use: _____ Existing Zoning: _____

Units per acre allowed: _____ Units developed per acre: _____

Below is the Student Generation Multiplier Factors for Charlotte County, included in the current Interlocal Agreement, which is used to calculate a project's impact. This multiplier is being provided as a means for this process to be transparent.

Notice: Once the application for development approval is deemed sufficient by the Local Government, the Local Government will forward the SIA to the School Board of Charlotte County for processing and review *at the above address*. Processing/review may take up to 20 days to complete.

This form is subject to revision without notice at any time.

Student Generation Multiplier Factors for Charlotte County Public Schools						
Number of units	Elementary (K-5)		Middle (6-8)		High (9-12)	
	Multiplier	Students Generated	Multiplier	Students Generated	Multiplier	Students Generated
	x0.065=		x0.036=		x0.051=	

City/County Use Only: File # _____

Approved - Sufficient to forward to the School Board of Charlotte County.

Denied - _____

By: _____ Date: _____

Revised: July 13, 2016

ATTACHMENT A

Charlotte County Public Schools Planning Services Fee Schedule

School Capacity Availability Letter of Determination (SCADL)

The fee below represents all work done from initial contact with the school district to developer receiving the Student Generator Worksheet indicating capacity.

1-10 Units	\$300.00
11-49 Units	\$600.00
50+ Units	\$1000.00

Additional Fees

Related Letters

Letter of Exemption	\$100.00
Other miscellaneous letters	\$100.00

Time Extension	\$300.00
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Concurrency Determination Reevaluation	\$300.00
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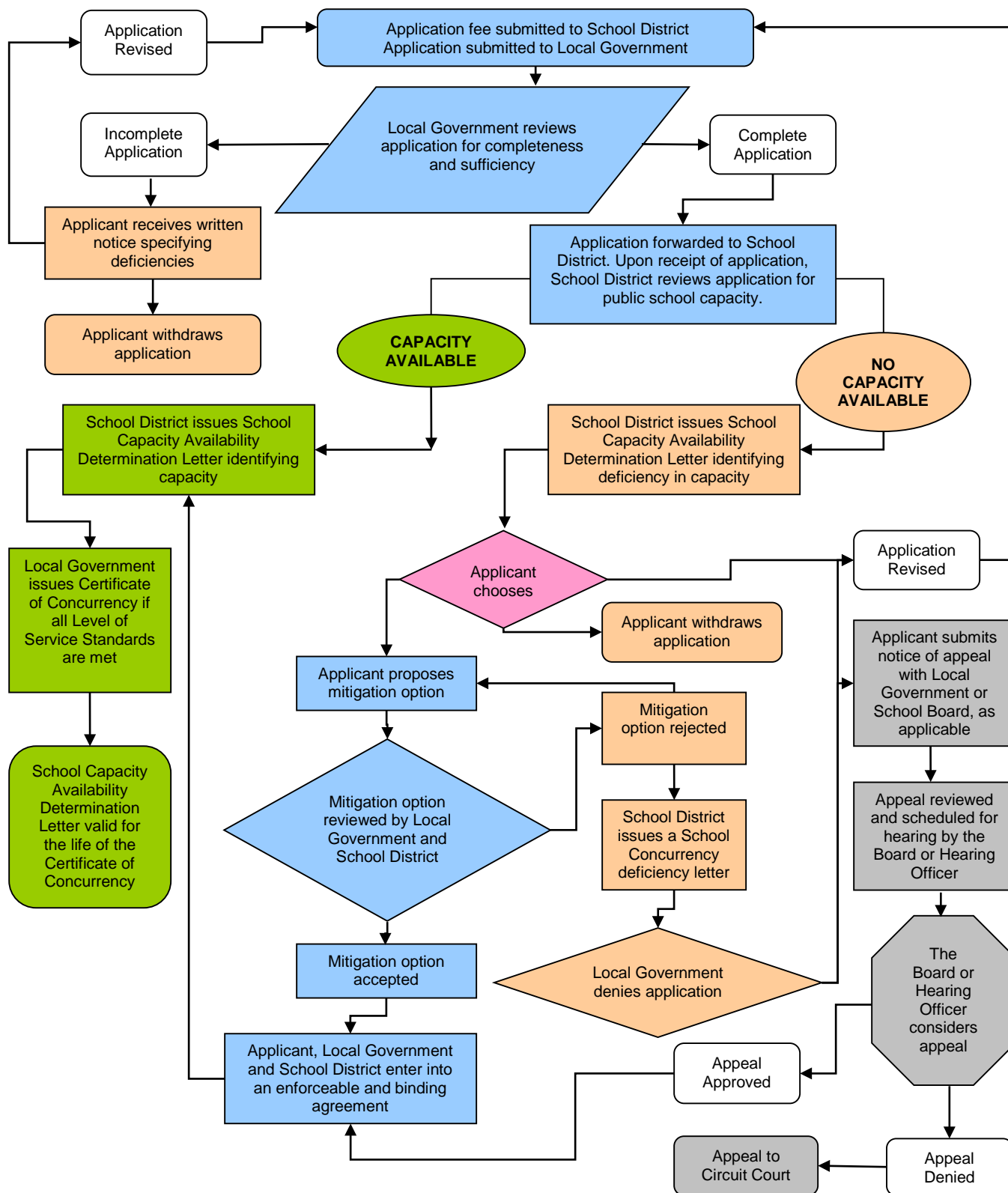
Proportionate Share Mitigation

Negotiation Fees

1-10 Units	\$1000.00
11-49 Units	\$2000.00
50+ Units	\$3500.00

Appeals	\$5000.00
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ATTACHMENT B
School Concurrency Process Flow Chart



ATTACHMENT C
School Concurrency Process Outline

After the Application fee is submitted to the School District and the application is submitted to the Local Government the local government reviews the application for completeness and sufficiency.

1. If the application is determined to be complete then the application is forwarded to the school District. Upon receipt of the application, the School District reviews the application for public school capacity.
 - a. a. If no Capacity is available the School District issues a School Capacity Availability Determination Letter identifying the deficiency in capacity The Applicant can then choose from three options.
 - i. The Applicant may withdraw the application.
 - ii. The Applicant may revise the application and start over.
 - iii. The Applicant proposes the mitigation option then the mitigation option is reviewed by the Local Government and School District.
 1. If The Mitigation option is rejected
 - a. The applicant can choose to resubmit the mitigation option.
 - b. If the Applicant chooses not to resubmit the mitigation option then the School District issues a School Concurrency deficiency letter, and the Local Government denies the application.
 - i. The applicant may revise the application and start over.
 - ii. If the Applicant submits a notice of appeal with the Local Government or School Board, as applicable. The Appeal is reviewed and scheduled for hearing by the Board or Hearing Officer.
 1. If the Board or Hearing Officer considers and Denies the Appeal, then the Applicant can choose to Appeal to a Circuit Court.
 2. If the Board or Hearing Officer considers and Approves the Appeal, then the application is treated as if the mitigation option was accepted.
 2. If the Mitigation option was accepted, then the Applicant, Local Government and School District enter into an enforceable and binding agreement. Then the School District treats the application in the same manner as if there was Capacity Available.
 - b. If Capacity is available then the School District issues a School Capacity Availability Determination letter identifying capacity. Then the Local Government issues a Certificate of Concurrency if all Level of Service Standards are met. Then the School Capacity Availability Determination Letter becomes valid for the life of the Certificate of Concurrency.
 2. If the application is determined to be incomplete.
 - a. The Applicant receives a written notice specifying the deficiencies in the Application.
 - i. The Applicant may withdraw the application.
 - ii. If the Applicant may revise the Application and start over.