

**CITY OF JACKSONVILLE CONCURRENCY APPLICATION
AND FAIRSHARE AGREEMENT PROCESSING PROCEDURE**

- The CMSO receives an application for “Concurrency Review” from a developer for a proposed development
- The CMSO reviews the application. If complete in all respects, it is forwarded to the following City depts. and agencies for determining if adequate capacity is available to serve the proposed development;
 1. Department of Public Works for Drainage and Solid Waste
 2. JEA for Potable Water and Sewage Disposal
 3. JTA for Mass Transit
 4. Dept. of Parks and Recreation for Public Parks and Recreation facilities
 5. Planning and Development Dept. for Traffic Circulation
- CSMO receives the responses. Normally, the response from the first three agencies above is “Adequate facilities are available to serve the proposed development”. . Occasionally, lack of parks and recreation facilities available in an area is indicated which is invariably met by the developer by either providing a park or play area or dedicating some land in the development for this purpose.

In almost all cases, Traffic circulation indicates lack of adequate facilities in the immediate area to accommodate the additional traffic generated by the proposed development. The Planning and Development Dept., Transportation Planning Division, prepares preliminary estimates of the number of vehicular trips generated by the proposed development, their distribution on the highway network within a 2-mile radius of the proposed development, capital improvements needed on the network, cost and capacity of these improvements and the proportionate share of the cost to the developer (fair share) for making these improvements. The information is furnished to the CMSO.

- Attaching the info from the Planning and Development Dept., the CMSO sends a letter to the developer denying the concurrency review application.
- If willing to proceed, the developer submits a signed Fair Share Agreement to the CMSO, with or without any modification to the originally proposed development
- The CMSO reviews the Agreement for meeting all the City requirements. If found O.K., the developer is asked to deposit the required \$500 fee. (The date of deposit establishes the official date for the project review)
- The Agreement is forwarded to the P&D Dept., Transportation Planning Division for preparing the final stats for the project (Exhibit C in the Agreement). No other comment or report is prepared by the Dept.
- The Agreement is forwarded to the Office of the General Counsel for legal review and for preparing a Resolution for action by the City Council

- The Council assigns the item to the TEE committee. The Committee studies the issue, holds a public hearing and makes its recommendations to the full council
- Simultaneously, the Council Auditor also conducts a review of the Agreement from financial perspective
- City Council acts on the Resolution
- The Resolution is forwarded to the P&D Dept. for signing the contract
- The Director, or a designated official, of the Planning and Development Dept. signs the Contract and sends it to the Concurrency Management System Office (CMSO)
- The CMSO records the contract with the Clerk of the Circuit Court and notifies the developer. (No money is deposited by the developer at the time of signing the contract)
- The developer applies for a building permit or plat map approval for all or part of the development with the Building and Zoning Inspection Division of the City
- If all the requirements for the application are met, it comes to the CMSO
- If the application is for part of the development, the CMSO calculates the amount of money to be paid by the developer
- The developer gives a check for the appropriate amount to the CMSO. The check is deposited in a fair-share trust fund account for the sector in which the development is located. (The amount can only be spent on transportation improvement projects in the sector in which the development is located).
- The CMSO signs off on the application for building permit / plat approval
- The developer gets the permit.
- The CMSO monitors and maintains a record of all the permits issued and amount paid by date, project # and sector.
- The directors of P&D Dept., and Public Works Dept. meet once a year to review the funds available in the Fair Share Trust Fund for each sector. Based on this information, they select the project(s), if any, which should be initiated in any sector.
- An ordinance is drawn up for the City Council to authorize drawing the money from the trust fund in order to initiate the project
- The project is included in the 5-year TIP (Transportation Improvement Program) of the City for implementation.