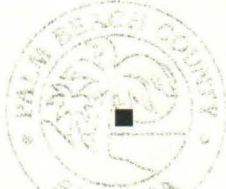




Office of
Financial Management and Budget

P.O. Box 1989
West Palm Beach, FL 33402-1989
(561) 355-2580
FAX: (561) 355-2109
www.pbcgov.com



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INTEROFFICE MEMORANDUM
PALM BEACH COUNTY
OFFICE OF MANAGEMENT AND BUDGET

TO: Palm Beach County Municipalities

FROM: Willie M. Swoope, Impact Fee Manager

DATE: April 21, 2014

SUBJECT: Impact Fee Updates

On March 12, 2013, the Board of County Commissioners adopted amendments to the County impact fee ordinance of the Unified Land Development Code. The second phase of approved changes go into effect 12:01 AM, Saturday, June 15, 2014. Go to the Impact Fee webpage at www.pbcgov.com/pzb/impactfees to the menu button **2014 Fee Schedules and Information**.

New Impact Fee Schedules / Interpolation Table:

Click the menu button **2014 Fee Schedules and Information** and then **2014 Fee Schedules** and find the appropriate schedule for your municipality. Open and print the **Interpolation Table**. You should use the interpolation table to calculate road impact fees for office and retail uses where the proposed building size is not listed on the schedule. For example, the interpolation table should be used to calculate the road impact fee per 1,000 s.f. for a proposed office building of 28,500 s.f.

New Fee Rates:

Generally, the road, public building, and library impact fees are increasing. The fire rescue, school, parks, and law enforcement impact fees for some land uses, are primarily remaining unchanged. Refer to the fee schedule for your municipality for the new fee amounts.

Sign:

Click the **Sign** menu button. Print and display the sign in areas frequented by applicants and the development community.



Procedures For Municipal Assessments:

- The building permit application date will determine whether impact fees will be assessed based on new fees in effect 12:01 AM, June 15, 2014 for building permits issued by municipalities and assessed by the County. Impact fees will be assessed based on the new fees in effect at 12:01 AM, June 15, 2014 for all building plans assessed after 12:01 AM, June 15, 2014. However, if the feepayer provides evidence from the municipality that the building permit application date preceded 12:01 AM, June 15, 2014, impact fees will be based on the rates in effect June 15, 2013.
- The feepayer must submit two sets of certified building plans for the project. Once the County receives the appropriate documentation, impact fees will be assessed, a plan review number assigned, building plans stamped, and a receipt issued to the customer. The municipality may issue the building permit once the applicant presents a receipt and building plans with the Palm Beach County Impact Fee Stamp affixed evidencing payment of impact fees.
- **Cities that are Municipal Collecting Agents (on behalf of the County)** should follow similar procedures. The building permit application date will determine whether impact fees are assessed based on new fees in effect 12:01 AM, June 15, 2014. Applications received prior to the close of business on June 13, 2014 should be assessed using the fee schedules in effect June 15, 2013. Applications received after close of business on June 13, 2014 should be assessed using the new fee schedules.

Should you have questions, please call.

cc: City Managers