

**INTER-OFFICE MEMORANDUM  
OFFICE OF FINANCIAL MANAGEMENT & BUDGET  
PALM BEACH COUNTY**

**TO:** Palm Beach County Municipalities

**FROM:** Willie M. Swoope, Impact Fee Manager

**DATE:** June 25, 2019

**Re:** Impact Fee Updates

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On April 16, 2019, the Board of County Commissioners adopted amendments to the County impact fee ordinance of the Unified Land Development Code. The approved changes go into effect 12:01 am, August 1, 2019. Go to the Impact Fee homepage at [The Impact Fee Office internet homepage](#). [The Impact Fee Office internet homepage](#) provides an alternate way of finding the Impact Fee Office homepage. Click Departments; Planning Zoning Building. See the Impact Fees hotlink in the lower right margin of the Planning Zoning Building home page. Once on the Impact Fee Office homepage, go to ***2019 Fee Schedules and Information***.

**New Impact Fee Schedules:**

Click the menu button ***2019 Fee Schedules and Information*** and then ***2019 Fee Schedules*** and find the appropriate schedule for your municipality. In previous years, you would have also been instructed to print an interpolation table. An interpolation table will not be necessary for the 2019 Fee Schedules. However the Interpolation Table will still be available on the Impact Fee Office homepage for pre-August 1, 2019 permits.

**New Fee Rates:**

School and fire rescue impact fees are increasing. School impact fee increases will be phased in over a two year period August 1, 2019 and August 1, 2020. Fire rescue fees were deactivated effective June 2013. Fire rescues fees will be reactivated effective August 1, 2019. Generally speaking, all other fees are remaining the same or decreasing. Road impact fees for residential and some general retail are decreasing.

**General Office and General Retail:**

Previously road impact fees for general office and general retail were calculated utilizing a logarithmic equation. In addition, an interpolation table was provided

to assist municipal staff in calculating road impact fees for square footages not listed on the fee schedule. Effective August 1, 2019, the fees for general office and general retail are flat within square footage ranges. For example, the road impact fees for general office within the square foot range 50,001 square feet to 100,000 square feet would be the same for any square foot size within the range 50,001 – 100,000 square feet. An interpolation table is no longer necessary.

### **School Impact Fee Benefit Zone:**

Effective August 1, 2019, the school impact fee benefit zone map is collapsed into a single benefit zone. Previously there were four school impact fee benefit zones.

### **Unit of Measure Changes:**

The Unit of Measure for some land uses change effective August 1, 2019. Be on the lookout for these changes on the fee schedules. Some land uses with Unit of Measure changes follow:

Theater – from Seats to Screens

Nursing Home – from Beds to Per 1,000 sf

### **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 the new fees in effect 12:01 am, August 1, 2019 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, August 1, 2019 for all building plans assessed after 12:01 am, August 1, 2019. However, if the feepayer provides evidence from the municipality that the building permit application date preceded 12:01 am, August 1, 2019, impact fees will be based on the rates in effect July 31, 2019.

**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, August 1, 2019. Applications received prior to the close of business on July 31, 2019 should be assessed using the fee schedules in effect as of July 31, 2019. Applications received after the close of business July 31, 2019 should be assessed based on fees in effect August 1, 2019.

**Assistance:** Assistance available at the Impact Fee Office at 561-233-5025.