

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

TO: Palm Beach County Municipalities

FROM: Willie M. Swoope, Impact Fee Manager

DATE: July 16, 2020

Re: Impact Fee Updates

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, 2020. 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 ***2020 Fee Schedules and Information***.

New Impact Fee Schedules:

Click the menu button ***2020 Fee Schedules and Information*** and then ***2020 Fee Schedules*** and find the appropriate schedule for your municipality.

New Fee Rates:

School impact fees are increasing. School impact fee increases will be phased in over a two year period August 1, 2019 and August 1, 2020. Generally speaking, all other fees are remaining the same or decreasing. Road impact fees for residential and some general retail are decreasing.

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, 2020 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, 2020. Applications received prior to the close of business on July 31, 2020 should be assessed using the fee schedules in effect as of July 31, 2020. Applications received after the close of business July 31, 2020 should be assessed based on fees in effect August 1, 2020.

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