



SCRC Number: _____

School Concurrency Reservation Certificate (SCRC) APPLICATION FORM

Project Name _____

Property Address _____

Acres _____ Section _____ Township _____ Range _____

Parcel Number(s) _____

Planning District _____ Census _____ TAZ _____

Future Land Use Current _____ Proposed _____

Zoning Current _____ Proposed _____

PROJECT DESCRIPTION (INCLUDE ALL DEVELOPMENT, EXISTING & PROPOSED, ON THE PROPERTY)

E = Existing P = Proposed	Use/Description	Dwelling Units	Complete for EXISTING development only.		
			To Be Removed (Y or N)	CO Date	Active (Y or N)

(IF NECESSARY, CONTINUE ON A SEPARATE SHEET OF PAPER)

APPLICANT INFORMATION (ATTACH OWNER'S AUTHORIZATION FORM, IF THE APPLICANT IS NOT THE PROPERTY OWNER)

OWNER			AGENT/AUTHORIZED REPRESENTATIVE		
First Name	Last Name		First Name	Last Name	
Company Name			Company Name		
Mailing Address			Mailing Address		
City	State	Zip	City	State	Zip
Phone	()	Fax	Phone	()	Fax

email Address: _____

IMPACT MITIGATION (DESCRIPTION OF PAST OR PROPOSED PUBLIC SCHOOL FACILITY DEDICATION, CONSTRUCTION OR FUNDING TO MITIGATE IMPACTS OF DEVELOPMENT PROPOSAL)

ATTACHMENTS

THE FOLLOWING ATTACHMENTS MUST BE SUBMITTED WITH THE APPLICATION:

1. Proof of ownership (copy of deed or purchase agreement).
2. Legal description.
3. Vicinity (location) map.
4. General site plan including property boundaries and proposed development including use and intensity.
5. Phasing schedule for all proposed construction.
6. Owner's authorization form, if applicable.
7. Application Fees [See instructions below regarding fees due]

FOR DEPARTMENT USE ONLY

Application Submittal: Date _____

Receipt # _____ Amount \$ _____

Reviewed By _____ Date _____

Application Determination COMPLETE Date Forwarded to School District _____

INCOMPLETE No further review will be made until the deficiencies indicated below are remedied. If the deficiencies are not remedied within 30 days, the application will be deemed withdrawn.

Description of Deficiencies: _____

RESUBMITTAL: Date _____

Reviewed By _____ Date _____

Application Determination COMPLETE Date Forwarded to School District _____

INCOMPLETE No further review will be made until the deficiencies indicated below are remedied. If the deficiencies are not remedied within 30 days, the application will be deemed withdrawn.

Description of Deficiencies: _____

FOR SCHOOL DISTRICT STAFF USE ONLY

**CONCURRENCY
DETERMINATION**

APPROVED, see School Concurrency Reservation Letter

DENIED, see School Concurrency Denial Letter

****ALL CAPACITY DETERMINATION/MITIGATION CALCULATIONS MUST BE ATTACHED TO THIS APPLICATION****

PROCEDURES FOR DETERMINING AVAILABLE SCHOOL CAPACITY

Completeness Review

All applications shall be reviewed on a first-come, first-serve basis. Within five business days after its receipt, the Director of Planning and Zoning (Director) or his designee will determine whether the School Concurrency Application is complete. This includes the receipt of all applicable county and school district review fees. If the School Concurrency Application is complete and the submission requirements have been met, the Director will forward the School Concurrency Application to the School District Designee for review and a finding with regard to Available School Capacity.

If the School Concurrency Application is not complete, the Director will notify the Applicant of its deficiencies in writing. No further review will be made until the deficiencies of the Application are remedied. Time limits for performing under this Article will be tolled during the remedial process. If any deficiencies in the Application are not remedied by the Applicant within 30 days of receipt of the above referenced written notification, the Application will be deemed withdrawn. At the time that the School Concurrency Application is determined to be complete, the Director shall send it to the School District Designee for review.

Identification of Available School Capacity

Within 30 business days of the submission to the School District of a complete School Concurrency Application by the Director or his Designee, a revised School Concurrency Application, or a proffered Proportionate Share Mitigation Agreement, the School District Designee shall prepare a written report that:

- (1) Identifies Available School Capacity in the relevant Concurrency Service Area;
- (2) Identifies any previously dedicated, constructed, or funded Public School Facility accepted as Proportionate Share Mitigation for the public school impacts of the Development Proposal; and
- (3) Based on information provided by the Applicant and its own data and Work Program, states whether Public School Concurrency can be achieved for each type of Public School Facility sufficient to accommodate the Development Proposal.

Determination of Available School Capacity

The School District Designee shall make a finding with regard to Available School Capacity based on the methodology below:

- (1) The School District Designee will measure Available School Capacity for each school level, based on the School Capacity of the Concurrency Service Area in which a Development Proposal is located. If School Capacity is not available in the affected Concurrency Service Area, the School District Designee shall determine whether there is Available School Capacity in any contiguous Concurrency Service Area.
- (2) For each school type (elementary, middle and high), the School District shall use the following calculation methodology to determine if there is Available School Capacity:

(i) *Formula for Total Public School Facilities*

Total Public School Facilities =
Existing Public School Facilities + Planned Public School Facilities

(ii) *Formula for Available School Capacity*

Available School Capacity =
School Capacity-(Enrollment + Reserved)

School Capacity = the lesser of FISH capacity or core cafeteria capacity.

Enrollment = Student enrollment as counted at the Fall FTE.

Reserved = Students generated from residential developments pursuant to the approval of a School Concurrency Reservation Certificate.

- (3) If a Finding of Available School Capacity is based upon the capacity of one or more contiguous Concurrency Service Areas, then the School District Designee will recommend to the School Board the means and timeframes within which the impacts of the Development Proposal will be shifted to the contiguous Concurrency Service Area. If more than one Concurrency Service Area has capacity, the School District Designee shall recommend to the School Board which Concurrency Service Area will receive the impacts of the Development Proposal. Methods to shift impacts may include, but are not necessarily limited to:
- (i) redistricting;
 - (ii) transportation plans;
 - (iii) operational adjustments; or
 - (iv) terms or conditions agreed to by the Applicant.

Finding of Available School Capacity

Where the School District determines that adequate capacity is available, the School District shall issue a Finding of Available School Capacity.

Upon issuance of a Finding of Available School Capacity, the School District and County Designees shall allocate the amount of School Capacity to be required by the Development Proposal on the Development Review Table. It shall be reduced if, and to the same extent that, the Development Proposal is amended to reduce the impacts on Public School Facilities. The School District Designee shall issue a School Concurrency Reservation Letter to the County upon a Finding of Available Capacity and record the School Concurrency Reservation on the Development Review Table. Within 5 days of receipt of the School Concurrency Reservation Letter, the County will issue, to the applicant, a School Concurrency Reservation Certificate.

If a Finding of Available School Capacity is based on a Public School Facility provided through Proportionate Share Mitigation, final approval of the Development Proposal shall not be given by the County until the execution of a Proportionate Share Mitigation Agreement by the Applicant and the School Board, pursuant to section 20.11-9.of the School Concurrency Ordinance. Upon approval of the Development Proposal, the County shall execute the Proportionate Share Mitigation Agreement.

INSTRUCTIONS FOR SCHOOL CONCURRENCY RESERVATION CERTIFICATE (SCRC) APPLICATION FORM

Applications must first be submitted to the Clay County Board of County Commissioner’s Planning Department (Department). The Director or his designee shall review the development proposal and render a completeness decision within five (5) working days. Applications deemed completed (to include the receipt of all pertinent review fees for the County and the School District) will be forward to the Clay County School District for their review and determination.

An Applicant may withdraw its Application for school concurrency at any time by submitting a written request to the Department. The withdrawal of an Application will result in the forfeiture of all fees paid and the immediate release of any capacity allocations.

SCRC Number is the file number assigned by the Planning Department.

Project Name is the name of the development or phase of development.

Property Address is the physical location of the property subject to the application.

Acres is the size of the property subject to the application.

Section, Township, Range and Parcel Numbers is the 17-digit number (00-00-00-000000-00) assigned to the property by the Clay County Property Appraiser’s Office (CCPAO). It is also referred to as the Real Estate Number. You can obtain this information by contacting the CCPAO at (904) 284-6305 or performing a search on the website www.ccpao.com

Future Land Use, Current is the property’s land use category as currently adopted on the Future Land Use Map Series of the Comprehensive Plan. **Future Land Use, Proposed** is the land use category being requested through an amendment to the Future Land Use Map. Please note that a SCRC cannot be issued for a use or intensity that is inconsistent with the current future land use designation of the property. You can obtain the future land use designation by contacting the Clay County Planning Department at (904) 269-6301 or by reviewing the County Land Use Map at the following website: www.claycountygov.com

Zoning, Current is the property’s zoning category as currently adopted on the Zoning Atlas.

Zoning, Proposed is the zoning category being requested through the rezoning process. You can obtain the zoning category by contacting the Clay County Zoning Department at (904) 269-6301.

Project Description section pertains to ALL development, existing and currently proposed, on the property.

E = Existing P = Proposed	Use/Description	Dwelling Units	Complete for EXISTING development only.		
			To Be Removed (Y or N)	CO Date	Active (Y or N)

Existing means that development currently present on the property.

Proposed means the current development proposal planned on the property for which approval is being sought.

Use is a description of the purpose such as single-family, multifamily.

Dwelling Units is the form of measurement; number of dwelling units proposed.

To Be Removed section is completed only for a use that is EXISTING on the property. A “Y” for Yes is entered, if the existing use will be removed or replaced such as demolition, change of use, etc. A “N” for No is entered, if the existing use will remain on the property.

CO Date section is completed only for a use that is EXISTING on the property and is the date the certificate of occupancy was issued (month and year format i.e. 12/2008 or Dec 08).

Active section is completed only for a use that is EXISTING on the property. A “Y” for Yes is entered, if the use was in operation within 2 years of the date of application submittal. A “N” for No is entered, if the use was in operation for less than 2 years of the date of application submittal.

Applicant Information is the section containing the information for the current property owner and the agent/authorized representative to be contacted regarding the application.

Owners Authorization Form is a letter of consent from the property owner that must be completed and submitted with the application for an agent/authorized representative.

Attachments must be submitted with the application. Any required attachments not included with the application when submitted will result in the application being determined incomplete. An incomplete application will not be reviewed by the Director.

1. **Proof of ownership** can be provided by attaching a copy of the recorded deed or purchase agreement for the property.
2. **Legal description** is description of the property’s boundaries according to a survey. It is included in the recorded deed.
3. **Vicinity map** is map indicating the approximate location of the property, including road names.
4. **General site plan** is a drawing or survey that shows the property boundaries, access points, and all development, proposed and existing, on the property with notations indicating the use and density. For concurrency purposes, this plan is not required to be to scale.
5. **Phasing schedule** is a schedule of development on the property, which includes the phase number or name, the use, density, commencement date, and completion date.

Phasing Schedule Example

Phase	Use	Intensity	Date of	
			Commencement	Completion
1	Single family	250 DU	1/2009	1/2011
2	Multifamily	300 DU	2/2011	4/2013

6. **Application fees (County and School District)**

The Clay County Board of County Commissioners and the Clay County School District fees for the processing and review of School Concurrency Reservation Certificate Applications are as set forth below. Payment for these fees may not be combined and must be submitted simultaneously with the application packet to the CCBOCC.

A. **County Application Fee** is based on the project classification as shown in the table below. A check for these fees must be made payable to the *Clay County Board of County Commissioners (CCBOCC)* and must be provided with the application packet.

Project Classification	Application Fee Checks payable to Clay County Board of County Commissioners (CCBOCC)
Small (50 units or less)	\$100.00
Minor (51 – 100 units)	\$250.00
Major (101+ units)	\$250.00
Extension	\$100.00

B. **Clay County School District Application Fee** is based on the project classification as shown in the table below. A check for these fees must be made payable to *Clay County District Schools (CCDS)* and must be included in the packet submitted to the CCBOCC. The County will forward the CCDS check, along with the completed packet to the CCDS for their review. :

<u>Project Classification</u>	<u>Application Fee</u> Checks payable to Clay County District Schools
Small, Minor, Major (All development sizes)	\$250.00
Extension	\$100.00
SCRC Change (increase, decrease, error)	\$250.00

***The Clay County School District will not begin their review of the SCRC application until the application has been deemed complete by the Clay County Planning and Zoning Director and forwarded to the School District. This includes the receipt of all pertinent review fees by the County. Once the completed application and fees are received, the Clay County School District has 30 business days to review the application and render a School Concurrency Reservation Letter (SCRL) or School Concurrency Denial Letter (SCDL).

****The SCRC issued pursuant to this application is based on the information provided in the application package. A final development order will not be issued if the development for which a final development order is sought is not consistent with the description of development (including plans) on which the SCRC was issued.