



IMPACT FEE ASSISTANCE PROGRAM CRITERIA, PROCESS, CONTACTS & APPLICATION

CRITERIA

OVERVIEW

The criteria of the Impact Fee Assistance Program was approved by the Board of County Commissioners on January 13, 2004 for the purpose of providing funds to **small or emerging businesses in the building permitting process**. This program will assist commercial and industrial applicants with the payment of countywide impact fees (footnote 1). The program is designed to address the year-round request for impact fee assistance on short notice, and to review and approve applications expeditiously.

PROGRAM COMPONENTS

1. **Budget.** Total amount of annual program funding is \$50,000.
2. **Location.** A business must be located in an **Acute** or **Core** census block group of a Development Regions area, and not currently being considered for a Development Regions grant or any other County funded program. **Acute** census block groups are defined as those with 35% or higher federal poverty level. **Core** tracts are those with a 20% to under 35% federal poverty level. Development Regions maps are available from the County's Economic Development Office.
3. **Applicant.** A municipality or its Community Redevelopment Agency will be the applicant on behalf of commercial or industrial development taking place in Acute or Core areas under their jurisdiction. An application for a business located in unincorporated areas of the County would be made directly to the County's Economic Development Office.
4. **Funding Amount & Sources.** Requests for impact fee funding assistance may be submitted at anytime, if funds are still available. Each request will be limited to not more than \$10,000 or 50% of the total impact fee amount, whichever amount is less. The remaining impact fees must be provided by a City/Community Redevelopment Agency and/or the business. A business project may be the recipient of funds under the Impact Fee Assistance Program only once.
5. **Jobs.** The applicant who is the small business owner will automatically satisfy the minimum job requirement of the program.

PROCESS

ELIGIBILITY & FUNDING

1. **Site Eligibility.** To be eligible, a project site must be:
 - (a) In an “Acute” or “Core” census block group in a Development Regions area; and
 - (b) Not currently under consideration for a Development Regions grant or any other County funded program.

County staff will verify that the application is in compliance with these two requirements. A map clearly identifying the project’s location must be enclosed with the application.

2. **Funding Availability.** Funding assistance will be made year-round and on a first come, first served basis. The applicant should contact the County’s Economic Development Office concerning funding availability.

3. **Impact Fees Targeted.** The applicant must contact the Impact Fee Office to determine the amount of impact fees to be included in the request for funding assistance. The actual impact fee amount will be verified by the Impact Fee Office. It will be identified on the Impact Fee Assistance Form provided by the Impact Fee Office, which must be enclosed with the application.

APPLICATION & MAP

1. **Application Packet & Program Map.**
 - a) APPLICATION PACKET
Impact Fee Office or www.pbcgov.com/pzb ► Impact Fees ► Impact Fee Assistance; and
 - b) APPLICATION PACKET
Economic Development Office or www.pbcgov.com/pubinf/edo ► Programs ► P.B. County ► Other ► Impact Fee Assistance Program.
 - c) DEVELOPMENT REGIONS MAP
Economic Development Office or www.pbcgov.com ► Dept & Divisions ► Economic Development Office ► Maps / Photos.

SUBMITTAL, REVIEW & APPROVAL

1. **Application Submittal.** A completed application is to be submitted to the County’s Economic Development Office to the attention of Pamela Nolan, Economic Development Specialist. The application must be signed by the unincorporated commercial/industrial business or by the applicable City/Community Redevelopment Agency. There is no application fee. An applicant is encouraged to contact the Economic Development Office if there is a question regarding the application. The submitted application must be completely filled out and all required forms enclosed.
2. **Remaining Impact Fee Amount.** The City/Community Redevelopment Agency and/or business must provide payment for the “remaining impact fee amount” (matching amount) at the time of permit

issuance. Payment can only be by cash, personal check, cashier's check, money order, business check or a local government issued check.

3. **Application Review & Approval.** The County's Economic Development Office will review the application and determine whether the application is eligible and if there is sufficient funding for the amount of impact fee assistance requested. At any time during the review process if there are questions or concerns that arise which require additional input from the applicant, County staff will notify the applicant. The Economic Development Office will inform the applicant and the Impact Fee Office in writing whether the application is approved or not approved.

PAYMENT PROCEDURE

1. **Payment of Impact Fees.** For an approved application, the Economic Development Office will forward a memorandum to the Impact Fee Office identifying the total amount of funds which will be provided by Palm Beach County toward the applicant's impact fees. A copy of the approved application will be attached to the memorandum. An impact fee "screen printout" for the processing of the payment will be provided by the Planning, Zoning & Building (PZB) Department. Awarded funds will be made directly to the PZB Cashier by interdepartmental billing.

CONTACTS

ADMINISTRATION

PALM BEACH COUNTY IMPACT FEE OFFICE

100 Australian Avenue, 3rd Floor, West Palm Beach, FL 33406
(561) 233-5025 fax (561) 233-5167

WILLIE SWOOPE, IMPACT FEE COORDINATOR

(561) 233-5025 fax (561) 233-5167

wswoope@co.palm-beach.fl.us

The applicant of a project located in an eligible non-municipal/unincorporated area may contact the County's Economic Development Office for assistance:

PALM BEACH COUNTY ECONOMIC DEVELOPMENT OFFICE

301 N. Olive Avenue, 10th Floor, West Palm Beach, FL 33401
P.O. Box 1989, West Palm Beach, FL 33402-1989
(561) 355-3624 fax (561) 355-6017

MARY E. MCGEE, INTERIM ECONOMIC DEVELOPMENT DIRECTOR

(561) 355-3624 fax (561) 355-6017

memcgee@co.palm-beach.fl.us

PAMELA NOLAN, ECONOMIC DEVELOPMENT SPECIALIST

(Development Regions Incentive Grant Program)

(561) 355-6835 fax (561) 355-6017

pnolan@co.palm-beach.fl.us

Projects in the eligible areas of unincorporated Westgate-Belvedere Homes may also seek assistance from:

WESTGATE-BELVEDERE HOMES CRA

JOSÉ SOSA, EXECUTIVE DIRECTOR

3323 Belvedere Road, Bldg. 501, West Palm Beach, FL 33406
(561) 233-3636 (561) 233-3651

MUNICIPALITIES – 11 ELIGIBLE FOR PROGRAM ASSISTANCE

- 14 municipalities have census block groups that are identified as Core and Acute on the Development Regions map.
- 3 communities (Belle Glade, Pahokee and South Bay) in the Glades Area are not subject to impact fees. They include areas designated Core and Acute, but impact fees do not apply.
- 5 municipalities have Palm Beach County collect impact fees for them.
- 6 municipalities collect impact fees for business projects located inside their jurisdiction.

5 MUNICIPALITIES HAVE COUNTY COLLECT IMPACT FEES

Haverhill, Town of

MAYOR CHARLES STODDARD, TOWN ADMINISTRATOR
4585 Charlotte Street, Haverhill, FL 33417
(561) 689-0370 fax (561) 689-4317

Lake Park, Town of

BAMBI MCKIBBON-TURNER, ASSISTANT TO CITY MANAGER
535 Park Avenue, Lake Park, FL 33403
(561) 881-3304 fax (561) 881-3314

Lake Worth Community Redevelopment Agency (CRA)

COREY O'GORMAN, DIRECTOR
PAT RICE, ASSISTANT TO DIRECTOR
7 N. Dixie Highway, Lake Worth, FL 33460
(561) 586-1687 fax (561) 586-1786

Lantana, Town of

MICHAEL BORNSTEIN, TOWN MANAGER
500 Greynolds Circle, Lantana, FL 33462
(561) 540-5004 fax (561) 540-5009

West Palm Beach, City of / West Palm Beach CRA

JERRY KELLY, ECONOMIC & COMMUNITY DEVELOPMENT PROGRAM COORDINATOR
200 2nd Street, 2nd Floor, West Palm Beach, FL 33401
(561) 835-7300 fax (561) 835-7348

6 MUNICIPALITIES COLLECT IMPACT FEES

Boca Raton, City of

JORGE CAMEJO, DIRECTOR, COMMUNITY SERVICES
201 W. Palmetto Park Road, Boca Raton, FL 33432-3730
(561) 393-7700 fax (561) 367-7014

Boynton Beach Community Redevelopment Agency (CRA)

DOUG HUTCHINSON, EXECUTIVE DIRECTOR
SUSAN VIELHAUER, CONTROLLER
639 E. Ocean Avenue, Suite 107, Boynton Beach, FL 33435
(561) 737-3256 fax (561) 737-3258

Delray Beach Community Redevelopment Agency (CRA)

ROSALIND MURRAY, MANAGER, WEST ATLANTIC PROGRAM
104 W. Atlantic Avenue, Delray Beach, FL 33444
(561) 276-8640 fax (561) 276-8558

Jupiter, Town of

SAM SHANNON, DIRECTOR, COMMUNITY DEVELOPMENT
210 Military Trail, Jupiter, FL 33458-5784
(561) 746-5134 fax (561) 575-9730

Palm Beach Gardens, City of

DOLORES KEY, ADMINISTRATOR, ECONOMIC DEVELOPMENT MARKETING
10500 N. Military Trail, Palm Beach Gardens, FL 33410
(561) 799-4136 fax 799-4134

Riviera Beach, City of / Riviera Beach CRA

MARY MCKINNEY, DIRECTOR, COMMUNITY DEVELOPMENT
600 W. Blue Heron Boulevard, Riviera Beach, FL 33404
(561) 845-4060 fax (561) 845-4038

Footnote (1):

- √ The Countywide Impact Fee System was established by the Board of County Commissioners (BCC) with the adoption of Ordinance No. 89-18 on 8-29-1989.
- √ Impact fees are under Article 13 of the County's new Unified Land Development Code (ULDC).
- √ Ordinance 2003-067, which is included in the ULDC was adopted by the BCC on 12-4-2003, effective 1-1-2004; however, the effective date of Article 13 is 3-1-2004.
- √ The Impact Fee Ordinance and the ULDC are on the BCC website: <http://www.pbcgov.com/pzb>.



IMPACT FEE ASSISTANCE PROGRAM

APPLICATION

Important Instructions:

- ✓ Before filling out the application, thoroughly read the CRITERIA & PROCESS program handout.
- ✓ Only one application can be utilized per business.
- ✓ Type or print the required information. Do not leave spaces blank. Put N/A if appropriate.
- ✓ If County staff requests additional information, it must be provided in a timely manner or the application will be rejected.

I. APPLICATION DATE: _____

II. LEGAL BUSINESS NAME: _____

III. OTHER ASSISTANCE: The applicant certifies that the project has not been awarded in the past nor is currently being considered for a Development Regions grant or any other County funded program.

INITIAL DATE

IV. IMPACT FEE FUNDS REQUESTED:

\$
\$

Total impact fees required for project.

Total amount of funds requested.

(The amount requested above is limited to not more than \$10,000 or 50% of the total impact fee amount, whichever amount is smaller.)

\$
\$

Amount to be paid by City/Community Redevelopment Agency.

Amount to be paid by Business.

FOR EDO USE ONLY	Total impact fees required for project shown above is correct: <input type="checkbox"/> Yes or <input type="checkbox"/> No
	Amount to be paid by City/CRA or business has been verified: <input type="checkbox"/> Yes or <input type="checkbox"/> No
	Adequate County funds are available to process this request: <input type="checkbox"/> Yes or <input type="checkbox"/> No

Yes No Is the Impact Fee Assistance Form enclosed with the application?
If not enclosed, provide an explanation:

V. BUSINESS IS LOCATED IN:

City CRA Unincorporated Area Enclose a map clearly identifying the project site.

FOR EDO USE ONLY Project location is in or locating to an area classified as: Acute or Core
Map of project site is enclosed: Yes or No

VI. CITY / CRA INFORMATION ONLY:

Name:
Title:
Contact Person:
Mailing Address:
Telephone:
Fax:
E-Mail:

VII. BUSINESS PROJECT INFORMATION ONLY:

A. Legal Business Name:

Business Federal ID #:
Business or Project Location Address:

B. Business Owner(s) Name(s):

Contact Person:
Title:
Mailing Address:
Telephone:
Fax:
E-Mail:

C. If Leasing: Property Owner Name:

Name:
Mailing Address:
Telephone:
Fax:
E-Mail:

VIII. DESCRIPTION OF BUSINESS PROJECT:

Start Up or Existing Entity

Type of Business (Products and Services):

Proposed Project Start Date.
 Anticipated Project Completion Date.

IX. ADDITIONAL INFORMATION:

Current number of employees, including owner.
 + Jobs to be created (if any).
 Total Jobs on Payroll.

\$ Total estimated costs of business improvements.

X. REMAINING IMPACT FEE AMOUNT:

The CRITERIA and the PROCESS sections of the application packet identify the requirements and procedure for the payment of the “remaining impact fee amount” by the applicant.

XI. SIGNATURE:

City / CRA Signature

Title

Print or Type Name

Date

Business Owner/Agent Signature

Title

Print or Type Name

Date

FOR EDO USE ONLY Application was reviewed by:
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XII. STAFF REVIEW:

Staff Person Signature

Title

Print or Type Name

Date

Staff Person Signature

Title

Print or Type Name

Date

Yes No Application approved?

If not approved, provide an explanation: