

**INTEROFFICE MEMORANDUM  
PALM BEACH COUNTY  
OFFICE OF MANAGEMENT AND BUDGET**

**TO:** Palm Beach County Municipalities

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

**DATE:** June 11, 2008

**SUBJECT:** Impact Fee Updates including higher Administrative Fees

On May 20, 2008, the Board of County Commissioners adopted amendments to the County impact fee ordinance of the Unified Land Development Code. These changes go into effect 12:01 AM, August 20, 2008. Go to the Impact Fee webpage at [www.pbcgov.com/pzb/impactfees](http://www.pbcgov.com/pzb/impactfees) for *Impact Fee Schedules Effective 08/20/08* and a *Road Impact Fee Interpolation Table*.

**Administrative Fees:**

Impact fee administrative fees have been increased. Beginning July 1, 2008, municipalities that collect impact fees on behalf of Palm Beach County may retain 3.4% of all impact fee revenues collected beginning July 1, 2008. The remaining 96.6% of the revenues should be remitted to the County. The old administrative fee was 2%.

**New Impact Fee Schedules / Interpolation Table:**

Click *Impact Fee Schedules Effective August 20, 2008* under the *Impact Fee Assessment Tools* menu 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.

**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, August 20, 2008 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 20, 2008 for all building plans assessed after 12:01 AM, August 20,

2008. However, if the feepayer provides evidence from the municipality that the building permit application date preceded 12:01 AM, August 20, 2008, impact fees will be based on the rates in effect January 12, 2006.

- 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, August 20, 2008. Applications prior to the close of business on August 19, 2008 should be assessed using the fee schedules in effect January 12, 2006. Applications received after close of business on August 19, 2008 should be assessed using the new fee schedules.

Should you have questions, please call.

cc: City Managers