



School Concurrency Process & Fees

The School District Palm Beach County school concurrency process requires the coordination of planning efforts between the District and local governments to ensure that residential development orders are issued and conditioned upon the availability of public school facilities.

The process applies to all proposed new residential developments requiring a Site Specific Development Order. Under the terms of the Interlocal Agreement (ILA), the definition of Development Order includes: Rezoning, special exceptions, conditional uses, special permits, master plan approval, site plan approval, plat approval, building permits and any Development of Regional Impact (DRI).

The following are exempt from the school concurrency process:

- **Single-family lots of record** existing at the time the School Concurrency implementing ordinance was adopted (effective June 27, 2002).
- **Any residential development** that received final approval of a Site Specific Development Order prior to June 27, 2002 or is considered exempt under the local government's concurrency regulations (these are considered as vested projects).
- **Any new residential development** that had filed a complete application for a site specific development order or any amendment to a site specific development order pending prior to June 27, 2002.
- **Any amendment** to a previously approved residential development which does not increase residential density.
- **Any previously approved residential development** or any previously approved development with a residential component located within an existing "Transportation Concurrency Exception Area."

School Concurrency Review Process:

1. **Application Intake.** At the time of submission to a local government of any application for residential development which is not exempt from school concurrency, a completed "School Concurrency Application and Service Provider Form" shall be submitted by the property owner or the owner's agent.
2. **Local Government Review.** The local government representative who receives the school concurrency application shall provide a cursory review of the application and required supplemental information. If the required application materials are sufficient, the local government representative will complete Part II of the application and transmit the application to the School District.
3. **Processing Fee.** Once the application has been deemed sufficient, the local government representative will charge the owner or the owner's agent the appropriate processing fee.



These fees are as follows:

- i. **Regular Project (more than 20 units)\$ 200.00**
- ii. **Small Project (less than 20 units).....\$ 100.00**
- iii. **Equivalency Determination (equal impact) \$ 125.00**
- iv. **No Impact (letter of “exemption” or “no impact”)..... \$ 25.00**
- v. **Time Extension (due to governmental delay) \$ 75.00**

Please note that in accordance with the Interlocal Agreement, the municipality may collect the required fee. The municipality shall transmit collected fees to the School District on a monthly basis, less a 2% deduction by the municipality for administrative costs. If a municipality does not choose to collect the required fee, the fee may be paid directly to the School District. Applications for School Concurrency will not be processed until the required fee has been paid in full.

- 4. **School District Review.** Upon receipt of a sufficient application, the School District will review the concurrency application in the order it is received. Within fifteen (15) working days of receipt of the application, the School District will issue its concurrency determination. This determination will be sent to the project’s owner or owner’s agent, and the local government representative who initially processed the application.
- 5. **Validity of Approval.** The approval of the concurrency determination shall be valid for one year from the date of issuance. Once a development order is issued for the project, the concurrency determination shall run with the life of the development order. The owner or the owner’s agent may apply for a time extension prior to the expiration of the concurrency determination.
- 6. **Updates.** With the great diversity in the approval process of each municipality of Palm Beach County, applications for school concurrency are accepted on a daily basis to accommodate each individual process. It has been determined from initial school concurrency review, that additional information is required from applicants to provide a complete review. The changes include the addition of the current property owners name to the application, the last recorded warranty deed and a completed owner’s consent form as supplemental information. The consent form should be submitted in the same format the municipality accepts for development review.
- 7. **Local Government Data Collection.** In accordance with the Interlocal Agreement, local governments are required to provide the School District with information regarding the Certificates of Occupancy issued for new residential units. The information on Certificates of Occupancy is to be provided on or before April 1st and October 1st of each year. This information will be used to determine the actual students generated from new residential units for the annual update of the School district’s Five-Year Capital Facilities Plan.

Any questions regarding the School Concurrency Process should be directed to the InterGovernmental Section of the Planning Department, Palm Beach County School District: 561-434-8042.