

GUIDELINES FOR MUNICIPALITIES FOR PROCESSING SEMINOLE COUNTY IMPACT FEES

SINGLE-FAMILY RESIDENTIAL DETACHED USE

1. Preprinted impact fee statement forms are provided to the City and are to be completed in conjunction with a building permit for **each detached single-family dwelling unit**. Please include the address and complete tax parcel ID number on each statement. **This is the only type of Seminole County impact fee statement that the city staff is equipped to prepare.**

2. Detached single-family dwellings in developments where the majority of the lots are less than 50 ft wide (49.99 ft & under) are assessed a different rate than single-family dwelling units, therefore the impact fee statement needs to be prepared by Seminole County. (They will be assessed a condominium rate.)

3. If there was once a single-family residence on the property that has since been removed or destroyed, the customer may be eligible for impact fee credits toward the construction of a new residence. An Impact Fee Statement with the credit indicated will need to be prepared by Seminole County. Also, the customer will be required to provide documentation of the former residence by submitting tax records, survey, demolition permit, etc. Application to the County may be made via email, fax or in person. Applications may be found online at www.seminolecountyfl.gov. Once on-line find the Planning and Development Department, Development Review Division, Forms & Checklist, City Impact Fee Application.

4. Replacement of a mobile home by a single-family residence requires payment of additional impact fees. The customer will pay the difference between the SFR rate and mobile home rate. Seminole County will prepare the Impact Fee Statement.

MOBILE HOME, MULTI-FAMILY & NON-RESIDENTIAL USES

1. Seminole County will prepare the impact fee statement for anything other than a detached single-family residence such as a mobile home, duplex (2 attached dwelling units), condominium, townhome, apartment building, commercial, industrial use etc.
2. Customer instruction cards indicating the procedures, required submittals and directions to the County office have been made available at each City Building Department.

NON-RESIDENTIAL CHANGE OF USE / MULTI-USE

1. Building permit applications for interior build out of non-residential uses (shopping centers, industrial mixed use or office building with a mix of general office and medical office) may be assessed additional impact fees if the use of a building or portion of the building is being changed. Seminole County will prepare the Impact Fee Statement.

GENERAL INFORMATION

1. A preprinted/blank impact fee statement comes in four parts. Once the statement is completed by the city, the white copy goes to Seminole County, yellow to the customer, pink is for city records and the gold should be mailed to the County along with the monthly log of impact fees collected and the check. Seminole County staff will collect the white copy during their visit to the City.
2. The customer has the option of paying their impact fees to the City at the time they pick up the building permit or they may pay them to Seminole County and provide a receipt of payment to the City upon picking up their building permit. If a customer pays at the City the City retains 3% of the money collected per impact fee statement and up to a maximum of \$250.

3. Impact fees shall either be collected by the City prior to the issuance of a building permit or the customer may pay the fees to the County and provide the City with a receipt indicating payment.
4. Remit to Seminole County by the 15th of each month, payment for impact fees collected for the month. A summary of all money collected and the gold copy of the impact fee statement should accompany the check.

Contact Information

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