



FOR OFFICE USE ONLY

File # _____

Application Fee: _____

Filing Date: _____ Acceptance Date: _____

Town of Hilliard

Concurrency Application (School Impact)

A. PROJECT

1. Project Name: _____
2. Address of Subject Property: _____
3. Parcel ID Number(s) _____
4. Existing Use of Property: _____
5. Future Land Use Map Designation: _____
6. Existing Zoning Designation: _____
7. Acreage: _____

B. APPLICANT

1. Applicant's Status Owner (title holder) Agent
2. Name of Applicant(s) or Contact Person(s): _____ Title: _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____
3. If the applicant is agent for the property owner*:
Name of Owner (title holder): _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

C. PROJECT DESCRIPTION

Residential- Dwelling Units _____

D. ATTACHMENTS

- 1. Copy of Warranty Deed or other proof of ownership
- 2. Legal description
- 3. Survey
- 4. Site Plan
- 5. Agent Authorization, if applicant is not owner.
- 6. Town of Hilliard- School Impact Analysis Form

E. FEE.

- 1. \$300.

All attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

Date

Date

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20__, by _____

_____, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____



TOWN OF HILLIARD - SCHOOL IMPACT ANALYSIS (SIA) FORM

INTRODUCTION

New residential development is required to demonstrate compliance with school concurrency as regulated in Nassau County through the Hilliard Comprehensive Plan Public School Facilities Element and the Interlocal Agreement for Public School Facility Planning adopted by the County on July 14, 2008. No new residential rezoning, preliminary plat, site plan or functional equivalent may be approved by the Town unless the residential development is exempt from requirements outlined in Section 9.13 of the Amended Interlocal Agreement OR a School Concurrency Reservation Letter has been issued by the School Board indicating that adequate school facilities exist.

Application Process for School Concurrency:

1. Submittal of Development Application, including this School Impact Analysis (SIA) Form.
2. Town Staff transmit SIA to Nassau County School Board.
3. The Nassau County School Board reviews the SIA Form per requirements in the Interlocal Agreement and makes a determination of capacity.
4. If sufficient capacity is available, the School Board will issue a School Concurrency Reservation Letter. This letter indicates only that school facilities are currently available, and capacity is not reserved until the Town of Hilliard issues a Certificate of Concurrency.
5. Upon receipt of a School Concurrency Reservation Letter, the Town of Hilliard will issue a Certificate of Concurrency for the development. Certificates are valid for a two (2) year period. Approved construction plans or building permits extend the life of the certificate concurrent with the expiration of the applicable plan or permit.
6. If sufficient capacity is not available, the School Board will issue a Concurrency Deficiency Letter, at which time the applicant will be offered the opportunity to enter into a negotiation period to allow time for the mitigation process as outlined in the Interlocal Agreement. At the end of the negotiation period, the School Board will issue a School Concurrency Reservation Letter where mitigation has been mutually agreed upon; or if mitigation has not been agreed upon, a School Concurrency Deficiency Letter. If a Reservation Letter is drafted, the County will issue a subsequent Certificate of Concurrency.

KEY CONTACTS

Lee Anne Wollitz, Land Use Administrator at lwollitz@townofhilliard.com or 904-845-3555

Owner of Record	As recorded with the Nassau County Property Appraiser	Applicant or Agent	If an agent will be representing the owner, an Owner's Authorization for Agent form must be included
Owner(s) Name		Applicant or Agent Name	
Company (if applicable)		Company (if applicable)	
Street Address		Mailing Address	
City, State, Zip		City, State, Zip	
Telephone Number		Telephone Number	
Email Address		Email Address	

Project Information

PIN: _____ - _____ - _____ - _____ - _____ - _____

Project Address _____

Access Road Name: _____
 City/County-Maintained Private Road

Size of Property		Present Property Use	
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Zoning District		Future Land Use Map	
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Wetlands		Flood Zone		Water & Sewer	
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Project Description (use separate sheet if necessary):

Number of Dwelling Units Proposed (Total): _____

Number of Dwelling Units Proposed (By Type):

Single-Family Detached:	
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Single-Family Attached:	
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Multi-Family:	
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List any applications under review or approved which may assist in the review of this application:

I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT

I understand that reasonable inspections of the project may be made as part of the application review process. I understand that I will incur any costs associated with third-party review fees. I also understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the Town considering the Land Development Code, Comprehensive Plan, and other applicable regulations.

PRINT	SIGNATURE	DATE
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