



School Concurrency Review Fee Memo

In October 2019, staff of the Growth Management & Planning Department engaged Fiscal Choice Consulting, LLC to develop a School Review Fee Study. The final study was completed in November 2019. The study reviewed all costs associated with development reviews for each application type to develop a recommended fee schedule.

Currently, the Growth Management & Planning Department reviews all comprehensive plan amendments, rezonings, and preliminary plats/residential site plans as part of the school concurrency process. The School Board has the option to implement a fee to support the review process. Per Section 5.5.2 (c) of the adopted Interlocal Agreement with the local governments, *"The School Board may elect to establish a school concurrency review fee to be paid by the applicant that will accompany the completed application sent by the County or delivered to the School Board prior to any school concurrency review commences."*

Due to the increasing volume of these reviews, the amount of staff time allocated to complete these reviews, along with the associated software and legal review costs, staff requested the approval of the completed study and the implementation of school concurrency review fees at the Tuesday, March 10, 2020, School Board public meeting. The School Board authorized staff to proceed with the logistics of the fee rollout and stakeholder input. The final fee recommendation was approved by the School Board on July 28, 2020, to be effective September 1, 2020.

These review fees can be paid at the local jurisdiction as part of the application submittal process. Additionally, an online store has been established through Square which offers applicants the option to pay for these review fees on the District's website. You can access the store under the fees webpage of the department's site at: <https://hillsborough-county-school-district--growth-management-planni.square.site/>. If you have any questions or concerns, please contact the School District using the information provided below.

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Hillsborough County Process Procedures and General Information

NOTE: School Concurrency Review Fees only apply to applications containing residential uses above the thresholds below.

External Reviews: The following application reviews will have fees connected to local government reviews: Comprehensive Plan Amendments, Rezoning, School Concurrency Analysis.

- **Adequate Facilities Analysis (Comprehensive Plan Amendments):**
 - The applicant applies for a Comprehensive Plan Amendment through the Planning Commission. Then, the applicant pays the application fee through the School Board online fee webpage at <https://hillsborough-county-school-district--growth-management-planni.square.site/>. The Planning Commission routes the application for review to the School District. Once the fee is received, the School District will conduct and issue the review.
- **Adequate Facilities Analysis (Rezoning):**
 - The applicant will apply for a rezoning application with Hillsborough County. Then, Hillsborough County will route the review to the School District. Prior to issuing the review, the applicant must pay the school concurrency fee online at through the School Board online fee webpage at <https://hillsborough-county-school-district--growth-management-planni.square.site/>. Once the fee is received, the School District will issue the review.
- **School Concurrency Analysis (Preliminary Plats/Site Plans)**
 - The applicant will apply for a Preliminary Plats or Site Plan review with Hillsborough County. Then, Hillsborough County will route the review to the School Board. Prior to issuing the review, the applicant must pay the school concurrency fee online through the School District's online fee webpage at <https://hillsborough-county-school-district--growth-management-planni.square.site/>. Once the fee is received, the School District will issue the review.
 - **Revisions** – 2nd revision and after to any of the above applications will be required to pay a new review fee.

Internal Reviews: The following application reviews and fees are internal to the School District only, meaning applicants will apply for the following directly through the School District.

- Proportionate Share Mitigation Agreement
- Non-Binding Capacity Determination
- Equivalency Finding
- Time Extension
- No Impact Letter
- Appeals

Residential Thresholds

The District issues reviews for applications per the thresholds below:

Single Family Detached: 6 units or greater

Single Family Attached: 9 units or greater

Multifamily: 9 units or greater

Mobile Home: 6 units or greater

Hillsborough County Public Schools	
Application Type	Fee
External Fees	
Adequate Facilities Analysis: Rezoning	\$195.00
Adequate Facilities Analysis: Rezoning, 2nd or more revisions, per revision	\$105.00
Adequate Facilities Analysis: Comp Plan Amendment	\$155.00
Adequate Facilities Analysis: Comp Plan Amendment, 2nd or more revisions, per revision	\$105.00
School Concurrency Analysis	\$335.00
School Concurrency Analysis Amendment	\$175.00
Internal Fees	
Proportionate Share Mitigation Agreement	\$370.00
Proportionate Share Mitigation Agreement, 2nd or more revisions, per revision	\$370.00
Non-Binding Capacity Determination	\$150.00
Equivalency Finding	\$320.00
Time Extension	\$160.00
No Impact Letter	\$90.00
Appeals	\$280.00

Source: Approved by HCPS on July 28, 2020