

Concurrency and Mobility Management System Office
Transportation Planning Division
City of Jacksonville Planning Department
214 N Hogan Street
Jacksonville, Florida 32202



Concurrency and Mobility Management System Handbook

For Jacksonville, Florida

November 2025





Concurrency and Mobility Management System [CMMS] Handbook

**City of Jacksonville, Florida
2025**

Approved and Adopted in Accordance with
Provisions of Chapter 655,
Jacksonville Ordinance Code

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Concurrency and Mobility Management System Handbook

Revisions

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1.0 Introduction

The City of Jacksonville implemented the Concurrency Management System Ordinance, Chapter 655, of the Ordinance Code on April 1, 1991. It provides the local structure for administering the state law, Chapter 163, Part II, Florida Statutes. It also provides for vested rights, procedures for concurrency reviews, certificates ascertaining concurrency approvals, appeal mechanisms, and fee structures.

The local ordinance also provides for the establishment of the Concurrency and Mobility Management System Office (CMMSO). The CMMSO is part of the City's Planning Department, an activity of the Transportation Planning Division. It is located on the second floor of the Ed Ball Building, 214 N. Hogan Street. Planners and other personnel associated with the CMMSO are responsible for coordinating and managing the City's Concurrency and Mobility Management System.

This handbook is primarily intended to be a guide for persons needing to complete one of the various applications or special forms associated with Jacksonville's Concurrency and Mobility Management System, and it also offers more specific information concerning the testing methodologies of the City's Concurrency and Mobility Management System Agencies.

For additional information concerning the City's Concurrency and Mobility Management System, please consult Chapter 655, Ordinance Code.

In September 2011, in order to adequately and efficiently address the City's mobility needs, the City replaced transportation concurrency with the Mobility Plan. The intent of the 2030 Mobility Plan and its update referenced now as the "Mobility System" is to replace the transportation concurrency management system with a holistic mobility approach that applies a fee system to new development based upon the link between land development and transportation. The City's Mobility System provides the land use and transportation strategies used to support and fund mobility with the City. These strategies are the foundation for the development of an effective application of a transportation improvement and mitigation funding tool. The policies and practices of the City's Mobility System will no longer be contained within the 2030 Mobility Plan. The Comprehensive Plan, Ordinance Code, and Concurrency and Mobility Management (CMMS) Handbook will provide the policy framework and implementation mechanism for the system. Part 5 of Chapter 655 establishes the process necessary to implement the 2030 Mobility Plan updates, now known as the Mobility System.



2.0 Concurrency Review Processes

The CMMSO oversees the processing of applications and payments related to Conditional Capacity Availability Statements (CCAS), and Concurrency Reservation Certificates (CRC), Development Agreements (DA), Mobility Fee Calculations (MFC), and Mobility Contracts. Additionally, the CMMSO maintains comprehensive records and monitors legacy development rights, including ownership details, quantities, terms, types, scales, schedules, extensions, payments, and closeouts, associated with Vested Property Affirmation Certificates (VPAC), Development Agreements, Fair Share Assessment Contracts, Mobility Fee Calculation Certificates, Concurrency Reservation Certificates, Mobility Contracts, and other pertinent development fees and obligations. The CMMSO also conducts reviews and provides final approval for all relevant building permits.

2.1.0 CONCURRENCY REVIEW

- [1] In order to satisfy concurrency, all proposed development, except that development found to be de minimis, vested or exempt under the provisions of Chapter 655, Ordinance Code, shall undergo a Concurrency Review prior to issuance of a building permit.
- [2] The Concurrency Review shall determine if there is adequate available capacity in each of the concurrent facilities to accommodate the impact of the proposed new development.
- [3] Based on the results of the Concurrency Review, the CMMSO shall issue a CCAS or CRC, a conditional CCAS or CRC, or deny a CCAS or CRC.
- [4] The Applicant shall have the right to appeal for the denial of a CCAS or CRC, pursuant to the procedures set forth in this Handbook and Section 655.114, Ordinance Code.

2.1.1 DE MINIMIS DEVELOPMENT REVIEW

Not all development or development activity impacts are significant enough to cause deterioration in the levels of service or be subject to a Mobility Fee as adopted in the Comprehensive Plan.

- [1] The following development shall be deemed de minimis and not subject to a Mobility Fee or CMMS review, except as set forth within this section:
 - [A] A change in use of a structure completed as of September 19, 2011, without addition of square footage, from a lawful use within a presently applicable zoning district to a similar permitted use, within the same zoning district shall be exempt from all CMMSO review.



2.0 Concurrency Review Processes

Continued

2.1.1 DE MINIMIS DEVELOPMENT REVIEW

Continued

- [B] A development that solely consists of a development activity that has no vehicle trip generation.
- [C] All public facilities provided by the City of Jacksonville necessary to ensure the protection of the health and safety of the citizens of the City of Jacksonville.
- [D] Any permits for outside retail sales of holiday items.
- [2] An applicant for any final development order or final development permit for such a development shall be required to file an application for a CRC pursuant to Section 655.111 hereof. The CMMSO shall process the application for a CRC in an expeditious manner and shall approve the building permit “De Minimis Approved.” Such a building permit shall be exempt from the payment of the Mobility fee and any further concurrency review.

2.1.2 EXEMPTIONS AND VESTED RIGHTS

The following development or development activity shall be exempt from CMMS review and the payment of the Mobility fee:

- [1] **Requirements for vested rights.** The provisions of Chapter 655, Ordinance Code, shall not affect the validity of any lawfully issued and effective final development orders or final development permits which were issued prior to April 25, 1991, provided that such development activity as is authorized by the order or permit has commenced prior to April 25, 1991, and is continuing in good faith towards completion. A proposed development shall be vested for purposes of Chapter 655 and therefore exempt from the CMMS requirements of this Chapter if it has received one of the following:
 - [A] A valid and effective building permit or any other type of construction permit issued prior to April 25, 1991, including any renewals thereof which are permissible under Chapter 320, Ordinance Code.
 - [B] As to the construction of single family dwellings, approval of final construction plans for required improvements under Chapter 654, Ordinance Code, given prior to April 25, 1991.
 - [C] As to the construction of all other improvements or development, approval of final construction and/or engineering plans under Chapter 320, Ordinance Code, given prior to April 25, 1991, provided such construction and/or engineering plans specifically indicate the density, intensity and use of the ultimate development proposed to be built according to such approved plans.



2.0 Concurrency Review Processes

Continued

2.1.2 EXEMPTIONS AND VESTED RIGHTS

Continued

It is determined that development has commenced and is continuing in good faith for the permits or approvals specified in subsections above upon the issuance of such permit or approval. Verification of the issuance of such approvals or permits shall be made by the CMMSO, and an owner or developer of property shall not be required to obtain a CRC but shall be required to comply with the procedures set forth in Section 655.110 in order to obtain a VPAC.

- [2] ***DRI and FQD approvals.*** Nothing contained in Chapter 655, Ordinance Code shall limit or modify the rights of any person to complete any development that has been authorized as or vested as a Development of Regional Impact (DRI), or a Florida Quality Development (FQD) pursuant to F.S. Ch. 380 , prior to the effective date of this Chapter, unless the development order authorizing such development contains provisions wherein the development is required to meet concurrency requirements or other local zoning, subdivision or growth management laws adopted subsequent to the development order; provided, however, that verification of the issuance of the development order shall be made by the CMMSO. An owner or developer of property which is subject to a DRI or FQD shall be required to comply with the procedures set forth in Section 655.110 in order to obtain a VPAC but shall not be required to pay the application fee which would otherwise be charged for filing an application for a VPAC.
- [3] ***Prior concurrency approvals.*** Concurrency approvals for Conditional Capacity Availability Statements (CCAS), Concurrency Reservation Certificates (CRCs), Vested Property Affirmation Certificates (VPACs), Development Agreements and Redevelopment Agreements that have not expired shall be recognized and accepted until expiration. Development authorized by a fair share assessment contract may be completed in reliance upon and pursuant to the fair share assessment contract as set forth in Section 655.301 of Chapter 655, Ordinance Code.
- [4] ***Planned Unit Developments (PUDs)*** may be deemed vested where development has commenced and is continuing in good faith. For the purposes of Chapter 655, it is determined that the adoption of an ordinance approving a Planned Unit Development (PUD) pursuant to Section 656.340, Ordinance Code, prior to April 25, 1991, may constitute substantial competent evidence which is sufficient to demonstrate that the requirements of subsections (5)(a), (b), (c) and (d) of this Section have been met, provided the applicant also demonstrates, by substantial competent evidence, to the satisfaction of the Director of Planning Department that development pursuant to the PUD ordinance has commenced and is continuing in good faith in accordance with the written description of the intended plan of development, site plan and conditions approved as part of the ordinance creating the PUD. Any modification to the PUD enacted after April 25, 1991, that generates additional vehicle trips, are not exempt.



2.0 Concurrency Review Processes

Continued

2.1.2 EXEMPTIONS AND VESTED RIGHTS

Continued

- [5] **Requirements for common law vested rights.** Nothing in Chapter 655, Ordinance Code, shall be construed to abrogate validly existing vested rights. However, it shall be the duty and responsibility of the person alleging vested rights to demonstrate affirmatively the legal requisites to establish such vested rights. The City shall recognize validly existing vested rights by the issuance of a VPAC, even if such rights are inconsistent with the 2045 Comprehensive Plan or the requirements of this Chapter, upon a determination by the CMMSO that the person alleging vested rights:
- [A] Has acted in good faith and in reasonable reliance.
 - [B] Upon a valid, unexpired act or omission of the government.
 - [C] Has made such a substantial change in position or incurred extensive obligations and expenses; and
 - [D] That it would be highly inequitable or unjust to destroy the rights he or she has acquired.

The following shall not be considered development expenditures or obligations in and of themselves: expenditures for legal or other professional services which are not related to the design or construction of improvements, taxes paid, or expenditures related to the acquisition of land. Furthermore, the mere existence of a particular zoning classification or a development permit or development order issued prior to the effective date of this Chapter shall not be determined to vest rights under this subsection (3) of this Section.

- [6] All public educational and on-site ancillary plants as defined in Chapter 1013, Florida Statutes, or charter schools governed by Section 1002.33, Florida Statutes, and private primary and secondary educational schools that have been accredited by the Florida Department of Education, as well as their on-site ancillary plants.
- [7] Transit stations and terminals; transit station parking; park-and-ride lots; intermodal public transit connection or transfer facilities; fixed bus, guideway, and rail stations; and airport passenger terminals and concourses, air cargo facilities, and hangars for the assembly, manufacture, maintenance, or storage of aircraft in conjunction with an airport. As used in this subsection, the term “terminals” does not include seaports or commercial or residential development constructed in conjunction with a use listed herein.
- [8] A maximum of two single family dwellings on a lot of record, as defined in Chapter 656 (Zoning Code), Ordinance Code.
- [9] Any building used principally as a place wherein persons regularly assemble for religious worship, including sanctuaries, chapels and cathedrals and on-site buildings adjacent thereto, such as parsonages, friaries, convents, fellowship halls, Sunday schools and rectories, but not including day care centers or community recreation facilities.



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities

3.1.0 MINIMUM REQUIREMENTS FOR CCAS OR CRC APPROVAL

The following outlines the minimum requirements for CCAS or CRC approval for public facilities and services:

- [1] *For Potable Water, Sanitary Sewer, and Solid Waste, one of the following must be met:*
 - [A] **Existing Facilities:** The necessary facilities and services must be in place at the time of the concurrency review.
 - [B] **Planned Facilities:** Facilities to support the development's impact must be in place when those impacts occur.
 - [C] **Under Construction:** If the facilities are under construction, the developer must guarantee completion by a specified time using one of the following methods:
 - [i] **Cash Deposit:** A deposit covering engineering and construction costs, with conditions for staged withdrawals.
 - [ii] **Personal Bond/Letter of Credit:** A bond or letter of credit covering costs, with the City able to use the remaining funds if the developer defaults.
 - [iii] **Surety Bond:** A bond ensuring the completion of work, with the City able to take action if the developer defaults.
 - [D] **Development Agreement:** A signed development agreement guarantees facilities will be in place when impacts occur.
- [2] *For Recreation, one of the following must be met:*
 - [A] Compliance with [1][A], [1][B], [1][C], or [1][D] of this section.
 - [B] **Binding Contract:** A contract for the construction of facilities within a year, guaranteed by the developer or others via bond or cash.
 - [C] **Development Agreement:** A development agreement guaranteeing construction within one year of CRC issuance.
- [3] *For Drainage, one of the following must be met:*
 - [A] Compliance with [1][A], [1][B], [1][C], or [1][D] of this section.
 - [B] **On-Site Stormwater Retention:** The development must retain all stormwater run-off on-site.



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities *Continued*

3.1.0 MINIMUM REQUIREMENTS FOR CCAS OR CRC APPROVAL

Continued

[4] **Public Schools:**

[A] Compliance with Chapter 655, Part 4 requirements.

[5] **Mobility Fee**

[A] Compliance with Chapter 655, Part 5 requirements.

[6] **Burden of Proof:**

[A] The applicant is responsible for demonstrating compliance with these requirements.

3.2.0 CONCURRENCY APPLICATIONS

The CMMSO handles the processing of applications and payments for various agreements and certificates, including City Development Number (CDN), Development Agreements, Mobility Fee Applications, Mobility Contracts, Conditional Capacity Availability Statements (CCAS), and Concurrency Reservation Certificates. Additionally, it evaluates building permits to ensure they meet the City of Jacksonville's Concurrency and Mobility standards. All process flowcharts related to these applications and procedures can be found in **Appendix A**.

3.2.1 CONDITIONAL CAPACITY AVAILABILITY STATEMENT (CCAS)

[1] The Conditional Capacity Availability Statement (CCAS) application (**Appendix B**) and review process involves several steps and requirements for applicants seeking to assess the availability of public facility capacities for proposed development in Jacksonville, Florida. Here's a summary:

[A] **Application Submission:** An applicant must submit a fully completed CCAS application to the Concurrency and Mobility Management System Office (CMMSO) using the provided form (online version or fillable pdf version in Appendix B), including all requested supplementary information.

[B] **Pre-Application Meeting:** Applicants are encouraged to meet with CMMSO staff or review division staff before filing to discuss the application.



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities *Continued*

3.2.1 CONDITIONAL CAPACITY AVAILABILITY STATEMENT (CCAS)

Continued

- [C] **Fee Payment and Distribution:** After paying the application fee to the Tax Collector, the application is distributed to various reviewing divisions.
- [D] **Reserve Capacity:** Acceptance of the application grants reserve capacity for public facilities (except motorized and non-motorized transportation) with available capacity on the acceptance date.
- [E] **Review Process:** Divisions such as JEA (water/sewer), Solid Waste, Development Services (drainage), Recreation and Parks, and Duval County Public Schools review the application for compliance with level of service standards outlined in the Concurrency and Mobility Management System Handbook. Reviews must be completed within 30 days of acceptance.
- [F] **Insufficient Information:** If a division finds the application lacking, it notifies CMMSO within 5 days. The applicant has 10 days (extendable with good cause) to address deficiencies, or reserve capacity is lost.
- [G] **Decision:** Each division issues approval, denial, or conditional approval within 30 days. CMMSO issues a final decision within 45 days of application acceptance, detailing reasons for denial/conditions, appeal procedures, and negotiation options if applicable.
- [H] **Post-Decision Options:** If denied or conditionally approved, reserve capacity persists for 30 days (for negotiation) or 120 days (for a development agreement or appeal) if the applicant takes specified actions. Failure to act within these timelines results in a loss of reserve capacity.
- [I] **Expiration and Extensions:** A CCAS expires one year after issuance unless a final development order/permit is applied for, with up to four 6-month extensions possible for good cause.
- [J] **Transferability:** A CCAS can be transferred to a new owner with written notice and proof of land conveyance to CMMSO.
- [K] **Reapplication:** After a denial, reapplication for the same land is barred for 6 months unless new capacity becomes available.
- [L] **Waivers:** CMMSO may grant waivers for extraordinary difficulties, provided public welfare is protected and the intent of the regulations is upheld.

This process ensures proposed developments align with available public facility capacities while offering avenues for negotiation or appeal if issues arise.



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities *Continued*

3.2.2 CONCURRENCY RESERVATION CERTIFICATE [CRC]

- [A] **No Prior CCAS:** Applicants submit a complete CRC application (**Appendix C**) to the CMMSO, with pre-application meetings encouraged. After fee payment, reserve capacity is initiated for available public facilities (except transportation). Divisions review compliance within 30 days per the Concurrency Handbook, adjusting for existing use impacts.
- [B] **With Prior CCAS:** If a CCAS is valid, applicants notify CMMSO within 10 days of applying for a final order/permit. Review focuses on facilities without prior reserve capacity, unless substantial deviation (per Section 655.112) requires broader review or a new application.
- [C] **Review and Decision:** Divisions assess capacity and issue approvals/denials within 30 days. CMMSO finalizes decisions within 45 days, detailing outcomes and remedies (for CRC only).
- [D] **CRC Issuance:** Approved CRCs, issued within 45 days, reserve capacity (except transportation), expiring in one year unless extended (up to four 6-month periods) or tied to a denied/expired order/permit.
- [E] **Capacity Usage:** Post-completion, reserve capacity becomes used or available; if the CRC expires pre-completion, a new Mobility Fee and CRC application is required.
- [F] **Consistency:** Developments must match the tied order/permit; substantial deviations (per Section 655.113) require new review.
- [G] **Transferability:** CRCs are transferable with notice and proof of land conveyance.
- [H] **Reapplication/Waivers:** Denied applicants wait 6 months unless capacity increases; waivers are possible for hardships if public welfare and regulatory intent are preserved.

3.2.3 PROCEDURES FOR VESTED PROPERTY AFFIRMATION CERTIFICATE [VPAC]

- [1] A VPAC application (**Appendix D**) for a determination of vested rights shall be submitted to the CMMSO of the Planning Department on the form provided by that office. The application for the VPAC shall contain information sufficient to permit a determination by the CMMSO pursuant to the criteria set forth in Section 655.110 and this Handbook.



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities *Continued*

3.2.3 PROCEDURES FOR VESTED PROPERTY AFFIRMATION CERTIFICATE (VPAC) *Continued*

The following procedures outline the process for applying for and obtaining a Vested Property Affirmation Certificate (VPAC):

- [A] **Application Submission:** The applicant must submit the application for a VPAC to the CMMSO.
- [B] **Required Documents:** Complete the provided application form. Include information sufficient for the CMMSO to determine vested rights, as per Section 655.109. Submit detailed site maps and a full legal description of the subject property.
- [C] **Review Process:** The CMMSO reviews the application to ensure compliance with Section 655. 109. A written decision is prepared within 30 days of accepting the application. The CMMSO may consult with the Office of General Counsel and other City departments for technical or additional assistance.
- [D] **Outcome:** If approved, the CMMSO issues the VPAC along with the written decision. If denied, the CMMSO will issue a denial decision.
- [E] **Deviations Not Permitted:** Any development subject to a VPAC must be consistent with the original development order or permit.
- [F] **Substantial Deviations:** If a proposed change is a substantial deviation from the original order/permit (except for government-mandated changes), it must comply with the goals, objectives, and policies of the Comprehensive Plan and relevant Chapter requirements.

3.2.4 VPAC ANNUAL STATUS REPORT

- [A] **Requirement:** Each VPAC holder with an incomplete development must submit an annual report to the CMMSO.
- [B] **Timing:** The report is due on the anniversary of the VPAC issuance.
- [C] **Failure to Submit:** If the report is not submitted on time, the VPAC may be revoked by the CMMSO.
- [D] **CMMSO Action:** The CMMSO will mail a report form at least 30 days before the anniversary, requesting the report's completion and return.

3.2.5 TRANSFERABILITY PROCESS

- [A] **Requirements:** The successor owner must notify the CMMSO in writing. Proof of land conveyance must be provided to the CMMSO.



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities *Continued*

3.2.6 REVOCATION OF VPAC

A VPAC may be revoked if:

- [i] The City find that there is a threat to public health, safety, or general welfare that was unknown at the time of approval.
- [ii] The development is not continuing in good faith.

- [A] **Notice of Intent to Revoke:** The CMMSO will notify the VPAC holder and anyone with title interest in the land about the intention to revoke, including the reason for revocation.
- [B] **Response Period:** The recipient has 45 days from the notice to address the issue causing the revocation.
- [C] **Extentions:** Extensions can be granted based on good cause.
- [D] **Final Revocation:** If the issue is not resolved within the time frame, the CMMSO may revoke the VPAC and send a written notice of revocation.
- [E] **Appeal Process:** If there is an alleged error in the revocation, the VPAC holder can appeal as per Section 655.114.

This process ensures that applications for VPACs are thoroughly reviewed and tracked while maintaining clear guidelines for changes, annual reports, transfers, and revocations.

3.3.1 CITY DEVELOPMENT NUMBER (CDN)

The City Development Number (CDN) application (**Appendix E**) is processed through the CMMSO and ensures that the necessary public facilities and services (like potable water, sewer, schools, recreation and drainage) are available when a new development is proposed. It involves application submission, review for compliance with concurrency requirements, and issuance of certificates and final development orders once the requirements are met.

A CDN is required for 10-set plan (civil plan set) submittal and review. For CRC applications a CDN number is generated automatically upon data entry.

For public works projects or private projects located on public rights-of-way no CRC is required and so a CDN number must be assigned directly to a project using the Application for CDN provided on the webpage. There is no fee charged.



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities *Continued*

3.3.1 CITY DEVELOPMENT NUMBER (CDN)

Continued

- [1] **Application Submission:** The applicant submits a development application CMMSO. The application must include detailed information, such as site plans, a legal property description, and any required documentation, as specified by the city.

This process ensures that applications for VPACs are thoroughly reviewed and tracked while maintaining clear guidelines for changes, annual reports, transfers, and revocations.

3.3.2 CITY DEVELOPMENT NUMBER FOR DE MINIMIS OR EXEMPT PROJECTS

- [1] Development projects that are de minimis or exempt, pursuant to Chapter 655, Ordinance Code, but require 10-set Engineering review, require a City Development Number (CDN). A request for a CDN must be submitted to the CMMSO on the form provided in **Appendix E**.

3.3.3 DEVELOPMENT AGREEMENT (DA) APPLICATION PROCEDURES

A Development Agreement provides the opportunity to engage in public/private, flexible bargaining on many aspects of land use controls, and is particularly well-suited to a development that requires a negotiated, tailored resolution to a problem or need that requires long-term commitments from the City, the developer(s) and/or land owner(s). Whenever a development agreement is utilized to meet the requirements of Chapter 655, Part 1, it shall result in the maintenance of and/or a return to the required level of service standard for any public facility, except for Motorized and Non-motorized public transportation facilities, as defined in Section 655.105, Ordinance Code, that has been or will be compromised by the potential impacts of the proposed development which is the subject of the development agreement.



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities *Continued*

3.3.3 DEVELOPMENT AGREEMENT (DA) APPLICATION PROCEDURES

Continued

- [1] **Mandatory Concurrency Review:** Before submitting a Development Agreement application, the proposed development must undergo a concurrency review as per Section 655.111(c) of the Ordinance Code.
- [2] **Pre-application Conference:** Applicants must request a pre-application conference before applying. This conference, held within 14 days of the Memorandum of Agreement's effective date, discusses necessary actions and information for the development agreement application.
- [3] **Development Agreement Application:** The applicant must file the application with the CMMSO within ten days of the pre-application conference. The CMMSO reviews the application for sufficiency within five working days. Any insufficiency must be addressed within ten days to avoid cancellation of the review process.
- [4] **Memorandum of Agreement:** The applicant must submit a Memorandum of Agreement, along with a tax payment receipt, before the expiration of the CCAS or CRC. This document should be submitted to the Director.
- [5] **Comments and Recommendations:** Relevant City or government staff must review and provide comments on the application within 21 days of acceptance.
- [6] **CMMSO Preliminary Report:** CMMSO distributes a preliminary report, incorporating comments from staff, within 31 days of accepting the application. No amendments will be accepted after this report.
- [7] **Department Recommendation:** The Department provides an advisory recommendation to the City Council before the public hearing.
- [8] **Council Committee and City Council Public Hearing:** The City Council may approve, amend, or disapprove of the proposed development agreement after a public hearing. Any proposed amendments must be reviewed by the Office of General Counsel for legality.

This process ensures comprehensive review and input from various stakeholders before a development agreement is approved.



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities *Continued*

3.4.1 MOBILITY FEE CALCULATION APPLICATION PROCEDURES

3.4.2 MOBILITY FEE CALCULATION [MFC] APPLICATION REVIEW

- [1] **Receipt of MFC Application (Appendix F):** The Transportation Planning Division (TPD) Analyst receives an email from the Concurrency and Mobility Management System Office (CMMSO) containing the site plan and site location attachment(s).
- [2] **Sufficiency Review:** TPD conducts a sufficiency review for each MFC application by:
 - [A] Verifying the Institute of Transportation Engineers (ITE) Land Use codes.
 - [B] Reviewing previous use and existing use of the site.
 - [C] Evaluating the proposed site plan.
 - [D] Confirming the real estate number (RE#), location, and acreage of the parcel using the Jax GIS Map.
 - [E] Validating the proposed square footage (non-residential) or number of units (residential).
- [3] **Consistency Check:**
 - [A] If the information in CITRIX is inconsistent with the proposed development or existing use, TPD requests additional information from CMMSO and asks for CITRIX to be updated accordingly.
 - [B] If the MFC application is found consistent, TPD proceeds with the Mobility Fee Calculation Process.

3.4.3 MOBILITY FEE CALCULATION PROCESS

- [1] A project file folder is created for each Mobility Fee Calculation application and is logged into the computer under (T:) Mobility Fee Applications.
- [2] **Mobility Fee Calculation = A x B x C x D**

A = Cost per VMT by Mobility Zone (varies by Mobility Zone)

B = Average VMT per Development Area

C = Net New Development Daily Vehicle Trips using the most recent addition of ITE Trip Generation. Net New Daily Trips are total trips generated less any existing use, pass-by, internal capture and diverted link trip reductions if applicable.

D = Internal VMT Factor by Mobility Zone (varies by Mobility Zone)



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities *Continued*

3.4.3 MOBILITY FEE CALCULATION PROCESS

Continued

[3] Mobility Fee Calculation worksheet steps:

[A] Calculation of C – 1-Trip Generation Tab:

[i] TPD Analyst enters data from the application via CITRIX Concurrency and Management System (**Appendix G**) into this spreadsheet to include:

- Project Name
- Application Number
- Mobility Zone
- Planning District
- Council District
- Date of Application
- Development Area

[ii] Institute of Transportation Engineers (ITE) most recent edition of “Trip Generation” is utilized to determine the development’s daily vehicle trips for the specific land use code(s) provided in the application.

[iii] The development’s daily trips are further reduced by pass-by, internal capture, diverted link, and/or existing use trips, if the proposed development contains uses that recognize such reductions to determine variable C - Net New Daily Trips.

[B] 2 - Calculation Worksheet tab

[i] The TPD Analyst applies applicable vehicle trip adjustments which include:

- Driveway Consolidation – 2% trip reduction is applied for driveway consolidation, driveway safety and interparcel connectivity measures that reduce the number of conflicts between modes. Approved driveway consolidation means the elimination of a driveway that is legally obtainable by the project.
- Adjacent to Public Transit – 2% trip reduction is applied for being adjacent to public transit. Any development or portion of development that is within ¼ mile of a transit line/route bus stop. This reduction is not applied to a TOD.



3.0 Concurrency Review Methodologies, Criteria, and Design Capabilities *Continued*

3.4.3 MOBILITY FEE CALCULATION PROCESS

Continued

- Transit Oriented Development (TOD) – 5% trip reduction shall be given for approved TODs which are developed in compliance with Part 14 of the Zoning Code and located within ¼ mile from a Bus Rapid Transit Station.
- Data from tab 1 – Trip Generation net new daily vehicle trips is provided for variable C to the equation, resulting in the mobility fee of $A \times B \times C \times D$ for the proposed development.

[C] 3 - Mobility Fee tab (**Appendix H**)

[i] All final values from tabs 1 and 2 are connected to the 3 – Mobility Fee tab

- [4] The completed Mobility Fee spreadsheet is reviewed by TPD – Planning Services Manager or Supervisor or Chief for accuracy to include, but not limited to, correct ITE land use code, trip generation rate applied, consistency with CITRIX, formula input, and summary sheet details.
- [5] The Calculation Worksheet is initialed and dated by the Reviewer; and the approval is entered into CITRIX with mobility fee dollar amount by the Analyst.
- [6] The entire excel worksheet file is saved with a protected passcode, and pdfs of all tabs of that file, a MFC Certificate is created, dated, and signed are forwarded to applicant (agent/owner).

3.4.4 CONCURRENCY REVIEW TEST AGENCIES AND CONTACT PERSONS

- [1] The Concurrency Test Agencies are comprised of technical staff from City departments. The current contact list for each reviewing agency is listed in **Appendix I**, and is also available on the CMMSO website.

3.4.5 APPLICATION FEES

- [1] Applicants who submit an application for any Concurrency Review listed in Section 2 shall be required to pay an application review fee. The application fee structure list for Concurrency and Mobility Fee Applications are listed online (www.Jacksonville.gov/CityFees).



4.0 Mobility Fee

4.1.0 MOBILITY FEE PROGRAM

In order to adequately and efficiently address the City's mobility needs, in 2011 the City replaced transportation concurrency with the 2030 Mobility Plan. The intent of the 2030 Mobility Plan and its update referenced now as the "Mobility System" is to replace the transportation concurrency management system with a holistic mobility approach that applies a fee system to new development based upon the link between land development and transportation.

The mobility fee will be assessed for new development based on a calculated sum. The fee will then be used to make infrastructure improvements within the designated Mobility Zone. A fee adjustment system, as described in Section 2.2.1 of the Mobility System for the City of Jacksonville and in this Handbook below, will be utilized in conjunction with the mobility fee to facilitate a mobility-friendly land development pattern. One goal of the mobility fee system is to encourage shorter trips and the reduction of vehicle miles traveled (VMT) using these mobility fee adjustments as financial incentives, thereby promoting a compact and interconnected land development form.

4.2.0 MOBILITY FEE REQUIREMENT, CERTIFICATE AND APPLICATION PROCESS

- [1] Mobility Fee Required: Unless a fair share assessment payment is made per Section 655.301, Ordinance Code, or a development is deemed de minimis, per Section 655.108, Ordinance Code, and Section 2.1.1 of this Handbook, or exempt per Section 655.109, Ordinance Code, or Section 655.510, Ordinance Code, and per Section 3.1.2 of this Handbook, the Mobility Fee must be paid prior to approval of final construction and/or civil plans under Chapter 320, Ordinance Code, or building permits for single family residential construction.
- [2] Mobility Fee Calculation Application (**Appendix F**) and Fee: An applicant for a mobility fee calculation certificate shall file a completed application with the CMMSO on the form provided by that office. The applicant shall provide all the information requested on the application, to the extent applicable. The application shall be accepted by the CMMSO only if the application is completed in full and submitted with all supplementary information required. Upon the payment to the Tax Collector of the application fee, copies of the application shall be transmitted immediately to the Transportation Planning Division (also referred to as the Division). The schedule of fees can be found electronically on the CMMSO webpage or by visiting: www.coj.net/fees.



4.0 Mobility Fee

Continued

4.2.0 MOBILITY FEE REQUIREMENT, CERTIFICATE AND APPLICATION PROCESS

Continued

- [3] Division Sufficiency Review: The Division will complete a sufficiency review of the application. If the Division determines that the information contained in the application is insufficient to review the application, then the Division, within five business days of its receipt of the application shall notify the applicant of such insufficiencies. The applicant shall then have ten business days from the date of such notification to remedy the application's insufficiencies. This time period may be extended by the CMMSO based upon a showing of good cause. Any notification by the Division that the application is insufficient automatically tolls the applicable review period. Upon the Division's receipt of the necessary information to make the application sufficient, the review period begins again at the point at which it was tolled.
- [4] Issuance of Mobility Fee Calculation Certificate: The Mobility Fee Calculation Certificate (MFCC) shall be issued by the CMMSO within 14 days from the date the application is accepted and deemed sufficient by the Division, unless the application for a MFCC was submitted with an application for a CCAS for the development, per Section 655.111, or a CCAS application for the development has been pending with CMMSO for less than 31 days. If the application for a MFCC was submitted with a CCAS application for the development or a CCAS application for the development has been pending with CMMSO for less than 31 days, then the MFCC will be issued when the written decision concerning the CCAS for the development is issued.

4.3.0 MOBILITY FEE CALCULATION

The mobility fee will be assessed as follows:

$$\text{Mobility Fee} = A \times B \times C \times D$$

Where,

A = Cost per VMT/Mobility Zone

B = Average length of VMT per Development Area

C = Net New Daily Vehicle Trips

D = Internal VMT factor to cover the number of trips that
have both a start and stop within Jacksonville

An automated Mobility fee calculator is available for a Mobility fee estimate on the CMMSO website or by visiting: jaxmobilityfee.coj.net. This is only an estimate and does not take the place of a Mobility Fee Calculation Certificate.



4.0 Mobility Fee

Continued

4.3.0 MOBILITY FEE CALCULATION

Continued

- [1] **Cost per VMT.** The cost per VMT is determined by dividing the cost of the Mobility System Projects in the applicable Mobility Zone identified in the Capital Improvement Element of the Comprehensive Plan by the projected change in VMT between the base year and the future year as set forth in the most recent Mobility System evaluation. The cost of the VMT varies with the Mobility Zone and is rationally based upon the cost of identified projects for each Mode within each Mobility Zone. The cost of the VMT shall be administratively adjusted annually on October 1, based upon the published FDOT, Office of Policy Planning Highway Construction Cost Inflation Factor plus a 0.5 percent administrative fee. The annually administratively updated VMT costs are found in www.coj.net/fees. The data and analysis forming the basis of the costs may also be found in the Mobility Plan and Fee Update produced by Resource Systems Group, Inc., dated December 2020. The year 2025 fees are shown in the table below. This cost, with the addition of the Inflation Factor and administrative fee per year, is used as "A" in the Mobility fee formula stated above ($A \times B \times C \times D$).

2025 COST PER VEHICLE MILE TRAVELED (VMT)

Mobility Zone	Cost per VMT
1	\$ 80.80
2	\$ 62.64
3	\$ 87.64
4	\$ 84.47
5	\$ 85.42
6	\$ 89.07
7	\$ 43.80
8	\$ 47.43
9	\$ 42.71
10	\$ 35.36

- [2] Average length of VMT is shown in the table below for each of the five (5) Development Areas. This is "B" in the Mobility fee formula.

AVERAGE LENGTH OF VEHICLE MILES TRAVELED PER DEVELOPMENT AREA

Development Area	2045 Average Trip Length (miles)
1. Central Business District	5.70
2. Urban Priority Area	4.75
3. Urban	4.90
4. Suburban	5.21
5. Rural	7.71



4.0 Mobility Fee

Continued

4.3.0 MOBILITY FEE CALCULATION

Continued

- [3] **Net New Daily Vehicle Trips and Trip Reduction Adjustments.** Together, the Development Daily Vehicle Trips adjusted by the Trip Reductions available make up the "net new" Development Daily Vehicle Trips, which is "C" in the Mobility fee formula above.
- [A] **Development Daily Vehicle Trips.** Unless there is a site specific or special trip generation study approved by the Planning and Development Department, the average trip rate from the Institute of Transportation Engineers (ITE) most recent edition of "Trip Generation" shall be utilized to determine Development Daily Vehicle Trips.
- [B] **Trip Reduction Adjustments.**
- [i] The Development Daily Vehicle Trips generated shall be reduced using the Trip Reduction criteria found in Section 4 of this CMMS Handbook for internal capture, pass-by, diverted link, TOD, and transit stop proximity.
 - [ii] Excluding the area of Downtown (Mobility Zone 10) as defined in Section 656.361.2, Ordinance Code, Development Daily Vehicle Trips generated shall also be reduced by the number of Development Daily Vehicle Trips generated by the Existing Use on the property. These reductions are non-transferable and may only be used on the development site from which the Trip Reductions have been generated.
 - [a] If an Existing Use structure is reoccupied, or not substantially repurposed, remodeled, or renovated, then 100 percent of the number of trips that would have been generated by the Existing Use shall be subtracted from the Development Daily Vehicle Trips calculated for a proposed development that includes that Existing Use parcel.
 - [b] If a non-historic Existing Use structure is demolished, or if an Existing Use structure was demolished prior to the year 2021, then 125 percent of the trips that were associated with that Existing Use shall be subtracted from the Development Daily Vehicle Trips calculated for a proposed development that includes that Existing Use parcel.
 - [c] If an Existing Use structure is substantially repurposed, remodeled, or renovated, then 150 percent of the trips that were associated with that Existing Use shall be subtracted from the Development Daily Vehicle Trips calculated for a proposed development that includes that Existing Use parcel. For the purposes of this Section, "substantially repurposed, remodeled, or renovated" means that the existing development is being expanded or renovated for a value equal to 50 percent or more of the assessed value of the combined lot improvements on that parcel or parcels, according to the Property Appraiser.



4.0 Mobility Fee

Continued

4.3.0 MOBILITY FEE CALCULATION

Continued

- [4] **Internal VMT factor to cover the number of trips that have both a start and stop within Jacksonville.** This is "D" in the Mobility fee formula. In order to prevent double counting of Trips, these internal factors are applied based on the Mobility Zone.

The internal VMT factor is a weighted factor based on the number of trips and resulting VMT that remains internal to the City versus the share that is associated with trips and VMT outside of the City (as modeled in NERPM). The internal VMT is shown in the table below.

INTERNAL VMT FACTORS, BY ZONE

Mobility Zone	Internal VMT Factors
1	0.61
2	0.54
3	0.56
4	0.58
5	0.57
6	0.61
7	0.58
8	0.54
9	0.55
10	0.56

- [5] Developments with multiple uses. If there are multiple uses in a development, the MFCC should be obtained when a building permit is sought for each structure. Thus, there is flexibility to change uses within the development. Changes in use will be calculated at the time of issuance of each MFCC. If internal capture is sought to be utilized for Trip Reduction, that benefit will be realized only after the required mix of uses is attained.
- [6] A pass-by capture trip reduction shall be applied to adjust the trip generation if the proposed development contains uses recognized as pass-by trip attractors. The pass-by trip reduction shall be based on the average pass-by trip reduction percentages contained in the current edition of the ITE "Trip Generation Handbook" (**summarized in Appendix H**). In the event the ITE "Trip Generation Handbook" does not list a pass-by trip reduction percentage for a specific use, then a related ITE Code may be used, or the applicant shall have the option of conducting a trip generation and pass-by study of similar uses, upon approval by the Planning and Development Department Division, per Section 5.4.1.



4.0 Mobility Fee

Continued

4.3.0 MOBILITY FEE CALCULATION

Continued

- [7] For prior uses involving demolition of the current structure or a change in use of a structure not meeting the de minimis criteria pursuant to Section 655.108, Ordinance Code, or exempt pursuant to Section 655.109, Ordinance Code, an average daily trip credit will be generated based on the last lawful use and applied to the mobility fee calculation. In the event the ITE “Trip Generation” manual does not list an ADT trip generation rate for a specific use, then either a similar ITE Code will be used, or the applicant shall also have the option of conducting a trip generation study approved by the Division, as described in Section 5.4.0.
- [8] If the proposed development contains uses recognized as diverted link trip attractors, a diverted linked trip reduction shall be applied to adjust the trip generation to account for the trip length reduction specified in the current edition of the ITE “Trip Generation Handbook”. The diverted linked trip reduction shall be calculated as seventy-five percent (75%) of the diverted linked trips calculated using the percentages contained in the current edition of the ITE “Trip Generation Handbook ” (**summarized in Appendix J**). In the event the ITE “Trip Generation Handbook” does not list a diverted linked trip reduction percentage for a specific use, then a related ITE Code may be used, or the applicant shall have the option of conducting a trip generation, pass-by, and diverted linked study of similar uses, per Section 5.4.1, upon approval by the Division.

4.4.0 TRIP GENERATION STUDY

- [1] In the event an applicant chooses to conduct a trip generation study to determine the ADT trip generation rate, the methodology for conducting a trip generation study can be found in **Appendix K**. The applicant shall meet with CMMSO staff to review the parameters of the study before conducting the trip generation study. The Applicant shall have up to six (6) months, commencing on the date of the methodology meeting, to complete the study. This time may be extended by the Director upon showing of good cause.



4.0 Mobility Fee

Continued

4.4.1 PASS-BY CAPTURE AND DIVERTED LINK TRIP REDUCTION STUDIES

- [1] In the event an applicant chooses to conduct trip generation, pass-by, and/or diverted link trip reduction studies or similar uses to establish trip generation, pass-by capture or diverted link trip reduction rates, the methodology for conducting the study shall be submitted to the CMMSO in writing. Upon submittal of the written methodology, the applicant shall schedule a mandatory methodology meeting with CMMSO staff to review and agree to the parameters of the study before commencing the study. The Applicant shall have up to six (6) months, commencing on the date of the methodology meeting, to complete the study. This time may be extended by the Director upon showing of good cause.

4.5.0 DURATION OF MOBILITY FEE CALCULATION CERTIFICATE

A mobility fee calculation, contained on the Mobility Fee Calculation Certificate (MFCC) for proposed development of property is valid for one year from the date of issuance.

4.6.0 MOBILITY FEE CREDIT

A landowner or developer may earn and receive a monetary Mobility fee credit against a required Mobility fee within the same Mobility Zone(s), or an adjacent benefited Mobility Zone. In order to receive Mobility fee credit, a landowner or developer must design or construct to City standards as they may be amended, or provide the real property needed, for one or more of the following:

- [1] An entire MSP;
- [2] A portion, either physical or financial, of an MSP that is provided to logical termini, as determined by the Department in consultation with the City Traffic Engineer; or
- [3] A PMP that is within the same Mobility Zone as the development, or as otherwise set forth in Section 655.507, Ordinance Code, and meets the applicable criteria for the applicable Mode, as determined by the Department, or the Council as advised by the Department.



4.0 Mobility Fee

Continued

4.6.1 CALCULATION OF MOBILITY FEE CREDIT

The credit authorized for an MSP or a PMP shall be calculated as a monetary figure using the most recent cost estimate information issued by the Florida Department of Transportation, Office of Policy Planning regarding generic construction Cost Per Mile Models. The cost estimates for facilities and/or projects not identified in such FDOT cost estimates shall be prepared by the developer. All estimates must be reviewed and approved by the Department of Public Works as being reflective of the fair market value of the improvement prior to the approval of any credit.

Mobility Fee Credit authorized shall be calculated as follows:

- [1] Credit shall be provided at 120 percent of the cost for the design, permitting, and construction of an entire MSP as it is shown on the list in the CIE.
- [2] Credit for the design, permitting, and construction of less than an entire MSP may be provided at 100 percent if that project is provided to logical termini as determined by the Department in consultation with the City Traffic Engineer.
- [3] The credit authorized for conveying, at no cost to the City, an interest in real property for an MSP or a PMP as authorized in subsection (a) above, shall be equal to the value approved by the Department of Public Works, Division of Real Estate. For purposes of the appraisal assignment, the Department of Public Works shall be the client of the appraiser, but the cost of the appraisal shall be borne by the entity proposing to provide the real property. Depending on the assessed value of the land, the City may require more than one appraisal. "At no cost to the City" means that the conveyor will pay for all due diligence costs for the transaction.
- [4] If a landowner or developer constructs a PMP identified by the City Traffic Engineer as needed to improve safety within a Safety Concern Area in their Mobility Zone, then that safety improvement shall receive a credit at 120 percent of the cost of the improvement.
- [5] A Corridor Mode PMP shall receive credit subject to approval by the Department in consultation with the City Traffic Engineer of a traffic study, as supplied by the landowner or developer, which shows that the PMP will:
 - [A] Perform as a functionally parallel road to at least one MSP;
 - [B] Is located within one-half mile of at least one MSP; and
 - [C] Improves the V/C ratio of the MSP(s).



4.0 Mobility Fee

Continued

4.6.1 CALCULATION OF MOBILITY FEE CREDIT

Continued

The credit allowed shall be equal to the percentage of the improvement of the V/C ratio of the MSP, up to a maximum of 50 percent as applied to the cost of the PMP. By example, if the MSP V/C ratio is 1.2 (120 percent of the daily service volume of the road) and the PMP improves the MSP by relieving ten percent of the volume such that the MSP is now only 110 percent of the daily service volume, then the credit to the PMP would be ten percent of the cost of the PMP.

- [6] A Transit Mode PMP shall receive credit for the cost of the Transit Mode PMP.
- [7] A DIA PMP shall receive credit for the cost of the DIA PMP.
- [8] An intersection improvement (non-access related) PMP shall receive 100 percent credit unless it is identified as needed to improve conditions in a Safety Concern Area. If it is in a Safety Concern Area, the PMP may receive up to 120 percent of the cost of the PMP as credit.
- [9] A Pedestrian or Bicycle Mode PMP shall receive 100 percent credit for the cost of the improvement.
- [10] As authorized in Section 655.507(a)(4), sidewalks not identified as an MSP for bicycle and pedestrian mode(s), but that were required by the City beyond the property frontage (off-site) pursuant to Section 2.2.2(5) of the Land Development Procedures Manual, may receive Mobility fee credit on the basis of the actual cost to construct such off-site sidewalk.

4.6.2 TIMING OF MOBILITY FEE CREDIT

The costs shall be deemed incurred, and credit shall be provided pursuant to this section when:

- [1] A contract for the construction of the MSP or PMP is awarded, and a payment and performance bond, or other form of security approved by the Office of General Counsel, is provided to the City, as co-obligee, to guarantee the funding of the facilities and/or projects.
- [2] The conveyance to the City, at no cost to the City, of the real property interest deemed by the City to be necessary for the construction of an MSP, or authorized PMP, has been completed. "At no cost to the City" means that the conveyor will pay for all due diligence costs for the transaction .



4.0 **Mobility Fee**

Continued

4.6.3 TRANSFER OF MOBILITY FEE CREDIT

Credit for an MSP may be transferred to other landowners or developers to be used in lieu of payment of a Mobility fee to another project within the same Mobility Zone. Credit may be transferred to an adjoining Mobility Zone if it can be shown that the improvement provided a benefit to that adjacent Mobility Zone, based on the proportional benefit. A landowner or developer who receives credit that has been transferred through the CMMSO from another project within the same Mobility Zone shall receive the full amount of the transferred credit.

4.6.4 DEPARTMENTAL REVIEW

- [1] The design of MSPs and PMPs shall be approved, in writing, by both the Public Works Department and the Planning and Development Department.
- [2] After construction of the MSP or PMP, the City Engineer shall verify that the project is complete and to the standards and specifications of the City of Jacksonville.
- [3] For an interest in real estate proposed to be conveyed, at no cost to the City, for an authorized MSP or PMP, the City Engineer shall determine if the conveyance will meet the real estate needs for the applicable project. Within 14 days of request by the Department, the Real Estate Division shall provide a written memorandum, which shall become a part of the file as to its analysis recommending either approval or denial of the appraisal to the Planning and Development Department.

4.6.5 APPROVAL OF PMPs

- [1] Within the City, outside of the DIA jurisdiction of downtown: approval for providing a PMP as approved by the Department in consultation with the City Engineer, shall be as follows:
 - [A] Up to and including \$500,000 in estimated cost may be administratively approved by the Director.
 - [B] PMPs with an estimated cost over \$500,000 must be approved by the City Council.
- [2] Within the DIA jurisdiction: approval for providing a PMP, as approved by the Department in consultation with the City Engineer, shall be as follows:
 - [A] Up to and including \$500,000 in estimated cost, the DIA CEO may make the CRA Plan consistency determination for the project, and the PMP may be administratively approved by the Director.



4.0 Mobility Fee

Continued

4.6.5 APPROVAL OF PMPs

Continued

- [B] For PMPs with an estimated cost over \$500,000, the DIA Board must make the CRA Plan consistency determination for the project, and the PMP must be approved by the City Council.
- [3] The ability to receive credit for conveyance of property and/or construction of improvements as anticipated as of April 1, 2022, in the Transportation Management Area, or Comprehensive Plan Policies relating to Multi-Use (MU) categories/properties, will continue to be recognized.
- [4] For PMPs requiring City Council approval, the Office of General Counsel shall prepare the legislation requesting approval and said legislation shall be introduced by the standing committee of the Council that handles transportation items, which shall be the Committee of Reference.
- [5] Decisions of the Director or the DIA shall be appealable to the City Council through the process as outlined in Section 655.114, Ordinance Code (Appeals).

4.7.0 MEMORIALIZATION OF MOBILITY FEE, CREDIT, AND TRIP REDUCTIONS

Mobility fees required for a development are calculated based upon the use(s) proposed and any Trip Reductions that may be applied and are memorialized in the Mobility Fee Calculation Certificate ("MFCC"). Thus, the additional documentation and memorialization through a Mobility Fee Contract, Mobility Fee Letter, or Mobility Fee Credit Letter (**Appendix M-O**), is not required but may be desired and obtained by a developer or landowner by applying to the Department and payment of the applicable fee as shown on the www.coj.net/fees webpage. Contracts should only be utilized when both the City and the landowner or developer are required to perform duties.

Applications for memorialization can be found online in the CMMS Handbook. The CMMSO shall review submitted applications for sufficiency and upon finding the application sufficient, deliver the application fee, as found in www.coj.net/fees, to the Tax Collector and transmit the application to the Division for review. The Division shall forward the contract to the Director for review, approval and execution.

After the Director has executed the Mobility memorialization the landowner or developer may record a copy in the public records.

Memorialization may be provided for any or all of the following: Mobility fees; Mobility fee credits pursuant to Section 655.507(a); and Trip Reductions pursuant to Section 655.503(e)(4) and the criteria and calculations in Section 4 of the CMMS Handbook.



4.0 Mobility Fee

Continued

4.7.1 MEMORIALIZATION OF MOBILITY FEE

A Mobility Fee memorialization may be administratively provided by the Department for a period of up to ten years subject to the FDOT Inflation Factor ("Mobility Fee Letter"). The purpose of this is to provide certainty to a developer that the impacts of their development on the City's transportation system will be mitigated for with the payment as defined in the memorialization. As with the MFCC, the fee shall be based upon a certain parcel of land, and certain uses utilizing the Institute of Transportation Engineers ("ITE") most recent Trip Generation Manual.

The Mobility Fee Letter provided by the Department shall have attached the legal description and boundary sketch of the property, and the ITE Codes for the specific uses on the property. If the Mobility fee is calculated using Trip Reductions for internal capture an exhibit showing the site development plan for the land subject to the Mobility fee is required. The benefit of Trip Reduction shall only be realized once the required mix of uses is attained.

4.7.2 MEMORIALIZATION OF MOBILITY FEE CREDIT

Mobility fee credit for an MSP or PMP, as authorized pursuant to Section 655.507, may be through a letter or a contract. Whether a letter or a contract is utilized, it shall contain the information required to convey the design and extent of the project or proposal, and the Executive Summary of the appraisal(s) utilized to ascertain the value of any real estate interest conveyed as part of the MSP or PMP. A PMP proposal must also show the development that is generating the request for the PMP.

- [1] A "Mobility Fee Credit Letter" is appropriate for memorialization of the design and cost for an MSP or PMP and for the approval of the appraised value of the authorized real estate interest related to the MSP or PMP.
- [2] A "Mobility Fee Contract" is required only in circumstances where the landowner or developer is required to perform certain duties as part of the Mobility fee credit. All Mobility Fee Contracts for credit require approval by the City Council.

4.7.3 MEMORIALIZATION OF TRIP REDUCTIONS

A "Mobility Trip Reduction Letter" is appropriate to memorialize the trips associated with an Existing Use pursuant to Section 655.503(e)(4). Reductions for an Existing Use qualify for Trip Reductions only for the development site that contains the parcel where the Existing Use was located, and of which the Existing Use parcel is now a part. If immediate development is intended, the Trip Reductions related to the Existing Use may be memorialized in the MFCC with no need for a Trip Reduction Letter.



4.0 Mobility Fee

Continued

4.7.4 PUBLIC WORKS DEPARTMENT REVIEW

MSP and PMPs shall be approved by the Public Works Department prior to, and after constructions to verify completion and fulfillment of any mobility fee requirements.



5.0 Miscellaneous Provisions

5.1.0 ADMINISTRATION

It shall be the responsibility of the Planning Department to enforce the provisions of Chapter 655. The Director of the Planning Department shall have the duty and authority to interpret the provisions of the CMMS and to promulgate the rulings, regulations and procedures found necessary for the implementation of the CMMS.

In addition, the Director of the Planning Department is specifically delegating the authority to enter into memorandums of agreement on behalf of the City to carry out the provisions of Section 655.111(b)(5)(iv) regarding reserve capacity.

Where a Memorandum of Agreement consistent with the basic template provided in this Handbook has been executed by the Director and the developer, and the developer has submitted an application for a development agreement which has been determined to be sufficient and accepted by the CMMSO and has commenced negotiations with the City, the CMMSO may extend reserve capacity by one or more periods of up to 30 days each, provided the negotiations are continuing in good faith.

Where it is alleged, there is an error in any decision of the Director of Planning Department, an appeal may be made pursuant to the provisions of Section 655.114.

5.2.0 APPEAL PROCESS

Should an appeal be necessary, it should be submitted to the CMMSO within thirty (30) days of the issuance of the written decision being appealed. The appeal application form and hearing procedure for appeals can be found in Section 655.114 and in **Appendix O** of this Handbook.

5.3.0 REFUNDS AND OVERPAYMENT POLICY

This policy establishes procedures for handling refunds and overpayments of fees and payments associated with Concurrency Reservation Certificates, Mobility Fee Applications, Development Agreements, Fair Share Contracts, and other land development obligations processed by the CMMSO. The goal is to ensure transparency, consistency, and equity while protecting city resources.



5.0 Miscellaneous Provisions

Continued

5.3.0 REFUNDS AND OVERPAYMENTS

Continued

This policy applies to all fees and payments submitted to the CMMSO by developers, property owners, or their agents for land development activities, including but not limited to:

- [1] Mobility Fee Calculation Certificates (MFCC)
- [2] Concurrency Reservation Certificates (CRC)
- [3] Development Agreements (DA)
- [4] Fair Share Assessment Contracts (FSA)
- [5] Mobility Contracts (MCON)

Definitions

Overpayment means payment exceeding the amount required for a specific fee or obligation due to error, miscalculation, or duplicate submission.

Refund means return of funds to the payor for an overpayment, canceled project, or unprocessed application, subject to this policy's conditions.

Non-Refundable Portion means fees retained by the CMMSO covering administrative costs, as specified below.

5.3.1 ELIGIBILITY FOR REFUNDS

- [1] Refunds may be requested under the following circumstances:
 - [A] **Overpayment:** When the amount paid exceeds the calculated fee due to clerical error, miscalculation by the applicant or CMMSO, or duplicate payments.
 - [B] **Application Withdrawal:** When an application (e.g., Mobility Fee Application or Concurrency Reservation) is withdrawn before the CMMSO issues a certificate or commits infrastructure resources.
 - [C] **Project Cancellation:** When a project tied to a Development Agreement or Mobility Fee Contract is canceled before final construction approval, as set forth under Chapter 655.



5.0 Miscellaneous Provisions

Continued

5.3.1 ELIGIBILITY FOR REFUNDS

Continued

- [2] Monetary refunds are not available for the following scenarios; however, credits will be issued.
 - [A] Fees tied to completed certificates or building permits already issued.
 - [B] Projects where infrastructure improvements have been funded or initiated based on the fee.

5.3.2 NON-REFUNDABLE ADMINISTRATIVE COSTS

- [1] An administrative fee of 2% of the total payment will be retained by the CMMSO to cover processing costs, unless the overpayment is solely due to CMMSO error.
- [2] This fee may be waived at the discretion of the Planning Director for documented hardship cases or city-initiated errors.

5.3.3 REFUND AMOUNTS

- [1] **Overpayments:** The full excess amount will be refunded, minus the non-refundable portion (if applicable).
- [2] **Withdrawals/Cancellations:** The refund will be the paid amount minus the 2% administrative non-refundable portion and any costs incurred by the CMMSO (e.g., preliminary reviews or third-party consultations).

5.3.4 APPLICATION PROCESS

- [1] **Submission:** Refund requests must be submitted in writing to the CMMSO (214 N. Hogan Street, Jacksonville, FL 32202 or CMMSO@coj.net) within 30 days of payment or project cancellation/withdrawal. Late requests will be denied.
- [2] **Required Documentation:**
 - [A] Completed CMMSO Refund Request Form (to be developed).
 - [B] Proof of payment (e.g., receipt, canceled check).
 - [C] Application or contract number (if applicable).
 - [D] Reason for refund (e.g., overpayment details, withdrawal notice, contract termination).
- [3] **Review:** The CMMSO will review requests within 30 days, verifying payment records and eligibility. Applicants will be notified of the decision in writing.



5.0 Miscellaneous Provisions

Continued

5.3.5 PROCESSING REFUNDS

- [1] Approved refunds will be issued via check or electronic transfer to the original payor.
- [2] If an overpayment is identified by the CMMSO before a refund request, the office may proactively notify the payor and process a refund, minus the non-refundable portion.

5.3.6 APPEALS

- [1] Denied refund requests may be appealed to the Planning Director within 15 days of the decision. Appeals must include additional evidence or justification.
- [2] The Director's decision is final. Any further appeal process is mandated under Chapter 655.114.

5.3.7 OVERPAYMENT CREDITS

- [1] Overpayments may be credited toward future CMMSO fees instead of a monetary refund.

5.3.8 IMPLEMENTATION

- [1] CMMSO will develop a Refund Request Form and publicize this policy via Jacksonville.gov and direct outreach to developers.
- [2] Staff training will ensure consistent application of these guidelines.
- [3] This policy will be reviewed annually or as needed to align with Ordinance Code updates or operational changes.

5.3.9 ADJUSTMENTS, ENTITLEMENTS, AND TRANSFERABILITY

- [1] **Adjustments to Applications:** Changes or adjustments to an application may be made without liability to the applicant, if requested within 30 days of issuance of a certificate.
- [2] **Entitlement and Transferability:** The application and its associated approved contract, whether a Development Agreement, Fair Share Contract, Mobility Contract, constitutes an entitlement to the subject property. This entitlement may be transferred to other properties as stated in the Contract and Ordinance Code and is valid for the duration of the agreement.



5.0 Miscellaneous Provisions

Continued

5.3.9 ADJUSTMENTS, ENTITLEMENTS, AND TRANSFERABILITY

Continued

[3] Required Documentation:

- [A] **Concurrency Reservation Certificate (CRC):** Upon payment and approval of a CRC, the entitlement is transferred to the CRC remains valid for the duration of the CRC.
- [B] **Site Development or Building Permit:** Upon approval of the site development permit (or building permit, as specified) the entitlement shifts from the CRC to the permit and remains valid for the duration of the permit.
- [C] **Certificate of Completion:** Upon the issuance of the Certificate of Completion the entitlement is transferred to the structure and is designated for the use specified in the application

[4] Termination or Abandonment of Projects:

- [A] If a project is terminated or abandoned.
- [B] The entitlement may revert to any previous instrument (e.g. CRC or contract), provided that the instrument remains active and unexpired.
- [C] If all prior instruments have expired, any overpayment made by the applicant; Instead, such overpayment shall be credited toward an alternative development plan for the site.

[5] Demolition and Redevelopment: If an existing structure tied to an entitlement is demolished, the entitlement shall generally be applied as a credit toward future application for redevelopment of the site.

5.4.0 OUTSTANDING DEVELOPMENT AGREEMENT OR FAIR SHARE ASSESSMENT CONTRACT

If a landowner or developer has an outstanding (delinquent or past-due) obligation tied to either:

- [1] A development agreement (under Section 655.205 of the Ordinance Code), or
 - [2] A fair share assessment contract (under Section 655.301 of the Ordinance Code),
- they must either:
- [A] Fully settle ("satisfy") that obligation, or
 - [B] Cancel the development agreement or contract entirely. Process to terminate development agreements must go through the city council for approval

Until one of these actions is taken, they are prohibited from moving forward with developing property under the rules of Chapter 655.



6.0 Glossary



6.0 Glossary

Average Daily Traffic (weekday) means the total traffic volume during a given time period, more than a day and less than a year, divided by the number of days in that time period.

Business Days means weekdays (Monday through Friday) when normal business operations are conducted.

Calendar Days means a 24-hour period that starts at midnight and ends at 11:59 PM the same day. It includes all days of the week, irrespective of weekends or holidays.

Capacity means a maximum and quantifiable ability for a public facility, except for Mobility, to provide service to its users, calculated relative to a level of service infrastructure standard. It includes the following:

[1] **Existing capacity** means used capacity plus capacity not used but available at the present time.

[2] **Projected capacity** means existing capacity plus future capacity expected after improvement of the facility.

[3] **Threshold capacity** means a level of capacity over which a warning signal will indicate that the facility will soon reach its existing capacity.

[4] **Available capacity** means that portion of existing capacity not yet used or committed for use.

[5] **Free capacity** means the amount of available capacity that can be offered to an applicant for a Conditional Capacity Availability Statement (CCAS) or Concurrency Reservation Certificate (CRC) which will not be depleted by pending applications.

[6] **Improvement capacity** means added capacity potential expected by a capital improvement, but not including existing capacity, if any.

[7] **Committed improvement capacity** means the increase in capacity associated with a capital improvement meeting the requirements set forth in Section 655.112 as of the date of acceptance of the application for a CCAS or CRC by the Concurrency and Mobility Management System Office (CMMSO), less any reserve priority capacity.

Capital improvement means a permanent addition, construction or fixture to real property or structures thereon which has a useful life of more than five years and an estimated purchase or construction cost of more than \$25,000.



6.0 Glossary

Capital Improvement Element means that element of the Comprehensive Plan adopted pursuant to Chapter 650, Ordinance Code and F.S. Ch. 163, Pt. II, which evaluates the need for public facilities as identified in the other Comprehensive Plan elements and as defined in the applicable definitions for each type of public facility, which estimates the cost of improvements for which the local government has fiscal responsibility, which analyzes the fiscal capability of the local government to finance and construct improvements, which adopts financial policies to guide the funding of improvement, and which schedules the funding and construction of improvements in a manner necessary to ensure that capital improvements are provided when required based on needs identified in the other adopted Comprehensive Plan elements.

Commenced means that point in the evolution of a project when a reasonable amount of funds have been expended for development, when judged in relation to the intensity or type of development, by the developer can be demonstrated, or that point at which actual physical construction of the project begins in concert with the provision of necessary support infrastructure, when judged in relation to the intensity or type of development, whether such infrastructural improvements are off-site or on-site.

Comprehensive Plan or **plan** means the most recent version of the City of Jacksonville's Comprehensive Plan adopted pursuant to F.S. Ch. 163, Pt. II.

Concurrency means that the necessary public facilities and services, other than Mobility, to maintain the adopted level of service standards are available when the impacts of development occur.

Concurrency and Mobility Management System Automated Database means the data collection, processing and analysis performed by the City to determine impacts on the adopted level of service standards for potable water, public schools, sanitary sewer, solid waste, drainage and recreation and performance measures for Motorized and Non-motorized public transportation facilities.

Concurrency and Mobility Management System (CMMS) means the procedures and/or processes utilized by the City to assure that final development orders and final development permits are not issued unless the necessary facilities to support the development, except for Mobility are available concurrent with the impacts of the development. These procedures and/or processes are specified in Chapter 655, Part 5, and in the Concurrency and Mobility Management System Handbook for Jacksonville, Florida.

CMMSO (Concurrency and Mobility Management System Office) means a new section of the Transportation Planning Division, under the Planning and Development Department. This office accepts applications for and processes mobility fee certificates.



6.0 Glossary

Concurrency Reservation Certificate (CRC) means the official document issued by the City through the CMMSO upon finding that an application for the certificate in reference to a specific final development order or final development permit for a particular development will not result in the reduction of the adopted level of service standards for impacted potable water, sanitary sewer, recreation, public schools, drainage and solid waste facilities and services, as set forth in the Comprehensive Plan.

Conditional Capacity Availability Statement (CCAS) means the official document issued by the City through the CMMSO which precedes the review of an application for a CRC, and which constitutes the issuance of reserve capacity or a statement of those conditions which must be fulfilled prior to the issuance of reserve capacity as to the public facilities, except for Mobility listed in Section 655.112, Ordinance Code.

Daily Trip Generation means predicted number of daily trips that originate from and are attracted to a particular land use. For traffic impact studies, trip generation is a rate-based calculation derived by relating the number or frequency of trips to the characteristics of the land use.

Department means the Planning and Development Department.

Development means the carrying out of any building activity or mining operation, the making of any material change in the use or appearance of a structure or land, or the division of land into three or more parcels according to a plat of record. The following activities or uses shall be taken to involve development:

- [1] A reconstruction, alteration of the size or material change in the external appearance of a structure or land.
- [2] A change in the intensity of use of land, such as an increase in the number of dwelling units in a structure, or on land or a material increase in the number of businesses, manufacturing establishments, or dwelling units in a structure or on land.
- [3] Alteration of a shore or bank of a river or stream, lake, pond or canal, including any coastal construction defined in F.S. Section 161.021.
- [4] Commencement of drilling, except to obtain soil samples, mining or excavation on a parcel of land.
- [5] Demolition of a structure.
- [6] Clearing land as an adjunct of construction.
- [7] Deposit of refuse, solid or liquid waste or fill on a parcel of land.



6.0 Glossary

Development Area means an area depicted on the Future Land Use Map (FLUM) series which controls the density, development characteristics, and other variables within plan categories. The City is organized by five tiers of Development Areas including: the Central Business District (CBD); the Urban Priority Area (UPA); the Urban Area (UA); the Suburban Area (SA); and the Rural Area (RA), as shown in the Map Series Section of the Comprehensive Plan.

Developer means any person, or his authorized agent, including a governmental agency, who undertakes the development of land, as described above.

Development Order means any order issued by the City granting, denying or granting with conditions an application for approval of a development project or activity. The term development order encompasses the following:

[1] **Development Permit** means an official document issued by the City which authorizes land alteration or the commencement of construction without the need for any further applications or approvals. Development permits include: all types of construction permit, such as plumbing, electrical, foundation, mechanical, etc., in addition to the building permit itself, grading, site clearing and demolition permits, septic tank permits, tree removal permits, and sign permits.

[2] **Preliminary Development Permit** means an official document issued by the City which authorizes certain types of preliminary development which either would not have an impact on levels of service or performance measures or would occur at a stage in the development process when the proposed project has not been precisely defined and where the density, intensity and type or use of the ultimate development is not known. A CRC or payment of a mobility fee is not required prior to the issuance of a preliminary development permit, which term shall include but not be limited to a site clearing permit, a demolition permit, a tree removal or relocation permit, a swimming pool permit, a septic tank permit, a sign permit, a fence permit, and an awning permit.

[3] **Final Development Permit** means an official document issued by the City which authorizes the commencement of construction which would be expected to have an impact on levels of service or performance measures or would occur at a stage in the development process when the proposed project has been precisely defined and where the density, intensity and type or use of the ultimate development is known. A CRC and the payment of the mobility fee is required prior to the issuance of a final development permit, which term shall include, but not be limited to: a building permit, for any new building, addition, or accessory building, new mobile home move on, or trailer, park and camps, and converting use not found to be de minimis by the CMMSO; a building permit for any nonresidential alterations and repairs, foundation only, or other type of improvement not found to be de minimis or exempt.



6.0 Glossary

[4] **Preliminary Development Order** means a preliminary approval given by the City which does not authorize actual construction, alterations to land or structures or other development. A preliminary development order may authorize a change in the allowable use of land or a building and may include conceptual approvals where a series of approvals are required before authorization to commence land alteration or construction may be given by the City. A CRC or the payment of a mobility fee is not required prior to the issuance of a preliminary development order, which term shall include, but not be limited to: an order granting an administrative appeal, an amendment to the FLUM series of the Comprehensive Plan, an amendment to the Comprehensive Plan which affects land use or development standards, approval of preliminary sketch plans under Section 654.107, approval of site plans under Section 656.404, an order granting a zoning variance or exception, a rezoning and a written determination of consistency with the Comprehensive Plan.

[5] **Final Development Order** means a final approval given by the City for a development project which has been precisely defined in terms of the intensity and use of the project. The final development order authorizes the project, whereas the preliminary development order or permit authorizes specific components of the project, such as parking lot installation, landscaping, etc. A CRC is required prior to the issuance of a final development order, which term shall include, but not be limited to: approval of final construction plans for required improvements under Chapter 654, Ordinance Code, final plat approval under Chapter 654, Ordinance Code, approval of final construction and/or engineering plans under Chapter 320, Ordinance Code, and a local development order approving a Development of Regional Impact or Florida Quality Development. The payment of a Mobility fee shall be required prior to approval of final construction and/or engineering plans under Chapter 320, Ordinance Code or building permits for single family residential construction, or as otherwise provided in Chapter 655, Part 5.

Diverted Trips means trips currently on the roadway system that make a short deviation from their original travel path to stop at a site and then return to their original route. Diverted trips are only applicable to retail-oriented land uses.

Division means the Transportation Planning Division of the Planning and Development Department.

Existing Use means the actual, present use or the last lawful use on the property. Documentation may include Duval County Property Appraiser Tax Record Cards, building permits, demolition permits, advertising (e.g. number of hotel rooms), real estate listings, internet search on business addresses, phone listings, Sanborn maps, and other reliable information sources.

Inflation Factor means the inflation factor calculated and updated regularly by the FDOT in the most recent version of their Transportation Costs Report.



6.0 Glossary

Internal Vehicular Interconnectivity means access between two or more buildings in which vehicle trips can be made in both directions without using the off-site road system.

Letter of Certificate of Completion means a letter issued by the Planning and Development Department indicating that a building, structure, or development has reached a degree of completion which warrants the appropriate withdrawal of existing capacity within the CMMS.

Lot includes the words *plot* or *parcel*. A lot or plot is a parcel of land of at least sufficient size to meet the minimum requirements of the Zoning Code as to use, lot coverage and area and to provide the yards required by the Zoning Code. A lot is also defined as a single unit in a subdivision.

Level of Service (LOS) means an indicator of the extent or degree of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility. The level of service shall indicate the capacity per unit of demand for each public facility of service.

Memorandum of Agreement means an informal agreement entered by the developer and the Director of Planning and Development setting forth the terms which will serve as the basis of a future formal development agreement entered into pursuant to Part 2, Chapter 655, Ordinance Code.

Mixed-Use Development means typically a single real-estate development that consists of land uses corresponding to two or more ITE land use types between which trips can be made without using the off-site road system. A mixed-use development may also be referred to as a multi-use development.

Mobility means the element of the Concurrency testing system that replaced the traffic circulation and mass transit elements and includes both Motorized and Non-motorized public transportation facilities.

Mobility Fee Credit means monetary amount that may be used to offset the cost of a Mobility fee. See Section 655.507, Ordinance Code

Mobility Fee Calculation Certificate (MFCC) means the official document provided to the owner or developer and kept on file in the CMMS Office memorializing the fee calculated for a development based upon the use(s) proposed and any Trip Reductions that may be applicable. Mobility Fee Calculation Certificates are identified based upon the MFCC application number issued by the CMMSO.



6.0 Glossary

Mobility Fee Contract means a binding contract entered into between the City and a developer wherein a developer is authorized to proceed with a proposed development, or the City has authorized Mobility Fee Credits to be issued for donation of eligible land, pursuant to Chapter 655, Ordinance code.

Mobility Plan refers to the outdated Mobility Plan, adopted by reference.

Mobility System Project (MSP) means a Mobility System Project identified in the Capital Improvements Element of the Comprehensive Plan for either Motorized or Non-motorized Modes of transportation.

Mobility System Prioritized Projects (MSPP) means list of motorized and non-motorized projects identified as priorities within the mobility system.

Mobility Zone means a defined geographic area, as depicted in the Transportation and Capital Improvements Elements of the Comprehensive Plan, within each Development Area that is delineated so that its area is approximately equal to the average trip length of the underlying Development Area.

Mode means either Motorized (Corridor or Transit) or Non-motorized (Bike and Pedestrian) manner of travel. The four types of Modes of travel discussed in this Chapter are: (1) Corridor; (2) Bicycle; (3) Pedestrian; and (4) Transit.

[1] **Mode, Bicycle** means projects that are new standalone bicycle lanes (standard, buffered, protected or off-road multiuse paths) or new bicycle signing and pavement markings constructed separate from corridor projects.

[2] **Mode, Corridor** means road corridor projects that include a wide array of improvements that increase capacity such as by constructing new roads or changing lane configurations, widening an existing road, moving curbs to accommodate bicycle travel, improving access management, upgrading railroad crossings to accommodate all modes, and including intelligent transportation system (ITS) upgrades. Road corridor projects include improved pedestrian and bicycle facilities in accordance with the City of Jacksonville context-sensitive street design standard typical sections.

[3] **Mode, Pedestrian** means projects that are standalone sidewalks or multiuse paths constructed for pedestrians separate from corridor projects.

[4] **Mode, Transit** means projects approved by the Jacksonville Transportation Authority to include mobility hubs, ferry terminal multimodal connectivity enhancements, bus rapid transit infrastructure such as corridor ITS upgrades and new lane assignments for buses. Transit projects refer to infrastructure capacity only and do not include buses or bus operations.



6.0 Glossary

Motorized Public Transportation Facility means a roadway/corridor or mass transit facility that accommodates cars, trucks or other types of motorized vehicles.

Non-motorized Public Transportation Facility means a facility including but not limited to a sidewalk, multi-purpose path, bike path, sharrows, cycle track, or other facility for the use of pedestrians or non-motorized bicycles.

Pass-by Trips means trips currently on the roadway system that make an intermediate stop at a site that is located directly along the travel route between the origin and primary destination. Pass-by trips are convenient oriented, for example, stopping to refuel a vehicle during a commute from work. Pass-by trips are only applicable for retail-oriented land use.

Proposed Mobility Project (PMP) means a multi-modal transportation improvement that is not an MSP, but that meets the criteria for the proposed Mode pursuant to Section 655.507, Ordinance Code and eligible for Mobility fee credit.

PM Peak Hour Trip Generation means the estimated number of trips generated by a particular land use during a one-hour period. The PM peak hour is defined as the hour of the afternoon during which the maximum traffic volume occurs along a roadway segment.

Public Facilities or **Services** means those facilities and services specified in the Comprehensive Plan for which level of service standards or other performance standards have been adopted: traffic circulation, potable water, sanitary sewer, solid waste, drainage, recreation, public schools and mass transit.

Quality/Level of Service (Q/LOS) is an indicator of the extent or degree of service provided by or proposed to be provided by a transportation facility based on and related to the operational characteristics of the facility. As it related to traffic circulation, Q/LOS is a qualitative measure describing operational conditions within a traffic stream; generally described in terms of such factors as speed and travel time, freedom to maneuver, traffic interruptions, driver comfort and convenience, and safety.

Reserve Capacity means that capacity for public facilities, except for traffic circulation and mass transit demanded by the impacts of CRC or CCAS applications.

Reserve Priority Capacity means those capacities demanded by Developments of Regional Impact (DRI), Florida Quality Developments (FQD) or development capacities negotiated in a development agreement pursuant to Part 2, Chapter 655, Ordinance Code, and F. S. § 163.3202.



6.0 Glossary

Reviewing Divisions means those specific divisions within the City agencies and departments affected by the provisions of this CMMS which have the responsibility to develop and utilize methods and procedures to assess a proposed development's impact on public facilities, except traffic circulation and mass transit and which must approve or deny the proposed development based on the ability of each public facility, except traffic circulation and mass transit to absorb such impacts without decreasing the established level of service for that facility.

Roadway Network means a system of interconnected roads designed to accommodate vehicle traffic.

Substantial Deviation means any proposed change from a final development order or final development permit for which a VPAC or CRC is required, and which meets the criteria set forth in Section 655.113(a).

Trip Reductions means a reduction in gross vehicle trips generated by a development based upon internal capture, pass-by, diverted link, Transit Oriented Development, transit stop proximity, as described in the CMMS Handbook, and/or the elimination of an Existing Use, as described in Sec. 655.503, Ordinance Code.

Targeted Roadway Improvements for Pedestrian Safety (TRIPS) means the pedestrian safety and/or access improvements as listed in the Handbook.

Vehicle Miles Traveled (VMT) means the number of miles traveled nationally by vehicles for a period of 1 year. VMT is either calculated using 2 odometer readings or, for vehicles with less than 2 odometer readings, imputed using a regression estimate.

Vested capacity means the quantifiable impacts on public facilities by development authorized pursuant to finalized building permits approved for proposed developments which have been issued VPACs.

Vested Property Affirmation Certificate (VPAC) means the official document issued by the City through the CMMSO which waives all concurrency and mobility fee requirements for a final development permit or final development order issued prior to September 21, 1990 for a development which has commenced prior to the dates set forth in Section 655.109(a) of the Ordinance Code, provided such development does not substantially deviate, under the criteria set forth in Section 655.113 from the terms of the original development permit or development order, and further provided that such development continues in good faith toward completion.



6.0 Glossary

Vested Property Annual Status Report means the complete and detailed report required to be submitted to the CMMSO by the holder of a VPAC on each anniversary of a development's VPAC issuance which demonstrates and documents the development's progress and continuance in good faith according to its original development permit or order.

Volume to Capacity Ratio (V/C) means the volume of vehicles on the roadway compared to the maximum service volume of the roadway.



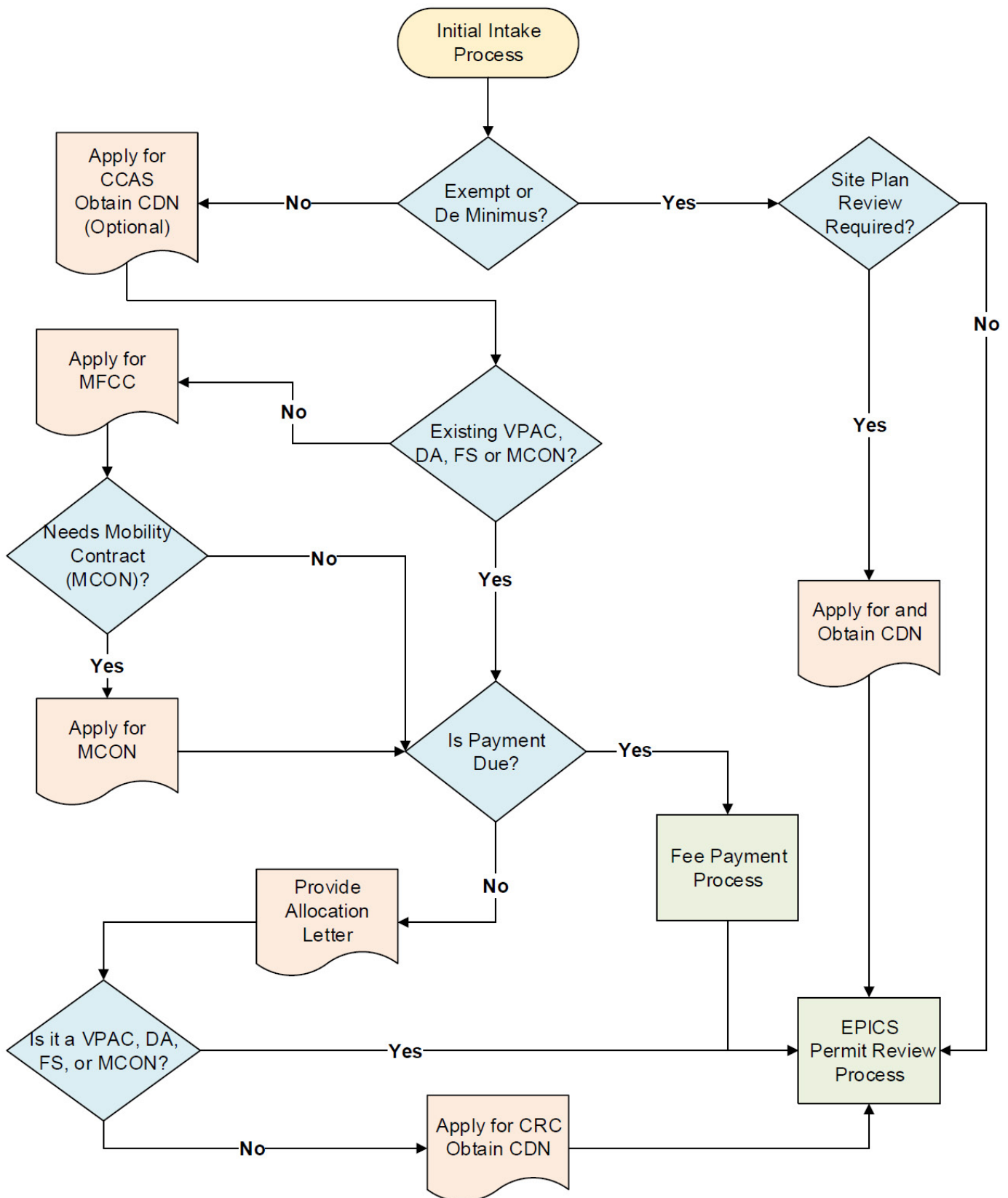


7.0 Appendix

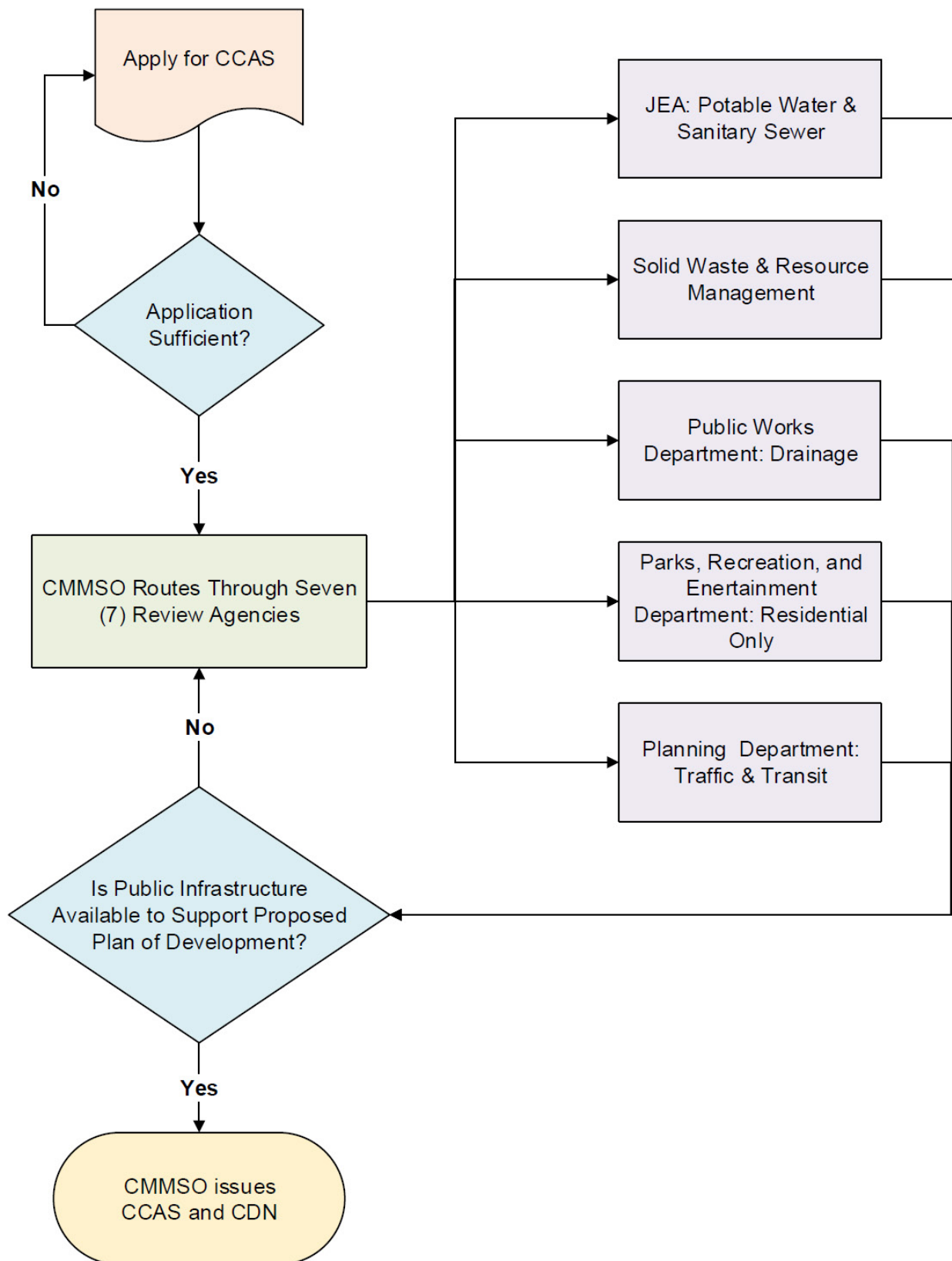


7.0 Appendix

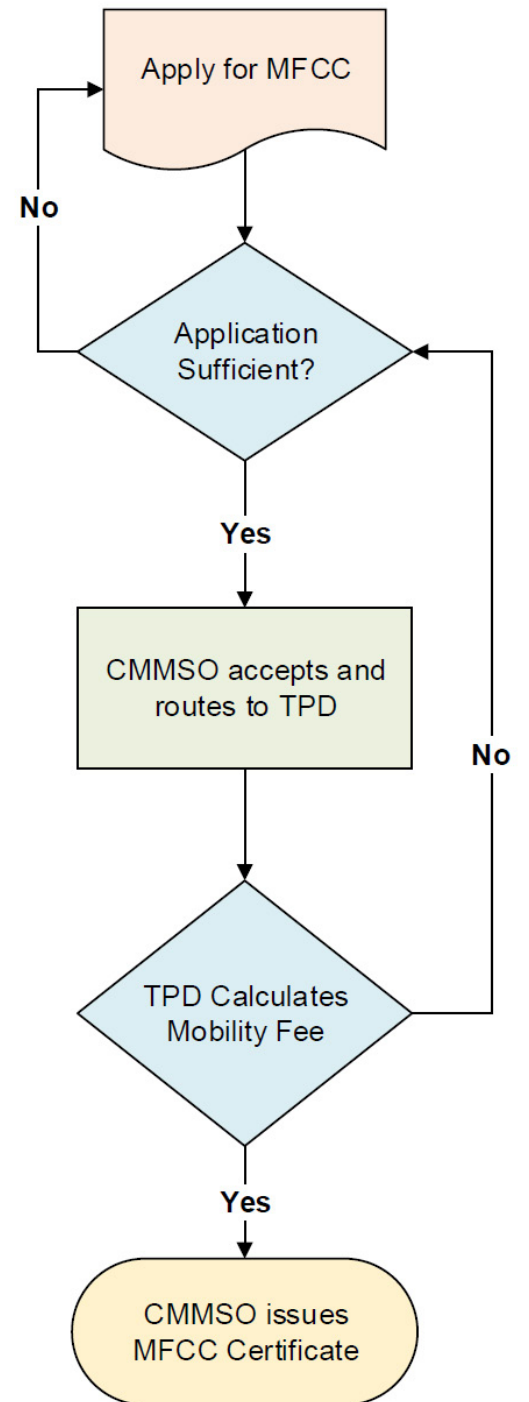
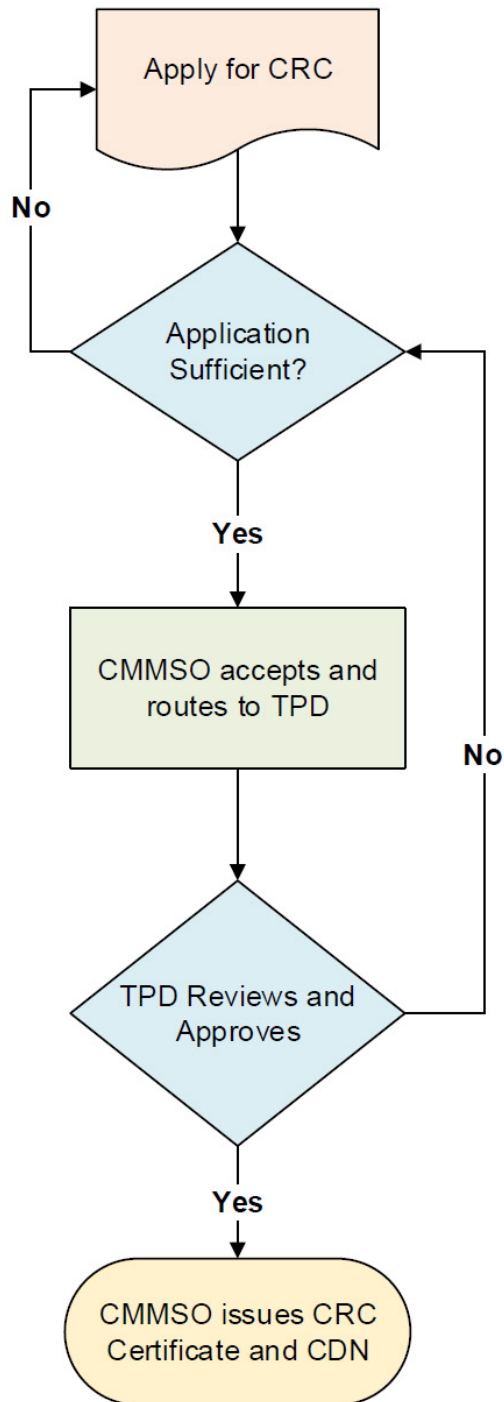
Appendix A: Process Flow Charts: CMMSO Applications Process



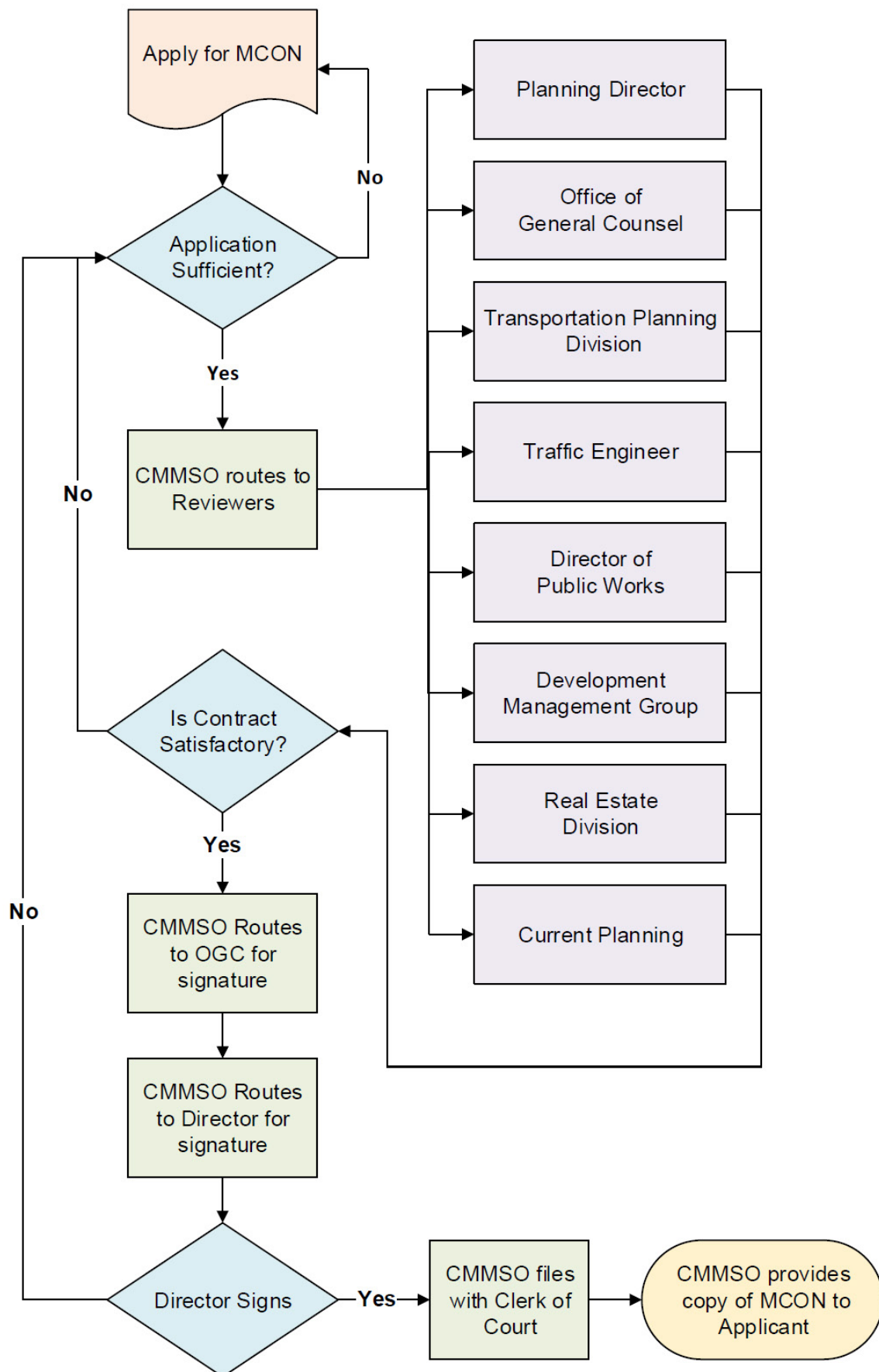
Appendix A: Process Flow Charts: CCAS Application Process



Appendix A: Process Flow Charts: CRC and MFCC Application Processes



Appendix A: Process Flow Charts: MCON Application Process



Appendix B: Conditional Capacity Availability Statement (CCAS) Application Form (1/3)

CONDITIONAL CAPACITY AVAILABILITY STATEMENT APPLICATION FORM CITY OF JACKSONVILLE, FLORIDA

OFFICIAL USE ONLY	APPLICATION #	DEVELOPMENT #	APPLICATION DATE
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I. TYPE OF DEVELOPMENT:

Residential: ☐Non-Residential: ☐

Development Name: _____

Project Name: _____

Address: _____

A. TYPE OF IMPROVEMENTS (Check all that apply)

New Building	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Alteration and Repairs	<input type="checkbox"/>	Foundation Only	<input type="checkbox"/>
Mobile Home (New)	<input type="checkbox"/>	Converting of Use	<input type="checkbox"/>	Trailer Park	<input type="checkbox"/>	Accessory Building	<input type="checkbox"/>
Horz. Development	<input type="checkbox"/>	Other: _____					

B. IS THIS PROJECT LOCATED WITHIN THE BOUNDARIES OF AN APPROVED DEVELOPMENT AGREEMENT AREA?

Yes: ☐ No: ☐ If yes, include Development Number (CCAS or CRC App) _____

C. IS THIS PROJECT LOCATED WITHIN THE BOUNDARIES OF AN APPROVED FAIR SHARE AREA?

Yes: ☐ No: ☐ If yes, include Fair Share Contact Number (CCAS or CRC App) _____

D. IS THIS PROJECT LOCATED WITHIN THE TRANSPORTATION MANAGEMENT AREA?

Yes: ☐ No: ☐ If yes, Sector _____ Subsector _____

E. IS THERE AN ASSOCIATED MOBILITY FEE CALCULATION CERTIFICATE?

If yes, include the Application No. _____

II. PROJECT OR DEVELOPMENT LOCATION:

SECTION _____	TOWNSHIP _____	RANGE _____
A. COUNCIL DISTRICT _____ PLANNING DISTRICT _____ PANEL NUMBER _____ CENSUS TRACT _____		B. PROPERTY LOCATED BETWEEN STREETS: _____ _____ _____
C. REAL ESTATE NUMBER(S): _____		



Appendix B: Conditional Capacity Availability Statement (CCAS) Application Form (2/3)

III. AGENT AND OWNER INFORMATION:

OWNER'S INFORMATION

Name:	Address (including city, state, zip):
Email:	Telephone:

AGENT'S INFORMATION

Name:	Address (including city, state, zip):
Email:	Telephone:
MAIL THE CCAS CERTIFICATE TO:	AGENT <input type="checkbox"/> OWNER <input type="checkbox"/>

IV. COMMENTS:

V. PROJECT OR DEVELOPMENT SPECIFICATIONS:

A. TRANSPORTATION LAND USE CODE: _____			
PREVIOUS LAND USE CODE: _____			
CURRENT ZONING: _____		If PUD Ord. #: _____	
B. TOTAL LAND AREA (ACRES): _____		C. ENCLOSED AREA OF PROPOSED DEVELOPMENT: _____	
D. TOTAL NUMBER OF DWELLING UNITS:			
SINGLE-FAMILY:	DUPLEX:	TRIPLEX/QUAD:	
APARTMENT:	MOBILE HOMES:	CONDOS:	
Number of Rooms:		Number of Berths:	
Number of Pads:		Number of Beds:	
Number of Parking Spaces:		Number of Seats:	
Other (Please Specify): _____			
E. CONCURRENCY REVIEW ONLY: WATER SOURCE AND SEWAGE DISPOSAL			
WATER SOURCE:	LOS AREA [_____]	A. JEA <input type="checkbox"/>	B. PRIVATE UTILITY <input type="checkbox"/> C. PRIVATE WELL <input type="checkbox"/>
SEWAGE DISPOSAL:	LOS AREA [_____]	A. JEA <input type="checkbox"/>	B. PRIVATE UTILITY <input type="checkbox"/> C. SEPTIC TANK <input type="checkbox"/>

Page 2 of 3

CONCURRENCY AND MOBILITY MANAGEMENT SYSTEM OFFICE

214 N. Hogan Street, 2nd Floor Jacksonville, FL 32202 Phone: 904.255.8330 Fax: 904.255.8331 cmmso@coj.net



Appendix B: Conditional Capacity Availability Statement (CCAS) Application Form (3/3)

ITEMS REQUIRED FOR CCAS REVIEW

1. Complete Application
2. Site Plan {8 1/2 x 11, 8 1/2 x 14, or 11 x 17} preferred
3. Site Location Map
4. Owner Authorization Affidavit
5. Fee (CHECKS SHOULD BE MADE OUT TO TAX COLLECTOR)

GENERAL AUTHORIZATION

I hereby certify that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including attachments, is true and correct to the best of my knowledge.

Owner(s)

Print Name: _____

Signature: _____

Applicant or Agent (if different than owner)

Print Name: _____

Signature: _____

Owner(s)

Print Name: _____

Signature: _____



Appendix C: Concurrency Reservation Certificate [CRC] Application Form (1/3)

CONCURRENCY RESERVATION CERTIFICATE APPLICATION FORM

CITY OF JACKSONVILLE, FLORIDA

OFFICIAL USE ONLY	_____ APPLICATION #	_____ DEVELOPMENT #	_____ APPLICATION DATE
--------------------------	------------------------	------------------------	---------------------------

I. TYPE OF DEVELOPMENT:

Residential: <input type="checkbox"/>	Non-Residential: <input type="checkbox"/>
Development Name: _____	
Project Name: _____	
Address: _____	
A. TYPE OF IMPROVEMENTS (Check all that apply)	
New Building <input type="checkbox"/>	Addition <input type="checkbox"/>
Mobile Home (New) <input type="checkbox"/>	Converting of Use <input type="checkbox"/>
Horz. Development <input type="checkbox"/>	Other: _____
Alteration and Repairs <input type="checkbox"/>	Foundation Only <input type="checkbox"/>
Trailer Park <input type="checkbox"/>	Accessory Building <input type="checkbox"/>
B. IS THIS PROJECT LOCATED WITHIN THE BOUNDARIES OF AN APPROVED DEVELOPMENT AGREEMENT AREA?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, include Development Number (CCAS or CRC App) _____	
C. IS THIS PROJECT LOCATED WITHIN THE BOUNDARIES OF AN APPROVED FAIR SHARE AREA?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, include Fair Share Contact Number (CCAS or CRC App) _____	
D. IS THIS PROJECT LOCATED WITHIN THE TRANSPORTATION MANAGEMENT AREA?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, Sector _____ Subsector _____	
E. IS THERE AN ASSOCIATED MOBILITY FEE CALCULATION CERTIFICATE?	
If yes, include the application No. _____	

II. PROJECT OR DEVELOPMENT LOCATION:

SECTION _____	TOWNSHIP _____	RANGE _____
A. COUNCIL DISTRICT _____ PLANNING DISTRICT _____ PANEL NUMBER _____ CENSUS TRACT _____	B. PROPERTY LOCATED BETWEEN STREETS: _____ _____ _____	
C. REAL ESTATE NUMBER(S): _____		



Appendix C: Concurrency Reservation Certificate [CRC] Application Form (2/3)

III. AGENT AND OWNER INFORMATION:			
OWNER'S INFORMATION			
Name:		Address (including city, state, zip):	
Email:		Telephone:	
AGENT'S INFORMATION			
Name:		Address (including city, state, zip):	
Email:		Telephone:	
MAIL THE CRC CERTIFICATE TO:		AGENT <input type="checkbox"/>	OWNER <input type="checkbox"/>
IV. COMMENTS:			
V. PROJECT OR DEVELOPMENT SPECIFICATIONS:			
A. TRANSPORTATION LAND USE CODE: _____			
PREVIOUS LAND USE CODE: _____			
CURRENT ZONING: _____ If PUD Ord. #: _____			
B. TOTAL LAND AREA (ACRES):		C. ENCLOSED AREA OF <u>PROPOSED</u> DEVELOPMENT:	
D. TOTAL NUMBER OF DWELLING UNITS:			
SINGLE-FAMILY:		DUPLEX:	TRIPLEX/QUAD:
APARTMENT:		MOBILE HOMES:	CONDOS:
Number of Rooms:		Number of Berths:	
Number of Pads:		Number of Beds:	
Number of Parking Spaces:		Number of Seats:	
Other (Please Specify):			
E. CONCURRENCY REVIEW ONLY: WATER SOURCE AND SEWAGE DISPOSAL			
WATER SOURCE:	LOS AREA [_____]	A. JEA <input type="checkbox"/>	B. PRIVATE UTILITY <input type="checkbox"/> C. PRIVATE WELL <input type="checkbox"/>
SEWAGE DISPOSAL:	LOS AREA [_____]	A. JEA <input type="checkbox"/>	B. PRIVATE UTILITY <input type="checkbox"/> C. SEPTIC TANK <input type="checkbox"/>

Page 2 of 3

CONCURRENCY AND MOBILITY MANAGEMENT SYSTEM OFFICE

214 N. Hogan Street, 2nd Floor Jacksonville, FL 32202 Phone: 904.255.8330 Fax: 904.255.8331 cmmso@coj.net



Appendix C: Concurrency Reservation Certificate [CRC] Application Form (3/3)**ITEMS REQUIRED FOR CRC REVIEW**

1. Complete Application
2. Site Plan {8 1/2 x 11, 8 1/2 x 14, or 11 x 17} preferred
3. Site Location Map
4. Owner Authorization Affidavit
5. Legal Description
6. Drainage Plan or Evidence of Plan Review Submittal
7. Availability Letter from JEA or Private Utility Submittal
8. Fee (CHECKS SHOULD BE MADE OUT TO **TAX COLLECTOR**)

GENERAL AUTHORIZATION

I hereby certify that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including attachments, is true and correct to the best of my knowledge.

Owner(s)

Print Name: _____

Signature: _____

Applicant or Agent (if different than owner)

Print Name: _____

Signature: _____

Owner(s)

Print Name: _____

Signature: _____



Appendix D: Vested Rights Property Affirmation Certification (VPAC) Application Form ^(1/4)

VESTED RIGHTS PROPERTY AFFIRMATION CERTIFICATION APPLICATION FORM CITY OF JACKSONVILLE, FLORIDA

VPAC APPLICATION
NUMBER

APPLICATION DATE

DEVELOPMENT NUMBER

APPLYING FOR:

COMMON LAW VESTING ☐

STATUTORY VESTING ☐

I. TYPE OF DEVELOPMENT (PLEASE PRINT OR TYPE)

RESIDENTIAL ☐

NON-RESIDENTIAL ☐

DEVELOPMENT NAME: _____

ADDRESS: _____

A. BUILDING PERMIT _____

☐ SINGLE

☐ MULTIPLE

TYPE OF IMPROVEMENT (SELECT ALL THAT APPLY)

☐ NEW BUILDING

☐ CONVERTING USE

☐ ADDITION OR ACCESSORY BUILDING

☐ TRAILER PARK

☐ ALTERATION AND REPAIRS

☐ OTHER

☐ FOUNDATION ONLY

☐ MOBILE HOME (NEW)

B. PROJECT ID NUMBER: _____ - _____ - _____

☐ SITE PLAN

☐ OTHER

☐ PUD

☐ FINAL
ENGINEERING

APPROVAL DATE: _____

BY: _____

II. PROJECT OR DEVELOPMENT LOCATION

A. SECTION _____ TOWNSHIP _____ RANGE _____

B. COUNCIL DISTRICT _____

PANEL NUMBER _____

PD/TAZ _____

CENSUS TRACT _____

C. INTERSECTING STREETS: BETWEEN _____
AND _____

LINEAR FEET FROM INTERSECTING STREETS _____

DISTANCE FROM PROPOSED PROJECT ACCESS PT TO C/L OF INTERSECTING STREET _____

D. REAL ESTATE NUMBER _____



Appendix D: Vested Rights Property Affirmation Certification (VPAC) Application Form [2/4]

E. WATER SOURCE (SELECT ONE) ☐ CITY ☐ PRIVATE UTIL. ☐ PRIVATE WELL
 SEWAGE DISPOSAL (SELECT ONE) ☐ CITY ☐ PRIVATE UTIL. ☐ PRIVATE WELL

F. LEGAL DESCRIPTION: _____

IF NEEDED, PLEASE CONTINUE ON THE LAST PAGE OF THE APPLICATION

III. DEVELOPER AND OWNER INFORMATION (PLEASE MAKE SURE THERE IS A ZIP CODE)

A. AGENT/DEVELOPER ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____

B. OWNER ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____

C. MAIL THE VPAC CERTIFICATE TO: ☐ AGENT/DEVELOPER ☐ OWNER

D. SEND ANNUAL REPORT NOTICES TO: ☐ AGENT/DEVELOPER ☐ OWNER

IV. COMMENTS:

V. PROJECT OR DEVELOPMENT SPECIFICATIONS

A. LAND USE CODE _____ PREVIOUS LAND USE CODE _____

B. GROSS SQ. FEET BY LAND USE: _____

C. TOTAL IMPERVIOUS SURFACE _____ DRAINAGE CONNECTION POINT _____

D. PROJECT PHASING SCHEDULE _____ E. PROJECT BUILDOUT _____

F. TOTAL LAND AREA _____ ENCLOSED AREA _____ ESTIMATED COST _____

G. TOTAL NUMBER OF DWELLING UNITS _____

SINGLE FAMILY _____ DUPLEX _____ TRIPLEX/QUAD _____
 # OF UNITS # OF UNITS # OF UNITS

APARTMENT _____ DUPLEX _____ TRIPLEX/QUAD _____
 # OF UNITS # OF UNITS # OF UNITS

NUMBER OF ROOMS _____ NUMBER OF BERTHS _____

NUMBER OF PADS _____ NUMBER OF BEDS _____

NUMBER OF PARKING SPACES _____ NUMBER OF SEATS _____

OTHER (PLEASE SPECIFY) _____

H. THE PROPOSED DEVELOPMENT WILL GENERATE PERMANENT JOBS

FULL TIME _____ PART TIME _____ TOTAL _____



Appendix D: Vested Rights Property Affirmation Certification (VPAC) Application Form *(3/4)*

VI. IF THE PROPOSED DEVELOPMENT OR PROJECT HAS ROADS AND/OR ADDRESS, PLEASE LIST ALL
ROADS WITH THEIR RESPECTIVE STREET ADDRESS RANGES

[illegible]

VII. SIGNATURES

AGENT

DEVELOPER

DATE _____

OWNER

DATE _____



Appendix D: Vested Rights Property Affirmation Certification (VPAC) Application Form *[4/4]*

F. LEGAL DESCRIPTION (CONT'D): _____

This image shows a full page of blank handwriting practice paper. It features approximately 20 evenly spaced horizontal blue lines across the entire page, providing a guide for letter height and placement. The lines are consistent in color and thickness throughout.

Appendix E: City Development Number (CDN) Request Form



City of Jacksonville, Florida

Donna Deegan, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 255-8330
www.coj.net

CITY DEVELOPMENT NUMBER REQUEST FORM

In order to receive a City Development Number (CDN) to submit plans for review, you must submit a request using this form. This form is for projects that do not require a more formal Concurrency Review consistent with Chapter 655 *Ordinance Code*.

DATE: _____ CDN Issued: _____

PARCEL (TAX) RE - NUMBER(S): _____

ADDRESS: _____

DEVELOPMENT NAME: _____

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

APPLICANT/AGENT CONTACT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

NOTE: ADDITIONAL ATTACHMENTS REQUIRED:

- A. SITE PLAN
- B. OTHER – AS MAY BE REQUIRED BY THE CMMSO

PLANNING AND DEVELOPMENT
214 N Hogan Street, Suite 2100. Jacksonville, FL 32202. Phone: 904-255-8330 Fax: 904-255-8331 Email: CMMSO@coj.net



Appendix F: Mobility Fee Calculation Certificate Application Form (1/3)

(Revised 05.09.2023)

MOBILITY FEE CALCULATION CERTIFICATE APPLICATION FORM

CITY OF JACKSONVILLE, FLORIDA

OFFICIAL USE ONLY	APPLICATION # _____	DEVELOPMENT # _____	APPLICATION DATE _____
--------------------------	---------------------	---------------------	------------------------

I. TYPE OF MOBILITY FEE REVIEW:

MOBILITY FEE CALCULATION (Include Trip Reduction Credits):

II. TYPE OF DEVELOPMENT:Residential: ☐Non-Residential: ☐

Development Name: _____

Project Name: _____

Address: _____

A. TYPE OF IMPROVEMENTS (Check all that apply)

New Building <input type="checkbox"/>	Addition <input type="checkbox"/>	Alteration and Repairs <input type="checkbox"/>	Foundation Only <input type="checkbox"/>
Mobile Home (New) <input type="checkbox"/>	Converting of Use <input type="checkbox"/>	Trailer Park <input type="checkbox"/>	Accessory Building <input type="checkbox"/>
Horz. Development <input type="checkbox"/>	Other: _____		

B. IS THIS PROJECT LOCATED WITHIN THE BOUNDARIES OF AN APPROVED DEVELOPMENT AGREEMENT AREA?Yes: ☐ No: ☐ If yes, include Development Number (CCAS or CRC App) _____**C. IS THIS PROJECT LOCATED WITHIN THE BOUNDARIES OF AN APPROVED FAIR SHARE AREA?**Yes: ☐ No: ☐ If yes, include Fair Share Contact Number (CCAS or CRC App) _____**D. IS THIS PROJECT LOCATED WITHIN THE TRANSPORTATION MANAGEMENT AREA?**Yes: ☐ No: ☐ If yes, Sector _____ Subsector _____**E. IS THERE AN ASSOCIATED MOBILITY FEE CALCULATION CERTIFICATE?**

If yes, include the application No. _____



Appendix F: Mobility Fee Calculation Certificate Application Form (2/3)

(Revised 05.09.2023)

III. PROJECT OR DEVELOPMENT LOCATION:		
SECTION	TOWNSHIP	RANGE
A. COUNCIL DISTRICT		B. PROPERTY LOCATED BETWEEN STREETS:
PLANNING DISTRICT		
PANEL NUMBER		
CENSUS TRACT		
MOBILITY ZONE		
MOBILITY DEV. AREA		
C. REAL ESTATE NUMBER(S):		

IV. AGENT AND OWNER INFORMATION:	
OWNER'S INFORMATION	
Name:	Address (including city, state, zip):
Email:	Telephone:

AGENT'S INFORMATION	
Name:	Address (including city, state, zip):
Email:	Telephone:
MAIL THE MOBILITY CERTIFICATE TO:	AGENT <input type="checkbox"/> OWNER <input type="checkbox"/>

V. COMMENTS:



Appendix F: Mobility Fee Calculation Certificate Application Form (3/3)

(Revised 05.09.2023)

VI. PROJECT OR DEVELOPMENT SPECIFICATIONS:		
A. TRANSPORTATION LAND USE CODE: _____		
PREVIOUS LAND USE CODE: _____		
CURRENT ZONING: _____ If PUD Ord. #: _____		
B. TOTAL LAND AREA (ACRES): _____	C. ENCLOSED AREA OF <u>PROPOSED</u> DEVELOPMENT: _____	
D. TOTAL NUMBER OF DWELLING UNITS: _____		
SINGLE-FAMILY: _____	DUPLEX: _____	TRIPLEX/QUAD: _____
APARTMENT: _____	MOBILE HOMES: _____	CONDOS: _____
Number of Rooms: _____	Number of Berths: _____	
Number of Pads: _____	Number of Beds: _____	
Number of Parking Spaces: _____	Number of Seats: _____	
Other (Please Specify): _____		
E. CONCURRENCY REVIEW ONLY: WATER SOURCE AND SEWAGE DISPOSAL		
WATER SOURCE: _____	LOS AREA [_____]	A. JEA <input type="checkbox"/> B. PRIVATE UTILITY <input type="checkbox"/> C. PRIVATE WELL <input type="checkbox"/>
SEWAGE DISPOSAL: _____	LOS AREA [_____]	A. JEA <input type="checkbox"/> B. PRIVATE UTILITY <input type="checkbox"/> C. SEPTIC TANK <input type="checkbox"/>

ITEMS <u>REQUIRED</u> FOR MOBILITY FEE REVIEW
<ol style="list-style-type: none"> Complete Application Site Plan {8 1/2 x 11, 8 1/2 x 14, or 11 x 17} preferred Site Location Map Owner Authorization Affidavit Application Fee: <ul style="list-style-type: none"> -Mobility Fee Calculation (Using Trip Reduction Credits): \$688 <p>(Checks should be made out to <u>TAX COLLECTOR</u>)</p>

GENERAL AUTHORIZATION	
I <u>hereby certify that I have read and understand</u> the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including attachments, is true and correct to the best of my knowledge.	
Owner(s) Print Name: _____ Signature: _____	Applicant or Agent (if different than owner) Print Name: _____ Signature: _____
Owner(s) Print Name: _____ Signature: _____	



Appendix G: CITRIX- CONCURRENCY & MOBILITY MANAGEMENT SYSTEM (1/3)

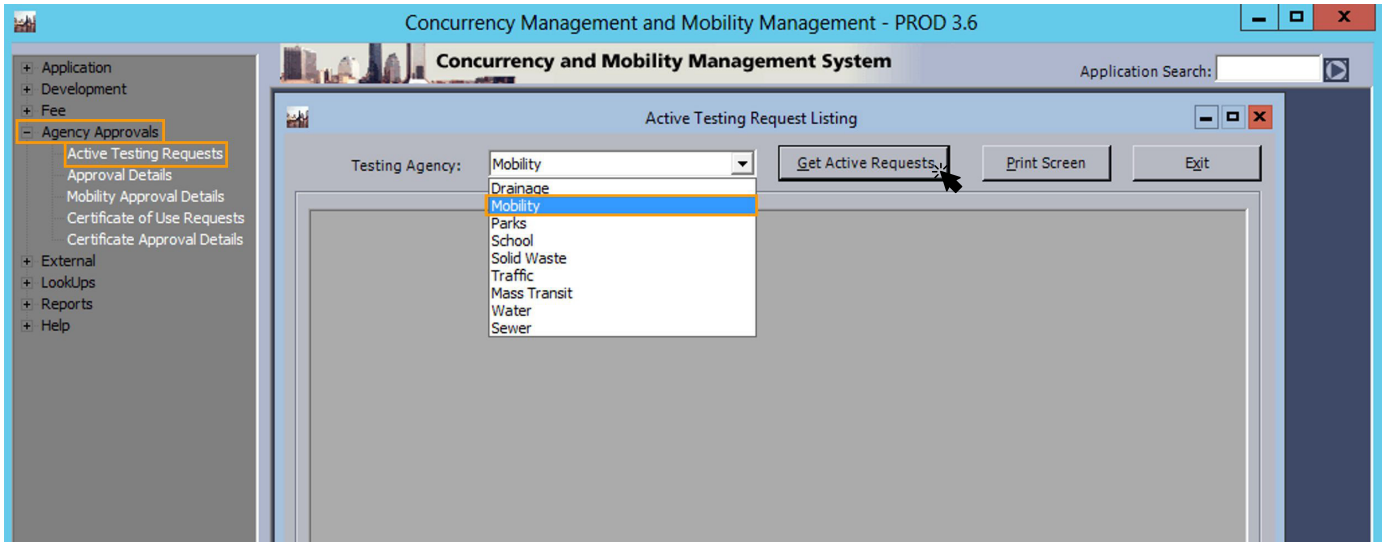


Figure G-1a

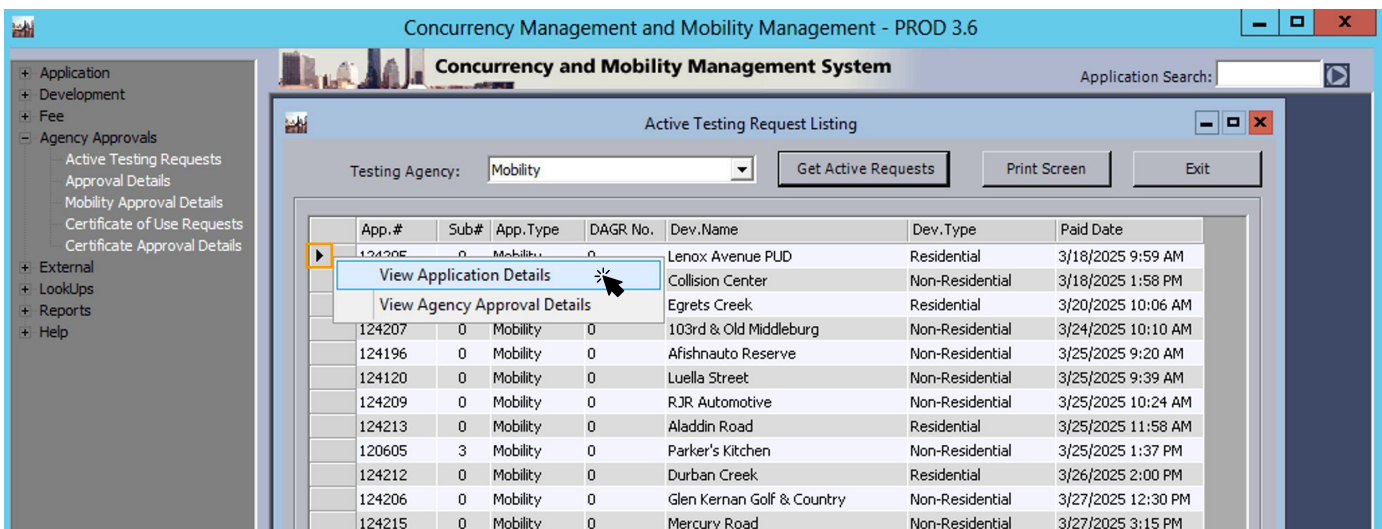


Figure G-1b



Appendix G: CITRIX- CONCURRENCY & MOBILITY MANAGEMENT SYSTEM (2/3)

Concurrency and Mobility Management System

Application Search: []

Mobility Details for 112084.2

Development Approvals Images Save Print Screen Cancel New CCAS New CRC Exit

Application Num	Create Date	Dev Number	Fee	Paid Date	Approved Date
112084.2	6/21/2023 11:49:44 AM	4090.17	688.0000	7/11/2023 9:30:41 AM	2/18/2022 10:18:42 AM

Expiration Date: 07/25/2024 Rev Expiration Date: [] ITE Edition: 11th Edition

Type of Development: [] Project or Development Location: [] Agent and Owner Info. [] Comments [] Project or Development Spec. []

☐ PS Exempt? ☐ Residential ☒ Non-Residential ☐ Exempt from fee? Status: Approved, Development

Development Name: Pritchard Road Industrial Park

Project Name: Perimeter Park Bldg 3

Number: 00 Direction: West Name: Perimeter Industrial

Type: Parkway City Code: 00 Apt. Num: []

A. Type of Improvement

☒ A. New Building ☐ B. Addition ☐ D. Tenant Build Out ☐ C. Alteration and Repairs ☐ G. Foundation Only ☐ J. Mobile Home

☐ L. Other ☐ O. Converting Use ☐ R. Trailer Park ☐ W. Accessory Building ☒ X. Horiz. Dev.

B. Is this project located within the boundaries of an approved ?

☐ TMA ☐ DAA ☒ None

Figure G-2

Concurrency and Mobility Management System

Application Search: []

Mobility Details for 112084.2

Development Approvals Images Save Print Screen Cancel New CCAS New CRC Exit

Application Num	Create Date	Dev Number	Fee	Paid Date	Approved Date
112084.2	6/21/2023 11:49:44 AM	4090.17	688.0000	7/11/2023 9:30:41 AM	2/18/2022 10:18:42 AM

Expiration Date: 07/25/2024 Rev Expiration Date: [] ITE Edition: 11th Edition

Type of Development: [] Project or Development Location: [] Agent and Owner Info. [] Comments [] Project or Development Spec. []

A.

Section: 40 Township: 1S - 1 South Township Range: 25E - 25 East Range

B.

Council District: 10 - District 10 None PD/TAZ: 1027 0

Planning District: 5 - Northwest None Census Tract: 106.00 None

Panel Number: 67 None More

C. Intersecting Streets

Between: Perimeter Industrial Parkway West And: Perimeter Industrial Parkway North

D. Real Estate Number(s)

0035280655 More

E. Development Area

Suburban

F. Mobility Zone(s)

Zone
1
2
3
4
5
6
7
8
<input checked="" type="checkbox"/> 9
10

Figure G-3



Appendix G: CITRIX- CONCURRENCY & MOBILITY MANAGEMENT SYSTEM (3/3)

Concurrency and Mobility Management System

Application Search:

Development | Approvals | Images | Save | Print Screen | Cancel | New CCAS | New CRC | Exit

Application Num	Create Date	Dev Number	Fee	Paid Date	Approved Date
112084.2	6/21/2023 11:49:44 AM	4090.17	688.0000	7/11/2023 9:30:41 AM	2/18/2022 10:18:42 AM

Expiration Date: 07/25/2024 | Rev Expiration Date: | ITE Edition: 11th Edition

Sub-Division >>

Type of Development | Project or Development Location | Agent and Owner Info. | Comments | Project or Development Spec.

A. ITE Code more

ITE Code: 130.0 - Industrial Park | None | Pr. ITE Code: None | None

Current Zoning: PUD - planned unit development; cor | None | Previous Zoning: None | None

B. Gross square feet by land use code | **Land Use Category**: None

D. Project Phasing Schedule | **E. Project Buildout Year**

F. Total Land Area: 13.10 Acres | **Estimated Cost**: | **G. Enclosed area of proposed development**: 185640.00 Sq. Feet

H. Total Dwelling Units: | **Used Dwelling Units**: | Single Family: | Duplex: | Triplex/ Quad: | Apartment: | MobileHomes: | Condos: | Number of Rooms: | Number of Bath: |

I. Water Source: Los Area: 01 | JEA | Private Utility | Private Well | **Sewage Disposal**: Los Area: 01 | JEA | Private Utility | Septic Tank

Figure G-4

Concurrency and Mobility Management System

Application Search:

Development | Approvals | Images | Save | Print Screen | Cancel | New CCAS | New CRC | Exit

Application Num	Create Date	Dev Number	Fee	Paid Date	Approved Date
112084.2	6/21/2023 11:49:44 AM	4090.17	688.0000	7/11/2023 9:30:41 AM	2/18/2022 10:18:42 AM

Expiration Date: 07/25/2024 | Rev Expiration Date: | ITE Edition: 11th Edition

Sub-Division >>

Type of Development | Project or Development Location | Agent and Owner Info. | Comments | Project or Development Spec. |




Comments

Proposed: 185,640 SF Warehouse (ITE 130) in an Industrial Park.
Full Mobility/ MOB Zone 9/ Suburban Area (SA)

Figure G-5



Appendix H: Mobility Fee Calculation Worksheet

Project Name:		ASDFASDFASDF	
Project Number:		12345.6	
Mobility Zone:		1	
Date:		April 1, 2025	
Required Data A x ((B x C) x D)			
		Data Provided by JPPD	SH
Project Location (Mobility Zone)	Choose (A) From Below	(A) 2025 Mobility Cost per VMT	1
(From Map)	Mobility Zone 1	\$80.80	
	Mobility Zone 2	\$62.64	
	Mobility Zone 3	\$87.64	
	Mobility Zone 4	\$84.47	
	Mobility Zone 5	\$85.42	
	Mobility Zone 6	\$89.07	
	Mobility Zone 7	\$43.80	
	Mobility Zone 8	\$47.43	
	Mobility Zone 9	\$42.71	
	Mobility Zone 10	\$35.36	
	Project Location (Development Area)	Choose From Below	(B) Length of VMT
	1 - Downtown Development Area	5.70	
	2 - Urban Priority Area	4.75	
	3 - Urban Development Area	4.90	
	4 - Suburban Development Area	5.21	
	5 - Rural Development Area	7.71	
(From Map)	Choose From Below	(D) Internal VMT Factor	1
	Mobility Zone 1	0.61	
	Mobility Zone 2	0.54	
	Mobility Zone 3	0.56	
	Mobility Zone 4	0.58	
	Mobility Zone 5	0.57	
	Mobility Zone 6	0.61	
	Mobility Zone 7	0.58	
	Mobility Zone 8	0.54	
	Mobility Zone 9	0.55	
	Mobility Zone 10	0.56	
Driveway Consolidation			N
Within 1/2 Mile of Transit Stop?			N
Transit Oriented Development?			N
Trip Adjustment Calculations ASDFASDFASDF			
A. Driveway Consolidation		Trip Reduction =	0.00%
A 2% trip reduction shall be given for approved driveway consolidation, driveway safety, and inter-parcel connectivity measures that reduce the number of conflicts between modes. Approved driveway consolidation means the elimination of a driveway that is legally obtainable by the project.			
B. Adjacent to Public Transit		Trip Reduction =	0.00%
A 2% trip reduction shall be given for any development, or portion of development, that is within 1/4 mile of a transit line/route. The reduction allowed in (B) shall not be combined with reduction allowed in (C) for calculation of the reduction.			
C. Transit Oriented Development		Trip Reduction =	0.00%
A 5% trip reduction shall be given for approved Transit Oriented Developments ("TOD") developed in compliance with Part 14 of the Zoning Code and located within one fourth (1/4) mile from a Bus Rapid Transit station.			
D. Trip Reduction = A+B+C			0.00%
Mobility Fee Eligible Trip Calculation			
		Approved By LMB	1/29/2025
E. Gross Vehicle Trips (Average daily trips from trip generation worksheet)			0
F. Internal Trips Reduction (from internal capture worksheet)			0
G. Diverted Linked Trips (from trip generation worksheet)			0
H. 75% Diverted Linked Trips Reduction = I * 0.75 (Diverted linked trip credit is 75% of the total number of calculated diverted link trips in order to account for the additional length of this type of trip)			0
I. Pass-By Trips Reduction (from trip generation worksheet)			0
J. Net External Trips = E - F - G - I			0
K. Trip Reduction Adjustments = D * J			0
L. Existing Use Trips Reduction (Average daily trips from current use)			0
M. (C) Development Daily Vehicle Trips (NET NEW TRIPS) = K - L			0
Mobility Fee Calculation			
N. (A) Cost per VMT (Mobility Zone)			\$80.80
O. (B) Average Trip Length in Project Development Area			5.21
P. (D) INTERNAL VMT FACTOR			0.61
R. Mobility Fee = M * N * O * P			\$0.00
Source: Mobility Fee Handbook			



Appendix I: Concurrency and Mobility Test Agencies and Contact Persons**Concurrency and Mobility Management System Office (CMMSO)**

Planning Department – Transportation Planning Division: [CMMSO Website](#)
Ed Ball Building, 2nd Floor, 214 N. Hogan Street – Jacksonville, Florida 32202
Main Office: 255-8330 | Fax: 255-8331 | Email: CMMSO@coj.net

For specific information and approvals contact:**Mobility Fee**

Planning Department – Transportation Planning Division (TPD): [TPD Website](#)
Ed Ball Building, 214 N. Hogan Street, 3rd Floor - Jacksonville, Florida 32202
Main Office: (904) 255-7800 | Fax: (904) 255-7885

Drainage

Public Works Department – Development Services (DS) Division: [Review Group Website](#)
Ed Ball Building, 214 N. Hogan Street, 2nd Floor - Jacksonville, Florida 32202
Review Group Office: (904) 255-8310 | Fax: (904) 255-8311 | Email: ReviewGrp@coj.net

Addressing

Public Works Department – Development Services (DS) Division: [Addressing Website](#)
Ed Ball Building, 214 N. Hogan Street, 2nd Floor - Jacksonville, Florida 32202
Addressing Office: (904) 255-8340 | Fax: (904) 301-3820 | Email: Address@coj.net

Water and Sewer

JEA, Water & Sewer Business Unit: [Website](#)
225 N Pearl Street, Jacksonville, Florida 32202
Phone: (904) 665-6000 | Email: waterwastewater@jea.com

Recreation

Parks, Recreation and Community Services Department: [Website](#)
Ed Ball Building, 214 N. Hogan Street, 4th Floor, Jacksonville, Florida 32202
Phone: (904) 255-7919 | Email: JaxParks@coj.net

Solid Waste

Public Works Department – Solid Waste Division: [Website](#)
1031 Superior Street, Jacksonville, Florida 32254
Phone: (904) 255-7500 | (904) 630-CITY | Fax: 387-8905 | Email: WillW@coj.net

School Concurrency

Duval County Public Schools (DCPS): [DCPS Concurrency Website](#)
1701 Prudential Drive, 5th Floor, Jacksonville, Florida 32207
Randy Gallup: (904) 390-2358 | Fax: (904) 390-2265 | Email: GallupW@duvalschools.org



Appendix J: ITE Land Use Codes (1/7)

Trip Generation Worksheet- 11th Edition ITE

Land Use Type	Unit Type	ITE Code	Trip Rate (Per Day)	Trip % Diverted Linked ³	Trip % Pass-By ⁴
Port & Terminal					
Commercial Airport	Employees	21	10.28	0.0%	0.0%
General Aviation Airport	Employees	22	14.94	0.0%	0.0%
Intermodal Truck Terminal	1000 SF GFA	30	20.78	0.0%	0.0%
Intermodal Truck Terminal	Employees	30	7.67	0.0%	0.0%
Park-and-Ride Lot with Bus or Light Rail	Parking Spaces	90	3.24	0.0%	0.0%
Total Port & Terminal					
Industrial					
General Light Industry	1000 SF GFA	110	4.87	0.0%	0.0%
General Light Industry	1000 SF GFA	110	4.87	0.0%	0.0%
General Light Industry - Trucks	1000 SF GFA	110	0.25	0.0%	0.0%
General Light Industry	Employees	110	3.10	0.0%	0.0%
General Light Industry - Trucks	Employees	110	0.29	0.0%	0.0%
Industrial Park	1000 SF GFA	130	3.37	0.0%	0.0%
Industrial Park	Employees	130	2.91	0.0%	0.0%
Manufacturing	1000 SF GFA	140	4.75	0.0%	0.0%
Manufacturing - Trucks	1000 SF GFA	140	0.45	0.0%	0.0%
Manufacturing	Employees	140	2.51	0.0%	0.0%
Manufacturing	ACRES	140	39.53	0.0%	0.0%
Manufacturing - Trucks	ACRES	140	2.80	0.0%	0.0%
Warehouse	1000 SF GFA	150	1.71	0.0%	0.0%
Warehouse - Trucks	1000 SF GFA	150	0.60	0.0%	0.0%
Warehouse	Employees	150	5.05	0.0%	0.0%
Mini-Warehouse	1000 SF GFA	151	1.45	0.0%	0.0%
Mini-Warehouse	Storage Unit (100s)	151	17.96	0.0%	0.0%
Mini-Warehouse	Storage Unit (100s)	151	17.96	0.0%	0.0%
Flex Warehouse/Industrial Park - Local Trip Gen Study	1000 SF GFA	152	2.18	0.0%	0.0%
Flex Warehouse/Industrial Park - Trucks ONLY - Local Trip Gen Study	1000 SF GFA	152	0.47	0.0%	0.0%
High-Cube Transload & Short-Term Warehouse	1000 SF GFA	154	1.40	0.0%	0.0%
High-Cube Transload & Short-Term Warehouse - Trucks	1000 SF GFA	154	0.22	0.0%	0.0%
High-Cube Fulfillment Center Warehouse	1000 SF GFA	155	1.81	0.0%	0.0%
High-Cube Fulfillment Center Warehouse - Trucks	1000 SF GFA	155	0.23	0.0%	0.0%
High-Cube Parcel Hub Warehouse	1000 SF GFA	156	4.63	0.0%	0.0%
High-Cube Parcel Hub Warehouse - Trucks	1000 SF GFA	156	0.56	0.0%	0.0%
High-Cube Cold Storage Warehouse	1000 SF GFA	157	2.12	0.0%	0.0%
High-Cube Cold Storage Warehouse - Trucks	1000 SF GFA	157	0.75	0.0%	0.0%
Data Center	1000 SF GFA	160	0.99	0.0%	0.0%
Utility	1000 SF GFA	170	12.29	0.0%	0.0%
Utility - Trucks	1000 SF GFA	170	0.20	0.0%	0.0%
Specialty Trade Contractor	1000 SF GFA	180	9.82	0.0%	0.0%
Specialty Trade Contractor	Employees	180	2.37	0.0%	0.0%
Marijuana Cultivation & Processing Facility	1000 SF GFA	190	7.11	0.0%	0.0%
Total Industrial					
Residential					
Single Family Detached Housing (General Urban/Suburban)	Dwelling Units	210	9.43	0.0%	0.0%



Appendix J: ITE Land Use Codes [2/7]

Land Use Type	Unit Type	ITE Code	Trip Rate (Per Day)	Trip % Diverted Linked ^a	Trip % Pass-By ^d
Single Family Attached Housing (General Urban/Suburban)	Dwelling Units	215	7.20	0.0%	0.0%
Multi-Family Low-Rise (General Urban/Suburban)	Dwelling Units	220	6.74	0.0%	0.0%
Multi-Family Mid-Rise (General Urban/Suburban)	Dwelling Units	221	4.54	0.0%	0.0%
Multi-Family Mid-Rise (Dense Multi-Use Urban)	Dwelling Units	221	2.93	0.0%	0.0%
Multi-Family Mid-Rise (Center City Core)	Dwelling Units	221	2.67	0.0%	0.0%
Multi-Family High-Rise (General Urban/Suburban)	Dwelling Units	222	4.54	0.0%	0.0%
Multi-Family High-Rise (Dense Multi-Use Urban)	Dwelling Units	222	1.89	0.0%	0.0%
Multi-Family High-Rise (Center City Core)	Dwelling Units	222	9.04	0.0%	0.0%
Affordable Housing (General Urban/Suburban)	Dwelling Units	223	4.81	0.0%	0.0%
Affordable Housing (Dense Multi-Use Urban)	Dwelling Units	223	3.83	0.0%	0.0%
Affordable Housing (City Center Core)	Dwelling Units	223	3.74	0.0%	0.0%
Off-Campus Student Apartment(Low-Rise - Adjacent to Campus)	Bedrooms	225	3.57	0.0%	0.0%
Off-Campus Student Apartment(Low-Rise - Over 1/2 Mile from Campus)	Bedrooms	225	3.97	0.0%	0.0%
Off-Campus Student Apartment(Mid-Rise - Adjacent to Campus)	Bedrooms	226	2.57	0.0%	0.0%
Off-Campus Student Apartment(High-Rise - Adjacent to Campus)	Bedrooms	227	0.44	0.0%	0.0%
Low-Rise Residential W/ Ground-Floor Commercial (GFA 1-25K)	Dwelling Units	230	3.44	0.0%	0.0%
Mid-Rise Residential W/Ground-Floor Commercial/Dense Urban (GFA 1-25K)	Dwelling Units	231	3.11	0.0%	0.0%
Mid-Rise Residential W/Ground-Floor Commercial/City Core (GFA 1-25K)	Dwelling Units	231	3.56	0.0%	0.0%
Mid-Rise Residential W/Ground-Floor Commercial/Dense Urban (GFA 25-65K)	Dwelling Units	231	7.44	0.0%	0.0%
Mid-Rise Residential W/Ground-Floor Commercial/City Core (GFA 25-65K)	Dwelling Units	231	4.67	0.0%	0.0%
High-Rise Residential W/Ground-Floor Commercial/Dense Urban (GFA 1-25K)	Dwelling Units	232	2.33	0.0%	0.0%
Mobile Home Park	Dwelling Units	240	7.12	0.0%	0.0%
Senior Adult Housing - Single-Family	Dwelling Units	251	4.31	0.0%	0.0%
Senior Adult Housing - Multi-Family	Dwelling Units	252	3.24	0.0%	0.0%
Congregate Care (Assisted Living) Facility	Dwelling Units	253	2.21	0.0%	0.0%
Assisted Living	Beds	254	2.60	0.0%	0.0%
Assisted Living	1000 SF GFA	254	4.19	0.0%	0.0%
Continuing Care Retirement Community	Units	255	2.47	0.0%	0.0%
Recreational Homes (Rural)	Dwelling Units	260	3.55	0.0%	0.0%
Timeshare	Dwelling Units	265	8.63	0.0%	0.0%
Residential PUD	Dwelling Units	270	7.31	0.0%	0.0%
Total Residential					
Lodging					
Hotel (Holiday Inn Express Study)	Rooms	310	3.74	0.0%	0.0%
Hotel (General Urban/Suburban)	Rooms	310	7.99	0.0%	0.0%
Hotel (Center City Core)	Rooms	310	5.49	0.0%	0.0%
All Suites Hotel (General Urban/Suburban)	Rooms	311	4.40	0.0%	0.0%
All Suites Hotel (Dense Multi-Use Urban)	Rooms	311	2.24	0.0%	0.0%
Business Hotel (General Urban/Suburban)	Rooms	312	4.02	0.0%	0.0%
Business Hotel (Center City Core)	Rooms	312	2.72	0.0%	0.0%
Motel	Rooms	320	3.35	0.0%	0.0%
Resort Hotel	Rooms	330	4.56	0.0%	0.0%
Total Lodging					
Recreational					
Public Park	Acres	411	0.78	0.0%	0.0%



Appendix J: ITE Land Use Codes [3/7]

Land Use Type	Unit Type	ITE Code	Trip Rate (Per Day)	Trip % Diverted Linked ³	Trip % Pass-By ⁴
Public Park	Employees	411	59.53	0.0%	0.0%
Campground/Recreational Vehicle Park	Acres	416	5.33	0.0%	0.0%
Marina	Berths	420	2.41	0.0%	0.0%
Golf Course	Holes	430	30.38	0.0%	0.0%
Golf Course	Acres	430	3.74	0.0%	0.0%
Minature Golf Course	Holes	431	3.67	0.0%	0.0%
Gold Driving Range	Tees/Driving Positions	432	13.65	0.0%	0.0%
Batting Cage	Cages	433	24.67	0.0%	0.0%
Rock Climbing Gym	1000 SF GFA	434	18.22	0.0%	0.0%
Multipurpose Recreational Facility	1000 SF GFA	435	39.78	0.0%	0.0%
Trampoline Park	1000 SF GFA	436	16.67	0.0%	0.0%
Bowling Alley	Bowling Lanes	437	16.67	0.0%	0.0%
Adult Cabaret	1000 SF GFA	440	32.56	0.0%	0.0%
Movie Theater	1000 SF GFA	445	78.09	0.0%	0.0%
Movie Theater	Movie Screens	445	220.00	0.0%	0.0%
Horse Racetrack	Seats	452	0.60	0.0%	0.0%
Automobile Racetrack	Attendees	453	3.11	0.0%	0.0%
Dog Racetrack	Attendees	454	1.67	0.0%	0.0%
Professional Baseball/Soccer Stadium	Attendees	462	1.24	0.0%	0.0%
Ice Rink	1000 SF GFA	465	1.89	0.0%	0.0%
Bingo Hall	Seats	470	5.33	0.0%	0.0%
Casino	1000 SF GFA	473	388.18	0.0%	0.0%
Amusement Park	Acres	480	53.41	0.0%	0.0%
Water Slide Park	Acres	482	150.33	0.0%	0.0%
Water Slide Park	Employees	482	16.70	0.0%	0.0%
Water Slide Park	Parking Spaces	482	2.27	0.0%	0.0%
Soccer Complex	Fields	488	71.33	0.0%	0.0%
Tennis Courts	Courts	490	30.32	0.0%	0.0%
Racquet/Tennis Club	Courts	491	27.71	0.0%	0.0%
Racquet/Tennis Club	1000 SF GFA	491	16.33	0.0%	0.0%
Health/Fitness Club	1000 SF GFA	492	38.33	0.0%	0.0%
Athletic Club	1000 SF GFA	493	69.89	0.0%	0.0%
Recreational Community Center	1000 SF GFA	495	28.82	0.0%	0.0%
Recreational Community Center	Members (1000s)	495	203.89	0.0%	0.0%
Total Recreational					
Institutional					
Military Base	Employees	501	4.33	0.0%	0.0%
Elementary School	Students	520	2.27	0.0%	0.0%
Elementary School	Employees	520	22.50	0.0%	0.0%
Middle/Junior High School	Students	522	2.10	0.0%	0.0%
Middle/Junior High School	Employees	522	23.41	0.0%	0.0%
High School	Students	525	1.94	0.0%	0.0%
High School	Employees	525	21.95	0.0%	0.0%
School District Office	1000 SF GFA	528	14.37	0.0%	0.0%
School District Office	Employees	528	5.08	0.0%	0.0%



Appendix J: ITE Land Use Codes [4/7]

Land Use Type	Unit Type	ITE Code	Trip Rate (Per Day)	Trip % Diverted Linked ^a	Trip % Pass-By ^a
Private School (K-8)	Students	530	4.11	0.0%	0.0%
Private School (K-8)	Employees	530	24.22	0.0%	0.0%
Private School (K-12)	Students	532	2.48	0.0%	0.0%
Private School (K-12)	Employees	532	16.43	0.0%	0.0%
Private High School	Students	534	2.17	0.0%	0.0%
Private High School	Employees	534	15.12	0.0%	0.0%
Charter Elementary School	Students	536	1.85	0.0%	0.0%
	Employees	536	13.93	0.0%	0.0%
Charter School (K-12)	Students	538	9.22	0.0%	0.0%
Charter School (K-12)	Employees	538	118.44	0.0%	0.0%
Junior/Community College	Students	540	1.15	0.0%	0.0%
Junior/Community College	Employees	540	14.61	0.0%	0.0%
University/College	Students	550	1.56	0.0%	0.0%
University/College	Employees	550	8.89	0.0%	0.0%
Church	1000 SF GFA	560	7.60	0.0%	0.0%
Synagogue	1000 SF GFA	561	32.44	0.0%	0.0%
Mosque	1000 SF GFA	562	46.89	0.0%	0.0%
Day Care Center	1000 SF GFA	565	47.62	32.0%	44.0%
Day Care Center	Students	565	4.09	32.0%	44.0%
Day Care Center	Employees	565	21.38	32.0%	44.0%
Cemetery	Acres	566	6.02	0.0%	0.0%
Cemetery	Employees	566	51.75	0.0%	0.0%
Adult Detention Center	1000 SF GFA	571	4.09	0.0%	0.0%
Adult Detention Center	Employees	571	3.04	0.0%	0.0%
Fire and Rescue Station	1000 SF GFA	575	5.33	0.0%	0.0%
Museum	1000 SF GFA	580	2.00	0.0%	0.0%
Library	1000 SF GFA	590	72.05	0.0%	0.0%
Total Educational					
Medical					
Hospital	1000 SF GFA	610	10.77	0.0%	0.00%
Hospital	Beds	610	22.32	0.0%	0.00%
Hospital	Employees	610	3.77	0.0%	0.00%
Nursing Home	1000 SFGFA	620	6.75	0.0%	0.00%
Nursing Home	Beds	620	3.06	0.0%	0.00%
Nursing Home	Employees	620	3.31	0.0%	0.00%
Clinic (General Urban/Suburban)	1000 SF GFA	630	37.60	0.0%	0.00%
Clinic (General Urban/Suburban)	Employees	630	13.90	0.0%	0.00%
Animal Hospital/Veterinary Clinic	1000 SF GFA	640	21.50	0.0%	0.00%
Animal Hospital/Veterinary Clinic	Employees	640	12.69	0.0%	0.00%
Free-Standing Emergency Room	1000 SF GFA	650	24.94	0.0%	0.00%
Total Medical					
Office					
General Office Greater than 10,000 SF (General Urban/Suburban)	1000 SF GFA	710	10.84	0.0%	0.00%
General Office Greater than 10,000 SF (General Urban/Suburban)	Employees	710	3.33	0.0%	0.00%
General Office Greater than 10,000 SF (Dense Multi-Use Urban)	1000 SF GFA	710	13.68	0.0%	0.00%



Appendix J: ITE Land Use Codes [5/7]

Land Use Type	Unit Type	ITE Code	Trip Rate (Per Day)	Trip % Diverted Linked ^a	Trip % Pass-By ^a
General Office Greater than 10,000 SF (Center City Core)	1000 SF GFA	710	14.99	0.0%	0.00%
Small Office Building - Less than 10,000 SF (General Urban/Suburban)	1000 SF GFA	712	14.39	0.0%	0.00%
Corporate Headquarters Building (General Urban/Suburban)	1000 SF GFA	714	7.95	0.0%	0.00%
Corporate Headquarters Building (Center City Core)	1000 SF GFA	714	13.14	0.0%	0.00%
Single-Tenant Office Building	1000 SF GFA	715	13.07	0.0%	0.00%
Medical-Dental Office Building (Stand Alone)	1000 SF GFA	720	36.00	0.0%	0.00%
Medical-Dental Office Building (Within/Near Hospital Campus)	1000 SF GFA	720	31.86	0.0%	0.00%
Government Office building	1000 SF GFA	730	22.59	0.0%	0.00%
State Motor Vehicles Department	1000 SF GFA	731	11.21	0.0%	0.00%
United States Post Office	1000 SF GFA	732	103.94	0.0%	0.00%
Office Park	1000 SF GFA	750	11.07	0.0%	0.00%
Research & Development Center	1000 SF GFA	760	11.08	0.0%	0.00%
Business Park	1000 SF GFA	770	12.44	0.0%	0.00%
Total Office					
Retail					
Tractor Supply Store	1000 SF GFA	810	15.56	0.00%	0.00%
Construction Equipment Rental Store	1000 SF GFA	811	11.00	0.00%	0.00%
Building Materials & Lumber Store	1000 SF GFA	812	17.05	0.00%	0.00%
Free-Standing Discount Superstore (102K-226K)	1000 SF GFA	813	50.52	0.00%	29.00%
Variety Store - Urban/Suburban (8K-17K)	1000 SF GFA	814	63.66	0.00%	34.00%
Variety Store - Dense Multi-Use Urban	1000 SF GFA	814	37.27	0.00%	34.00%
Free-Standing Discount Store (66K-133K)	1000 SF GFA	815	53.87	39.00%	20.00%
Hardware/Paint Store (7.5K-11K)	1000 SF GFA	816	8.07	29.50%	26.00%
Nursery (Garden Center)	1000 SF GFA	817	68.10	0.00%	0.00%
Nursery (Garden Center)	Acres	817	108.10	0.00%	0.00%
Nursery (Wholesale)	1000 SF GFA	818	58.22	0.00%	0.00%
Shopping Center (Greater Than 150K)	1000 SF GLA	820	37.01	28.00%	23.00%
Shopping Plaza W/ Supermarket (40-150K)	1000 SF GLA	821	94.49	18.00%	40.00%
Shopping Plaza W/O Supermarket (40-150K)	1000 SF GLA	821	67.52	18.00%	40.00%
Strip Retail Plaza (Less Than 40K)	1000 SF GLA	822	54.45	18.00%	40.00%
Factory Outlet Center	1000 SF GLA	823	26.59	0.00%	0.00%
Automobile Sales (New Dealership & Service)	1000 SF GFA	840	27.84	0.00%	0.00%
Automobile Sales (New Dealership Service Bays)	Service Bays	840	25.11	0.00%	0.00%
Automobile Sales (Used Car Dealership)	1000 SF GFA	841	27.06	0.00%	0.00%
Recreational Vehicle Sales	1000 SF GFA	842	5.00	0.00%	0.00%
Automobile Parts Sales	1000 SF GFA	843	54.57	13.00%	43.00%
Tire Store	1000 SF GFA	848	27.69	10.00%	25.00%
Tire Store	Service Bays	848	38.00	10.00%	25.00%
Tire Superstore	1000 SF GFA	849	20.37	10.00%	25.00%
Tire Superstore	Service Bays	849	30.55	10.00%	25.00%
Supermarket	1000 SF GFA	850	93.84	25.00%	24.00%
Supermarket (Dense Multi-Use Urban)	1000 SF GFA	850	107.42	25.00%	24.00%
Supermarket (City-Center Core)	1000 SF GFA	850	66.78	25.00%	24.00%
Convenience Market	1000 SF GFA	851	762.28	0.00%	0.00%
Convenience Market (Dense Multi-Use Urban)	1000 SF GFA	851	1496.03	0.00%	0.00%



Appendix J: ITE Land Use Codes [6/7]

Land Use Type	Unit Type	ITE Code	Trip Rate (Per Day)	Trip % Diverted Linked ³	Trip % Pass-By ⁴
Discount Club	1000 SF GFA	857	42.46	0.00%	34.00%
Farmers Market	Acres	858	1998.22	0.00%	0.00%
Wholesale Market	1000 SF GFA	860	19.56	0.00%	0.00%
Sporting Goods Superstore	1000 SF GFA	861	23.78	0.00%	0.00%
Home Improvement Superstore	1000 SF GFA	862	30.74	6.00%	42.00%
Electronic Superstore	1000 SF GFA	863	41.05	33.00%	40.00%
Toys/Children's Supertstore	1000 SF GFA	864	55.56	0.00%	0.00%
Baby Superstore	1000 SF GFA	865	20.22	0.00%	0.00%
Pet Supply Superstore	1000 SF GFA	866	39.44	0.00%	0.00%
Office Supply Superstore	1000 SF GFA	867	30.78	0.00%	0.00%
Book Superstore	1000 SF GFA	868	143.60	0.00%	0.00%
Discount Home Furnishing Superstore	1000 SF GFA	869	20.00	0.00%	0.00%
Bed and Linen Superstore	1000 SF GFA	872	24.67	0.00%	0.00%
Department Store	1000 SF GFA	875	22.88	0.00%	0.00%
Apparel Store	1000 SF GFA	876	66.40	0.00%	0.00%
Arts and Crafts Store	1000 SF GFA	879	56.55	0.00%	0.00%
Pharmacy/Drug Store W/O Drive-Through (LESS THAN 10K)	1000 SFGFA	880	90.08	14.00%	53.00%
Pharmacy/Drug Store W/O Drive-Through (10K-13K)	1000 SFGFA	880	90.08	0.00%	53.00%
Pharmacy/Drug Store W/ Drive-Through	1000 SF GFA	881	108.40	11.00%	49.00%
Marijuana Dispensary	1000 SF GFA	882	211.12	0.00%	0.00%
Furniture Store	1000 SFGFA	890	6.30	10.33%	53.00%
Beverage Container Recycling Depot	1000 SFGFA	895	112.22	0.00%	0.00%
Medical Equipment Store	1000 SFGFA	897	6.00	0.00%	0.00%
Liquor Store	1000 SFGFA	899	107.21	0.00%	0.00%
Total Retail					
Service					
Walk-in Bank	1000 SF GFA	911	134.78	0.00%	0.00%
Bank W/Drive-through ONLY (ATM)	Lanes	912	125.03	20.00%	35.00%
Bank W/Drive-through (LESS THAN 3.6K)	1000 SF GFA	912	100.35	20.00%	35.00%
Bank W/Drive-through (Center City Core))	1000 SF GFA	912	178.40	0.00%	35.00%
Hair Salon	1000 SF GFA	918	16.11	0.00%	0.00%
Copy, Print, Express Ship Store	1000 SF GFA	920	82.44	0.00%	0.00%
Food Cart Pod	Food Carts	926	68.44	0.00%	0.00%
Fast Casual Restaurant	1000 SF GFA	930	97.14	0.00%	0.00%
Fine Dining Restaurant	1000 SF GFA	931	83.84	13.50%	44.00%
Fine Dining Restaurant	Seats	931	2.60	13.50%	44.00%
High Turnover (Sit-Down) Restaurant	1000 SF GFA	932	107.20	17.25%	43.00%
High Turnover (Sit-Down) Restaurant	Seats	932	4.37	17.25%	43.00%
Fast Food Rest W/O Drive-Through	1000 SF GFA	933	450.49	21.00%	51.00%
Fast Food Rest W/O Drive-Through	Seats	933	42.12	21.00%	51.00%
Fast Food Rest W/ Drive-Through	1000 SF GFA	934	467.48	21.00%	51.00%
Fast Food Rest W/ Drive-Through	Seats	934	19.52	21.00%	51.00%
Fast Food Rest W/ Drive-Through - No Indoor Seating	Drive-Thru Lanes	935	661.11	21.00%	51.00%
Coffee/Donut Shop W/O Drive-Through	1000 SF GFA	936	358.78	0.00%	69.00%
Coffee/Donut Shop W/O Drive-Through	Seats	936	47.33	0.00%	69.00%

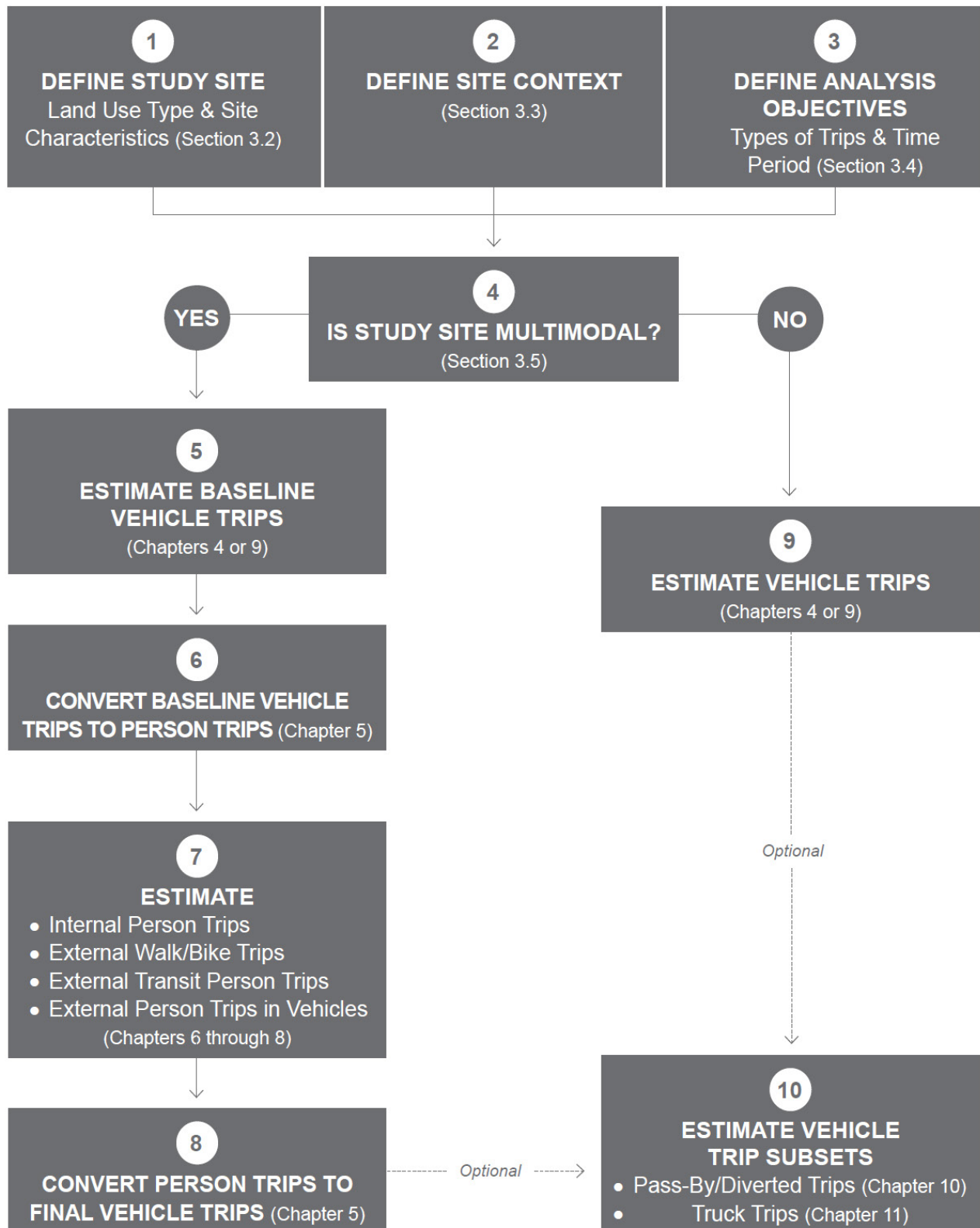


Appendix J: ITE Land Use Codes [7/7]

Land Use Type	Unit Type	ITE Code	Trip Rate (Per Day)	Trip % Diverted Linked ³	Trip % Pass-By ⁴
Coffee/Donut Shop W/ Drive-Through	1000 SF GFA	937	533.57	0.00%	69.00%
Coffee/Donut Shop W/ Drive-Through	Seats	937	16.67	0.00%	69.00%
Coffee/Donut Shop W/ Drive-Through & No Indoor Seating	Drive-Thru Lanes	938	179.00	0.00%	98.00%
Quick Lubrication Vehicle Shop	1000 SF GFA	941	69.57	0.00%	0.00%
Quick Lubrication Vehicle Shop	Service Positions	941	40.00	0.00%	0.00%
Automobile Care Center	1000 SF GFA	942	34.56	0.00%	0.00%
Automobile Care Center	Service Bays	942	16.89	0.00%	0.00%
Automobile Parts and Service Center	1000 SF GFA	943	16.60	0.00%	0.00%
Gasoline/Service Station (Less Than 2,000 SF GFA/2-8 VFPs)	VFPs	944	172.01	24.00%	57.00%
Gasoline/Service Station (Liquid Natural Gas)	VFPs	944	172.01	0.00%	0.00%
Convenience Store/Gas Station (2-4K GFA/2-8VFPs)	VFPs	945	265.12	29.00%	56.00%
Convenience Store/Gas Station (4-5.5K GFA)	VFPs	945	257.13	0.00%	75.00%
Convenience Store/Gas Station (5.5 - 10K GFA)	VFPs	945	345.75	0.00%	75.00%
Convenience Store/Gas Station (2-8 VFPs)	1000 SF GFA	945	624.20	29.00%	56.00%
Convenience Store/Gas Station (9-15 VFPs)	1000 SF GFA	945	700.43	0.00%	75.00%
Convenience Store/Gas Station (16-24 VFP)	1000 SF GFA	945	1283.38	0.00%	75.00%
Self-Service Car Wash	Wash Stalls	947	108.00	0.00%	0.00%
Automated Car Wash	1000 SF GFA	948	157.78	0.00%	0.00%
Automated Car Wash	Car Wash Tunnels	948	861.11	0.00%	0.00%
Car Wash & Detail Center	Wash Stalls	949	156.20	0.00%	0.00%
Truck Stop	Truck VFPs	950	224.00	0.00%	0.00%
Wine Tasting Room	1000 SF GFA	970	45.96	0.00%	0.00%
Brewery Tap Room	1000 SF GFA	971	61.69	0.00%	0.00%
Drinking Place	1000 SF GFA	975	126.22	0.00%	0.00%
Total Service					



Appendix K: ITE Analysis Approach for Estimating Site Trip Generation



Appendix L: Ownership & Agent Authorization Affidavit

CONCURRENCY OWNERSHIP & AGENT AUTHORIZATION AFFIDAVIT

I. OWNERSHIP:		
DATE:	The Ownership, as recorded on the deed, is in the name of:	
ADDRESS:		
RE#(s):		
<p>I hereby certify that _____ is the Owner of the property described above in connection with filing Concurrency & Mobility Management Applications submitted to the City of Jacksonville Planning and Development Department.</p>		
II. DESIGNATION OF AGENT (Leave Blank if not applicable):		
<p>As the owner of the above designated property I hereby authorize _____</p> <p>to act as my agent to submit any/all required documents to obtain concurrency approval.</p>		
III. ACKNOWLEDGEMENT:		
INDIVIDUAL <input type="checkbox"/>	*CORPORATION <input type="checkbox"/>	*PARTNERSHIP <input type="checkbox"/>
<p>_____ Signature</p> <p>_____ Print Name</p>	<p>_____ Position Title</p> <p>_____ Signature</p> <p>_____ Print Name</p>	<p>_____ Position Title</p> <p>_____ Signature</p> <p>_____ Print Name</p>

****Please provide documentation illustrating that signatory is an authorized representative of the corporation or authorized representative of the LLC. This may be shown through corporate resolution, power of attorney, or printout from sunbiz.org, etc.***

STATE OF FLORIDA
COUNTY OF DUVAL

Sworn to and subscribe and acknowledge before me by means of [☐] physical presence or [☐] online notarization, this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who took an oath.



(Signature of NOTARY PUBLIC)

(Printed name of NOTARY PUBLIC)

State of _____ at Large.

My commission expires: _____

CONCURRENCY AND MOBILITY MANAGEMENT SYSTEM OFFICE
214 N. Hogan Street, 2nd Floor Jacksonville, FL 32256 Phone: 904.255.8330 Fax: 904.255.8331 cmmso@coj.net



Appendix M: Memorandum of Mobility Fee Contract

Prepared by: Terrence Harvey, Attorney II
 Office of General Counsel
 117 W. Duval Street, Suite 480
 Jacksonville, Florida 32202

Return to: Lurise Bannister
 Planning Services Manager
 Transportation Division
 Ed Ball Building
 214 N. Hogan Street, Suite 2127
 Jacksonville, Florida 32202

EXHIBIT "H"

MEMORANDUM OF MOBILITY FEE CONTRACT

On _____, 20____, a Mobility Fee Contract (#_____) was entered into between the City of Jacksonville and _____, pursuant to the authority of Part 5, Chapter 655, Ordinance Code. The real property, which is subject to the contract, is described on Exhibit "A" attached hereto and incorporated herein by this reference. This contract is binding upon the successors and assigns of the parties and is subject to the following terms:

- (1) The term of the contract is for ____ year(s) and expires on _____, 20_____.
- (2) The Mobility Fee amount is \$_____, subject to the annual inflation adjustments.

The developers address is: _____, Jacksonville, FL 322____. The original Mobility Fee Contract is on file with the Jacksonville Planning and Development Department, Concurrence and Mobility Management System Office (CMMSO), Room 2127, 214 N. Hogan Street, Jacksonville, Florida 32202. A copy may be requested and/or additional information may be obtained by calling the CMMSO at 904-255-8330.

CITY OF JACKSONVILLE

By: _____
R. Brett James, LLA, AICP
Director, Planning & Development Department

**STATE OF FLORIDA
COUNTY OF DUVAL**

The foregoing Memorandum of Mobility Fee Contract was executed and acknowledged before me this _____ day of _____, 20____, by R. Brett James, as Director of Planning and Development. He is personally known to me and did not take an oath.

[Print or type name]
NOTARY PUBLIC
My Commission Expires: _____



Appendix N: Memorialization of Mobility Fee (1/2)

Memorialization of Mobility Fee
[Proposed Development Name]
CDN:

Owner/Developer:

Mobility Fee: \$ _____

Dear _____:

Pursuant to Section 655.508, *Jacksonville Ordinance Code*, the City of Jacksonville's Planning Department hereby issues this Mobility Fee Letter to _____ [Name of Developer], (hereinafter "Developer") on behalf of _____ [Name of Proposed Development], valid for a period of _____ years (maximum of 10 years) from the date of execution. The purpose of this letter is to provide Developer certainty that the Mobility Fee identified above, along with the Inflation Factors, is sufficient to support and mitigate the impacts of the proposed development on the City of Jacksonville's transportation system.

This Mobility Fee Letter is for a certain parcel of land located in Duval County, Florida, shown and described on **Exhibit "A"**. The Mobility Fee calculation is derived by applying the Institute of Transportation Engineers ("ITE") Codes for certain and specific uses on the Property, attached as **Exhibit "B"**. This Mobility Fee is subject to the Florida Department of Transportation's Inflation Factor, which has been incorporated and attached as **Exhibit "C"**, plus a 0.5% administrative fee.

Sincerely,

Director
Planning Department

Appendix N: Memorialization of Mobility Fee [2/2]

Exhibit A
(Legal Description and Boundary Sketch)

Exhibit B
(ITE Codes for Specific Use on Property)

Exhibit C
(FDOT Inflation Factor Sheet)



Appendix O: Standard Form Mobility Fee Contract (MCON) [1/4]

**CITY OF JACKSONVILLE
STANDARD FORM MOBILITY
FEE CONTRACT**

(For Administrative Approval)

§ 163.3180, *Florida Statutes*; and
Section 655, Part 5, *Ordinance Code*

THIS MOBILITY FEE CONTRACT is filed with the City of Jacksonville and is entered into on this _____ day of _____, 20____ [date shall be entered by the City upon execution by the Director], between the **CITY OF JACKSONVILLE**, a municipal corporation and a political subdivision of the State of Florida in Duval County (**CITY**) and _____ (**DEVELOPER**) herein collectively referred to as “the Parties.”

BACKGROUND FACTS and EXHIBITS

- A. DEVELOPER has proposed to commence a development as more specifically described herein and located on real property described in **Exhibit “A,” attached hereto** (the “Property”). **Exhibit “A”** shall include both the written legal description of the Property and a Boundary Sketch.
- B. The Proposed Development, including the Institute of Transportation Engineers (“ITE”) Land Use Codes or specialized trip generation study pursuant to Sec. 655.503, *Ordinance Code*, and corresponding square footage or other appropriate unit of measurement, is attached hereto as **Exhibit “B,”** (“Proposed Development”).
- C. The Mobility Fee Worksheets used by the Department in the formulation of the calculation of the Mobility Fee, including adjustments for URBEMIS and existing use trips reduction, if any, is attached hereto as **Exhibit “C.”**
- D. For a multi-year contract, Inflation Factors will be utilized as follows: (1) For the first year after the Effective Date of this Contract, there is no Inflation Factor. (2) For the second year after the Effective Date of this Contract, the Inflation Factor shall be the lesser of either the FDOT Inflation Factor, attached hereto as **Exhibit “D,”** or the Mobility Fee Certificate application fee. (3) For the years thereafter until the Term expires, the FDOT Inflation Factors attached as **Exhibit “D”** shall be utilized.
- E. The names and addresses of all the legal and equitable owner(s), as well as the DEVELOPER, are attached hereto as **Exhibit “E.”**
- F. A sample Memorandum of Agreement that will be recorded by the Department is attached hereto as **Exhibit “F.”**

NOW THEREFORE, based upon the foregoing recitals and in consideration of the commitments herein and the performance thereof, the CITY and DEVELOPER agree as follows:

1. **INCORPORATION OF RECITALS AND EXHIBITS.** The foregoing recitals are true and correct and, by reference, are incorporated into this contract. The applicable Exhibits of this contract, as listed above, are attached hereto, and incorporated herein by reference.
2. **PURPOSE.** The CITY and DEVELOPER desire to enter into this

[Contract name: _____ Date: _____].



Appendix O: Standard Form Mobility Fee Contract (MCON) [2/4]

Agreement in order to:

[] identify the Mobility Fee to be collected throughout the term of the Agreement;

[] memorialize the trip reduction associated with the demolition of a structure on the Property;

[] memorialize the credit awarded pursuant to Sec. 655.511, *Ordinance Code*.

3. **DEFINITIONS.** The terms used in this contract which are defined in Chapter 655, *Ordinance Code*, shall have the same meaning as provided therein. The terms used in this contract which are not defined in Chapter 655, *Ordinance Code*, are defined as follows:

(a) *Boundary Sketch* means a graphic depiction of real property, including directional and distance calls, according to the written legal description of the property. The sketch should show the context of the property such as abutting rights-of-way, waterways, and other prominent features so that the reader can easily determine where the property is located. If other parcels are shown, a heavier line weight shall be used to indicate the subject property boundary.

4. **TERM.** The term of this contract is (_____) year or years from its Effective Date and shall expire on _____.

5. **CONSISTENCY WITH COMPREHENSIVE PLAN AND ZONING DISTRICT.**

(a) The Future Land Use Map designation of the Property is _____.

(b) The Zoning District of the Property is _____. The Proposed Development is consistent with the foregoing. If the zoning district is a Planned Unit Development ("PUD"), include the ordinance number of the PUD.

6. **MEMORANDUM OF AGREEMENT.** Filed in substantially the same form as **Exhibit "F,"** attached hereto. The Memorandum shall be self terminating. The Department shall record a copy in the public records. A recorded copy shall be transmitted to the DEVELOPER within thirty (30) days after recording.

7. **EFFECTIVE DATE.** This contract shall become effective only upon execution by the Director. DEVELOPER acknowledges that the filing of this contract with the Department does not in any way guarantee approval by the CITY.

8. **AMENDMENT.** This contract may only be amended by a subsequent written contract entered into and executed by the Parties and approved by the CITY in accordance with the requirements of Chapter 655, *Ordinance Code*.

9. **NOTICES.** All written notices and demands of any kind which either party may be required or may desire to serve upon the other party in connection with this contract may be served by registered or certified mail as follows:

CITY: Director of Planning and Development Department
Ed Ball Building, 3rd floor
214 North Hogan Street
Jacksonville, Florida 32202

[Contract name: _____ Date: _____].



Appendix O: Standard Form Mobility Fee Contract (MCON) (3/4)

Concurrency and Mobility Management System Office
Ed Ball Building, 2nd Floor
214 North Hogan Street
Jacksonville, Florida 32202

Office of General Counsel
c/o Land Use Division
117 West Duval Street, Suite 480
Jacksonville, Florida 32202

DEVELOPER:

10. **SUCCESSORS AND ASSIGNS.** This contract shall be binding upon and inure to the benefit of the parties, and their respective successors and assigns.
11. **VENUE.** This contract will be governed by and construed in accordance with the laws of the State of Florida. The venue for any lawsuit arising from this contract shall be in Duval County, Florida.
12. **SEVERABILITY.** If any part of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this contract shall continue to be enforceable.
13. **COUNTERPARTS AND SIGNATURE PAGES.** This contract may be executed in two (2) or more counterparts, each of which shall be deemed an original. The signatures to this Agreement may be executed on separate pages, and when attached to this Agreement shall constitute one complete document.

[Contract name: _____ Date: _____].



Appendix Q: Standard Form Mobility Fee Contract (MCON) (4/4)

IN WITNESS WHEREOF, the parties have executed this contract as of the dates written below their respective names.

CITY OF JACKSONVILLE:

BY: _____

**WILLIAM B. KILLINGSWORTH, DIRECTOR,
PLANNING AND DEVELOPMENT
DEPARTMENT**

DATE: _____

FORM APPROVED:

DEVELOPER:**COMPANY**

NAME: _____

BY: _____

PRINT: _____

ITS: _____

DATE: _____

GC-#1432423-v1-Mob_Fee_Admin_K.doc

[Contract name: _____ Date: _____].



Appendix P: Notice of Appeal Form and Hearing Procedures (1/7)

**NOTICE OF APPEAL
CONCURRENCY AND MOBILITY MANAGEMENT SYSTEM
CITY OF JACKSONVILLE, FLORIDA**

Concurrency/Mobility Application # _____	Date: _____
Name of Applicant Taking Appeal: _____	
Address: _____	Telephone # _____
Name of Proposed Development: _____	
Address of Proposed Development: _____	
Property Owner/Agent: _____	Telephone # _____
Attorney for Property Owner/Agent: _____	
Decision to be Reviewed: _____	
Date of Decision: _____	
Specific Error Alleged as Grounds of _____	

Any reserve capacities either granted by concurrency test agencies during the review under appeal and/or those capacities needed by the proposed development that were unavailable, provoking a denial by a concurrency review agency, are held in place by the Concurrency and Mobility Management System for the time period described in Section 655.114, of the Ordinance Code.

APPEAL FEES

The Applicant taking appeal acknowledges Ordinances 655.114 and 655.116 requiring applicants to pay a \$1,000 fee plus the costs of a hearing officer (consult the CMMSO for current per hour rate). The Applicant agrees to pay \$1,000 fee forthwith plus a deposit of \$1,000 to be credited toward the hearing officer's fees. Any unused portion of the deposit shall be refunded by the City. Applicant agrees to reimburse the City for any hearing fees in excess of the deposit.

SIGNED: _____
Property Owner/Agent



Appendix P: Notice of Appeal Form and Hearing Procedures [2/7]**HEARING PROCEDURE FOR
CONCURRENCY AND MOBILITY MANAGEMENT SYSTEM APPEALS
PURSUANT TO CHAPTER 655**

Pursuant to the authority delegated under Section 655.106, *Ordinance Code*, the Director of Planning hereby promulgates and adopts the following procedures to govern the conduct of appeals pursuant to Chapter 655, *Ordinance Code*:

A. Notice of Appeal

1. Pursuant to Section 655.114, *Ordinance Code*, an applicant for either a Concurrency Reservation Certificate (CRC) or a Conditional Capacity Availability Certificate Statement (CCAS) may appeal any decision of technical determination made by the Director of Planning and Development, the Concurrency and Mobility Management System Office (CMMSO) or any reviewing division.
2. Appeals shall be made by filing a notice of appeal with the CMMSO within thirty (30) days of the issuance of the written decision being appealed.
3. The notice of appeal shall contain:
 - (a) A clear and plain statement of the decision to be reviewed and the date of the decision; and
 - (b) The specific error alleged as the grounds of the appeal.

B. Scheduling and Notification of Hearing Date.

1. A hearing on the appeal before the hearing officer shall be scheduled by the CMMSO for a date no more than sixty (60) days subsequent to the filing of a notice of appeal with the CMMSO, providing such notice is accompanied by a receipt from the Tax Collector evidencing payment of the required fee.
2. The applicant shall be given at least thirty (30) days written notice of the scheduled hearing date.

C. Hearing Officer

1. In the event of an appeal by an applicant, the Office of General Counsel shall appoint, after consultation with the CMMSO and the applicant, a hearing officer to hear the appeal.
2. The hearing officer shall be a Circuit Court Mediator certified by the Supreme Court of Florida.
3. The hearing officer shall be compensated as determined by the CMMSO, which compensation shall be paid by the applicant prior to the date of the hearing as part of the fee for the appeal.
4. Any person serving as a hearing officer and any firm with which he or she is associated is prohibited from acting as agent in any application or proceeding before any agency, board or commission of the City involving the property which was the subject of the appeal.



Appendix P: Notice of Appeal Form and Hearing Procedures [3/7]**D. Ex Parte Communications**

No ex parte communication relative to any pending case before the hearing officer shall be made at any stage of a proceeding, after the appointment of a hearing officer by the Office of General Counsel, by any party to the proceeding, by any person who has a direct or indirect interest in the proceeding, or by any authorized representative or counsel. Any violation of this section shall be reported, in writing, by the hearing officer and the report, which shall include a description of the substance of the communication, any response, and a copy of any written communication, any response, and a copy of any written communication, shall be part of the record.

E. Form of Documents

1. All documents filed with the hearing officer should contain the following:
 - (a) the title of the proceeding involved;
 - (b) the case, description or file number, if any;
 - (c) the name, address and telephone number of the person filing the document;
 - (d) the signature of the of the person filing the document; and
 - (e) the name of the party on whose behalf the document is filed;
2. All documents filed under these rules should be printed, typewritten or otherwise duplicated in legible form on white paper of standard size. The impression should be on one side of the paper only and lines should be double-spaced, except quotations of two or more lines, which should be single-spaced and indented.

F. Filing and Copies

1. The Planning Department shall be the custodian of all documents, including the application, the CMMSO decision, all documents entered into evidence in the appeal process, and the record of the proceedings.
2. "Filing" with the hearing officer means actual receipt of a document by the hearing officer at his/her office, except that during the course of a hearing, a hearing officer may accept a document, in which event the hearing officer shall note thereon the filing date. When a document is received by mail, the date of the filing shall relate back to the date of the postmark. The hearing officer shall forward all documents to the CMMSO upon disposition of the appeal.

G. Proof of Simultaneous Service Upon Other Parties

Whenever any party files a document with the hearing officer, that party shall simultaneously serve copies of such document upon the other parties to the proceeding. A certificate attesting to such service by mail, facsimile or personal delivery shall be provided to the hearing officer with the document at the time it is filed.

H. Representation

Any party shall have the right to appear in person, by counsel, or by other authorized representative.

I. Motions

Appendix P: Notice of Appeal Form and Hearing Procedures [4/7]

1. Written motions may be filed with the hearing officer prior to the hearing. Motions shall specifically state the grounds for the motion.
2. Written motions will normally be disposed of on the basis of the motion, together with any memoranda in support or in opposition following the expiration of a seven (7) day response period.
3. If the subject matter of the motion requires an earlier ruling, or if the hearing officer determines that oral argument is required, the movant shall arrange a motion hearing, which may be by telephonic conference call, and shall provide notice thereof to all parties of record.
4. Motions, other than those in opposition to the petition, shall include a statement that the movant was conferred with all other parties of record and shall state, as to each party, whether the party has any objection to the motion.
5. Whenever a motion recommends or requests action by the hearing officer which is dispositive of a matter, a proposed recommended order shall be filed with the motion by the movant.
6. Oral argument on motions is not a matter of right but may be allowed within the sound discretion of the hearing officer. Failure to request oral argument by the movant at the time the motion is filed, or by any other party within seven days of filing of the motion, shall constitute a waiver of the right to request oral argument.

J. Pre-Hearing Conference

1. The hearing officer may order a pre-hearing conference. The hearing officer may order the parties to meet prior to the pre-hearing conference.
2. Prior to a conference, the hearing officer may order the parties to provide a joint statement containing:
 - (a) relevant issues of law and fact;
 - (b) a declaration of which issues are agreed to and on which there is a dispute; and
 - (c) a list of fact and expert witnesses (which shall be identified as such) and concise statement of each witness' expected testimony.
3. Prior to a conference, the hearing officer may order the parties to submit memoranda of law on those issues of law which are disputed.
4. All matters settled, stipulated, or ordered at a conference shall be reduced to writing and made part of the record.

K. Evidence

1. Evidence which is stipulated upon by the parties (expert reports, documents, etc.) shall be submitted to the hearing officer at least ten (10) days prior to the hearing.
2. The hearing officer may take official recognition of any matters which may be judicially noticed by the courts of this state. Any party may request official recognition by motion and shall attach copies of the matters to which the motion is addressed.



Appendix P: Notice of Appeal Form and Hearing Procedures [5/7]**L. Legal Sufficiency**

Prior to taking evidence on any appeal, the hearing officer may test the legal sufficiency of an appeal on his own or any party's motion and dismiss it if it fails to sufficiently set forth a clear and plain statement of the decision to be reviewed or the specific error alleged as the grounds for the appeal.

M. Public Hearing

All hearings shall be open to the public and shall be held in a publicly accessible place.

N. Recordation

The City shall provide for a certified court reporter to preserve the testimony at each hearing; however, any party who deserves a transcript of the testimony shall order the same at its own expense.

O. Continuances

The hearing officer may grant a continuance of a hearing for good cause shown, or upon stipulation of both parties. Requests for continuance shall be made in writing. Except in cases of emergency, requests for continuance must be made at least five (5) days prior to the date notified for the hearing.

P. Failure to Appear

Applicants who have elected to have a hearing and who subsequently decide to waive their right to a hearing shall notify the hearing officer of such decision prior to the scheduled hearing. An applicant who does not so notify the hearing officer and who fails to appear at such hearing, shall be considered to have waived the right to further appeal.

Q. Evidence

The hearing shall not be governed according to technical rules relating to evidence and witnesses.

1. Any relevant evidence shall be admitted if it is the sort of evidence on which reasonable prudent persons are accustomed to rely in the conduct of their affairs.
2. Hearsay evidence must be used only to supplement or explain other evidence.
3. Evidence and testimony shall be limited to matters directly relating to standards set out in Chapter 655 and/or the 2045 Comprehensive Plan.
4. Irrelevant and unduly repetitious evidence shall be excluded.

R. Rights of Parties

Each party shall have the following rights:

1. to present evidence relevant to matters directly relating to standards set out in Chapter 655 and/or the 2045 Comprehensive Plan;
2. to cross-examine opposing witnesses on any matter relevant to the issues covered in the direct examination.
3. to impeach any witness; and
4. to rebut the evidence.

S. Burden of Proof

Appendix P: Notice of Appeal Form and Hearing Procedures [6/7]

The applicant shall have the burden of proof to establish by a preponderance of the evidence:

1. That there was an error in the decision or technical determination made by the Director of Planning, the CMMSO, or any of the reviewing divisions; or
2. That one or more of the requirements of Section 655.112, *Ordinance Code*, are satisfied, such that the necessary public facilities and services shall be available concurrent with the impacts of the development; or
3. That the requirements of Section 655.109(a) or (e), *Ordinance Code*, have been met; or
4. That there was an error in the calculation of the Mobility fee.

T. **Allegation of Error in Mobility Fee Calculation Procedure:**

1. Applicant may request that the hearing officer receive and consider findings of fact by a licensed professional traffic engineer (P.E.), provided by the applicant at his sole cost and expense, in reviewing the calculation of the Mobility fee and application of the standards and measures in the Concurrency and Mobility Management System Handbook.
2. Such a request shall be filed with the notice of appeal.
3. If such a request is filed, then, in conjunction with appointing the hearing officer as provided in 655.114(g), *Ordinance Code*, a traffic engineer ("appointed advisor") shall be appointed by the Office of the General Counsel from among the members of the Technical Advisory Committee appointed pursuant to Section 655.122.
4. The provisions applicable to the hearing officer set forth in subsection (g) of this Section regarding ex parte communications and compensation also shall apply to the appointed advisor.
5. The appointed advisor shall be privy to all filings of the parties in the appeal, shall attend the hearing, and may question witnesses.
6. Within fifteen (15) days after the hearing, the appointed advisor shall distribute to the hearing officer and the parties a report regarding the facts presented by the parties, including factual findings.
7. The hearing officer shall consider the report of the appointed advisor, and, in issuing the decision in the appeal, the hearing officer may overturn the findings of fact of the appointed advisor only upon concluding that the record contains no competent and substantial evidence supporting the findings of fact by the appointed advisor.

U. **Closing Statement**

After all of the evidence has been presented, both parties shall have an opportunity to make closing arguments.

V. **Proposed Orders**

All parties may file proposed orders with the hearing officer. The hearing officer shall set the time for filing, which time may be prior to the hearing or not less than ten (10) days after the hearing. Said proposed order shall contain:



Appendix P: Notice of Appeal Form and Hearing Procedures [7/7]

1. the time and place of the hearing;
2. appearances entered at the hearing;
3. issues;
4. proposed findings of fact;
5. conclusions and interpretations; and
6. disposition.

W. Decision

1. The decision of the hearing officer shall be reduced to writing, setting forth the finding and decision, and be filed with the CMMSO with a copy forwarded to all parties involved in the hearing within thirty (30) days after the hearing.
2. The written decision shall affirm, reverse, modify the decision of the CMMSO, or remand the decision of the CMMSO for further consideration. In the event the decision of the hearing officer effects a denial of a CCAS or CRC, the applicant entitled to the continuation of reserve capacity and opportunity to execute a notice of intent to negotiate a Memorandum of Agreement as provided in Section 655.111(b)(4)(iv), *Ordinance Code*, within ten (10) days from the date the denial is issued.
3. In the appeal of a calculation of a mobility fee, the applicant may elect to pay the fee as initially set by the CMMSO pending the outcome of the appeal. Such payment shall allow the applicant to proceed with approval of plans or permits as provided in Section 655.503, *Ordinance Code*. If the hearing officer decides that there was an error in the calculation of the mobility fee and that the applicant is entitled to a refund of a fee so paid, then, within sixty (60) days after the hearing officer's decision, the City shall refund such portion of the fee paid by the applicant as decided by the hearing officer.



Appendix Q: Extension of the Expiration Date Application Form (1/2)

**EXTENSION of the EXPIRATION DATE
APPLICATION FORM**
CITY OF JACKSONVILLE, FLORIDA

APPLICATION #	DEVELOPMENT #	ORIGINAL EXPIRATION DATE

I. TYPE OF CERTIFICATE EXTENSION REQUESTED:

<input type="checkbox"/>	Development Agreement, Development Order, Fair Share Agreement Contract, or Mobility Fee Contract under Section 252.363, Florida Statutes, pursuant to State of Emergency declared by the Governor. CMMSO will review and calculate the extended date, and will confirm in writing with a follow-up memo. No fee, covering the duration of Emergency Declaration plus one 6 month extension.
<input type="checkbox"/>	Conditional Capacity Availability Statement (CCAS) pursuant to one of four allowable six-month extension requests under Section 655.111(b)(6) upon showing of good cause. Fee \$114 for each six-month extension.
<input type="checkbox"/>	Concurrency Reservation Certificate (CRC) pursuant to one of four allowable six-month extension request under Section 655.111(c)(3) upon showing of good cause. Fee \$114 for each six-month extension.

II. AGENT AND OWNER INFORMATION:**OWNER'S INFORMATION**

Name:	Address (including city, state, zip):
Email:	Telephone:

AGENT'S INFORMATION

Name:	Address (including city, state, zip):
Email:	Telephone:



Appendix Q: Extension of the Expiration Date Application Form [2/2]**V. COMMENTS:** (If requesting an extension due to a State of Emergency, please list the relevant Executive Order(s) here or in an attachment)**GENERAL AUTHORIZATION****I hereby certify that I have read and understand** the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including attachments, is true and correct to the best of my knowledge.**Owner(s)**

Print Name: _____

Signature: _____

Applicant or Agent (if different than owner)

Print Name: _____

Signature: _____

Owner(s)

Print Name: _____

Signature: _____



