File No._____ Date Received:_____

Planning Department
6603 E. Hwy 22, Callaway, FL 32404
Phone (850) 871-4672 Fax (850) 871-2444
www.callaway.com

SUBDIVISION OR MULTI-FAMILY DEVELOPMENT ORDER APPLICATION

A. APPLICANT INFORMATION (Please print or type)

1. Name of applicant:_____
2. The applicant is the: A) Property Owner_____ or; B) Authorized Agent_____
   (If the applicant is an agent, attach a signed statement from the property owner granting permission for the agent to obtain any necessary permits.)
3. Applicant address:_____
   _____
4. Applicant telephone: (___)_____ Fax: (___)_____Email:_____
5. Name of project contact:_____
6. Project contact address:_____
   _____
7. Contact telephone: (___)_____Fax: (___)_____Email:_____
8. Name of person or firm the Development Order is to be issued to (If not same as the applicant):_____
   Address of recipient:_____
9. Review fee amount (Please attach check made payable to "City of Callaway".)
   - Development Order Review $500.00 * $_____
   - Residential Subdivision Submittal $500.00 * $_____
   - Deviation from Site Plan $500.00* $_____

   * **Plus** Engineering and Attorney review fees reimbursed as billed.
   (For a deviation from site plan, please attach a narrative citing approved development order detailing all proposed changes from approved development order.)

B. PROJECT INFORMATION

1. Project name: _____
2. Proposed use of site (in acres): _____
3. Number of units (or lots, if subdivision): _____
4. Number of bedrooms per dwelling: _____
5. Proposed density in units per acre and intensity in impervious surface ratio: _____
6. Are proposed roads, easements, stormwater facilities, and/or on-site utilities to be private or dedicated to the City? _____ dedicated to the City _____ private _____ combination (attach explanation)
7. Is this project part of an ***existing*** multi-phase development? ____ No ____ Yes; this project is part of _____
8. Is this project the start of a ***new*** multi-phase project? ____ No ____ Yes; this is a multi-phase project anticipated to be developed in _____ phases. This application is for phase(s) _____.
9. Has the City previously issued any development order for the subject parcel? ____ No ___Yes
   If yes, what is status of current development order? _____
   _____
10. Height of tallest building above grade: _____
11. Is this waterfront property: ___ No ___ Yes
    If yes, to which waterbody is this property adjacent? _____

C. DEVELOPMENT SITE INFORMATION

1. Current use of site (in acres): _____
2. Address of site: _____
3. Property appraiser's parcel ID#(s) _____
   _____
   _____

NOTE: Copy of deed with legal description MUST be included.

4. Size of property: _____ (square feet); _____ (acres)
5. Name(s) of adjacent street(s):
   North-_____ South-_____
   East-_____ West-_____

D. SITE LAND USE DESIGNATIONS

1. Future Land Use Map Designation: _____
2. Future Land Use Map Designation of Adjacent Parcels:
   North-_____ South-_____
   East-_____ West-_____
3. Is subject property in an Overlay(s): ____ Yes ____ No If yes, please specify

_____

_____

4. Subject property's zoning district(s):
   North- _____ South- _____
   East- _____ West- _____
5. Zoning districts of adjacent parcels:
   North- _____ South- _____
   East- _____ West- _____

E. SITE UTILITIES (Check all applicable services)

1. Water system
   Available capacity: _____
   Demand created by proposed development: _____
2. Sewer system
   Available capacity: _____
   Demand created by proposed development: _____

F. TRAFFIC IMPACTS

Please see Appendix A for Traffic Impact Analysis Guidelines for Development Order (Site Plan Submittal) Applications and Proportionate Fair-Share Transportation Mitigation information (Section 15.940 of LDR). Appendix B contains information on Transportation Impact Fees.

1. HURRICANE EVACUATION The subject property occurs in the following Hurricane Evacuation Zone(s): (Check all that apply)

   _____ Tropical Storm _____ Category 1 Hurricane _____ Category 2 Hurricane
   _____ Category 3 Hurricane _____ Category 4-5 Hurricane _____ N/A

G. SITE ENVIRONMENTAL INFORMATION (Check all that apply)

1. _____ Flood Zone Type: _____; Elevation _____
2. ____ Protected Trees (indicate type and size on site plan)
3. _____ Wetlands: _____FDEP ____ COE
4. _____ Shoreline
5. _____ Coastal Area
6. _____ Aquifer Recharge
7. _____ Wildlife Habitat

An environmental assessment should be included with the application. This assessment should be prepared by a licensed environmental firm, and at a minimum should address the following:

a) Hazardous materials inspection
b) Wetland delineation including all wetland buffers. Any recommended mitigation should be detailed
c) Characterization of the shoreline habitat and aquatic resources (shellfish, seagrass beds, etc.)
d) Characterization of the uplands ecosystems and soils
e) Ecosystem characterization, threatened and endangered species report, including recommended mitigation, if necessary

f) survey of the Florida Master Site File (administered by the Bureau of Historic Preservation, Division of Historical Resources) to determine the presence of items of historical, cultural or archeological significance

H. REQUIRED PERMITS (Check all that apply)

1. _____ Dredge and Fill (_____DEP _____COE)
2. _____ FDOT (_____Driveway Access _____ Drainage _____ Utility)
3. _____ Right-of-Way Use (_____ Bay County _____ City of Callaway)
4. _____ Driveway (____ Bay County ____ City of Callaway)
5. ____ Water Well (____NWFWMD ____ Health Dept)
6. _____ FDEP Water Distribution
7. _____ FDEP Wastewater Collection and Transmission
8. _____ FDEP Stormwater
9. ____ Others (specify): _____

I. CERTIFICATION OF RIGHT TO APPLY FOR DEVELOPMENT ORDER AND UNDERSTANDING OF TRANSPORTATION CONCURRENCY AND WETLANDS REQUIREMENTS

I hereby certify that the information contained herein is true and correct and that I am either the true and sole owner of the subject property, or am authorized to act on behalf of the true owner(s) in all regards in this matter, pursuant to proof and authorization submitted with the corresponding development application or attached hereto. I hereby represent that I have the lawful right and authority to file this application. I understand that submission of the form initiates a process and does not imply approval by the City of Callaway.

I further certify that I understand that issuance of a Certificate of Concurrency will require successful completion of Development Review, and that likewise no final development order will be issued except upon successful completion of this Concurrency Review. I further understand that "Inquiry Only" Review will result in no Certificate of Concurrency being issued, and therefore no binding assurance of future capacity, and that a Concurrency Review application will be required in conjunction with the first final development order applied for on this property.

I do hereby certify my understanding that a thirty (30) foot buffer is required between DEP jurisdictional wetlands, and a fifty (50) foot buffer is required between the mean high water line of East Bay and its tributaries. I understand that all vegetation must be preserved within the 30 foot buffer with no land clearing to occur. I further understand that erosion control measures (e.g., hay bales, silt fence) must be installed at the **landward** edge of the wetland buffer and along any ditch or other stormwater control structure prior to any clearing on the site and maintained throughout construction including final grading. I understand that a City of Callaway Development Order does not authorize any land clearing in jurisdictional wetlands and that permits must be obtained from the Department of Environmental Protection and/or the U. S. Army Corps of Engineers for development activities in wetlands.

By signing this application, the owner hereby authorizes the City of Callaway Planning Department to access the subject property to verify information contained in this application and accompanying submittal documents. Further, the person named as the Project Contact is authorized on my behalf (if applicable).

_____ _____

Owner's or Authorized Agent's signature Date

_____

(Please print or type name)

SUBDIVISION DEVELOPMENT ORDER CHECKLIST

The following items must be submitted with application packet.

1. Application checklist _____

2. Development Order Application _____
   (Please note: if applicant is an authorized agent, attach a signed statement from the property owner(s) granting permission for the agent to obtain any necessary permits)

3. Development Order Review Fee ($500) _____

4. Copy of deed _____

5. Drainage calculations _____

6. Plans (5 copies)
   Note: Please include a line on the construction plans (general notes page) stating the contractor is responsible for following required waste management practices.

   a) Aerial _____

   b) Survey/tree survey _____
      (Showing all existing topography, manmade features, and easements)

   c) Landscape plan _____
      (Showing open spaces and buffers)

   d) External public/private lighting _____

   e) Site plan _____
      (Must include location and arrangement of all proposed and existing buildings and structures, including floor area, square footage, height, setbacks, building separation, and parking requirements)

   f) Erosion and sedimentation control/waste control plan and clearing plan _____

   g) Site grading/drainage plan _____

   h) Utility plans _____

   i) Plan and profiles _____

   j) Construction details _____

   k) Rendering(s) of buildings and floor plans _____
      (For multi-family)

7. Preliminary plat _____

8. Home Association Documents, covenants, conditions, restrictions _____

9. Traffic study/impact analysis _____

10. Recreational concurrency/analysis _____

11. School concurrency/analysis _____

12. Jurisdictional Permits (Attach copies of each application applied for)

a) FDEP/NWFWMD Stormwater Permit _____

b) FDEP Wastewater Permit _____

c) FDEP Water Main Ext. Permit _____

d) NPDES Permit _____

e) FDOT Driveway Connection _____

f) FDOT Drainage Connection _____

g) Bay County Access/Drainage _____

h) Other: _____ _____

* Application review will not begin until all the above items have been submitted to the Planning Department.

SUBDIVISION OR MULTI-FAMILY DEVELOPMENT ORDER APPLICATION

APPENDIX A

TRAFFIC IMPACT ANALYSIS GUIDELINES AND PROPORTIONATE FAIR-SHARE TRANSPORTATION MITIGATION
(Section 15.940 of the LDR)

Date received: _____

CITY OF CALLAWAY
TRANSPORTATION CONCURRENCY REVIEW APPLICATION

($500 must be submitted with the application)

APPLICANT INFORMATION

Name of applicant: _____

The applicant is the: a) property owner_____ or, b) authorized agent _____

(If the applicant is an agent, attach a signed statement from the property owner granting permission for the agent to obtain necessary permits.)

Applicant address: _____

Applicant telephone: (___) _____ Fax: (__) _____ Email: _____

Name of contact for project: _____

Project contact address: _____

Contact telephone: (___) _____ Fax: (___) _____ Email: _____

Name of person or firm the development order is to be issued to (if not same as the applicant):

_____

Type of review

Minimal Development _____

Small Development _____

Large Development _____

PROJECT INFORMATION

Proposed use of site: _____

Number of units (or lots, if subdivision): _____

Amount of intensity: _____

Is this project part of an existing multi-phased development? ____No ____Yes

If yes, this project is part of _____

Is this project the start of a new multi-phased project? ____No ____Yes; this is a multi-phased project anticipated to be developed in ____ phases.

This application is for phase(s) _____

DEVELOPMENT SITE INFORMATION

Current use of site: _____
Address of site: _____
Property Appraiser's parcel ID #(s): _____
_____

Size of property: _____square feet _____acres
(Please attach legal description and survey of property with application if being submitted separately from the development order application)

PROPORTIONATE FAIR-SHARE MITIGATION

Current projects, project costs, calculation for fair-share per trip:

1. SR 22 (US 98 to Berthe Avenue segment) – widen SR 22 from 2 lanes to 4 lanes to increase capacity by 1,000 trips. Project cost for this segment is $8,125,464 to calculate the cost per trip the total project cost is divided by 1,000.

   $8,125,464 divided by 1,000 = $8,125.46 per trip

UNDERSTANDING OF TRANSPORTATION CONCURRENCY REQUIREMENTS

I hereby certify that the information contained herein, and in the included, supporting Transportation Concurrency Analysis, is true and correct and that I am either the true and sole owner of the subject property or am authorized to act on behalf of the true owner(s) in all regards on this matter, pursuant to proof and authorization submitted with the corresponding development application or attached hereto. I hereby represent that I have the lawful right and authority to file this application. I understand that submission of the form indicates a process and does not imply approval by the City of Callaway.

I further certify that I understand the issuance of a Certificate of Concurrency will require successful completion of development review and that likewise, no final development order will be issued except upon successful completion of the concurrency review.

By signing this application, the owner hereby authorizes Planning Department staff to access the subject property to verify information contained in this application and accompanying submittal documents. Further, the person named as the project contact is authorized on my behalf (if applicable).

_____ _____
Owner's or authorized agent's signature Date

_____
Please print or type name

Application for Development Order (Site Plan Submittal)
Traffic Impact Analysis Guidelines

The following are suggested guidelines to be followed when preparing a traffic impact analysis for an Application for Development Order. Upon approval of the Development Order, this concurrency analysis reserves capacity on the roadway network for the net new external project trips. The purpose of this traffic impact analysis is to identify the potential transportation deficiencies at the buildout year of the project. Should you have any questions regarding this analysis, please feel free to contact Amanda Richard, City of Callaway at (850) 871-6000.

1) A roadway link p.m. peak hour, peak direction level of service analysis as well as intersection analyses in the a.m. and p.m. peak hours should be completed.

2) Trip generation rates and equations should be based on *Institute of Transportation Engineers' Trip Generation* (latest available edition). The a.m./p.m. peak hour of adjacent street traffic trip generation equations (or rates), if available, should be used to calculate trip generation for the proposed development.

3) Methods and equations contained in the *ITE Trip Generation Handbook* should be used to calculate pass-by and internal capture, where appropriate.

4) Net new external project traffic should be distributed onto the surrounding study area roadway network. The distribution of traffic should be based upon travel patterns reflected in existing traffic volume data, knowledge of the local development, knowledge of local travel patterns, and/or using the latest Bay County TPO transportation model.

5) The study area is defined by significantly impacted roadway links plus one link beyond. Roadway links are significantly impacted if the net new external p.m. peak hour project trips in the peak direction are five percent (5%) or more of the service volume (p.m. peak hour, peak direction) at the adopted level of service (LOS) standard.

6) The study area roadway network should consider all collectors and arterials within the study area, and any adjacent roads that connect the development to collectors and arterials.

7) Roadways should be segmented based upon the Bay County Congestion Management System, the City of Callaway Concurrency Management System or other appropriate sources.

8) A significance test should be completed to determine the study area. Alternative calculations for roadway link service volumes are permitted if justified and completed in accordance with Florida Department of Transportation (FDOT) guidelines. A roadway link within the study area is considered to be significantly impacted if the net new external project traffic during the p.m. peak hour on a roadway link in the peak direction is estimated to be five percent (5%) or more of the service volume (p.m. peak hour, peak direction) at the adopted LOS standard.

9) For roadway links that are determined to be significantly impacted by project traffic, an analysis of the major intersections along the links (including the intersections at the end of the study area) should be completed. Major intersections are defined as the crossings of Federal, State, or major County/City/Local roadways. Intersections at project entrances should be analyzed as well.

10) The intersections should be analyzed for both the background (estimated background traffic volume at year of project buildout) and total (background traffic plus project trips) traffic conditions.

11) Buildout year background traffic is typically estimated by applying an appropriate historical growth rate to existing, collected peak season traffic volumes.

12) Intersection analyses should be performed by using either Highway Capacity Software (HCS) or Synchro.

13) For intersections projected to operate below the adopted level of service standard at project buildout, recommendations for improvements should be made. These improvements should return the intersection to a satisfactory level of service with total traffic volumes.

14) Turn lanes (left and right) warrants should be evaluated at all site entrances. Turn lane warrant analyses should be conducted in accordance with National Research Council and Transportation Research Board guidelines, and as consistent with FDOT proceedings.

15) The traffic analysis prepared for the Application for Development Order is to be signed and sealed by a qualified professional engineer whose primary area of expertise is transportation engineering/planning.

The above suggested guidelines shall not be construed as a final methodology statement for all projects. The responsible professional transportation engineer should recommend technical analysis methodologies based upon the specific project being proposed.

SECTION 15.940 PROPORTIONATE FAIR-SHARE TRANSPORTATION MITIGATION

(a) Purpose. The purpose of this Section 15.940 is to describe the method whereby the impacts of development on transportation facilities can be mitigated by the cooperative efforts of the public and private sectors, to be known as the Proportionate Fair-Share Program, as required by and in a manner consistent with Section 163.3180(16), F.S.

(b) Applicability. The Proportionate Fair-Share Program shall apply to all applicants for development in the City of Callaway that have been identified as having a lack of capacity to satisfy transportation concurrency on a transportation facility governed by the City of Callaway's long-term concurrency management system (CMS), including transportation facilities maintained by FDOT and other jurisdictions that are relied upon for concurrency determinations.

(c) Exclusions. The Proportionate Fair-Share Program does not apply to a multiuse development of regional impact (DRI) using Proportionate Fair-Share under Section 163.3180(12), F.S., or to developments exempted from concurrency as provided in the Comprehensive Plan, in other applicable land development regulations, and/or pursuant to the provisions of Chapter 163.3180, F.S., governing de minimis, onsite roadway improvements, or offsite improvements otherwise required by these regulations for non-deficient roadway segments.

(d) Minimum Requirements for Proportionate Fair-Share Mitigation. Notwithstanding section 15.905 of these Regulations, an applicant for development may choose to satisfy all transportation concurrency requirements by contributing or paying proportionate fair-share mitigation only under the following conditions:

1. The proposed development is consistent with the Comprehensive Plan, this section, and other applicable land development regulations.
2. The City of Callaway's long-term schedule of capital improvements for the long-term CMS includes transportation improvements that, upon completion, will satisfy the requirements of the City's transportation long-term CMS.
3. If the City of Callaway's long-term CMS indicates that the capacity of the transportation improvement set forth in the long-term schedule of capital improvements has already been consumed by the allocated trips of previously approved development, or the long-term schedule of capital improvements does not reflect the transportation improvement needed to satisfy concurrency, then the provisions of Item (d)(4) below shall apply.
4. The City may choose to allow an applicant to satisfy transportation concurrency through the Proportionate Fair-Share Program by contributing to an improvement that, upon completion, will fully mitigate for the additional traffic generated by the proposed development but is not contained in the long-term schedule of capital improvements as follows:

a) The City Commission votes to add the improvement to the long-term schedule of capital improvements no later than the next regularly scheduled update of the long-term schedule of capital improvements. To qualify for consideration under this section, the proposed improvement must be determined to be financially feasible pursuant to Section 163.3180(16)(b)1, F.S., consistent with the Comprehensive Plan, in compliance with the provisions of this section and other applicable land development regulations, and be reviewed by the City Commission. The term financial feasibility under this section means that additional contributions, payments or funding sources are reasonably anticipated during a period not to exceed 10 years to fully mitigate for the impacts of the proposed development on transportation facilities.

b) If the funds allocated for the long-term schedule of capital improvements are insufficient to fully fund construction of a transportation improvement required by the concurrency management system, the City may enter into a Binding Proportionate Fair-Share Agreement with the applicant pursuant with these regulations or, as a condition of development approval, authorize construction of that amount of development on which the fair-share is calculated for which the proposed proportionate fair-share mitigation will, in the opinion of the City or governmental entity maintaining the transportation facility, significantly benefit the impacted transportation system. Criteria governing this opinion include whether the proposed transportation improvements that would constitute proportionate fair-share mitigation are to be contained in an adopted short or long range transportation plan or program of the City, TPO, FDOT, or local or regional transit agency. Proposed improvements not reflected in an adopted transportation plan or program that would significantly reduce access problems, congestion and trips, or increase mobility in the impacted transportation system, such as new roads, additional right of way, service roads, operational improvements, improved network development, increased connectivity, roadway drainage, or transit oriented solutions, may also be considered at the discretion of the City. Any improvement or improvements funded by proportionate fair-share mitigation must be adopted into the long-term schedule of capital improvements at the next regularly scheduled update of the long-term schedule of capital improvements.

5. Any improvement project proposed to meet the developer's fair-share obligation must meet design standards of the improved facility's maintaining agency.

(e) Intergovernmental Coordination. Pursuant to policies in the Intergovernmental Coordination Element of the City of Callaway Comprehensive Plan and applicable policies in Bay County TPO programs (such as the Unified Work Program,

Transportation Improvement Program, Project Priorities, 2030 Long Range Transportation Plan, etc.), as amended, the City shall coordinate with affected jurisdictions, including FDOT and Bay County regarding mitigation to impacted facilities not under the jurisdiction of the City. An interlocal agreement may be established with other affected jurisdictions for this purpose.

(f) Application Process. The Proportionate Fair-Share Program shall be governed by the following procedures:

1. Within 10 days of determination of a lack of capacity to satisfy transportation concurrency, the applicant for development shall be notified in writing of the Proportionate Fair-Share Program and these regulations.
2. Prior to submitting an application for proportionate fair-share mitigation, a pre-application meeting shall be held to discuss eligibility, application submittal requirements, potential mitigation options, and related issues. If the impacted facility is on the Strategic Intermodal System (SIS), then FDOT will be notified and invited to participate in the pre-application meeting.
3. Eligible applicants shall submit an application to the City of Callaway Planning Department that includes an application fee of $500 and the following:

    a) Name, address, and phone number of owner(s), developer and agent;
    b) Property location, including parcel identification numbers;
    c) Legal description and survey of property;
    d) Project description, including type, intensity, and amount of development;
    e) Phasing schedule, if applicable;
    f) Description of requested proportionate fair-share mitigation method(s);
    g) Estimated value of the proposed fair-share mitigation pursuant to these regulations; and
    h) Copy of concurrency application.

4. The Planning Department (hereinafter the "Department") shall review the application and determine that the application is sufficient and complete within 10 business days. If an application is determined to be insufficient, incomplete, or inconsistent with the general requirements of the Proportionate Fair-Share Program and these regulations, then the applicant will be notified in writing of the reasons for such deficiencies within 20 business days of submittal of the application. If such deficiencies are not remedied by the applicant within 60 business days of notification, the Department shall deny the application. The Department may grant an extension of time if requested in writing from the applicant not to exceed 60 business days to cure such deficiencies, provided that the applicant has shown good cause for the extension and has taken reasonable steps to affect a cure.
5. Pursuant to Section 163.3180(16)(e), F.S., proposed proportionate fair-share mitigation for development impacts to facilities on the SIS requires the concurrence of FDOT. In such event, the applicant shall submit evidence that FDOT concurs with the proposed proportionate fair-share mitigation.

6. Within 60 business days from the date at which the application is deemed sufficient, complete, and eligible, the Department shall evaluate the application pursuant to these regulations and thereafter shall notify the applicant in writing whether the proposed proportionate fair-share mitigation application and Certificate of Concurrency has been approved, approved with conditions, or denied. A copy of the notice shall be provided to FDOT for any proposed proportionate fair-share mitigation proposed on a Strategic Intermodal System (SIS) facility, as well as any other FDOT facility. In addition to the initial application fee specified in subparagraph 3 above, the applicant shall reimburse the City for all fees (including but not limited to legal and engineering), expenses and internal costs incurred by the City in determining the proportionate fair-share mitigation authorized herein.
7. Appeals of the decisions of the Department pursuant to these regulations shall be to the City of Callaway Board of Adjustments pursuant to the procedures specified in Section 15.310(e) of these Callaway Land Development Regulations.

(g) Methodology for Determining Proportionate Fair-Share Mitigation. The following shall describe the methodology to determine proportionate fair-share mitigation:

1. Proportionate fair-share mitigation for concurrency impacts may include, without limitation, separately or collectively, private funds, contributions of land, and construction of facilities, and may include public funds if the use of public funds is authorized by the City Commission.
2. A development shall not be required to pay more than its proportionate fair-share. The fair market value of the proportionate fair-share mitigation for the impacted facilities shall not differ among the forms of proportionate share mitigation.
3. The methodology to be used by the Department to calculate an applicant's proportionate fair-share mitigation shall be as provided for in Section 163.3180(12), F.S., as follows:

   "Based upon the cumulative number of trips from the proposed development expected to reach roadways during peak hours from the complete build-out of a stage of phase being approved, divided by the change in the peak hour maximum service volume (MSV) of roadways resulting from construction of an improvement necessary to maintain the adopted level of service, multiplied by the construction cost, at the time of developer payment, of the improvement necessary to maintain the adopted level of service."

   OR

   Proportionate Fair-Share = $[(\text{Development Trips}_i - \text{Available Capacity}_i)/\text{Service Volume Increase}_i] \times \text{Cost of Roadway Segment Improvement}_i$

   Where:

Development Trips = Those trips from the stage or phase of development under review that are assigned to roadway segment "i"

Available Capacity = Number of trips available on roadway segment "i" before a deficiency per the long-term Concurrency Management System is triggered. If the roadway is already deficient, there is no available capacity.

Service Volume Increase$_i$ = Service volumes provided by the eligible improvement to roadway segment "i" per Item (d) of these regulations;

Cost$_i$ = Adjusted cost of the improvement to segment "i". Cost shall include all improvements and associated costs, such as design, right-of-way acquisition, planning, engineering, inspection, and physical development costs directly associated with construction at the anticipated cost in the year it will be incurred.

4. The term "cumulative" used above includes only those trips from the stage or phase of a development being considered in the application. The trips expected to reach the failing roadway for this calculation are those identified in the development's traffic impact analysis. All assumptions used in the proportionate fair-share calculation should be consistent with those used by the City of Callaway in its CMS.
5. For the purposes of determining proportionate fair-share mitigation, the City shall determine improvement costs based upon the actual cost of the improvement as obtained from the Capital Improvements Element, the long-term schedule of capital improvements, the TPO Transportation Improvement Program, or the FDOT Work Program. Where such information is not available, improvement cost shall be determined using one of the following methods:

    a) An analysis by the City of costs by cross section type that incorporates data from recent projects and is updated annually. In order to accommodate increases in construction material costs, project costs shall be adjusted by the inflation factor established by the United States Department of Commerce; or
    b) The most recent issue of FDOT *Transportation Costs*, as adjusted based upon the type of cross section (urban or rural); locally available data from recent projects on acquisition, drainage, and utility costs; and significant changes in the cost of materials due to unforeseeable events. Cost estimates for state road improvements not included in the adopted FDOT Work Program shall be determined using this method in coordination with the FDOT District.
6. If a proposed form of proportionate fair-share mitigation is other than financial, then the value of the proportionate fair-share mitigation improvement shall be determined using one of the methods provided in this section.

7. If the fair market value of an alternative form of fair-share mitigation is less than the total proportionate fair-share obligation as determined above, the applicant must pay the difference. The City is authorized to accept forms of proportionate fair-share mitigation that exceed the actual values calculated above. Under no circumstances shall the City approve an application that obligates the City to compensate an applicant for proportionate fair-share mitigation that exceeds the value calculated above.
8. If land or right-of-way dedication is proposed as a form of proportionate fair-share mitigation, the value of the land or right of way shall be the fair market value established by an independent appraisal approved by the City at the time of the application and at no expense to the City. The applicant shall supply a survey and legal description of the land or right of way and a certificate of title or title search of the land to the City at no expense to the City with the application, and shall at closing deliver clear title by warranty deed to the City. Prior to purchase of acquisition of any real estate or acceptance of donations of real estate intended to be used for the proportionate fair-share, public or private partners should contact FDOT for essential information about compliance with federal law and regulations.

(h) Certificate of Concurrency for Proportionate Fair-Share Mitigation. Upon approval of an application for proportionate fair-share mitigation, the following requirements shall apply:

1. The City shall issue to the applicant a Certificate of Concurrency governing concurrency for transportation facilities, which shall explicitly set forth the proportionate fair-share mitigation requirements. Conditions of development order approval or a fully executed Binding Proportionate Fair-Share Agreement may also accompany the approval.
2. If the applicant fails to apply for a development order within 24 months of the date of the Certificate of Concurrency, then the certificate and the approval of the application for proportionate fair-share mitigation shall be considered null and void, and the applicant will be required to reapply. The Department may grant an extension of up to an additional 12 months if requested in writing from the applicant showing good cause for the extension.
3. Payment of the proportionate fair-share mitigation funds are due in full prior to issuance of the final development order or recording of the final plat and shall be non-refundable. If the payment is submitted more than 12 months from the date of the issuance of the Certificate of Concurrency, then the proportionate fair-share mitigation shall be recalculated at the time of payment based on the best estimate of the construction cost of the required improvement at the time of payment, pursuant to Item (g) and adjusted accordingly.
4. If an applicant enters into a binding agreement or receives a development order which requires road improvements as a condition of development approval, such improvements must be completed prior to issuance of a certificate of acceptance issued pursuant to the City of Callaway development regulations or a final plat approval. Alternatively, a presentment bond or letter

of credit in form acceptable to the City and issued by a bank or surety with a high credit rating, payable to the City sufficient to ensure the timely completion of improvements may be accepted by the Department.

5. Dedication of land or right-of-way for facility improvements to the City as proportionate fair-share mitigation must be completed prior to issuance of the certificate of acceptance or approval and recording of the final plat.
6. Any requested change to a development project subsequent to a development order may be subject to additional proportionate fair-share mitigation to the extent the change would generate additional traffic that would require mitigation. In such event, the applicant for development must submit an application pursuant to these regulations.
7. Applicants may submit a letter to withdraw from the Proportionate Fair-Share Program at any time prior to the issuance of the Certificate of Concurrency. The application fee and any associated advertising costs to the City will be non-refundable.
8. The City may consider joint applications for proportionate fair-share mitigation to facilitate collaboration among multiple applicants on improvements to a shared transportation facility, and may coordinate with other jurisdictions on proportionate fair-share mitigation through inter-local agreements.

(i) Appropriation of Fair-Share Revenues. At the time the proportionate fair-share mitigation funds are received pursuant to these regulations, the proportionate fair-share mitigation funds shall be deposited as follows:

1. Proportionate fair-share mitigation funds shall be placed in the appropriate project account for funding of scheduled improvements in the long-term schedule of capital improvements, or as otherwise established in the terms of the Certificate of Concurrency, or condition of development approval. At the discretion of the City, proportionate fair-share revenues may be used for operational improvements prior to construction of a project from which the proportionate fair-share contribution was derived. Proportionate fair-share mitigation funds may also be used as the 50% local match for funding under the FDOT Transportation Regional Incentive Program (TRIP).
2. In the event a scheduled facility improvement is removed from the long-term schedule of capital improvements, the revenues collected for its construction may be applied toward the construction of another improvement within that same corridor or sector that in the discretion of the City would mitigate the impacts of development.
3. Where an impacted regional facility has been designated as a regionally significant transportation facility in an adopted regional transportation plan as provided in Section 339.155, F.S., the City may coordinate with other impacted jurisdictions and agencies to apply proportionate fair-share mitigation and public contributions and seek funding for improving the impacted regional facility under the FDOT TRIP. Such coordination shall be ratified by the City through an interlocal agreement that establishes a procedure for earmarking of the developer contributions for this purpose.

(j) Impact Fee Credit for Proportionate Fair-Share Mitigation. The following requirements shall apply regarding impact fee credits and proportionate fair-share mitigation:

1. Proportionate fair-share mitigation shall be applied as a credit against any applicable City transportation impact fees only when a transportation facility has a segment for which the City transportation impact fee is being applied. Credits will be given for that portion of the applicant's transportation impact fees that would have been used to fund the improvements on which the proportionate fair-share mitigation is calculated. If the proportionate fair-share mitigation is based on only a portion of the development's traffic, the credit will be limited to that portion of the impact fees on which the proportionate fair-share mitigation is based.
2. Impact fee credits for the proportionate fair-share mitigation will be determined when the transportation impact fee obligation is calculated for the proposed development. If the applicant's proportionate fair-share mitigation is less than the development's anticipated road impact fee for the specific stage or phase of development under review, then the applicant or its successor must pay the remaining impact fee amount to the City pursuant to the requirements of any applicable City of Callaway impact fee ordinance, if and when it is put in place.
3. The proportionate fair-share mitigation is intended to mitigate the transportation impacts of a proposed development at a specific location. As a result, any road impact fee credit based upon proportionate fair-share mitigations for a proposed development cannot be transferred to any other location.

SUBDIVISION OR MULTI-FAMILY DEVELOPMENT ORDER APPLICATION

APPENDIX B

TRANSPORTATION IMPACT FEE WORKSHEET AND FEE SCHEDULE

City of Callaway
Transportation Impact Fee Worksheet
Residential Uses

Applicant: _____ **Property Address:** _____

_____ _____

ITE Code:	Select Land Use Type:	Check which Applies:	# of Unit(s):
210	Single Family Detached (includes Mobile Homes and Manufactured Homes on Single Family Lots)	( )	____
220	Multi-Family Unit	( )	____
230	Attached Residential	( )	____
240	Mobile Home Park (Per Lot)	( )	____

Transportation Impact Fee Schedule

ITE CODE	LAND USE TYPE (UNIT)	INFRASTRUCTURE DEMAND (Lane feet)	COSTS	CREDIT	FEE
	RESIDENTIAL:				
210	Single Family Detached (includes Mobile Homes and Manufactured Homes of Single Family Lots)	4.12	$2,933	$0	$2,933
220	Multi-Family Unit	2.90	$2,060	$0	$2,060
230	Attached Residential	2.52	$1,796	$0	$1,796
240	Mobile Home Park (Per Lot)	2.15	$1,530	$0	$1,530
	NON-RESIDENTIAL:				$0
110	Gen. Industrial per 1,000 FT^2	2.10	$1,495	$0	$1,495
120	Gen. Heavy Industrial per 1,000 FT^2	0.45	$322	$0	$322
130	Industrial Park per 1,000 FT^2	2.10	$1,492	$0	$1,492
140	Manufacturing per 1,000 FT^2	1.15	$819	$0	$819
150	Warehouse/Storage per 1,000 FT^2	1.87	$1,329	$0	$1,329
151	Mini-Warehouse per 1,000 FT^2	0.32	$230	$0	$230
254	Assisted Living per bed	0.33	$234	$0	$234
310	Hotel Per Room	3.19	$2,269	$0	$2,269
320	Motel Per Room	2.20	$1,564	$0	$1,564
430	Golf Course per hole	8.37	$5,956	$0	$5,956
437	Bowling Alley per 1,000 FT^2	7.76	$5,521	$0	$5,521
443	Movie Theatre per 1,000 FT^2	9.14	$6,504	$0	$6,504
492	Health and Fitness Club per 1,000 FT^2	8.95	$6,369	$0	$6,369
520	Elementary School per 1,000 FT^2	1.27	$903	$0	$903
522	Middle/Junior High per 1,000 FT^2	1.81	$1,289	$0	$1,289
530	High School per 1,000 FT^2	1.69	$1,205	$0	$1,205
560	Place of Worship per 1,000 FT^2	1.20	$852	$0	$852
565	Day Care Center per 1,000 FT^2	4.09	$2,907	$0	$2,907
590	Library per 1,000 FT^2	4.73	$3,367	$0	$3,367
610	Hospitals per 1,000 FT^2	2.17	$1,546	$0	$1,546
620	Nursing Homes per 1,000 FT^2	1.26	$898	$0	$898
710	General Office per 1,000 FT^2	1.51	$1,073	$0	$1,073
720	Medical Offices per 1,000 FT^2	2.96	$2,109	$0	$2,109
750	Office Park per 1,000 FT^2	2.39	$1,698	$0	$1,698
760	Research and Development Center per 1,000 FT^2	1.85	$1,318	$0	$1,318
770	Business Park per 1,000 FT^2	3.25	$2,314	$0	$2,314
812	Building Materials and Lumber per 1,000 FT^2	6.94	$4,940	$0	$4,940
813	Discount Superstore per 1,000 FT^2	11.83	$8,419	$0	$8,419
814	Specialty Retail per 1,000 FT^2	8.52	$6,060	$0	$6,060
815	Free-Standing Discount Store per 1,000 FT^2	12.32	$8,767	$0	$8,767
816	Hardware/Paint Store per 1,000 FT^2	3.94	$2,805	$0	$2,805
817	Nursery/Garden Center per 1,000 FT^2	3.17	$2,259	$0	$2,259
820	Shopping Center per 1,000 FT^2	6.91	$4,917	$0	$4,917
841	Car Sales 1,000 FT^2	6.91	$4,914	$0	$4,914
843	Automobile Parts Store per 1,000 FT^2	4.76	$3,386	$0	$3,386
848	Tire Store per 1,000 FT^2	1.91	$1,360	$0	$1,360
850	Supermarket per 1,000 FT^2	7.86	$5,592	$0	$5,592
851	Convenience Store per 1,000 FT^2	7.64	$5,439	$0	$5,439
853	Convenience Store with Gas Pumps (per fueling position)	5.62	$3,999	$0	$3,999
861	Discount Club per 1,000 FT^2	11.21	$7,978	$0	$7,978
862	Home Improvement Store per 1,000 FT^2	6.55	$4,664	$0	$4,664
863	Electronic Superstore per 1,000 FT^2	9.91	$7,049	$0	$7,049
880	Pharmacy without Drive-Through per 1,000 FT^2	6.22	$4,425	$0	$4,425
881	Pharmacy with Drive-Thru per 1,000 FT^2	6.09	$4,331	$0	$4,331
890	Furniture Store per 1,000 FT^2	0.78	$553	$0	$553
911	Walk in Bank per 1,000 FT^2	10.54	$7,499	$0	$7,499
912	Drive-in Bank per 1,000 FT^2	8.30	$5,906	$0	$5,906
931	Quality Restaurant per 1,000 FT^2	6.21	$4,419	$0	$4,419
932	High-Turnover Restaurant (Sit-Down) per 1,000 FT^2	7.02	$4,998	$0	$4,998
933	Fast Food Restaurant (no-drive through) per 1,000 FT^2	12.36	$8,794	$0	$8,794
934	Fast Food Restaurant (drive through) per 1,000 FT^2	8.56	$6,094	$0	$6,094
936	Drinking Place per 1,000 FT^2	0.94	$669	$0	$669
941	Quick Lube Shop per 1,000 FT^2	0.41	$295	$0	$295
944	Service Station per Fueling Station	1.75	$1,242	$0	$1,242

SUBDIVISION OR MULTI-FAMILY DEVELOPMENT ORDER APPLICATION

APPENDIX C

ENGINEER'S CERTIFICATION

ENGINEER'S CERTIFICATION

I, _____, certify that I have reviewed and intend to comply with the City of Callaway's Land Development Regulations.

Those item(s) not in compliance with the City of Callaway's Land Development Regulations for which I am requesting a variance or special exception for are listed below:

	Non-Compliance Item	Relevant Code Section	Reason(s)
1			
2			
3			
4			
5			

(Attach extra sheets if necessary)

Variances will be Approved or Disapproved by the City.

Approval or Disapproval of the requested variances or special exception will be with the City's Board of Adjustment or City Commission.

I, _____, am fully aware of the information required to submit and request a complete development review.

The information contained in this submitted development package is true and correct to the best of my knowledge and the package is complete, prepared with sound engineering principles, and complies with all applicable city land development regulations unless noted otherwise.

Certified by:

_____ Date:_____

Company Name and Address:

_____

_____

_____

Name: _____

Title: _____

Telephone:(_____) _____

P.E. Registration No._____

SUBDIVISION OR MULTI-FAMILY DEVELOPMENT ORDER APPLICATION

APPENDIX D

DEVELOPMENT MEMORANDUM FOR WATER AND/OR SEWER FACILITIES

CITY OF CALLAWAY, FLORIDA
DEVELOPMENT MEMORANDUM OF UNDERSTANDING
FOR WATER AND OR SEWER FACILITIES

It is hereby understood by and between the City of Callaway (City) and _____, the (Developer)/authorized agent of _____ that all developments receiving water and sewer services from the City will comply with the following provisions:

1. All water and sewer facilities being constructed by the Developer in conjunction with this project, shall be constructed in accordance with plans and specifications prepared and sealed by a registered professional engineer licensed to practice in the State of Florida.
2. All water meters and appurtenances shall be approved by the City and installed by the developer at no cost to the city. All meters shall include meter transmitting units (MTU) and towers as determined by the City to be necessary to provide a fixed network meter read system.
3. Water and sewer facilities being constructed by the Developer for which the City will be requested to assume maintenance and operational responsibilities shall be constructed in accordance with the City's Land Development Regulations and other applicable ordinances.
4. It shall be the Developer's responsibility to properly secure all applicable Local, County, State, and Federal permits to construct these facilities, including the payment of all associated fees.
5. It shall be the Developer's responsibility to ensure compliance with all applicable laws, regulations, and permit conditions during construction.
6. Water service for construction purposes only, may be permitted by the City upon specific application by the Developer. If approved this service shall be provided only through a metered fire hydrant or other above ground connection. The Developer will be responsible for payment of water consumed.
7. The Developer shall ensure that no potable water service will be provided through these facilities until:
    A. All bacteriological and pressure testing has been completed.
    B. The system has been approved for use by the Department of Environmental Protection.
    C. As-built plans (two copies) have been received by the City.
    D. All required submittals have been received (I.E. pumps stations valves, hydrants, meters, etc.)
    E. All applicable fees are paid in full.
8. The Developer assumes full responsibility for payment of any and all enforcement action fees, penalties, remediation costs, or similar expenses imposed against the City by the Department of Environmental Protection or any settlement arising from such an enforcement action in any way or in any part caused by or related to this project and for legal and/or professional fees incurred by the City in defending or addressing any such enforcement action.
9. No public utility service shall be provided to the development until all of the above conditions are met, inspected and approved by the City. It is the Developer's responsibility to call for inspections as required 48 hours in advance.

By execution below, the Developer is certifying that he has read and understands the provisions outlined herein and accepts full responsibility for compliance therewith. If signed by Agent or anyone other than Owner/Developer please provide documents authorizing the person to sign.

_____	_____
Developer (Print)	*(Date)*
_____	_____
Company (Print)	*(Date)*
_____	_____
Authorized Agent (Print)	*(Signature)*

CHECK LIST FOR COMMERCIAL OR SUBDIVISION WATER/SEWER SERVICES

NAME OF DEVELOPMENT:_____

DEVELOPER:_____

TELEPHONE:_____ DATE_____

	BY	DATE
Letter of Availability of Water		
Development procedures and design standards provided to Developer		
Review of preliminary drawings		
Signed Memorandum of Understanding		
Approved plans with DEP General Permit Application		
DEP General Permit		
Water facilities inspection		
Copies of bacteriological results		
Certification of Developer		
Project as-builts		
Request of Release to Place Water Supply into Service Transmitted to DEP		
DEP letter of approval for service		
Final inspection and issuance of Certification of Acceptance		