

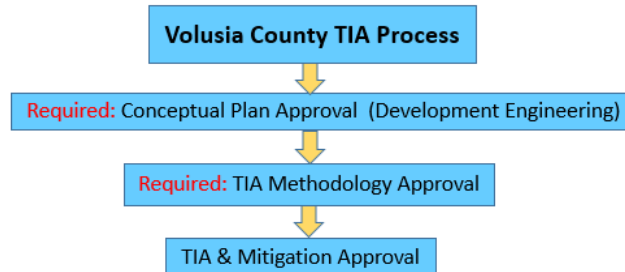


TRAFFIC IMPACT ANALYSIS, PROPORTIONATE FAIR SHARE PAYMENT & COUNTY TRANSPORTATION IMPACT FEE CREDIT PROCESSES

As of October 1, 2021, Volusia County Traffic Engineering and Development Engineering established the following processes for Use Permit TIA reviews, PFS payments and agreements, and Impact Fee crediting:

TRAFFIC IMPACT ANALYSIS (TIA)

The following steps must be followed in *sequential order* to submit TIA methodologies & TIAs to Traffic Engineering:



1) Preliminary Conceptual Plan Coordination: (Allow 1 Week Minimum)

- Conceptual plan approval is required **prior** to the review of the TIA methodology and must be coordinated through the Use Permit process. A Use Permit Application is required to initiate this process. Please contact Land Development staff at (386) 736-5942 if you require information regarding the permit process, application, fees, etc. For further conceptual plan coordination, please contact Joe Spiller of Development Engineering (jspiller@volusia.org or 386-736-5967 x 12466).
- Use Permits are ultimately permits for construction. The TIA methodology and conceptual plan approvals are prerequisites for construction plan approval. <https://www.volusia.org/services/growth-and-resource-management/planning-and-development/land-development/applications-and-forms.stml>

2) TIA Methodology Review and Approval: (Allow 1-2 Weeks Minimum)

- TIA methodologies must be submitted through the Use Permit application process and must follow the River to Sea TPO Guidelines. <https://www.r2ctpo.org/planning-studies/tia-guidelines/>
- Development Engineering will send Traffic Engineering's comments to the applicant or applicant's authorized agent, which is typically the Engineer of Record for the proposed development. Traffic Engineering shall identify additional contacts and addresses to be copied regarding the TIA methodology.
- The TIA Methodology approval by Traffic Engineering, valid for 6 months, will be issued once all county comments have been addressed as well as the final methodology is provided. The TIA must be submitted before the methodology expires.

3) TIA Review and Approval: (Allow 2-3 Weeks Minimum)

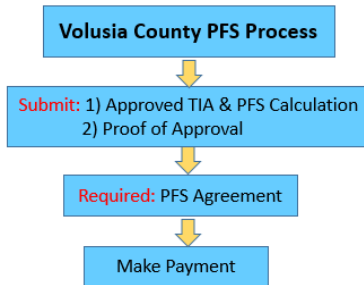
- All TIAs must have an approved methodology. No TIAs will be reviewed without one.
- All TIAs must be submitted through the Use Permit Process. The following items are required -- Incomplete TIA packages will not be reviewed:
 1. TIA PDF containing PFS calculation if applicable
 2. TIA Computer Input Files (Synchro, HCS, Model Distribution Files; etc.)**
 3. Completed TIA Checklist
 4. PFS Calculation (if required)
 5. Response to All Reviewer Comments

***Please be sure the developer submits the computer input files. These are frequently omitted, which causes TIA review delay.*

- Development Engineering will send TIA comments to the applicant or applicant's authorized agent which is typically the Engineer of Record for the proposed development. Traffic Engineering shall identify additional contacts and addresses to be copied regarding the TIA review.
- If mitigation is required, Traffic Engineering will request a PFS calculation when the TIA has minimal Level of Service analyses comments. Such calculation must be included in the TIA document. Premature PFS calculations will not be reviewed.
- The TIA approval by Traffic Engineering will be issued once all county comments have been addressed and the final TIA, which shall contain the approved PFS calculation (if applicable), is provided.
- PFS mitigation discussions and coordination should be completed prior to starting the PFS payment process. Please contact Tadd Kasbeer, County Engineer at 386-736-5978 x 12177.

PROPORTIONATE FAIR SHARE (PFS) AGREEMENTS & PAYMENTS

All steps are required to be followed in *sequential order* to be able to make a PFS payment to Volusia County:



1. **First, Submit the Approved TIA and/or PFS Calculation for Validation.** To enter into a PFS Agreement and pay PFS to Volusia County, the project's TIA or technical memorandum will be used to review the proposed PFS calculation and amount for consistency and accuracy regarding construction costs, segment and intersection PFS calculation application, and critical/near-critical road mitigation.

Please Email the following to Melissa Winsett (mwinsett@volusia.org) of Traffic Engineering:

For Developments that Required a TIA – 2 Required Items:

- Local Jurisdiction*-Approved TIA PDF that includes the PFS calculation
- Proof of TIA/PFS Approval from Local Jurisdiction* – Dated Correspondence with official's name, signature, contact info

For Developments requiring PFS Payment but weren't required to complete TIAs – 2 Required Items:

- Local Jurisdiction*- Approved Technical Memorandum** & PFS calculation
- Proof of Tech Memo/PFS Approval from Local Jurisdiction* – Dated Correspondence with official's name, signature, contact info

* *Local Jurisdiction: The local government that is officially reviewing and approving the project – typically a city.*

***Technical Memorandum: Document that identifies a project's trip generation and distribution onto roadway segments that has insufficient capacity and require mitigation to obtain approval.*

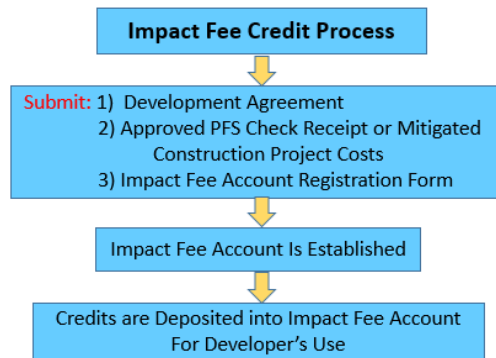
Upon satisfactory confirmation, Traffic Engineering will notify the respective city and County Attorney's Office that the PFS Amount has been validated. The approved PFS amount is valid for one year. Expired PFS will require resubmission to Traffic Engineering.

2. **Second, the Developer Must Enter Into a PFS Legal Agreement (Allow 4-6 Weeks Minimum for County Council Approval):**
 - Once Traffic Engineering Validates the PFS Amount, the developer may coordinate a PFS agreement with the County Attorney's office. Please contact Russ Brown (rbrown@volusia.org or [386-736-5950](tel:386-736-5950) x12947).
 - Note: All Parent Tract TIAs must pursue "Master PFS Agreements" in lieu of separate PFS agreements for each lot or parcel with in the parent tract or PUD.
3. **Third, the Developer Must Provide the PFS Payment to Volusia County:**
 - Once the PFS Agreement has been Fully Executed, the PFS Payment can be made.
 - The developer must submit the following two items to Kristen Vieira (kvieira@volusia.org or 386-736-5967 x 12177)
 - 1) Final Executed County PFS Agreement or Master Agreement:
 - 2) PFS check with same amount outlined in the PFS Agreement: Checks can be addressed to: "County of Volusia." In return, a receipt will be provided. PFS checks should be sent to the address below:

Attn: Kristen Vieira
Volusia County Engineering
123 West Indiana Avenue, Room 402
Deland, FL 32720-4262

IMPACT FEE CREDITS

The following steps are required to be able to obtain impact fee credits for PFS payment or construction mitigation improvement:



1. Establish an Impact Fee Credit Account:

- After the PFS payment is made or constructed improvements are complete, contact Engineering & Construction to establish an impact fee credit account and obtain credits. Contact: Scott Carraro (scarraro@volusia.org, (386) 736-5967 x12287). Please allow 5-7 business days.
 - For Impact Fee Credits related to PFS Payments, please submit the following supporting documentation to Engineering and Construction:
 - Copy of the project's recorded development agreement
 - Copy of your PFS check and receipt.
 - Completed Volusia County Impact Fee Account Registration form** attached. Registration forms require original signatures. Copies or PDF's will not be accepted.
 - .
 - For Impact fee credits related to Constructed Improvements, please submit the following to Engineering & Construction:
 - Copy of the project's recorded development agreement.
 - Actual costs incurred such as executed construction contracts or contractor invoices. Engineers' estimates are not accepted. An itemized tabulation delineating eligible costs is required when contracts or invoices include ineligible items. Note: Eligible costs include design, permitting, right-of-way (if applicable), and construction & CEI.
 - Completed Volusia County Impact Fee Account Registration form**, attached. Registration forms require original signatures. Copies or PDF's will not be accepted.

***Note: Your Transportation Impact Fee Credit Account is like a bank account. The "List of Person(s) authorized to sign for this account", on the form, will be the people authorized to make withdrawals from your Transportation Impact Fee Credit Account.*

2. Allow Staff to Process Information and Make Deposit:

- The submittal will be reviewed by county engineering staff and additional information may be requested of the applicant.
- Engineering & Construction will deliver the original executed Registration Form to County Growth and Resource Management (GRM). Contact: Beth Branton (bbranton@volusia.org, (386) 736-5924, ext. 12097).
- GRM will not accept executed forms from anyone other than Engineering & Construction.
- GRM will establish the Transportation Impact Fee Credit Account and send the applicant an email with instructions on how to pay County Transportation Impact Fees with credits, or if desired, transfer your credits. Please be aware that the county auditor completes audits our transportation impact fee credit files.

For questions regarding the following, please call:

- **Impact Fee Credit Registration** - Scott Carraro at (386) 736-5967, ext. 12287, scarraro@volusia.org
- **Impact Fees or Impact Fee Credit Account balance** - Beth Branton at (386) 736-5924, ext. 12097, bbranton@volusia.org.
- **PFS Agreements**, please contact Russ Brown at [386-736-5950](tel:386-736-5950) x12947, rbrown@volusia.org
- **PFS payments**, please contact Kristen Vieira at 386-736-5968, ext. 12177, kvieira@volusia.org
- **PFS calculations**, please contact Melissa Winsett at 386-736-5968, ext. 12322, mwinsett@volusia.org



VOLUSIA COUNTY IMPACT FEE ACCOUNT REGISTRATION

Growth and Resource Management Department
Permit Center www.volusia.org/permitcenter
123 West Indiana Avenue, Room 203
DeLand, FL 32720-4604

TELEPHONE: DeLand (386) 738-5924, ext. 2087
Daytona Beach (386) 257-6000, ext. 2087
New Smyrna Beach (386) 423-3300, ext. 2087
FAX: (386) 943-7096 E-MAIL: permitctr@co.volusia.fl.us

Collection Zone _____ I P Account Number _____

NOTE: Credit must be applied to projects within the above zone

PLEASE PRINT OR TYPE

Date: _____

APPLICANT/PROPERTY OWNER:

Name _____		E-Mail Address _____	
Business Name _____			
Mailing Address _____			
City _____		State _____	Zip _____
(_____)		(_____)	(_____)
Telephone Number _____		Fax Number _____	

Answer the following questions on the subject property:

1. Physical Address:

City:

The correct numeric street address for the site must be furnished. If unsure, contact the City or County where the project is located for the correct address.

2. Property Tax Parcel Number(s): _____ - _____ - _____ - _____
 _____ - _____ - _____ - _____
 _____ - _____ - _____ - _____

3. List of Person(s) authorized to sign for this account:

_____	_____
Printed Name	Signature
_____	_____
Printed Name	Signature
_____	_____
Printed Name	Signature

Signature of Applicant/Property Owner: _____

THIS AREA TO BE COMPLETED BY VOLUSIA COUNTY PERSONNEL		
Total credits to be awarded: \$ _____		
Proportionate Fair Share Payment: Yes ___ No ___		
Additional Details: _____		
_____	Tadd Kasbeer, P.E., County Engineer	_____
Approved by (signature)	Title	Date