


Indian River County Concurrency and Impact Fee Payment in Conjunction with Site Plan Approval (New or Change of Use)

1. Applicant attends pre-application conference and TRC meeting with site planner and other staff

2. Site Planner informs applicant of need to apply for concurrency certificate, and pay impact fees

3. Applicant applies for a concurrency certificate; site planner verifies development project use and quantity to match site plan proposal and concurrency application

4. Site plan approved only after concurrency certificate (usually conditional concurrency) is issued

5. Site plan released for construction only after impact fees are paid and initial/final concurrency certificate is issued for first phase or a building

6. Applicant obtains building permit to construct project. No building permit will be issued without a released site plan (for multi-building plans, initial/final concurrency is obtained with each subsequent building permit)

Note: if an owner/developer proceeds with development without following a required step (site plan approval, concurrency/impact fee payment, building permit), then such activity is “corrected by” and subject to County code enforcement

Revised: December 5, 2018

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