

City of Vero Beach Concurrency and Impact Fee Payment in Conjunction with a Site Plan Approval

Please note: See City of Vero Beach LDC Chapter 64.06 for types of development activities that require site plan review.

Concurrency Review Process per LDC Chapter 64.07 & 64.08 Approval Process

1. **(Pre-Application Meeting)** Applicant meets with city staff; City staff inform applicant about the need to apply for concurrency certificate



2. City staff provide applicant with a copy of city concurrency application form which requires city staff sign-off on the form



3. **(Application Completeness Determination)** Applicant coordinates with city staff to fill out page 3 of the application form for development project use and quantity. City staff will verify use and quantity and initial page 3 of application form; Review shall be completed within 5 working days.



4. Applicant applies to County planning for concurrency certificate and obtains a concurrency certificate for determination related to major roadway transportation facilities identified on the MPO transportation plan per City of Vero Beach LDC Chapter 75.



5. **(Application Compliance Review)** City planner requires the applicant to provide a copy of the concurrency certificate. Concurrency certificate should be provided within 10 working days for Minor Site Plans and 25 working days for Major Site Plans. Applicant has the option to resubmit revised application based on city staff review comments.



6. **(Application Action & Public Hearing)** Planning Director makes final written findings and conclusions based on the site review standards in LDC Chapter 64.10. If the site plan application is found to be consistent with the site plan review standards, the Planning Director will approve a Minor Site Plan or will set a public hearing date for a Major Site Plan before the Planning and Zoning Board. Per Florida Statute Chapter 163, site plan approval cannot be withheld for permits from outside agencies.



7. After site plan approval, the applicant applies for a building permit. No building permit will be issued without an approved site plan and paid impact fees.

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 City code enforcement.

Revised: December 5, 2018