



**CONCURRENCY MANAGEMENT APPLICATION  
TO SHIFT CAPACITY UNDER A TRANSPORTATION  
CAPACITY RESERVATION CERTIFICATE**

Development Services – Planning Division  
150 N. Lakeshore Drive | Ocoee, FL 34761  
Phone: 407.905.3157

Received Date – Office Use Only

The purpose of the City of Ocoee’s Concurrency Management System (CMS) is to ensure the availability of public facilities and services for new development. The concurrency requirement is a provision in the Growth Management Act that gives local governments the authority to manage growth effectively. Essentially, the concurrency requirement means that needed public facilities must be in place or planned concurrent with the impacts of new growth. This provision ensures that all users of public facilities will be guaranteed specific levels of service (LOS) and that new development will not degrade those levels of service.

The City of Ocoee’s Comprehensive Plan contains the LOS standards and policies for meeting the state concurrency requirements. The Comprehensive Plan also contains the goals, objectives and policies which will direct future development in the City of Ocoee. The Land Development Code (LDC) is the implementing mechanism for the Comprehensive Plan. This document contains all the rules, standards and criteria which govern all land development. The LDC also includes the adopted procedures for the CMS, to be known as Article IX of the LDC.

A concurrency evaluation is required for all new development and redevelopment that has an impact on the LOS of public facilities and services unless exempted specifically. Refer to Article IX of the LDC to ascertain if your plans need a concurrency evaluation.

An initial determination of concurrency must be performed by the City of Ocoee prior to approval of a Preliminary Site Plan or Preliminary Subdivision Plan. A Preliminary Certificate of Concurrency will then be issued setting forth the infrastructure status. This Preliminary Certificate of Concurrency is non-binding. A Final Certificate of Concurrency may be applied for anytime after Preliminary Plan approval. The Final Certificate of Concurrency is binding for the time periods indicated on the certificate. Subject to the extension provisions set forth below, the transportation capacity reservation is valid for ninety (90) days.

A Final Certificate of Concurrency shall evidence satisfaction of all concurrency requirements with respect to the issuance of the building permits related thereto, subject to the terms and conditions of such certificate. In the event all or a portion of the Final Certificate of Concurrency has expired, it will be necessary to reapply for a new certificate with respect to portions of such initial Final Certificate of Concurrency which have expired. The traffic circulation portion may be renewed once for an additional 90 days with the issuance of a new Final Certificate of Concurrency.

After that, the term of the Final Certificate of Concurrency shall only be extended for one (1), two (2), or three (3) years with respect to traffic circulation by obtaining a Transportation Capacity Reservation Certificate (TCRC) pursuant to Section 9-7 of Article IX of the Land Development Code. You must apply for a TCRC within seventy (70) days from the date of your transportation reservation (or any extension thereof) under your Final Certificate of Concurrency.

If you have any questions or would like to purchase a copy of Article IX, please call the City of Ocoee’s Development Services Department at (407) 905-3157.

CONCURRENCY APPLICATION TO SHIFT CAPACITY

**OWNER INFORMATION**

NAME: \_\_\_\_\_

\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

(Complete attached ownership list.)

HAS THERE BEEN A CHANGE IN OWNERSHIP SINCE THE ISSUANCE OF THE FINAL CERTIFICATE OF CONCURRENCY? \_\_\_\_\_ YES \_\_\_\_\_ NO (IF YES, COMPLETE ATTACHED OWNERSHIP LIST.)

**AGENT INFORMATION** (IF APPLICABLE)

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

**PROJECT INFORMATION**

PROJECT NAME (Please include all names associated with the project.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROJECT INFORMATION** (CONTINUED)

GENERAL LOCATION (Address, if applicable, and location map)

---

---

TAX PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_

---

WHAT IS THE NUMBER OF THE TRANSPORTATION CAPACITY RESERVATION CERTIFICATE FOR THIS PROJECT? \_\_\_\_\_

(ATTACH A COPY OF THE CERTIFICATE) \_\_\_\_\_

HOW MANY YEARS DOES IT COVER FOR THIS PROJECT? \_\_\_\_\_

WHEN DOES IT EXPIRE? \_\_\_\_\_

WHAT IS THE QUANTITY OF CAPACTY ALLOCATED FOR EACH YEAR?

YEAR ONE \_\_\_\_\_

YEAR TWO \_\_\_\_\_

YEAR THREE \_\_\_\_\_

HAS THE DEVELOPER PREVIOUSLY SHIFTED CAPACITY? IS SO, PLEASE PROVIDE THE DETAILS OF HOW MUCH CAPACITY WAS SHIFTED AND FROM WHAT YEAR TO WHAT YEAR(S).

---

---

---

---

**WHAT IS THE CURRENT STATUS OF THE PROJECT? IS THE PHASING SCHEDULE STILL THE SAME? IF THE DEVELOPER HAS DEVIATED FROM THE PHASING SCHEDULE, PLEASE EXPLAIN.**

---

---

---

---

---

---

---

**HAVE BUILDING PERMITS BEEN ISSUED? IF SO, HOW MANY?**

---

---

**WHAT FUNDS HAS THE DEVELOPER EXPENDED TO DATE FOR SITE DEVELOPMENT?**

---

---

---

---

**OTHER RESERVATION INFORMATION**

DOES THE DEVELOPER HAVE ADEQUATE WATER CAPACITY RESERVED FOR THE REMAINDER OF THE PROJECT? (Please give the amount reserved and the Developer Agreement information associated with the reservation. If capacity has not been reserved, the applicant should explain.)

---

---

---

---

CONCURRENCY APPLICATION TO SHIFT CAPACITY

DOES THE DEVELOPER HAVE ADEQUATE SEWER CAPACITY RESERVED FOR THE REMAINDER OF THE PROJECT? (Please give the amount reserved and the Developer Agreement information associated with the reservation. If capacity has not been reserved, the applicant should explain.)

---

---

---

**ADDITIONAL COMMENTS, IF ANY. PLEASE LIST BELOW ANY ADDITIONAL INFORMATION IN SUPPORT OF THIS APPLICATION.**

---

---

---

---

---

---

---

---

\* NOTE: RETURN COMPLETED APPLICATION TO DEVELOPMENT SERVICES DEPARTMENT, CITY OF OCOEE, 150 NORTH LAKESHORE DRIVE, OCOEE, FL 34761. APPLICATION FEES SHOULD BE MADE PAYABLE TO THE CITY OF OCOEE.

**AUTHORIZED SIGNATURE:**

My signature on this application as owner, or as the authorized agent, acknowledges that I understand the following

- A Final Certificate of Concurrency (FCC) encumbers transportation capacity for ninety (90) days. Within the 90 day period, I must obtain a one-time renewal of my FCC for traffic circulation or receive a building permit or a Transportation Capacity Reservation Certificate building permit or a Transportation Capacity Reservation Certificate (TCRC); otherwise the FCC expires for a transportation capacity. I understand that only one additional FCC (two total for each project for a total of 180 days) may be obtained before I must obtain a TCRC or a building permit and that I must apply for a TCRC by the 70<sup>th</sup> day of my 90-day transportation reservation (or any 90-day extension thereof).
- A FCC reserves both solid waste capacity and recreation capacity for one (1) year from the date of issuance of the FCC.
- A FCC reserves stormwater drainage capacity for one (1) year from the date of issuance of the FCC, subject to obtaining final engineering, if applicable, incompliance with the Land Development Code and other such stormwater drainage approvals as may be required by the Land Development Code and other such stormwater drainage approvals as may be required by the Land Development Code and other applicable laws, statutes, ordinances, rules and regulations.
- Sanitary sewer and potable water reservation capacity is done in accordance with the terms of independent developer agreements to be entered into with the City of Ocoee. A Final Certificate of Concurrency does not modify any such developer agreement.
- My building permit will not be approved if the proposed use(s), square footage and/or number of units listed on the permit application are greater than those submitted on this application and for which the Final Certificate of Concurrency (FCC) has been issued. I understand that I will need to apply for a separate FCC for any proposed use(s), square footage and/or number of units not included in my FCC.
- The City of Ocoee may require additional information in order for an accurate assessment to be conducted. I understand that the City of Ocoee cannot conduct special studies such as traffic counts on roads not regularly monitored and that I may be required to submit a traffic study obtained at my own expense. I also understand that review and approval of proposed development may be postponed for a reasonable time period in order for me to gather additional information. I also understand that proposed development may be denied approval for my failure to provide adequate information on the projected impacts created by the development.
- I acknowledge that the information contained in this application is true and correct to the best of my knowledge.

OWNER OR OWNER’S AUTHORIZED AGENT:

\_\_\_\_\_  
SIGNATURE/TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME AND TITLE

**[NOTE: THIS AUTHORIZED SIGNATURE PAGE MUST BE EXECUTED BY ALL OWNERS OR BY AN AUTHORIZED AGENT. IF THERE IS MORE THAN ONE OWNER, DUPLICATE THIS FORM FOR THE ADDITIONAL SIGNATURES.]**

**POWER OF ATTORNEY**

The undersigned authority, \_\_\_\_\_ (hereafter the "Owner") who hereby appointed \_\_\_\_\_ (hereafter the "Agent") as authorized agent to act in the Owner's capacity in matters dealing with the following:

- (1) The Agent is the duly authorized agent of the Owner, serving as the Applicant for the property described in the attached application.
- (2) The Agent has the Owner's full and complete permission to act on behalf of the Owner in seeking all approvals and conducting the necessary procedures associated with Article IX of the City of Ocoee Land Development Code.
- (3) The Agent has the Owner's full and complete permission to sign and execute any applications, forms, and agreements associated with Article IX of the City of Ocoee Land Development Code and the Owner agrees to be bound by all actions taken by the Agent on the Owner's behalf.
- (4) That they/she/he have/has appointed \_\_\_\_\_ (specify himself or agent) to act as the Owner's Authorized Agent to represent the Owner in connection with the proposed action and the real property described in this application.

**[IF OWNER IS AN INDIVIDUAL]**

\_\_\_\_\_  
Owner's Signature

Print Name: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me by means of  physical presence or  online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me, or who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

Print Name: \_\_\_\_\_

My Commission Number: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**[NOTE: THIS POWER OF ATTORNEY MUST BE PROPERLY EXECUTED BY ALL OWNERS OF THE PROPERTY IN THE PRESENCE OF A NOTARY. DUPLICATE THIS FORM IF THERE IS MORE THAN ONE OWNER.]**

**POWER OF ATTORNEY**

The undersigned authority, \_\_\_\_\_ (hereafter the "Owner") who hereby appointed \_\_\_\_\_ (hereafter the "Agent") as authorized agent to act in the Owner's capacity in matters dealing with the following:

- (5) The Agent is the duly authorized agent of the Owner, serving as the Applicant for the property described in the attached application.
- (6) The Agent has the Owner's full and complete permission to act on behalf of the Owner in seeking all approvals and conducting the necessary procedures associated with Article IX of the City of Ocoee Land Development Code.
- (7) The Agent has the Owner's full and complete permission to sign and execute any applications, forms, and agreements associated with Article IX of the City of Ocoee Land Development Code and the Owner agrees to be bound by all action taken by the Agent on the Owner's behalf.
- (8) That they/she/he have/has appointed \_\_\_\_\_ (specify himself or agent) to act as the Owner's Authorized Agent to represent the Owner in connection with the proposed action and the real property described in this application.

**[IF OWNER IS A CORPORATION]**

\_\_\_\_\_

a \_\_\_\_\_ corporation

By: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title (Print): \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me by means of  physical presence or  online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me, or who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

Print Name: \_\_\_\_\_

My Commission Number: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**POWER OF ATTORNEY**

The undersigned authority, \_\_\_\_\_ (hereafter the "Owner") who hereby appointed \_\_\_\_\_ (hereafter the "Agent") as authorized agent to act in the Owner's capacity in matters dealing with the following:

- (9) The Agent is the duly authorized agent of the Owner, serving as the Applicant for the property described in the attached application.
- (10) The Agent has the Owner's full and complete permission to act on behalf of the Owner in seeking all approvals and conducting the necessary procedures associated with Article IX of the City of Ocoee Land Development Code.
- (11) The Agent has the Owner's full and complete permission to sign and execute any applications, forms, and agreements associated with Article IX of the City of Ocoee Land Development Code and the Owner agrees to be bound by all actions taken by the Agent on the Owner's behalf.
- (12) That they/she/he have/has appointed \_\_\_\_\_ (specify himself or agent) to act as the Owner's Authorized Agent to represent the Owner in connection with the proposed action and the real property described in this application.

[IF A GENERAL OR LIMITED PARTNERSHIP]

\_\_\_\_\_

a \_\_\_\_\_ partnership

By: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title (Print): \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me by means of  physical presence or  online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me, or who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_

My Commission Number: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**OWNERSHIP LIST**

**PARCEL ONE:**

OWNER'S NAME: \_\_\_\_\_

OWNERSHIP INTEREST: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PARCEL TWO:**

OWNER'S NAME: \_\_\_\_\_

OWNERSHIP INTEREST: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONCURRENCY APPLICATION TO SHIFT CAPACITY

**PARCEL THREE:**

OWNER'S NAME: \_\_\_\_\_

OWNERSHIP INTEREST: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\* NOTE: ATTACH ADDITIONAL SHEETS IF MORE THAN THREE PARCELS.**

**Application Fees Associated with Concurrency**

Preliminary Certificate of Concurrency	\$150.00
Final Certificate of Concurrency (Plus costs associated with review of traffic studies and/or additional information and special studies.)	\$250.00
Transportation Capacity Reservation Certificate	\$200.00 *
Transportation Capacity Reservation Certificate (in part to one or more parties)	\$200.00 *
Transportation Capacity Reservation Certificate (from one party to another)	\$100.00
Shift Capacity Reservation Certificate	\$250.00

**\* THIS IS THE APPLICATION PROCESSING FEE ONLY. TO RESERVE TRANSPORTATION CAPACITY, TRANSPORTATION CAPACITY RESERVATION FEES MUST BE PAID AS OUTLINED IN ARTICLE IX OF THE CITY OF OCOEE LAND DEVELOPMENT CODE.**

**\*\* EACH TRANSFEREE MUST BE ISSUED A SEPARATE CERTIFICATE. THE REPLACEMENT OF THE ORIGINAL CERTIFICATE AND THE ISSUEANCE OF A NEW CERTIFICATE TO A SINGLE TRANSFEREE IS INCLUDED IN THE TRANSFER APPLICATION FEE. THERE IS A \$200 FEE FOR EACH ADDITIONAL CERTIFICATE. IF A TRANSFER REQUIRES MORE THAN ONE NEW CERTIFICATE TO REPLACE THE ORIGINAL, EACH CERTIFICATE BEYOND THE FIRST REQUIRES A \$200 FEE. TRANSFER OF A CERTIFICATE DOES NOT EXTEND THE EXPIRATION DATE OF THE TCRC.**