



- Applicants cannot submit unless the existing Future Land Use Map (FLUM) designation for the property would allow the proposed development or a corresponding Small Scale FLUM amendment is filed with the County/Municipality. Applicants needing a Large Scale FLUM amendment cannot file for school concurrency until the amendment is deemed effective.
- Applicants must simultaneously submit an application for concurrency/site plan/final subdivision approval to the County/Municipality to be deemed complete.
- Applications will only be accepted in the Planning & Government Relations Department from 8:00 a.m. - 5:00 p.m., on regular operating days for the School District.

**I. Application Type:** Please indicate the requested application. (Mark only one.)

- ☐ School Concurrency Determination (SCD)  
☐ Modification (of an existing SCD)

## II. Project Information:

Project Name: \_\_\_\_\_

Local Government: (Check only one.)      [ ] St. Johns County    [ ] City of St. Augustine  
[ ] City of St. Augustine Beach

Parcel ID Number(s): \_\_\_\_\_

Project Location/Physical Address: \_\_\_\_\_

List any associated applications filed with the Local Government (i.e. rezoning, site plan, plat, etc.):

### III. Applicant/Agent Information:

Applicant's Name, Address, Phone Number & Email: \_\_\_\_\_

Agent's Name, Address, Phone Number & Email:

#### IV. Development Information:

Total Project Acreage: \_\_\_\_\_ Present Use of Property: \_\_\_\_\_

Project Data			
Current		Proposed	
Future Land Use:		Future Land Use:	
Zoning:		Zoning:	
Development Proposal--Number of Dwelling Units			
Total	Single Family (Detached)	Multi-Family (Duplex, Condos, Townhouses, Apartments)	Mobile Home
Starting Market Value:			

Description of Requested Modification (if applicable): \_\_\_\_\_

*I hereby certify the statements, information and/or attachments contained in this application are true and correct to the best of my knowledge.*

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Notes:**

- Applications will be reviewed for completeness upon receipt. The applicant will be notified within ten (10) working days if the application is deemed complete. Complete applications will be reviewed in the order they were received. Incomplete applications will not proceed through the review process until they are deemed complete.
- The School Concurrency Determination or Modification review will be completed within fifteen (15) working days of being deemed complete. A copy of the completed review will be sent to the Applicant and the County/Municipality.
- *The School Concurrency Determination does not grant or imply any approval by the County/Municipality.*

<b>School District Use Only:</b>	
<b>Application Received:</b>	
<b>Time:</b>	<b>By:</b>

Fee Schedule	
<b>School Concurrency Determination</b>	<b>\$150</b>
<b>Modification</b>	<b>\$100</b>
<b>Proportionate Share Mitigation Agreement</b> [based on number of dwelling units (du)]	
<b>1-10 du</b>	<b>\$150</b>
<b>11-50 du</b>	<b>\$500</b>
<b>51-200 du</b>	<b>\$1000</b>
<b>201 du &amp; up</b>	<b>\$1500</b>



St. Johns County School District  
**Owner's Authorization**

**Application for  
School Concurrency Determination**

\_\_\_\_\_, is hereby authorized TO ACT ON BEHALF OF  
\_\_\_\_\_, the owner(s) of the land described within the attached application  
and proof of ownership, as may be required in applying for an application related to a School Concurrency  
Determination (SCD) or Modification of an existing SCD.

BY:

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 202\_, by  
\_\_\_\_\_.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

Notary Public

State of Florida at Large

My Commission expires: \_\_\_\_\_

Personally known: \_\_\_\_\_ Produced ID: \_\_\_\_\_

(check one of the above)

Type of Identification Provided: \_\_\_\_\_

## School Concurrency Review Process

- Applicant submits three (3) copies of application package and the appropriate fee directly to the School District at 40 Orange Street, St. Augustine, FL 32084
  - *Applicants cannot submit unless the existing Future Land Use Map (FLUM) designation for the property would allow the proposed development or a corresponding Small Scale FLUM amendment is filed with the County/Municipality. Applicants needing a Large Scale FLUM amendment cannot file for school concurrency until the amendment is deemed effective.*
  - *Applicants must simultaneously submit an application for concurrency/site plan/final subdivision approval to the County/Municipality to be deemed complete.*
  - *Applications will only be accepted in the Planning & Government Relations Department from 8:00 a.m. - 5:00 p.m. on regular operating days for the School District.*
- Within ten (10) working days, Applicant is notified as to the completeness of the application package. As part of the completeness review, the School District will verify the listed Future Land Use, zoning, etc. with the County/Municipality.
- Once application is deemed complete a file and application number are created and the application is officially in “the concurrency line”
- An email will be sent to the Applicant and copied to the appropriate County/Municipality stating that the application is complete and listing the application number
- Within fifteen (15) working days of being deemed complete, the application will be reviewed for available capacity
- Capacity will be temporarily reserved if appropriate
- A School Concurrency Determination (SCD) letter will be sent to the applicant and County/Municipality with the results of the completed review. The County/Municipality letter will also contain a copy of the application package as submitted and upon which the review was based
- The temporary reservation will be in effect for 90 days or until the County/Municipality approves or denies the Final Certificate of Concurrency (FCOC)/site plan/final subdivision approval. Two 90-day extensions may be granted based on the joint decision of the School District and County/Municipality that the applicant is proceeding in good faith. Total time of temporary reserve will not exceed 270 days.
- If the FCOC/site plan/final subdivision approval is issued within the appropriate timeframe, the capacity will be reserved consistent with the requirements of the Public School Facilities Element (2 years with a possible 3-year extension)
- If capacity is not available, the Proportionate Share Mitigation (PSM) model will be completed and sent to the applicant along with the SCD letter. This model will utilize the starting home value from the application and the supporting comparable home sales. *(We require comparable home sales to support the starting home value. We are not permitted to consider premiums, annual sales price increases, or listings but must rely on actual comparable sales. There must also be a sufficient sample size to be representative of the current market.)*
- The applicant will be asked to indicate in writing, within 30 days, if they elect to begin the Proportionate Share Mitigation process rather than wait for available capacity. *Applicants electing to wait will be required to re-file an application at a future date (Waiting does not hold a place “in the concurrency line”)*

- The applicant will complete the form Proportionate Share Mitigation Agreement with the development details and the mitigation amount generated by the PSM model.
- Once the applicant tenders a written, binding commitment to provide mitigation proportionate to the demand for public school facilities to be created by actual development of the property, the School District will notify the local government that capacity is available for the development within 30 days after receipt of the developer's legally binding commitment.
- The Proportionate Share Mitigation Agreement will be scheduled for approval by both the School Board and the County/Municipality.