

IMPACT FEE ORDINANCE
ORDINANCE NO. 2025 - 015

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF PUTNAM COUNTY, FLORIDA, REPEALING ORDINANCES 2006-37, 2006-38, 2006-39, 2006-40 AND 2006-41; AMENDING CHAPTER 24 OF THE PUTNAM COUNTY CODE; ADOPTING AN IMPACT FEE STUDY WHICH ESTABLISHES PUBLIC FACILITIES DISTRICTS AND PROVIDES FOR IMPACT FEES FOR FIRE PROTECTION, LAW ENFORCEMENT, COUNTY GOVERNMENT FACILITIES, PARKS AND RECREATION, TRANSPORTATION, WATER AND WASTEWATER FACILITIES, INCLUDING PROVISIONS FOR FINDINGS; PURPOSES; INTENT OF IMPACT FEES; DEFINITIONS; THE IMPOSITION OF FEES, APPLICABILITY AND EXEMPTIONS; CALCULATION OF FEES THROUGH A FEE SCHEDULE; DEVELOPER CONTRIBUTION CREDITS; USE OF FUNDS; REFUND OF FEES; PERIODIC REVIEW OF FEES; PAYMENT OF FEES; PENALTIES, INTEREST AND LIENS RELATING TO UNPAID FEES; CREDITS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Putnam County, Florida
June 10, 2025

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NOW THEREFORE, BE IT ORDAINED by the Putnam County Board of County Commissioners, Putnam County, Florida that:

SECTION 1. Section Chapter 24 of the Putnam County Code is hereby amended to read as follows:

IMPACT FEES

Article I. County Public Facilities Impact Fees

24-1. Short Title

This chapter shall be known and may be cited as the Putnam County Impact Fee Ordinance.

24-2. Territorial Applicability

This chapter applies to the unincorporated areas of the county and to the incorporated areas of the county to the extent authorized by law and as provided in this chapter.

24-3. Statutory Authority

The board of county commissioners has the authority to adopt this chapter under Florida law, including Article VIII of the Constitution of the State of Florida and Chapters 125 and 163, *Florida Statutes*.

24-4. Findings Of Fact, Purpose, and Intent Of Ordinance

The board of county commissioners makes the following findings and determinations:

- (a) This chapter is intended to implement and be consistent with the county's comprehensive plan under the Florida Community Planning Act, codified in Chapter 163, *Florida Statutes*;
- (b) Both existing development and development necessitated by the growth contemplated in the comprehensive plan will require improvements and additions to the county's fire and rescue facilities, law enforcement facilities, government buildings, parks and recreation facilities, transportation system, water facilities, and wastewater facilities to accommodate growth while maintaining the existing level of service standards for these facilities;
- (c) New impact-generating land development activity should contribute its proportional and reasonable share of the cost of capacity-adding improvements and additions to the fire and rescue facilities, law enforcement facilities, government buildings, parks and recreation facilities, transportation system, water facilities, and wastewater facilities required to accommodate capital infrastructure demands

24-4. Findings Of Fact, Purpose, and Intent Of Ordinance

generated by such growth as contemplated in the comprehensive plan;

- (d) Implementation of reasonable impact fees to ensure future impact-generating land development activity contributes its proportional and reasonable share of the cost of required new capital infrastructure capacity is an integral and vital element of the regulatory plan of growth management incorporated in the comprehensive plan;
- (e) Public facility planning is an evolving process, and the capital infrastructure improvements and additions to the fire and rescue facilities, law enforcement facilities, government buildings, parks and recreation facilities, transportation system, water facilities, and wastewater facilities identified on the date of adoption of this ordinance are projections of growth patterns and improvements and additions based on present knowledge and judgment. Therefore, in recognition of changing growth patterns and the dynamic nature of population growth, the board of county commissioners intends that the identified improvements and additions to the public facilities should be reviewed and adjusted periodically to ensure that impact fees are imposed equitably and lawfully and are utilized effectively based upon actual and anticipated conditions at the time of their imposition;
- (f) The purpose of this chapter is to require payment of impact fees from new impact-generating land development activities in the county, and if applicable participating municipalities, and to provide for the cost of capital infrastructure improvements to the county's public facilities, which are required to accommodate the additional demand caused by these development activities;
- (g) The impact fees mandated by this chapter are limited to the proportionate and reasonable cost of new public facility capacity necessary to serve new impact-generating land development activities and have neither the purpose nor the effect of funding any general increase in the level of service of existing facilities;
- (h) Required improvements and additions to county public facilities needed to correct existing deficiencies will be financed by revenue sources other than impact fees in order to maintain levels of service, as provided herein;
- (i) The county, in coordination with participating municipalities, has and will maintain capital improvement plans sufficient to ensure improvements and additions to public facilities funding by impact fee revenues will provide a benefit to serve new impact-generating land development activities proportionate to impact fees paid, based on levels of service as provided herein, and
- (j) This chapter shall not be construed to permit the collection of impact fees from impact-generating land development activities over the proportionate amount

reasonably anticipated to offset the proportional demand new growth will have on the county's public facilities.

24-5. Definitions

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context indicates a different meaning.

Access improvements mean improvements designed to ensure safe and adequate ingress and egress.

Arterial road means a road that is a main traffic artery carrying relatively high traffic volume for relatively long distances. Generally, an arterial road is greater than two lanes in width and longer than two miles in distance.

Building permit means the development permit issued by the county building department or any other county or city office before any building or construction activity can be initiated on a parcel of land.

Capital infrastructure means capacity-adding fixed capital expenditures or fixed capital outlays, excluding the cost of repairs or maintenance, associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of at least 5 years; related land acquisition, land improvement, design, engineering, and permitting costs; and other related construction costs required to bring the public facility into service. The term also includes a fire and rescue department vehicle, an emergency medical service vehicle, a sheriff's office vehicle, a police department vehicle, and the equipment necessary to outfit the vehicle for its official use.

Collector road means a road that carries traffic from local roads to arterial roads. Collector roads have more continuity, carry higher traffic volumes, and may provide less access than local roads. Collector roads are generally two-lane facilities and generally operate at a lower capacity and operating speeds than do arterial roads.

County administrator means the county administrator appointed by the board of county commissioners, or the administrator's designees.

County coordinator means the county coordinator appointed by the county administrator and the coordinator's designees, for the purpose of administering this chapter.

Encumber means to legally obligate by contract or otherwise to commit to use by appropriation or another official act of the county.

Equivalent residential connection, or ERC, means the equivalent of the average water and wastewater usage requirements of a single-family residential customer, as the term is used

in the applicable impact fee study.

External trip means any trip that either has its origin from or its destination at the development site and that impacts the major road network system.

Feepayer means a person commencing impact-generating land development activity who is obligated to pay an impact fee under the terms of this chapter.

Fire rescue facilities mean public facilities used in the operation of fire and rescue services by the Putnam County Fire Rescue Department, including all capital infrastructure, in accordance with the applicable impact fee study.

Government buildings mean buildings and associated land improvements used in the operation of Putnam County's general governmental operations, including all capital infrastructure, in accordance with the applicable impact fee study.

Impact Fee Act means the Florida Impact Fee Act, codified as section 163.31801, *Florida Statutes*.

Impact fees studies mean the technical report applicable to a category of public facility used in the calculation of impact fees imposed by this chapter and adopted herein.

Impact-generating land development activity means land development, or a new use designed or intended to permit a use of the land that will create new demand for public facilities, in accordance with the findings of the applicable impact fee study by increasing the impact units associated with the property.

Impact unit means the increment of new demand created by a unit of new development, as defined by the applicable impact fee study.

Land means the earth, water, and air above, below, or on the surface, and includes any improvements or structures customarily regarded as land.

Law enforcement facilities mean public facilities used in the operations of the Putnam County Sheriff's Department and include buildings, land, equipment, and vehicles, in accordance with the applicable impact fee study.

Off-site roadway improvement means roadway improvements located outside the boundaries of the parcel proposed for development, except on-site arterial and major collector roads, which are required by the county to serve the development's external trips on its major road network system. Off-site roadway improvements do not include access improvements.

On-site roadway improvement means roadway improvements at or near the land

24-6. Adoption of Impact Fee Studies

development activity that are necessary to access the land development's external trips upon the major road network system or are necessary to access the land development's internal trips upon the major road network system where a portion of the major road network system is included within the development.

Parks and recreation facilities mean public facilities used in the operation of the Putnam County Parks and Recreation Department, including all capital infrastructure, in accordance with the applicable impact fee study.

Person means an individual, corporation, governmental agency, business trust, estate, trust, partnership, association, two or more persons having a joint or common interest, or any other entity.

Public facilities mean the county's fire and rescue facilities, law enforcement facilities, government buildings, parks and recreation facilities, transportation system, water facilities, and wastewater facilities.

Road means a way open to travel by the public, including, but not limited to, a street, highway, or alley. The term includes associated sidewalks, the roadbed, the right-of-way, and all culverts, drains, sluices, ditches, water storage areas, waterways, embankments, slopes, retaining walls, bridges, tunnels, viaducts necessary for the maintenance of travel, and all ferries used in connection with roads.

Transportation facilities mean public facilities used in the operation of Putnam County's transportation system, including all capital infrastructure, in accordance with the applicable impact fee study.

Water facilities mean public facilities used in the operation of Putnam County's water system, including all capital infrastructure, in accordance with the applicable impact fee study.

Wastewater facilities mean public facilities used in the operation of Putnam County's wastewater system, including all capital infrastructure, in accordance with the applicable impact fee study.

24-6. Adoption of Impact Fee Studies

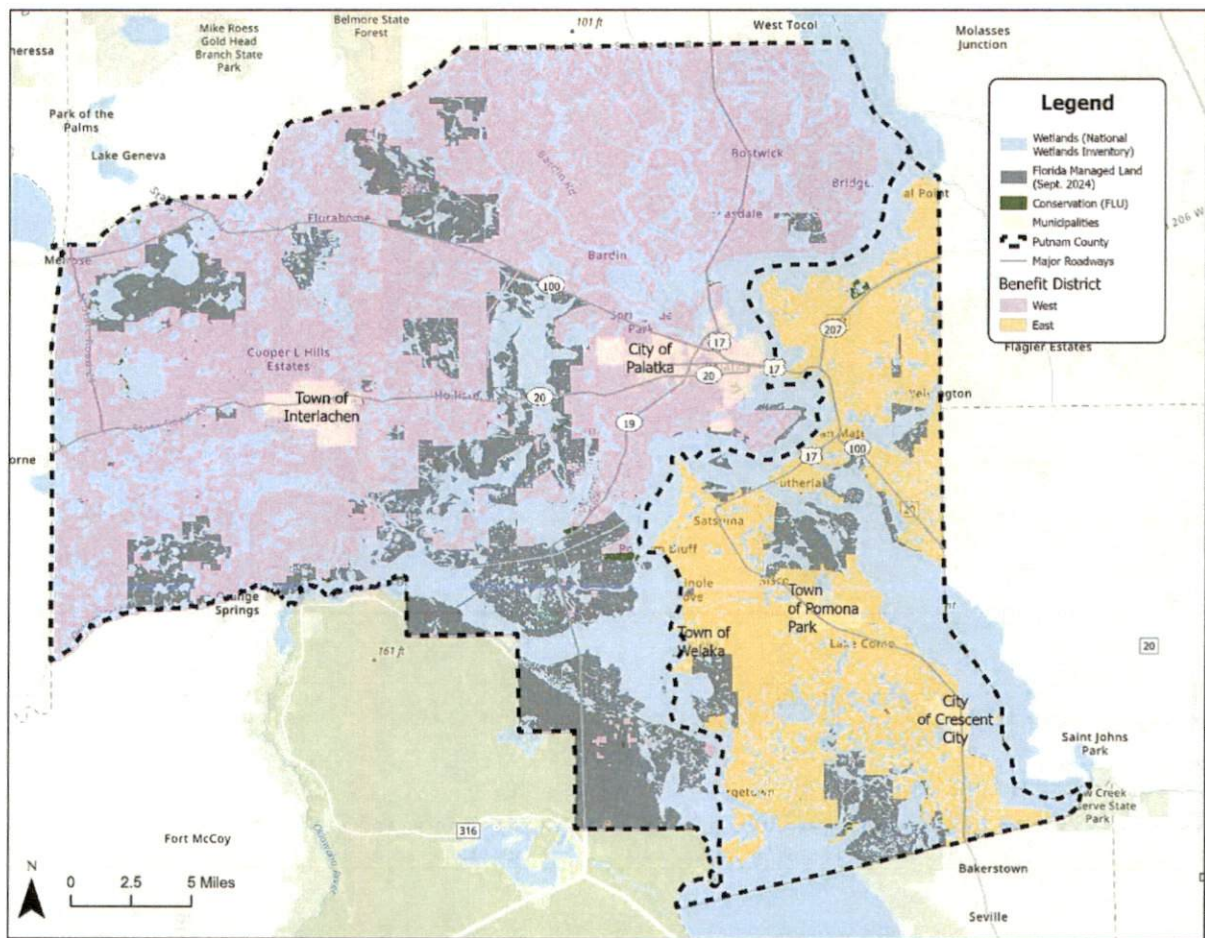
The board of county commissioners adopts and incorporates by reference the studies entitled "Putnam County Impact Fee Update Study," dated April 2025 and "Water and Wastewater Impact Fee Study," dated April 10, 2025, including the assumptions, conclusions and findings in the studies regarding additions to the county's public facilities and the allocation of anticipated costs of capital infrastructure improvements between the costs required to accommodate existing development and the costs required to accommodate the demands of future impact-generating land

development activities as contemplated in the comprehensive plan.

24-7. Public Facilities Districts

- (a) In accordance with the impact fee studies, the county adopts the following public facilities districts to ensure fee payers receive a reasonable and proportionate benefit for fees paid in the service areas for each impact fee assessed by this chapter:
 - (1) A fire rescue facilities district that consists of a single district containing the unincorporated areas of the county and any municipalities served by county fire rescue services;
 - (2) A law enforcement facilities district that consists of a single district containing the unincorporated areas of the county and any municipalities served by county law enforcement;
 - (3) A government buildings facilities district that consists of a single district containing the unincorporated areas of the county and any municipalities served by county government buildings;
 - (4) Parks and recreation facilities districts that consist of two public facility districts, one reflecting the needs and planned parks and recreation improvements in the western portion of the County, and the other reflecting the needs and planned parks and recreation improvements in the eastern portion of the County, as shown in Figure 1. *Impact Fee District Map* and is generally described as follows:
 - a. A West District that includes unincorporated areas of the County and any municipalities served by county parks to the west of the St. John's River; and
 - b. An East District that includes unincorporated areas of the County and any municipalities served by county parks to the east of the St. John's River.

Figure 1. Impact Fee District Map



- (5) Transportation facilities districts that consist of two public facility districts, one reflecting the needs and planned transportation improvements in the western portion of the County, and the other reflecting the needs and planned transportation improvements in the eastern portion of the County, as shown in Figure 1. Impact Fee District Map and is generally described as follows:
- A West District that includes unincorporated areas of the County and any municipalities served by the county road system to the west of the St. John's River; and
 - An East District that includes unincorporated areas of the County and any municipalities served by the county road system to the east of the St. John's River.
- (6) A water facilities district that consists of a single district containing the

unincorporated areas of the county and any municipalities served by the county water system; and

- (7) A wastewater facilities district that consists of a single district containing the unincorporated areas of the county and any municipalities served by the county wastewater system.
- (b) Impact fees collected from each category of public facility shall be spent to the benefit of that public facility district where it was collected, as provided in section 24-13.
- (c) *Interlocal Agreements.* The County will maintain interlocal agreements or other binding instruments as are necessary to ensure the collection and expenditure of impact fees in the impact fee districts adopted under this chapter, as required by applicable law. Any administrative fees assessed by the county or other jurisdiction pursuant to this chapter shall comply with the Florida Impact Fee Act, if applicable.

24-8. Fees Imposed

- (a) *Payment of Fees Required.* Any person or governmental body that engages in any impact-generating land development activity shall pay all impact fees required by this chapter, except as otherwise expressly provided. To the extent municipalities are included a facility district, the county coordinator will involve representatives from those jurisdictions as agreed.
- (b) *Calculation of Fees.*
 - (1) The county coordinator will calculate impact fees due for a proposed impact-generating development activity based on:
 - a. The information provided in the building permit application; and
 - b. The impact fee regulations that are in effect at the time of the issuance of the building permit.
 - (2) If the building permit is for less than the entire development planned as part of an impact-generating land development activity, the fees will only be computed for the portion of the development covered by the permit.
- (c) *Impact Fee Schedule.*
 - (1) The amount of impact fees due shall be determined by the fee schedule shown in Table 24-1, subject to any modification and updates to the impact fee schedule adopted pursuant to this chapter.

- (2) The land uses listed in Table 24-1 have the meanings defined by the county land development code, consistent with the applicable impact fee study.
- (d) *Additions to Buildings and Changes of Use.*
 - (1) The county coordinator will calculate impact fees for additions or renovations to an existing building for the additional impact units created by the addition or renovation based on the applicable impact fee study.
 - (2) Impact fees will be assessed for changes of use only to the extent that they also represent an increase in impact units.
- (e) *Timing of Payment.* The feepayer shall pay the impact fee to the county at the time of, and no sooner than, issuance of a building permit for the impact-generating development.
- (f) *Increases to impact fee rates.*
 - (1) Increases to impact fee rates are subject to the limitations and requirements of the Impact Fee Act, if applicable.
 - (2) Increases in impact fee rates must comply with the credit provisions in section 24-12 and must ensure the holders of any impact fee credits in existence before a fee increase receive the full benefit of the intensity or density prepaid by the credit balance as of the date it was first established, including credits granted under sections 163.3180 or 380.06, *Florida Statutes*, if applicable.

See Exhibit A: Table 24-1. Master Impact Fee Schedule – non-utility

See Exhibit B: Table 24-2. Water and Wastewater Impact Fee Schedule

24-9. Exemptions

- (a) The following conditions are exempt from payment of the impact fees required under this chapter:
 - (1) Alterations or expansion of an existing residential building where no additional impact units are created and where the use is not changed;
 - (2) The construction of buildings or structures that are accessory to a residential building, where no additional impact units are created;

24-10. Calculation of Fees for Unlisted and Mixed Uses

- (3) The replacement of a residential land use where no additional impact units are created;
 - (4) Temporary construction of a shed or trailer used to assist construction and maintained only during the term of active building permits for related construction activities;
 - (5) Public schools and charter schools, pursuant to section 1002.33(18)(d), *Florida Statutes*, if applicable; and
 - (6) Any other use that is exempted by law.
- (b) An exemption must be claimed by the feepayer before payment of an impact fee and issuance of a building permit. Any exemption not so claimed will be deemed waived by the feepayer.
 - (c) The County will not increase impact fee rates to offset any reduced revenue resulting from exemptions granted under this section, if any.
 - (d) The County will ensure sufficient funding is available to maintain levels of service provided in the impact fee studies to the extent an impact-generating development activity is exempt, except as expressly authorized in the Impact Fee Act provisions for affordable housing, as applicable.

24-10. Calculation of Fees for Unlisted and Mixed Uses

- (a) *Unlisted Uses.* If an impact-generating land development activity involves a land use not listed under the impact fee land use categories listed in section 24-8, the county coordinator will determine the impact on the applicable public facilities to be generated by the land development and shall calculate the impact fees utilizing a methodology generally consistent with section 24-11.
- (b) *Mixed-Use Developments.*
 - (1) If an impact-generating land development activity involves more than one use classification, the county coordinator will calculate the impact fees based upon the demand, by category of public facility, to be generated by each separate land use category included in the proposed mixed-use development.
 - (2) Impact fees for buildings located on outparcels within larger developments will be calculated individually and will not be included in the overall square footage of the development to calculate impact fees.

24-11. Individual Impact Assessment

(a) *Generally.*

- (1) If a feepayer believes the impact to the county's fire and rescue facilities, law enforcement facilities, government buildings, parks and recreation facilities, transportation system, water facilities, or wastewater facilities caused by the feepayer's proposed impact-generating land development activity is less than the fee established in this chapter, the feepayer may undertake an individual assessment of its impact on public facilities before the issuance of the building permit for the development.
- (2) The feepayer shall pay all costs to develop the individual assessment of impact as well as any impact fees due when the assessment is under consideration.

(b) *Methodology of individual assessment.*

- (1) If a feepayer elects to conduct an alternative impact fee assessment, the methodology for the assessment must be approved by the county coordinator before the feepayer begins the assessment, based on the provisions of this chapter.
- (2) The alternative impact fee assessment should be based on the general methodology used in the applicable impact fee study.
- (3) An alternative impact fee assessment may calculate the demand component for a proposed development in a different way than the applicable impact fee study adopted in this chapter if the alternative impact fee assessment shows that the alternative approach accurately reflects the development's impact on public facilities.
- (4) The person who prepares an alternative impact fee calculation must assume that the impact-generating land development activity will have the maximum impact on the public facility for the land use category contemplated under the impact fee rate.
- (5) The cost and credit components for the alternative impact fee assessment must be those included in the applicable impact fee study, with adjustments for changes adopted by the board of county commissioners to the fees calculated in the impact fee study.

(c) *Individual assessment application.*

- (1) An application for an alternative impact fee should be submitted to the county coordinator and should include all calculations and supporting information.
- (2) Applications for alternative impact fees for transportation facilities shall include:
 - a. Trip generation rates for the proposed development, consistent with the applicable impact fee study approved under this chapter, based on local empirical surveys for the same or similar land use types; and
 - b. Percent new trips and total trip length generated from the proposed development to the county's transportation system. The trip calculations should be consistent with the applicable impact fee study and use local empirical surveys of similar land use types.
- (3) Applications for alternative impact fees for parks and recreation facilities, fire rescue facilities, law enforcement facilities, government buildings, water facilities, and wastewater facilities¹ impact fees shall include:
 - a. Public facility demand for the proposed development, based on local empirical surveys for the same or similar land use types; and
 - b. The estimated population, based on local empirical surveys of similar land use types.
- (4) The alternative impact fee calculations should be consistent with the data, information, and assumptions contained in the applicable impact fee study.
- (5) Use of independent sources is allowed, provided that:
 - a. The independent source is a source of engineering or planning information that is generally accepted in the field and is the most recent and localized data available; or
 - b. The independent source is a local study that:
 1. Is supported by an adequate database for the conclusions contained in the local study,

2. Is performed by a professional engineer or planner;
3. Uses a generally accepted methodology of engineering or planning; and
4. Uses the most recent and localized data available.

(d) *Review of Individual Assessment Application.*

(1) *Completeness Review.*

- a. The county coordinator will decide within ten business days of submission of an application whether:
 1. The application for an alternative impact fee calculation is complete; and
 2. The calculations and methodology comply with the requirements of this chapter.
- b. If the county coordinator determines that the application is not complete, he or she will send a written statement specifying the deficiencies to the person who submitted the application.
- c. The application will be deemed complete if no deficiencies are specified by the coordinator.
- d. After verifying the applicant received the statement of deficiencies, the coordinator will take no further action on the application until it is deemed complete.

(2) *Review of Fee Calculation.*

- a. The county coordinator will review complete applications and render a written decision within 20 business days from the date the application is deemed complete on whether the impact fee should be modified and, if so, what the amount should be.
- b. If the county coordinator determines that the data, information, and assumptions used by the fee payer to calculate the alternative impact fee comply with the requirements of this section, the fee payer shall pay the alternative impact fee in satisfaction of the impact fee requirements of this chapter.
- c. If the county coordinator determines that the data, information, and

assumptions used by the applicant to calculate the alternative impact fee do not support an alternative fee amount, based on the requirements of this section, the coordinator will notify the feepayer and the person who submitted the application in writing.

24-12. Developer Contribution Credits

(a) *Generally.*

- (1) A person who initiates any impact-generating land development activity may apply for a dollar-for-dollar credit against impact fees required by this chapter for any contribution, payment, construction, or dedication of land accepted and received by the county for public facilities, consistent with the assumptions and methodologies of the applicable impact fee study and included on the county's five-year capital improvement plan.
- (2) Approvals of credits under this section shall provide, in the event of a future impact fee rate increase, how holders of credits will receive the full benefit of the intensity or density prepaid by the credit balance as of the date the credits are approved.

(b) *Calculation of Impact Fee Credits.*

- (1) A contribution, payment, construction, or dedication will be credited in an amount equal to its full fair market value at the time of the contribution, payment, construction, or dedication as provided for and according to any limitations under this chapter.
- (2) Credits against impact fees due for a category of public facilities will be recognized if the capital infrastructure improvements satisfy an obligation to fund, acquire, construct, or develop a capital infrastructure improvement included in the county's current five-year capital improvement plan.
- (3) The credit for any particular public facility impact fee will not exceed the full obligation of the impact fees for that particular public facility's impact fee for the proposed land development activity, unless provided for otherwise in a credit agreement.

(c) *Application for Credit Agreement.*

- (1) A feepayer who seeks an impact fee credit may apply for a credit agreement to the county coordinator.
- (2) If the proposed application for a credit agreement involves credit for the

dedication of land, the application shall include:

- a. A drawing and legal description of the land;
- b. The appraised fair market value of the land at the date a building permit is proposed to be issued for the impact-generating land development activity, prepared by a professional real estate appraiser who is a member of the Member Appraisal Institute (MAI) or who is a member of Senior Residential Appraisers (SRA); and
- c. If applicable, a certified copy of the development order for the dedication.

(3) If the proposed application for a credit agreement involves construction, the application shall include:

- a. The proposed plan of the specific construction prepared and certified by a duly qualified and licensed Florida engineer or contractor; and
- b. The projected costs for the suggested improvement, based on local information for similar improvements and the construction timetable for the completion of the proposed construction. The estimate should include:
 1. The cost of construction or reconstruction;
 2. The cost of all labor and materials;
 3. The cost of all land, property, rights, easements, and franchises acquired;
 4. Financing charges and interest before, during, and for one year after completion of construction,
 5. Cost of plans and specifications;
 6. Surveys of estimates of costs and revenues;
 7. Cost of professional services; and
 8. Any other expenses necessary or incidental to determining the feasibility or practicability of such construction or reconstruction.

- (4) If the proposed credit agreement includes a request for credit resulting from any other contribution or payment to the county, the application shall include:
 - a. A certified copy of the development order for the contribution or payment; and
 - b. If payment has been made, proof of payment, or, if payment has not been made, the proposed method of payment.
- (d) *Review of Application for Credit Agreement.*
 - (1) *Completeness Review.*
 - a. The county coordinator will decide within ten business days of receipt of an application for credit agreement whether the application is complete.
 - b. If the county coordinator determines that the application is not complete, he or she will send a written statement specifying the deficiencies to the person who submitted the application.
 - c. The application will be deemed complete if no deficiencies are specified by the coordinator.
 - d. After verifying the applicant received the statement of deficiencies, the coordinator will take no further action on the application until it is deemed complete.
 - (2) *Review of Credit Calculation.*
 - a. The county coordinator will review complete applications and render a written decision within 20 business days from the date the application is deemed complete.
 - b. If the application is approved, a credit agreement will be prepared and executed by the fee payer and the board of county commissioners.
 - c. In addition to other material matters, the fee agreement shall specifically state:
 - 1. The contribution, payment, construction, or land dedication that is the subject of the credit;

2. The completion deadline for the subject of the credit to be completed, dedicated, or paid;
 3. Whether and in what situations extensions of time are permitted; and
 4. The value of the credit the applicant will receive for the contribution, payment, or construction.
- (e) *Allocation and Transfer of Credits.* Impact fee credits for a particular capital infrastructure improvement are assignable and transferable from one property to another in the same impact fee district or in a district adjacent to the district where the credit-eligible improvement or contribution was made, regardless of the date the credits were approved.
- (f) *Valuation.* If the county increases its impact fee rates, the holder of any impact fee credits that were in existence before the fee increase, whether granted under this Article, section 380.06, *Florida Statutes*, or other authority, is entitled to the full benefit of the intensity or density prepaid by the credit balance as of the date it was first established. This paragraph applies only to credits granted after the effective date of section 163.31801(5), *Florida Statutes*, as applicable.

24-13. Use of Funds

- (a) *Impact fee accounts.* To ensure impact fee revenues are spent to the proportional benefit of new development, the board of county commissioners will establish and maintain a separate accounting fund for each of the following categories of capital facilities, for each public facility district, as established by section 24-7:
- (1) Fire rescue facilities;
 - (2) Law enforcement facilities;
 - (3) Government buildings;
 - (4) Parks and recreation facilities-east;
 - (5) Parks and recreation facilities-west;
 - (6) Transportation facilities-east;
 - (7) Transportation facilities-west;
 - (8) Water facilities; and

- (9) Wastewater facilities.
- (b) The monies deposited into an impact fee accounting fund shall be used solely to acquire, construct, or improve capital infrastructure included on the county's five-year capital improvement plan.
- (c) Funds on deposit in an impact fee fund shall not be used, in whole or in part, to pay existing debt or for previously approved public facilities, unless such expenditures are reasonably connected to and have a rational nexus with increased impacts on such facilities by new construction.
- (d) Funds on deposit in an impact fee fund shall not be used for any expenditure that would be classified as a maintenance, operation, or repair expense or to cure an existing deficiency in the capital improvement system.
- (e) Funds on deposit in an impact fee fund shall not be used for any expenditure other than for the same category of public facility for which the fee was collected, in accordance with the applicable impact fee study and the capital improvement plan.
- (f) Funds on deposit in an impact fee fund shall be spent within the public facility district from which they were collected, except as otherwise allowed herein.
- (g) The monies deposited into an impact fee fund shall be used solely to provide additional capital improvement capacity to the county's capital improvement system required to accommodate new impact-generating development activities, as provided in the county's five-year capital improvement plan.
- (h) Any monies on deposit that are not immediately necessary for expenditure shall be invested in interest-bearing accounts by the county. All interest income derived from such investments shall remain or be deposited in the impact fee accounting fund in which the interest income was earned.
- (i) *Annual Recommendation for Expenditure of Fees.*
 - (1) When the annual budget is reviewed each year, the county administrator shall propose appropriations to be spent from each public facilities accounting fund to the board of county commissioners.
 - (2) After review of the county administrator's recommendation, the board of county commissioners shall either approve, modify, or deny the recommended expenditures of the impact fee account monies.
 - (3) Any amounts not appropriated from the impact fee accounts, together with any interest earnings, shall be carried over in the specific impact fee account

to the following fiscal period.

(j) *Annual Reporting and Audit.*

- (1) The county will submit with the annual financial report required under section 218.32, *Florida Statutes*, or its financial audit report required under section 218.39, *Florida Statutes*, a separate affidavit signed by the county's chief financial or executive officer attesting, to the best of their knowledge, all impact fees were collected and expended by the county, or on the county's behalf, in full compliance with the spending provisions in this chapter and that funds expended from each impact fee account or fund were used only to acquire, construct, or improve specific capital infrastructure needs.
- (2) In addition to the items that are reported in the annual financial reports required under section 218.32, *Florida Statutes*, the county will issue a report on impact fees assessed under this chapter that includes:
 - a. Materials requested by the board of county commissioners;
 - b. Data required by the Impact Fee Act, if applicable; and
 - c. Any other materials deemed relevant to verifying ongoing compliance with this chapter and the Act.

24-14. Refunds

- (a) *Generally.* The impact fees collected pursuant to this chapter shall be returned to the applicant who paid them on the building permit if:
 - (1) The building permit for which the impact fees were paid is revoked, expires, withdrawn, or is cancelled before completion of the developer's project; or
 - (2) Impact fee revenues collected have not been expended or encumbered before the end of the fiscal year immediately following the seventh anniversary of the date upon which such fees were paid.
- (b) *Refund application.*
 - (1) A refund application may be submitted within one year following the expiration of the building permit on an uncompleted project or one year following the end of the fiscal year immediately following the seventh anniversary of the date when the impact fee was paid on the proposed development.

- (2) The refund application shall include the following information:
 - a. A copy of the dated receipt issued for payment of impact fees;
 - b. A copy of the associated building permit or permits;
 - c. If applicable, evidence that the applicant is the legal successor in interest to the feepayer, who has waived all claims to a refund in writing.

(c) *Review of refund application.*

(1) *Completeness Review.*

- a. The county coordinator will decide within ten business days of receipt of a refund application whether the application is complete.
- b. If the county coordinator determines that the application is not complete, he or she will send a written statement specifying the deficiencies to the person who submitted the application.
- c. The application will be deemed complete if no deficiencies are specified by the coordinator.
- d. After verifying the applicant received the statement of deficiencies, the coordinator will take no further action on the application until it is deemed complete.

(2) *Review of Application.*

- a. The county coordinator will review complete applications and render a written decision on the application within 20 business days after the application is deemed complete.
- b. If the application is approved, the county will refund the impact fees paid plus two percent interest per year.

24-15. Review of Fees

- (a) The fee schedule contained in Table 24-1 and any interlocal agreements shall be reviewed by the board of county commissioners at least once every two years to ensure ongoing compliance with county codes and state law.
- (b) At least every five years, the fee schedule shall be updated, according to the requirements of the Impact Fee Act or other applicable law.

24-16. Penalty

- (a) *Misdemeanor Offense.* Violations of this chapter are a misdemeanor offense punishable as provided in section 1-6, *Putnam County Code*.
- (b) *Lien for Non-Payment.*
 - (1) The county shall have the power to sue in civil court to enforce the provisions of this chapter or to collect from any feepayer the sums due under this chapter.
 - (2) Any fee not paid when due shall become a lien in favor of the county on the property subject to the fee and may be foreclosed by the method for foreclosure of special assessment liens provided in section 38-59, *Putnam County Code*.
 - (3) In any foreclosure, the county shall be entitled to recover its costs and attorneys' fees for the foreclosure action, which also shall be secured by the lien.

24-17. Appeals

- (a) *Timing.* A feepayer may appeal any final decision by the county coordinator under this chapter by filing a petition with the board of county commissioners within 30 days of the decision.
- (b) *Standard of Review.* In reviewing the county coordinator's decision, the board of county commissioners shall use the following standards:
 - (1) To reverse a decision of the county coordinator, the board of county commissioners must find that there was a clear and demonstrable error in the application of the facts in the record to the applicable standards of this chapter;
 - (2) The board shall reverse the decision of the county administrator only if there is competent, substantial evidence in the record that the decision failed to comply with this chapter and applicable law; and
 - (3) The board of county commissioners does not have the authority to negotiate the amount of the impact fees or waive impact fees otherwise specified in this chapter, except as expressly provided in this chapter.
- (c) *Action by board of county commissioners.*
 - (1) The decision of the board of county commissioners is final.

- (2) If the board of county commissioners reverses or modifies the coordinator's decision, it will provide the coordinator with clear direction on the proper decision.
- (d) *Appeal of Board's Decision.* The decision of the board of county commissioners reviewing an appeal under this section shall be reviewable by petition to the circuit court for writ of certiorari.

24-18. Severability

If any section, subsection, sentence, clause, phrase, or portion of this chapter is held invalid or unconstitutional by any court of competent jurisdiction, the invalid or unconstitutional portion shall be deemed a separate, distinct, and independent provision, and the court's holding shall not affect the validity of the remainder of this Ordinance.

24-19. Effective Date

- (a) The impact fees in place at the time of filing of a complete building permit application apply to determine the amount of the impact fee.
- (b) Except as expressly provided otherwise by the Impact Fee Act, if applicable, this ordinance and any amendments to it will take effect 90 days from the date of adoption by the board of county commissioners.
- (c) New or different impact fees will not apply to current or pending building permit applications submitted before the effective date of this ordinance or an amendment to it.
- (a) Increases to a current impact fee rate are subject to limitations and requirements of the Impact Fee Act, if applicable.

DONE, ORDERED AND ADOPTED this 10th day of June 2025.



ATTEST:

Matt Reynolds, Clerk of Court

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY FLORIDA

By:

Leota Wilkinson, Chair

Exhibit A - Master Impact Fee Schedule
Table 24-1
(To be Recorded With Ordinance)

Table 24-1. Master Impact Fee Schedule

ITE LUC	Land Use	Unit	Calculated Impact Fees					
			Fire Rescue	Law Enforcement	General Government Buildings	Parks and Recreation Facilities	Transportation	Total
RESIDENTIAL:								
210	Single Family (Detached)	du	\$921	\$148	\$1,270	\$445	\$4,927	\$7,711
215	Single Family (Attached)	du	\$921	\$148	\$1,270	\$445	\$4,265	\$7,049
220	Multi-Family Housing (Low-Rise, 1-3 floors)	du	\$738	\$97	\$1,018	\$356	\$3,280	\$5,489
221/222	Multi-Family Housing (Mid/High-Rise, 4+ floors)	du	\$738	\$97	\$1,018	\$356	\$2,199	\$4,408
240	Mobile Home / Mobile Home Park	du	\$868	\$141	\$1,197	\$420	\$1,768	\$4,394
251	Senior Adult Housing (Single Family)	du	\$555	\$89	\$765	\$268	\$1,806	\$3,483
252	Senior Adult Housing (Multi-Family)	du	\$437	\$59	\$603	\$213	\$1,188	\$2,500
LODGING:								
310	Hotel	room	\$579	\$114	\$941	-	\$2,177	\$3,811
320	Motel	room	\$484	\$95	\$787	-	\$1,026	\$2,392
RECREATION:								
416	Campground/RV Park	site	\$272	\$53	\$442	-	\$560	\$1,327
492	Health/Fitness Club	1,000 sf	\$1,240	\$244	\$2,016	-	\$12,849	\$16,349
495	Recreational Community Center	1,000 sf	\$1,069	\$210	\$1,738	-	\$10,274	\$13,291
INSTITUTIONS:								
520	Elementary School (Private)	student	\$59	\$12	\$96	-	\$438	\$605
522	Middle/Junior High School (Private)	student	\$53	\$10	\$86	-	\$408	\$557
525	High School (Private)	student	\$47	\$9	\$77	-	\$414	\$547
540/550	University/Junior College (7,500 or fewer students) (Private)	student	\$59	\$12	\$96	-	\$940	\$1,107
	University/Junior College (more than 7,500 students) (Private)	student	\$47	\$9	\$77	-	\$709	\$842
560	Church	1,000 sf	\$277	\$55	\$451	-	\$1,991	\$2,774
565	Day Care Center	1,000 sf	\$502	\$99	\$816	-	\$4,647	\$6,064
MEDICAL:								
610	Hospital	1,000 sf	\$756	\$149	\$1,229	-	\$5,290	\$7,424
620	Nursing Home	1,000 sf	\$1,535	\$302	\$2,496	-	\$1,315	\$5,648
630	Clinic	1,000 sf	\$850	\$167	\$1,383	-	\$16,531	\$18,931
OFFICE:								
710	General Office	1,000 sf	\$561	\$110	\$912	-	\$4,800	\$6,383
720	Medical Office 10,000 sq ft or less	1,000 sf	\$685	\$135	\$1,114	-	\$11,046	\$12,980
	Medical Office greater than 10,000 sq ft	1,000 sf	\$986	\$194	\$1,604	-	\$15,861	\$18,645
RETAIL:								
822	Retail less than 40,000 sfgla	1,000 sfgla	\$1,163	\$229	\$1,892	-	\$2,115	\$5,399
821	Retail 40,000 to 150,000 sfgla	1,000 sfgla	\$1,618	\$319	\$2,631	-	\$4,654	\$9,222
820	Retail greater than 150,000 sfgla	1,000 sfgla	\$1,110	\$219	\$1,805	-	\$5,395	\$8,529
840/841	New/Used Auto Sales	1,000 sf	\$868	\$171	\$1,411	-	\$6,776	\$9,226
850	Supermarket	1,000 sf	\$1,334	\$263	\$2,170	-	\$7,010	\$10,777
851	Convenience Market (24 hour)	1,000 sf	\$3,424	\$674	\$5,569	-	\$13,941	\$23,608
862	Home Improvement Superstore	1,000 sf	\$1,069	\$210	\$1,738	-	\$3,047	\$6,064

Table 24-1. Master Impact Fee Schedule

880/ 881	Pharmacy with & without Drive-Thru	1,000 sf	\$998	\$196	\$1,623	-	\$4,399	\$7,216
890	Furniture Store	1,000 sf	\$183	\$36	\$298	-	\$1,623	\$2,140
SERVICES:								
912	Bank/Savings Drive-In	1,000 sf	\$838	\$165	\$1,363	-	\$7,886	\$10,252
931	Fine Dining (Low-Turnover) Restaurant	1,000 sf	\$3,383	\$666	\$5,502	-	\$14,837	\$24,388
932	High-Turnover (Sit-Down) Restaurant	1,000 sf	\$3,182	\$627	\$5,175	-	\$16,629	\$25,613
934	Fast Food Restaurant w/Drive-Thru	1,000 sf	\$5,703	\$1,123	\$9,275	-	\$36,152	\$52,253
944	Gas Station w/Convenience Market <2,000 sq ft	fuel pos.	\$779	\$153	\$1,267	-	\$4,657	\$6,856
945	Gas Station w/Convenience Market 2,000-5,499 sq ft	fuel pos.	\$1,228	\$242	\$1,997	-	\$7,165	\$10,632
	Gas Station w/Convenience Market 5,500+ sq ft	fuel pos.	\$1,600	\$315	\$2,602	-	\$9,367	\$13,884
INDUSTRIAL:								
110	General Light Industrial	1,000 sf	\$266	\$52	\$432	-	\$2,146	\$2,896
130	Industrial Park	1,000 sf	\$195	\$38	\$317	-	\$1,488	\$2,038
140	Manufacturing	1,000 sf	\$313	\$62	\$509	-	\$2,092	\$2,976
150	Warehousing	1,000 sf	\$71	\$14	\$115	-	\$900	\$1,100
151	Mini-Warehouse	1,000 sf	\$18	\$3	\$29	-	\$417	\$467

**Exhibit B - Water and Wastewater
Impact Fee Schedule
Table 24-2
(To be Recorded With Ordinance)**

Table 24-2
Putnam County, Florida
Water and Wastewater Impact Fee Study

Proposed Water and Wastewater Impact Fee Schedule

Line No.	Description	Meter Equivalent Factor [*]	Water	Wastewater	Combined
1	For all customers, the impact fees due shall be the greater of i) the amounts derived from the estimated flow approach described below; or ii) the amounts shown in the below meter equivalent approach schedule. The County Administrator or their designee has the authority to determine the applicable impact fees based on the adopted fees, the intent of the fees, and the customer's specific configurations or circumstances.				
	<u>Estimated Flow Approach:</u>				
	<u>Water Service - Estimated Flow Approach</u>				
2	Each customer's estimated average daily flow requirements in gallons for water service shall be multiplied by \$8.68 per gallon of capacity.				
	<u>Wastewater Service - Estimated Flow Approach</u>				
3	Each customer's estimated average daily flow requirements in gallons for wastewater service shall be multiplied by \$22.73 per gallon of capacity.				
	<u>Meter Equivalent Approach:</u>				
	<u>Meter Size (Inches)</u>				
4	3/4"	1.00	\$2,605	\$5,455	\$8,060
5	1"	1.67	4,340	9,090	13,430
6	1.5"	3.33	8,680	18,180	26,860
7	2"	5.33	13,890	29,090	42,980
8	3"	10.67	27,785	58,185	85,970
9	4"	16.67	43,415	90,915	134,330
10	6"	33.33	86,830	181,830	268,660
11	8"	53.33	138,930	290,930	429,860
12	10"	76.67	199,715	418,215	617,930
13	12"	143.33	373,380	781,880	1,155,260

[*] Reflects meter equivalent factors implied by the size of the meter serving the premises based on information published by the American Water Works Association (AWWA) regarding meter capacities.