



SCHOOL IMPACT ANALYSIS FORM
Revised 12/15/19

INTRODUCTION

New residential development is required to demonstrate compliance with school concurrency as regulated in the City of Fernandina Beach through the City of Fernandina Beach’s Comprehensive Plan Intergovernmental Coordination Element and the Interlocal Agreement Amendment for Public School Facility Planning adopted by the City on May 21, 2019. No new residential rezoning, preliminary plat, site plan or functional equivalent may be approved by the City unless the residential development is exempt from requirements outlined in Section 9.13 of the Amended Interlocal Agreement OR a School Concurrency Reservation Letter has been issued by the School Board indicating that adequate school facilities exist.

Application Process for School Concurrency:

1. Submittal of Development Application, including this School Impact Analysis (SIA) Form.
2. The City of Fernandina Beach Staff transmits the SIA to Nassau County School Board.
3. The Nassau County School Board reviews the SIA Form per requirements in the Interlocal Agreement and makes a determination of capacity.
4. If sufficient capacity is available, the School Board will issue a School Concurrency Reservation Letter. This letter indicates only that school facilities are currently available, and capacity is not reserved until Nassau County issues a Certificate of Concurrency.
5. Upon receipt of a School Concurrency Reservation Letter, The City of Fernandina Beach Planning Staff will issue a Certificate of Concurrency for the development. Certificates are valid for a two (2) year period. Approved construction plans or building permits extend the life of the certificate concurrent with the expiration of the applicable plan or permit.
6. If sufficient capacity is not available, the School Board will issue a Concurrency Deficiency Letter, at which time the applicant will be offered the opportunity to enter into a negotiation period to allow time for the mitigation process as outlined in the Interlocal Agreement. As the end of the negotiation period, the School Board will issue a School Concurrency Reservation Letter where mitigation has been mutually agreed upon; or if mitigation has not been agreed upon, a School Concurrency Deficiency Letter. If a Reservation Letter is drafted, The City of Fernandina Beach will issue a subsequent Certificate of Concurrency.

KEY CONTACTS

The City of Fernandina Beach staff will guide your SIA form through the process. planninginfo@fbfl.city or 904.310.3480.

Owner of Record	As recorded with the Nassau County Property Appraiser
Owner(s) Name	
Company (if applicable)	
Street Address	
City, State, Zip	
Telephone Number	
Email Address	

Applicant or Agent	If an agent will be representing the owner, an Owner’s Authorization for Agent form must be included
Applicant or Agent Name	
Company (if applicable)	
Mailing Address	
City, State, Zip	
Telephone Number	
Email Address	



Project Information					
PIN: _____ - _____ - _____ - _____ - _____					
Project Address					
Access Road		Name: _____ <input type="checkbox"/> County-Maintained <input type="checkbox"/> Unpaved Private Easement			
Size of Property		Present Property Use			
Zoning District		Future Land Use Map		Overlay District	
Wetlands		Flood Zone		Water & Sewer	
Project Description (use separate sheet if necessary):					
Number of Dwelling Units Proposed (Total):					
Number of Dwelling Units Proposed (By Type):					
Single-Family Detached:					
Single-Family Attached:					
Multi-Family:					
List any applications under review or approved which may assist in the review of this application:					
I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT I understand that reasonable inspections of the project may be made as part of the application review process. I understand that I will incur any costs associated with third-party review fees. I also understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the County considering the Land Development Code, Comprehensive Plan, and other applicable regulations.					
PRINT		SIGNATURE		DATE	

The City of Fernandina recognizes that some content on this page may not be accessible. If you need assistance completing this form, please call our office and we will assist you (904)310-3480, or email PlanningInfo@fbfl.city.