

MUNICIPAL SERVICES BENEFIT UNIT PROGRAM

WATER AND SEWER



FY12/13



INTRODUCTION

The following information is offered to help applicants understand the process of establishing an MSBU and the resulting roles and responsibilities once an MSBU is established.

For additional information regarding the community improvements available through the MSBU Program, active MSBUs, and various services available on-line, please visit the MSBU Program website:

<http://www.seminolecountyfl.gov/fs/msbu/index.aspx>



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General Information MSBU Program and Non-Ad Valorem Assessments

The **MSBU Program of Seminole County** provides management of the assessment districts that are established for funding various local improvements and services within the unincorporated boundaries of Seminole County. An assessment district as established in Seminole County is commonly referred to as an MSBU (Municipal Service Benefit Unit). Through the establishment of an MSBU, property owners can acquire certain essential improvements for community common areas which serve public purposes. Community improvements funded by assessment in Seminole County include the management of residential household solid waste with provisions for collection & disposal services, residential street lighting, lake management (such as aquatic weed control and lake restoration), and constructed improvements such as road paving, stormwater control systems (drainage systems and retention pond renovations), sidewalk repair, subdivision wall replacement, and water/sewer utility transmission line extension as required to connect to the County's central utility system.

For any given MSBU, the cost to provide the improvement/service is allocated and assessed to the benefiting properties on an equitable cost sharing basis referred to as "non-ad valorem" assessment. The per property assessment is based on the cost to provide and/or maintain the improvement/service, the selected benefit unit base, the number of benefiting properties, and the benefit unit(s) allocated to each participating property.

The MSBU Program offers two formats for assessments – capital project and variable rate. The capital project format is related to MSBUs that require extended financing over a period of years to enhance the affordability to property owners for project repayment. The variable rate format is used for MSBUs that do not have a set closure date and for which assessments are calculated annually based on cost to provide continuation of the service or improvements in the forthcoming year(s). For example, the assessments for lake restoration and road paving are typically capital project, while assessment for street lighting or aquatic weed control improvements are variable rate.

The MSBU Program functions according to regulations set forth in Florida Statutes and directives in the Seminole County Administrative Code. Through the MSBU Program, non-ad valorem assessments are levied by the Seminole County Board of County Commissioners (BCC). The non-ad valorem assessments are collected via the annual property tax bill as indicated in Florida Statutes [Chapter 197](#). Consistent with the referenced regulations, [Ordinance and/or Resolution](#) documents are developed to establish and govern each MSBU. In compliance with County Administrative Code, the operating policies and practices of the MSBU Program are further defined within the Resource Management Department.

[Florida Statutes: http://www.leg.state.fl.us/Statutes/index.cfm](http://www.leg.state.fl.us/Statutes/index.cfm)

- [Chapter 125](#), County Commission Powers and Duties (primarily sections .01 and .0101)
- [Chapter 197](#) Tax Collection, (primarily sections 197.292, .322, .363, .3631, and .3632)

[Seminole County Administrative Code: http://www.seminolecountyfl.gov/ca/admincode](http://www.seminolecountyfl.gov/ca/admincode)

- [Section 22.10 PDF](#) of MSBU Program
- [Section 20.37 PDF](#) of MSBU Program Fee Schedule

In addition to the above guidelines, the policies and practices of the MSBU Program are further defined according to specific [Ordinance and/or Resolution](#) documents used to govern specific MSBUs. The MSBU Program uses two main funding formats for assessments –capital project and variable rate. The capital project format is related to MSBUs that require extended financing over a period of years in order to enhance the affordability to property owners for project repayment. The variable rate format is used for

MSBUs that do not have a set closure date and for which assessments are calculated annually based on projected cost to provide continuation of the service or improvements in the forthcoming year(s). For example, the assessments for street lighting or aquatic weed control improvements are variable rate assessments; while water/sewer and road paving are typically capital project.

MSBU Process and Procedures

Water and Sewer Improvements

Utilizing the MSBU funding format is a common practice in Seminole County for water and sewer improvement projects designed to benefit Seminole County residents. Water and sewer projects serve public purpose by providing essential sanitation and public health benefit.

The creation of an MSBU, as well as on-going efforts to provide improvements requires community involvement and support. Routine operations and management of water and sewer MSBUs are governed locally through establishment of MSBU Ordinances approved and established by the Seminole County BCC. The improvement efforts are funded by assessments levied against benefiting properties. All properties with access to centralized water and sewer benefit from: (1) water lines supplying a consistent flow of safe and monitored water, (2) sewer lines providing reliable transfer of wastewater with regulated treatment of the wastewater, and (3) increased safety in emergency situations from a carefully sited fire hydrant delivering the mandated fire flow rate of water.

The proposed MSBU must have the ability during construction to connect to the existing Seminole County water/sewer system. In conjunction with an MSBU project that transfers potable water service from wells to the County's central water system, property owners generally have the option to use the central water supply for irrigation or may continue to use their well for irrigation. If, however, there is an existing Seminole County reclaimed water main available for connection, using potable water for irrigation (at irrigation rates) is not an option. Required fire flow necessitates hydrant installation. Expense includes hydrant, pipe differential cost, and any other expense specific to current fire flow provisions. (Refer to *Construction Cost Matrix* [listed in Table of Contents] for additional information.)

MSBU projects for water and sewer improvements are classified as "construction projects". The area to be improved must be platted/dedicated to the public. If not so dedicated, proof of ability to transfer the area to public ownership (including title, opinion, and insurance, if requested by the County) must be submitted for establishment of an MSBU. The geographic area must be included in the jurisdictional boundaries of Seminole County Utilities.

Preliminary engineering is required to address size and scope of a water and sewer line extension project as determined by County staff in coordination with community liaison(s), pursuant to County Code. A design consultant selected by the County determines the most cost effective solution for each project based on actual site conditions. Water and sewer line extension projects are designed to utilize best management practices. Engineering design will depict plan and profile views, crossings, and typical construction details such as pipe size, trenches and manholes, as well as minimize future maintenance costs. The design consultant prepares an "Estimated Construction Cost" report/document based on a project's approved estimate as summarized in the "Preliminary Engineering Report".

Prior to the MSBU Program proceeding with a preliminary engineering work order, property owners must prepay a preliminary engineering report fee. The MSBU Program requests a list of property owners contributing to a fee be included with payment. If engineering services are provided, and the project proceeds through to completion, the engineering expense will be applied as a start-up cost to the MSBU, and the fees collected from the applicant/contributors will be returned. Return of the fee will be processed as deemed appropriate by the County; either as a one-time assessment adjustment or via payment check. Contributions received and applied to preliminary engineering expenses will not be credited or refunded if the proposed MSBU is not approved or if the proposed project is not completed.

NOTE: An MSBU Construction Cost Matrix is included in this packet. This is to be utilized as a guide to a rough estimate only. Please refer to the Table of Contents for its page number.

Basic Steps to Establish an MSBU

(Each of these steps is explained further on the following pages.)

STEP	RESPONSIBILITY	
I.	Request Application Packet	Property Owners
II.	Complete & Submit Application	Community Liaisons
III.	Review & Preliminary Engineering Report	MSBU Program Engineering Div./Consultant
IV.	Poll Community – Petition Distribution	MSBU Program
V.	Evaluate Petition Results and Determine Course of Action	MSBU Program Community Liaisons
VI.	Public Hearing – Adoption of Ordinance	Board of County Commissioners (BCC) MSBU Program Community Liaisons Property Owners
VII.	Implement Service/Improvement	
	<ul style="list-style-type: none"> • Obtain final Engineering Plans 	MSBU Program Engineering Div./Consultant
	<ul style="list-style-type: none"> • Bid the Construction 	Purchasing Div./Engineering Div./Roads Div.
	<ul style="list-style-type: none"> • Construct Improvements 	Roads Div./ Engineering Div./Contractor
VIII.	Final Public Hearing/Resolution to establish final assessments	Board of County Commissioners (BCC) MSBU Program Community Liaisons Property Owners

Detailed Procedures

Establishing a Water and Sewer MSBU

Establishing a Water and Sewer MSBU

Detailed Procedures

STEP I. Request Application Packet

Application packets detailing the MSBU creation process are available from the MSBU Program. The packets are designed to provide an overview of the process based on the type of project proposed. The packet includes detailed information regarding the MSBU Program, the steps for establishing an MSBU, the related application forms, and answers for frequently asked questions.

Applications to create an MSBU will be considered given the following criteria is met:

- The property to be benefited by the improvement is located within the unincorporated area of Seminole County;
- The property upon which the improvement is to be made is publically owned, leased or granted easement;
- The proposed boundary (properties to be assessed) contains a minimum of two distinct taxable (or platted) properties;
- The proposed project is a project type authorized by the BCC
- The proposed project meets the MSBU Program guidelines for public property and/or serves acceptable public purpose

Requests for application should be directed to the MSBU Program:

On-Line: <http://www.seminolecountyfl.gov/fs/msbu/msbuamaterials.aspx>

Phone: (407) 665-7178

Office: 1101 East 1st Street, Sanford, FL 32771-1468

When submitting an application request, be certain to identify the geographic and descriptive location of the desired improvement (i.e., community, subdivision, or street) and the type of improvement proposed (i.e., aquatic weed control, street lighting, etc).

STEP II. Complete & Submit Application

Application may be made by property owners, homeowner associations, management companies or other interested parties. Any noted application deadline and processing restrictions are related to statutory provisions, the County Administrative Code and MSBU Program guidelines. Each MSBU project type has a distinct application form and application fee. The application form is the last document in the packet. The fee schedule is provided on the page noted in the table of contents. Assistance is available from the MSBU Program should the applicant have questions or concerns regarding any aspect of the application form or process.

The **Water and Sewer Application** form is designed to communicate the following:

Project type: Is this for water or sewer or both?

Attachments: Confirmation of attached documents. If you have additional documentation, describe it in "Other". Attaching a complete documentation package with the application will result in a more rapid application review.

Subdivision, Roadways, and Property ID: Enter names of subdivision and roadways along with Property ID. Property ID is available at the Property Appraiser (407-665-7506 or www.scpafl.org/scpaweb05/index.jsp).

Liaison Information: Enter the requested information for the person(s) that will be representing the community. Identifying and including the information for a secondary Liaison is advised and encouraged.

Supporting Information:

1. **Current condition:** Explain in detail types and quantity of any known problems and deficiencies.
2. **Maintenance:** Note status of any current or recent efforts to manage current conditions.
3. **Meetings:** List recent and upcoming meetings held by the residents to address the current conditions.
4. **Participation:** Provide estimate of approximate percentage of waterfront property owners who are interested in attending relevant meetings.
5. **Issues/Goals:** Being very specific, what concerns are you hoping to resolve?
6. **Treatment Categories:** Check the categories of services that you would like to consider.
7. **Funding Assistance:** State detailed reasons/conditions for requesting and/or qualifying for Seminole County funding assistance that may be available.

Applicant Signature: Enter information and sign the application.

Describing the desired scope of services (Items 5 & 6) in detail is critical to the development of an engineering plan and subsequent cost estimates. Community participation in development of scope of services is highly encouraged. Application details will be primary factors for determining final recommendations for a proposed project. When preparing a map for submittal, be certain to identify geographic and descriptive locations of desired improvements and type of improvement proposed. Each area should be identified clearly. Copies of recorded plats and section maps may be obtained from the Planning Department [(407) 665-7441] located on the first floor of the County Services Building. Assistance is also available from the MSBU Program. The creation of an MSBU relies heavily on involvement of **community liaisons**. Liaisons need to be readily available for follow-up contact from County staff and the benefiting community, attending scheduled site visits, encouraging petition response, and other project activities. The community representatives that serve as primary and/or secondary liaisons are very important to establishing an MSBU and ensuring project completion occurs per community expectations.

All questions or concerns regarding cost sharing decisions, and participating properties should be discussed with the MSBU Program prior to submitting application. MSBU boundaries (geographic area) to be assessed; represented by listing of properties must be continuous. Enclaves are not allowed if their purpose is to remove a property because the property owner is not in favor of establishment of the MSBU. The assessment boundary is based on benefit received and does not necessarily include an entire subdivision if the entire subdivision does not materially benefit from the proposed improvement. All properties that are located in the proposed area are included in the proposed list of participating properties.

When complete, the application should be submitted to the MSBU Program. Mailing and/or delivery location is noted on the application form. **The non-refundable application fee (per the Application Fee Schedule) must be made payable to “Seminole County BCC” and submitted with the application.** Although the fee is non-refundable, there are provisions for applying application fee credit to the assessment assigned to the applicant or parties contributing to the application fee. Provisions are as follows:

If the MSBU is established and the requested improvement is completed, the application fee expense will be applied as a start-up cost to the MSBU; and the application fee will be credited to the applicant/contributors. The fee credit(s) will be processed as deemed appropriate by the County; either as a one-time assessment adjustment or via payment check.

STEP III. Review Application & Conduct Project Analysis

After receipt, the MSBU Program will confirm the application is complete and sufficient to evaluate feasibility of a requested improvement. The MSBU Program will validate properties that serve to benefit from an improvement and formulate a boundary description for the geographic area associated with a proposed MSBU. The application will be copied to appropriate departments for review and evaluation.

Many project types authorized for MSBU consideration require in-depth analysis and cost estimating acquired from contracted vendors. When such services are required, the applicant (or other contributors) must prepay preliminary analysis fees/costs. If analysis services are provided, and the project proceeds through to completion, the analysis expense will be applied as a start-up cost to the MSBU, and the fees collected from the applicant/contributors will be returned. Return of the fee will be processed as deemed appropriate by the County; either as a one-time assessment adjustment or via payment check. Contributions received and applied to preliminary analysis expenses will not be credited or refunded if the proposed MSBU is not approved or if the proposed project is not completed.

If an applicant has an existing engineering plan, it will be reviewed by the MSBU Program and Public Works for suitability of use. If the provided information is insufficient, the applicant will be notified by the MSBU Program of a deficiency and need for additional information. A cost estimate will be provided for obtaining the detail level required to address the proposed project.

MSBU Program representatives are available to conduct an informative meeting with property owners to discuss the MSBU process if requested. Notification of any **County-sponsored** meetings is coordinated through the MSBU Program. A public meeting for overview of the MSBU Program and proposed project is highly recommended. The MSBU Program requests opportunity to review (prior to circulation) any correspondence relating to establishment of an MSBU.

STEP IV. Poll Community - Petition Distribution

[\(http://www.seminolecountyfl.gov/ca/admin_code/\)](http://www.seminolecountyfl.gov/ca/admin_code/)

As detailed in Section 22.10 of the Seminole County Administrative Code, a formal confirmation of community support for an MSBU of at least 65% is required. A petition for improvement document, prepared by the MSBU Program, is used to determine the level of community support for establishing a water and sewer MSBU. The petition document defines the details of the proposed MSBU, such as the scope of services (proposed improvements, treatments and services), estimated annual cost of operation, cost allocation methodology, type and amount of assessment, properties to be included in the assessment, and other details specific to the MSBU. The petition document provides for property owner response relative to creating the proposed MSBU by indicating either “FOR” or “AGAINST” creation of the MSBU.

Individual petition documents are distributed to property owners by the MSBU Program, and supplemental copies may be provided to the applicant or community liaisons for follow-up with property owners. Owners are requested to respond by 1) designating a "FOR" or "AGAINST" response on the petition document; (2) providing owner signature; and (3) returning the completed form to the MSBU Program prior to the stated deadline. All current owners or the designated trustee of a property must sign the petition form for the response to count towards the 65% requirement. Once submitted, a petition document may not be withdrawn. Property owner response for those properties that do not return the petition document will be counted as "AGAINST" when calculating the level of community support.

Petition documents are typically in circulation for a 30 day timeframe. The deadline for submitted response is noted on the document. The filing deadline may be extended if approved by the MSBU Program and posted to the MSBU Program website prior to expiration of the initial deadline. Up to two extensions, each limited to 2 additional weeks, are typically granted. Extensions are primarily granted to provide clarity regarding the level of community support. Petition response will be tracked and available for summary or review throughout the petitioning period.

Please note: Projects requiring the conveyance of special easements, leaseholds or deed transfer to meet public ownership criteria have additional considerations. In such situations, voluntary agreement to provide the necessary conveyance is required from all (100%) of the owners from whom such agreements are required. This activity is generally a separate consideration determined independent from the petition process (which requires only a majority support). If agreement/conveyance is not obtained from 100% of such owners, the project scope may require modification to accommodate limited status, and/or project rejection. Continuance of the proposed project is dependent on specific projects and their related requirements. Owner signature on related agreement documents must be obtained prior to presenting an MSBU creation request to the BCC.

STEP V. Evaluate Petition Results & Determine Course of Action

Petition documents received by the MSBU Program are reviewed for acceptability. All current owners of a property or a designated trustee must sign a petition for ownership and property to count towards a 65% requirement. Owner response must be clearly identified and consistent with intent of the petition document. Handwritten or other commentary added to a petition document that alter intent of information conveyed in a petition document will be rejected and returned to owner of record. Incomplete petition documents will be rejected and returned. An explanatory memo is provided with returned petition documents. An owner has opportunity to complete and resubmit a returned petition response. Submittal deadlines apply to rejected petition documents.

The results of the petition process will be posted to the MSBU Program website. If the petition provided sufficient support to proceed with the MSBU creation process, the MSBU Program will mail notification of the results along with information regarding the continued activities. If support is deemed insufficient to proceed, mailed notification is at the discretion of the MSBU Program and is generally dependent on the cost to provide such notification.

Provided the community support is sufficient to continue, the MSBU Program will request BCC authorization to conduct a public hearing for adopting an ordinance establishing the proposed MSBU. **Please note** that once the consolidated petition results are accepted and a public hearing is authorized, the petition is no longer relevant to the final determination of the BCC to proceed (or not) with the project/MSBU. The final determination of the scope and feasibility of the project and the creation of the MSBU is made by the Seminole County BCC.

If petition support is less than 65%, the effort will be noted as insufficient support. Re-petitioning is permitted once per calendar year and no more frequently than once every six months following submittal of a new application and non-refundable processing fee.

STEP VI. Public Hearing - Adoption of Ordinance

When the proposed Ordinance and all documents are in order (including easement/leasehold, etc., agreements) and a public hearing date is scheduled, legal Notice(s) will be published in a local newspaper. Notification of the public hearing will be mailed to the owner of record for all properties included in the boundary of the proposed MSBU. A copy of the proposed ordinance will be available for review at the Commission Records office located in the County Services Building at 1101 East 1st Street, Sanford, FL).

For MSBU projects, such as lake restoration, designed as one-time improvements with a capital project financing term, an estimated assessment rate is identified in the governing ordinance. For ongoing MSBUs, such as aquatic weed control, that require annual rate adjustment, an estimated assessment will be documented in the ordinance and granted fluctuation according to ordinance restrictions and/or operating expenditures necessitated in establishing and/or maintaining desired aquatic results.

The Ordinance will be proposed for adoption during the public hearing. Once the petition results are presented to the BCC at a public hearing, the consolidated petition is no longer relevant to the final determination by the BCC to proceed (or not proceed) with the requested MSBU. The final determination of the scope and feasibility of a new project will be determined by the BCC. During the public hearing, the BCC may consider any comments, objections, and information relevant to the establishment of the MSBU. The BCC will adopt or deny the Ordinance. If the amended Ordinance is adopted, it will be recorded in Seminole County Land Records and with the Florida Department of Revenue.

STEP VII. Implement Service/Improvement

Following the creation of an MSBU, the MSBU Program will work closely with supporting Divisions and the County's Purchasing & Contract Division to secure contracted services for the required improvements. All reasonable effort will be made to secure a contracted service provider within the targeted range of assessment funding. Once a suitable contract with a qualified vender(s) has been assigned, the project work will commence. The MSBU Program and the supporting Division will be in close contact with the community liaisons and the vender as the project work is completed.

Any cost increase that yields a total project cost above the provisions stated in the governing ordinance will be communicated to the participating property owners. If the projected procurement cost exceeds the authorized parameters, a secondary petition will be necessitated to confirm continued support of the property owners. Unless otherwise required by ordinance, a 65% support majority to the second petition will be sufficient to continue with the project. If continued support is not demonstrated through the petition process, and no other alternatives are available within the project parameters, the MSBU will be dissolved.

STEP VIII. Final Public Hearing – Assessment Rate Resolution

For MSBU projects, such as lake restoration that are designed as a one-time improvement with a capital project financing term, an estimated assessment rate is identified in the governing ordinance. When these projects are complete, and actual costs have been calculated, a second public hearing is held to review the results of the project and to establish the final rate for assessment. The public hearing will be advertised and notification will be mailed to the owner of record for each property included in the boundaries of the MSBU. Once adopted by the BCC, the Resolution or Amending Ordinance will be recorded in Seminole County Land Records.

As an alternative to financing the assessment, owners may pay their assessment in full within 30 days of the final public hearing to avoid financing charges. A satisfaction of lien document is processed when a capital project assessment is paid in full. Refer to STEP IX for additional information regarding the satisfaction of lien process.

STEP IX. Assessment & Operation Management

Assessments are allocated equitably to all benefiting properties as defined in the governing ordinance. Beginning with the first available tax year, annual assessments will be levied by the BCC, placed on the property tax bill and collected by the Tax Collector of Seminole County in the same manner as all other county property taxes and assessments. *Variable Rate Assessment* for on-going improvements/services subject to annual rate variation will be included on the property tax bill in the first available tax year following creation of the MSBU. For *Capital Project Assessments* associated with projects that involve capital project financing, the first installment billing will be included on the first available tax bill following project completion, unless full payment was received by the payment deadline following the final public hearing. Property taxes are due annually by March 31. Early payment discounts associated with property taxes are applicable to MSBU assessments.

All properties benefiting from the proposed fire flow, water line extension, and/or sewer line are included in the boundary of the proposed MSBU. All benefiting properties (whether "For" or "Against" during the petition improvement process) are required to connect (per County Code Section 270.1) within 120 days of being granted connection access. Cost sharing assessments will be equitably allocated to those properties.

An open (unpaid) assessment is considered as a lien against a property. The lien for variable rate MSBU assessments, such as aquatic weed control, is satisfied annually when the property tax bill is paid. A lien associated with a capital project assessment is satisfied when the outstanding assessment is paid in full. A satisfaction of lien document is issued when a capital project assessment is paid in full; a lien satisfaction document is not required or issued when variable rate assessment is paid. Assessments for capital projects may be paid in full at any time following final rate resolution. For additional details regarding the satisfaction of lien process, contact the MSBU Program at (407) 665-7178 or on-line at the following address: <http://www.seminolecountyfl.gov/fs/msbu/msbuamaterials.aspx>.

Separate financial management accounts are maintained for each MSBU. All assessments collected for each MSBU will be exclusively allocated for expenditures incurred for that specific MSBU. For ongoing MSBUs, the assessment rate will vary from year to year. The funding will also include provisions for administration of the MSBU and ensuring reserve funds for future treatments and operating contingency. Operating budgets are prepared annually and assessment rates are established by BCC resolution. Assessment amounts will comply with the operating guidelines of the MSBU Program and any specific parameters noted in the governing ordinance. The assessment for a forthcoming tax bill is posted on the MSBU Program website by August 1.

Frequently Asked Questions



Where do I obtain detailed information? To obtain detailed information, please contact the Seminole County MSBU Program at 1101 East 1st Street, Third Floor, Room 3301, Sanford, FL 32771 or at <http://www.seminolecountyfl.gov/fs/msbu/msbuprog.asp> or call 407-665-7178.

What do the letters MSBU represent? Municipal Services Benefit Unit. An MSBU is an assessment district authorized by Florida Statute 125.01 to provide funding for the improvements and/or the services benefiting a specific group of properties. Please see http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0125/SEC01.HTM&Title=->2005->Ch0125->Section%2001.

What type of property is eligible to participate in an MSBU? Eligibility to participate in an MSBU varies per project type. Unless otherwise agreed, property must be located within the taxing district of unincorporated Seminole County. Most Seminole County MSBUs are associated with residential properties; however, certain commercial areas may also qualify. Specific to aquatic weed control and lake restoration, lakefront properties are the primary properties included in the assessable boundaries of an MSBU; secondary properties may include properties with use rights to common land located on the benefited lakefront. Inclusion of property is not dependent on use of land, occupancy or site development.

My subdivision is located within city limits. Can Seminole County still help me and my neighbors benefit from an MSBU with Seminole County, such as street lighting, water/sewer, etc.? Florida Statutes specify that any neighborhood improvement made through the MSBU Program must be for properties located outside of municipality (city) boundaries only. Please contact your city government to request neighborhood improvements to your subdivision.

What is the procedure to start the MSBU process? Steps are detailed in an "MSBU Application Packet" available from the MSBU Program at (407) 665-7178. Basic steps include: (1) Application, (2) Project analysis & preparation of cost estimate, (3) Petitioning to determine community support level, (4) Establishing the governing Ordinance, (5) Project implementation, and (6) Assessment.

What is the role of the community liaisons and how are they selected? The liaisons need to be readily available for follow-up contact from County staff and the benefiting community, attending scheduled site visitations, encouraging petition response, and other project support activities. Primary and/or secondary liaisons are very important to establishing an MSBU and to ensuring project completion occurs per community expectations. Liaisons are identified by the applicant at the time of application.

Is someone available to attend an HOA meeting to discuss the process or the projects? Yes. The MSBU Program offers a variety of public presentations through the Seminole County Government Speaker Bureau. To request attendance at a meeting, simply go to the [Speaker Bureau](#) webpage and select the type of presentation and date that is of interest to you. You may also [email](#) or call the MSBU Program at (407) 665-7178 to request additional details and information.

How does the MSBU Program determine the level of community support for establishing an MSBU? After an application is received, reviewed and accepted by the MSBU Program, the MSBU Program will create a petition for improvement document. The petition contains details of the proposed project and MSBU. Provisions on the petition allow owners to indicate whether they are in support of or against creating the proposed MSBU. An owner identifies their preference, signs and returns the document to the MSBU Program or to designated community liaison(s). Level of support is determined by the MSBU Program according to responses indicated on returned petition documents. Petition documents not returned to the MSBU Program are tallied as an against response.

How does the petition get distributed? The MSBU Program will distribute the petition document to the owner of record for each benefiting property identified for inclusion in the MSBU boundaries. The petition document is to be reviewed, signed and returned by the property owner(s). Supplemental copies may be provided to the applicant or community liaisons for follow-up with property owners.

Can I change my response after it has been submitted? A petition document should be submitted after the owner has evaluated the project proposal and determined their response. The owner, however, may submit a replacement petition providing it is received by the MSBU Program within the submittal deadline for the petition process. Petitions will not be accepted after the deadline has passed. Petitions may not be withdrawn after the response deadline has expired.

Can the petition deadline be adjusted? The petition deadline is monitored/controlled by the MSBU Program. Petition documents are typically in distribution for a 30-day period. Extension is granted when community support is uncertain due to non-returned petitions. Deadline and provisions for extension will be noted on the petition document. Up to 2 extensions, each limited to 2 additional weeks are typically granted. Deadline extensions will be posted to MSBU Program website.

What level of support is required? A 65% majority of affected benefiting property owners must indicate their support for establishing the proposed MSBU for all project types excluding street lighting; street lighting requires a 55% majority.

Will the results of the petition be communicated? The results will be posted to the MSBU Program website at <http://www.seminolecountyfl.gov/msbu/msbudistrict.aspx>. If the petition provided sufficient support to proceed with the MSBU creation process, the MSBU Program will mail notification of the results along with information regarding the next steps in the process of creating the MSBU. If support is insufficient to proceed, mailed notification is at the discretion of the MSBU Program and is generally dependent on the cost to provide such notification.

Do the property owners opposing the MSBU get assessed if the MSBU is created? In most circumstances, all benefiting properties (whether "For" or "Against" during the petition improvement process) are assessed equitably for the cost of providing an improvement. In the case of fire flow, water extension and/or sewer line projects, all assessed properties (whether "For" or "Against" during the petition improvement process) are required to connect within 120 days of being granted connection access and are assessed equitably for the cost of providing the improvement. The governing ordinance will include a list of participating properties and respective improvement for which the property will be assessed. Once the ordinance is adopted by the BCC, participation in the cost share becomes mandatory as per directives of the ordinance. Ordinances are posted at <http://www.seminolecountyfl.gov/fs/msbu/msbudistrict2.aspx>.

When will a public hearing be held and who may attend? A public hearing to establish an MSBU will be scheduled after a petition process demonstrates the required level of community support, and all supporting documents are secured by the MSBU Program. Notice of public hearing will be mailed to owners of record for all properties included in the boundaries of proposed MSBU. Notice will be published in a local newspaper. Any member of the public may attend a public hearing.

May the MSBU be terminated at a future date? The process to dissolve an established MSBU is similar to the creation process - application, petitioning, majority support, public hearing, and BCC authorization. MSBUs that receive supplemental financial support from county funding may have additional restrictions that mandate the minimum duration of existence for the MSBU. If/when an MSBU is dissolved; the participating properties will be assessed for closure costs, contractual obligations, and/or other unpaid expenses.

When do I start paying the assessment? Assessments for on-going improvements/services (such as street lighting, aquatic weed control and solid waste) subject to annual rate variation will be included on the first available property tax bill following creation of the MSBU. Assessment for projects involving capital project financing (such as construction and lake restoration projects) will be included on the first available property tax bill following project completion. Additional information for different improvement and service project types may be found at <http://www.seminolecountyfl.gov/fs/msbu/msbuprog.aspx>. Capital project assessments may be paid in full at any time following final rate resolution. Property taxes are due annually by March 31. Early payment discounts associated with property taxes are applicable to MSBU assessments.

I received a Notice of Proposed/Adopted Non-Ad Valorem Assessment in the mail. What is this? Property Owners have a “right to know” about the taxes and assessments that are proposed or adopted for inclusions on the property tax bill. Notice is provided in advance of a property tax bill and provides communication of special assessments ([Non-Ad Valorem assessment](#)) that will be included on the property tax bill. The notice also provides details regarding a public hearing scheduled by the Board of County Commissioners to receive public commentary regarding the proposed assessment roll prior to their approval consideration and certification to the County Tax Collector for collection.

“This is not a bill” is noted on the Non-Ad Valorem Assessment Notice. When and how are the charges billed? How is the assessment paid? The [Non-Ad Valorem assessment](#)(s) will be included on the property tax bill distributed in early November. Payment of these assessments is required at the time property taxes are paid and in the same manner as property tax payments. When you pay your property taxes, your assessments are also paid.

Since there is a lien on my property, when and how is the lien satisfied? May I receive a copy of the satisfaction of lien? The lien for a variable rate assessment, such as street lighting and aquatic weed control is satisfied annually when the property tax bill is paid. A lien associated with a capital project assessment is satisfied when the outstanding assessment is paid in full. A satisfaction of lien document is issued when a capital project assessment is paid in full; a lien satisfaction document is not required or issued when a variable rate assessment is paid. For additional information regarding satisfaction of lien process, pay-off balance or a copy of the satisfaction of lien, please contact the MSBU Program (407) 665-7178 or on-line at: <http://www.seminolecountyfl.gov/fs/msbu/msbuamaterials.aspx>.

If I sell my property within the payoff period how does the MSBU lien on my property get satisfied? Who pays the remainder due, the buyer or the seller? An MSBU assessment is satisfied by full payment. Seminole County Government does not require payment of the assessment balance at the time of property sale. However, a mortgage company or title company may require lien satisfaction to finance/refinance or issue title insurance. Assessment payment decisions are determined by property owners. The decision to make early payoff, as well as the decision regarding who will pay the assessment balance is between the buyer and the seller and/or their agents. If an assessment balance will be paid at the time of property sale, the MSBU Program must be notified so that a payoff amount can be calculated. For additional information regarding the purchase or sale of a property subject to non-ad valorem assessment, please visit the MSBU Program [Property Sale Information](#) page.

How large an easement must be available for construction activities? Improvements are generally installed within the roadway right-of-way or other utility easement. The Preliminary Engineering Study will define the required easement area. However, in general, water mains shall be located in unpaved areas within dedicated rights-of-way or utility easements. All water mains located outside of dedicated rights-of-way shall require a minimum 15 foot easement. Additional easement widths shall be required when the pipe size or depth of cover so dictates. Generally, water mains shall not be installed in or under retention ponds, wetlands, drainage swales, or other structures or along side or rear lot lines unless approved by the Manager or the serving utility. All easement areas are required to be cleared of any and all obstructions prior to the commencement of construction activities.

What level of support is required? A petition support of 65% is required prior to scheduling a public hearing to consider establishing the MSBU. If an MSBU is established, then 100% of the petitioned properties are included in the assessed boundary and cost allocation.

If a property owner chooses not to connect to a water and/or sewer line, may they do so in the future? All properties participating in the MSBU are required to connect within 120 days of being granted connection access.

If the MSBU water line or sewer line is in need of repair after completion of the MSBU improvement, who is responsible for those costs? Water and sewer service lines are maintained by Seminole County Utilities. The Utility Division will provide required maintenance and/or repair. If it is beyond two years since completion of construction, the [Environmental Services Utility Division](#) will provide repairs and may be contacted by calling (407) 665-2010.

May I pay off my construction assessment at any time during the payoff period? Construction costs that are financed through the MSBU Program may be paid according to the annual assessment billing cycle (property tax bill) or in full at any time. Please [email](#) or call the MSBU Program at (407) 665-7178 for assessment payoff details. For additional information regarding the purchase or sale of a home subject to non-ad valorem assessments, please visit the MSBU Program [Property Sale Information](#) page.

If I sell my property within the payoff period how does the MSBU lien on my property get satisfied? Who pays the remainder due, the buyer or the seller? An MSBU assessment is satisfied by full payment. Seminole County Government does not require payment of the assessment balance at the time of property sale. However, some mortgage companies may require lien satisfaction in order to finance or refinance the property. Assessment payment decisions are determined by property owners. The decision to make early payoff, as well as the decision regarding who will pay the assessment balance is between the buyer and the seller. If an assessment balance is to be paid at the time of the sale, the MSBU Program must be notified so that a payoff amount can be calculated. For additional information regarding the purchase or sale of a property subject to non-ad valorem assessment, please visit the MSBU Program [Property Sale Information](#) page.

MSBU Construction Timeline

Community Requests Application Packet

Pre Application Conference (if requested by Community)

Community Submits Application

Review Application and Conduct Project Analysis (Preliminary Engineering Report)

Poll Community – Petition Distribution

Evaluation Petition Results and Determine Course of Action

Public Hearing and Adoption of Ordinance to Establish MSBU

Begin Engineering, Permitting, Construction of Improvement

Improvement Complete

**Final Public Hearing ---
Assessments Approved***

Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
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NOTE:

- All timeframes are approximated.
- Large construction MSBU projects may require a longer timeframe for the process.
- *Assessments begin with first available tax year.

MSBU Estimated Potential Construction Cost Matrix

Based Upon Seminole County 2012 Estimates



Water & Sewer Improvements

Actual site conditions for projects vary extensively. The information on the chart below is intended only as a **guide** to assess the **potential** cost of MSBU water and sewer improvements. Cost estimate is based on construction of PVC pipe using the open cut method. This Cost Matrix includes estimated construction, engineering, contingency, permitting costs and fire hydrants spaced every 1,000 LF* (measured along the traveled way).

Pipe Size & Rough Cost Estimate for Water Mains and Reclaimed Mains

Linear Feet	6-inch Recommended for "Loop" line extensions	8-inch Recommended for end line or non-loop line extensions	10-inch	12-inch
1,000	\$98,000	\$117,000	\$130,000	\$146,000
3,000	\$242,000	\$257,000	\$353,000	\$411,000
5,000	\$400,000	\$425,000	\$585,000	\$682,000
7,000	\$558,000	\$593,000	\$817,000	\$952,000
10,000	\$794,000	\$845,000	\$1,165,000	\$1,358,000

Pipe Size & Rough Cost Estimate for Force Mains

Linear Feet	6-inch	8-inch	10-inch	12-inch
1,000	\$106,000	\$123,000	\$134,000	\$151,000
3,000	\$271,000	\$274,000	\$368,000	\$426,000
5,000	\$448,000	\$453,000	\$609,000	\$706,000
7,000	\$625,000	\$633,000	\$851,000	\$986,000
10,000	\$891,000	\$901,000	\$1,213,000	\$1,406,000

* If construction is in an area without any existing fire hydrants, there is additional cost to install fire hydrants every 800 feet within single family subdivisions and every 500 feet for every other use (spacing is measured along the traveled way).

MSBU Construction Cost Matrix (continued)

These cost estimates **do not include** the following items:

- Acquisition of Easements
- Administrative Fees
- Certain Permit Application Fees
- Water and Sewer Connection Fees
- Water Meter Installation Costs
- Any required installation of a lift station or gravity lines
- Additional fill or excavation
- Driveway restoration and/or sod (landscaping)
- Financing fees (Note: Financing is required to implement the construction and engineering of the improvements. The financing [installment] fee will be included in the final assessment calculation.)

The estimated MSBU assessment calculation that will be reflected on the Petition for Improvement document will be based on the “Opinion of Probable Cost” as determined by a licensed Professional Engineer during the Preliminary Engineering Reporting process.

Notes:

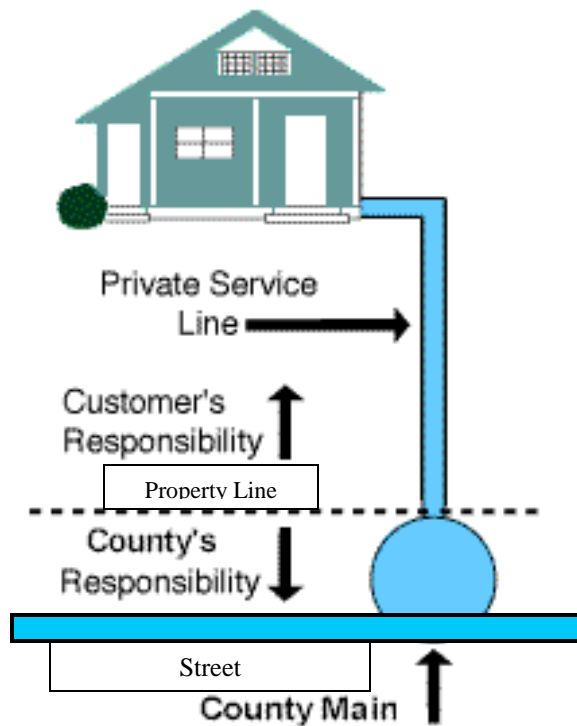
- If there is an existing Seminole County reclaimed water main available for connection within 150 feet of a property boundary, using potable water for irrigation (at irrigation rates) would not be an option and connection to the reclaimed main would be required within 6 months of notification by the Environmental Services Director that reclaimed water is available.
- The estimated cost shown in the MSBU Matrix is for design and construction of water mains and sewer force mains. In addition, Seminole County Land Development Code requires that spacing between fire hydrants shall not exceed 800 ft (measured along the traveled roadway) in single family subdivisions. Minimum spacing requirements for all other uses shall not exceed 500 ft.
- Most areas requiring sewer service will need gravity sewer lines in addition to the sewer force main. Construction conditions for gravity sewer lines tend to vary even more than for water mains and sewer force mains.
- If sanitary sewer is to be constructed in an existing subdivision with paved streets, the streets may need to be reconstructed. This would be additional cost.
- A sanitary sewer pumping (lift) station may be required where sewer service is requested. This station is not included in the cost matrix above.

The Engineer’s “Opinion of Probable Cost” will provide an accurate estimate for a fire hydrant, lift station, road reconstruction and/or gravity sewer lines as required.

MSBU Construction Cost Matrix (continued)

Further expenses for water and sewer service connection **not included** in the MSBU cost allocation include:

1. Connection fees per property (includes meter, utility connection fee, and deposit). Connection fees (excluding deposit) may be included in the MSBU assessment structure or may be paid directly to the Seminole County Water Department by property owners at the time they request access to the water supply and/or sewer system. Connection can take place any time after construction has been completed.
2. System/source conversion costs incurred on private property to disconnect well water supply or shut down septic systems and/or to install piping from house to the meter connection site.



MSBU Estimated Potential Construction Cost Matrix

Sample Repayment Schedule

For Construction Improvements

ASSESSMENT (PER PROPERTY)	FINANCE FEE	REPAYMENT TERM	ANNUAL INSTALLMENT PAYMENT (PER PROPERTY)
\$20,000.00	3%	20 Years	\$1,390
	4%	20 Years	\$1,525
	5%	20 Years	\$1,660
\$18,000.00	3%	20 Years	\$1,250
	4%	20 Years	\$1,370
	5%	20 Years	\$1,495
\$16,000.00	3%	20 Years	\$1,115
	4%	20 Years	\$1,220
	5%	20 Years	\$1,330
\$14,000.00	3%	20 Years	\$975
	4%	20 Years	\$1,065
	5%	20 Years	\$1,165
\$12,000.00	3%	20 Years	\$835
	4%	20 Years	\$915
	5%	20 Years	\$995
\$10,000.00	3%	17 Years	\$785
	4%	17 Years	\$850
	5%	17 Years	\$920
\$8,000.00	3%	17 Years	\$630
	4%	17 Years	\$680
	5%	17 Years	\$735
\$6,000.00	3%	15 Years	\$520
	4%	15 Years	\$560
	5%	15 Years	\$600
\$4,000.00	3%	10 Years	\$485
	4%	10 Years	\$510
	5%	10 Years	\$535
\$2,000.00	3%	6 Years	\$380
	4%	6 Years	\$395
	5%	6 Years	\$410
\$1,000.00	3%	3 Years	\$365
	4%	3 Years	\$375
	5%	3 Years	\$380
\$500.00	3%	2 Years	\$270
	4%	2 Years	\$275
	5%	2 Years	\$280

MSBU PROGRAM Terminology & Definitions

ADMINISTRATIVE FEE	A charge assigned to an MSBU for recouping costs incurred by the County in support of establishing, managing and administering the MSBU. Includes an allocation of operating costs such as personnel, office/computer equipment, supplies, data processing, postage, insurance premiums, and programming.
ADMINISTRATIVE REVIEW & RECTIFICATION	Boundary or structural modifications recommended by the MSBU Program and applied to established MSBUs for the purpose of rectifying or maintaining the integrity between common benefit and cost allocation based on land use, land developments and/or assessment criteria.
AD VALOREM TAX	A charge levied by a government to provide funding for general public services and improvements; amount due is based on official valuation (appraised value) of real property and authorized millage rate.
ASSESSED VALUE	Valuation set on real estate or personal property by the Property Appraiser as a basis for levying ad valorem property taxes. [Refer to <i>Property Tax</i>]
ASSESSMENT (Non-Ad Valorem)	An assigned dollar amount representing property cost share; allocated on basis of benefit units; and levied for funding a specific service or improvement. [Refer to <i>Capital Project</i> and/or <i>Variable Rate Assessment</i>]
ASSESSMENT BASE	Unit of measure on which non-ad valorem assessment is calculated. Examples: Per parcel, per dwelling, per front foot, and per acre.
ASSESSMENT ROLL	Formal record adopted by the Board of County Commissioners at a public hearing that provides a complete listing of the non-ad valorem assessments levied and assigned to specific property. Roll is certified and submitted annually to the County Tax Collector for inclusion on annual property tax bills for collection.
AQUATIC PLANT	Plant species that grow in, or closely associated with the aquatic environment around lakes and waterways; may be designated as floating, emersed, submersed, and shoreline species.
AQUATIC WEED	A noxious aquatic plant with potential to hinder the growth of beneficial aquatic plants, to interfere with irrigation or navigation, or to adversely affect the public welfare or natural resources of the state.
AQUATIC WEED CONTROL	Controlling or managing noxious and/or invasive plant species through chemical, biological or mechanical means. Often requires compliance with federal, state and local agency regulations, as well as permitting.

AQUATIC WEED CONTROL [MSBU]	Public services critical to restoring, developing and/or maintaining aquatic conditions that enhance the water quality and overall health of the waterbody; concentrating on the aquatic plants in direct association with the waterbody (i.e. water and shoreline). Often requires compliance with federal, state and local agency regulations. [Vegetation that does not present a detriment to a waterbody is not targeted as a priority within the scope of public aquatic weed control services fund by assessment.]
BENEFIT	An advantage, improvement or assistance gained from association with service or improvement.
BENEFIT UNIT	Equitable unit of measure on which non-ad valorem assessment is allocated. Examples: Per parcel, per dwelling, per front foot, and per acre.
BEST LAKE MANAGEMENT PRACTICES	Professionally developed and recommended measures for evaluating, monitoring, addressing, and promoting optimal conditions for restoring, developing and/or maintaining water quality and environmentally sound waterbodies and habitats for wildlife. Often requires compliance with federal, state and local agency regulations.
BID	Offer to perform work; offer to supply labor, materials and/or goods at specified price.
BIOASSESSMENT (Aquatic Vegetation)	A scientific evaluation of the vegetation growing in, or in the vicinity of, a waterbody; identification, classification, and characteristics of vegetation in a given area [native, noxious, aquatic, wetland, upland, etc]. When an aquatic vegetative bioassessment is conducted, dominance is determined by areal extent within the lake. When formulating an aquatic vegetation bioassessment, a variety of factors are considered –such as, but not limited to, species present, growth characteristics of species, and mass and/or percentage of area represented by each species.
BOARD OF COUNTY COMMISSIONERS (BCC)	Governing body of Seminole County composed of five members serving staggered terms of 4 years with election on a county-wide basis; one Commissioner per each of the five commission districts.
BUDGET	Financial operating plan for fiscal year; summary of anticipated revenue and expenditures.
BUILDER	A person who constructs buildings under contract or as a speculation.
CADASTRAL	Map or survey showing or including boundaries of property lines.
CAPITAL PROJECT ASSESSMENT	Type of assessment that offers installment payment arrangements; includes specific repayment terms and financing (installment payment) fees. Typically associated with construction improvement projects that yield per property assessments over \$500.00. Installment payments are collected annually via property tax billing; early payoff of outstanding balance may be made at any time without penalty.

COMMUNITY COLLECTION LOCATION	A central site that is nearby multiple residential properties and designated by the County for placement and collection of residential solid waste.
CENTRAL TRANSFER STATION	Waste processing facility where solid waste is unloaded from collection vehicles and is compacted and reloaded onto larger long-distance transport vehicles for shipment to a landfill for disposal or other treatment facilities.
COLLECTION SERVICE	The contracted service by which residential solid waste is removed and transported to an authorized disposal facility for processing.
COLLECTION LOCATION	Location designated by the County for placement and collection of residential solid waste. Includes curbside to residential property where feasible (most common in developed subdivisions) and central/community collection locations when necessitated by less developed conditions
CONSOLIDATED STREET LIGHTING ORDINANCE	Declaration/document established by the Seminole County Board of County Commissioners for the purpose of defining the governing parameters of the street lighting non-ad valorem assessment districts in unincorporated Seminole County.
CONTINGENCY FUNDS	Funds set aside or reserved to cover unforeseen events that occur during fiscal periods or improvement projects.
CULVERT	A drain pipe or masonry structure under a road or embankment.
DEVELOPER	A person/entity that invests in and develops the urban or suburban potentialities of real estate, esp. by subdividing the land into home sites and then building houses and selling them.
DISTRICT	A division of territory (such as a county) marked off for administrative, electoral, or other purposes.
DISTRICT BOUNDARY	The geographic area and/or properties included in an area identified as a district.
DRAINAGE	Conveying water from one place to another to dry the former and prevent water from accumulating.
EASEMENT	A limited right of use over the property of another, such as any strip of land legally dedicated or conveyed for public or other private utilities, drainage, sanitation, or other specified uses having limitations, the title to which shall remain in the name of the property owner, subject to the right of use designated in the reservation of servitude.
ENGINEERING REPORT	A written report prepared by a licensed engineer describing the project background, findings, assumptions, permit recommendations, and probable costs to complete a specific MSBU project.

FINANCE (INSTALLMENT) FEE	The charge assigned by the County to provide and manage installment payments for MSBUs with capital project assessment; generally expressed as a percentage rate over a period of time.
FISCAL YEAR	A twelve month time frame designated for managing and monitoring financial aspects of a government or other types of organizations; includes budgeting and financial performance tracking. (Seminole County Fiscal Year: October 1 through September 30).
GARBAGE RECEPTACLE	Any commonly available light gauge steel, plastic or galvanized container of nonabsorbent material, closed at one end and open at the other, furnished with a closely fitted top or lid and handle(s); may also be defined as a waterproof plastic bag of heavy mill construction which can be safely and securely closed. For collection purposes, a garbage receptacle and contents shall not exceed 50 gallons in capacity or 50 pounds in weight.
HERBICIDE	A substance or chemical that will destroy or kill vegetation.
INTEREST EARNED	Favorable financial gain on revenue, savings, or investment.
INSTALLMENT (FINANCE) FEE	The charge assigned by the County to provide and manage installment payments associated with MSBUs with capital project assessment; generally expressed as a percentage rate over a period of time.
LAKE MANAGEMENT	Long-term focus and integrated plan for restoring, developing and/or maintaining waterbody conditions that will enhance the water quality and overall health of the waterbody. Requires compliance with federal, state and local agency regulations.
LAKE RESTORATION	Specific efforts directed toward improving a waterbody so that deterioration is reduced, corrected, and/or controlled. Typically supplemented by long-term aquatic weed control and shoreline replanting requirements.
LAKE VEGETATION INDEX (LVI)	A scientific methodology for evaluating the condition of a waterbody based on the vegetation growing in or in the vicinity of the waterbody. Developed and regulated by FDEP; requires certification (individual audit) to execute.
LEASEHOLD	Land or property held under a contract (lease) that conveys certain property rights to another person or entity for a specific period of time.
LEVY	To impose taxes, special assessments or service charges for funding County activities.
LIAISON	A person submitting an application for establishing an MSBU, or an owner of property within the boundaries in an MSBU that voluntarily serves as a spokesperson for the community during the various phases of the MSBU process.

LIEN	A financial encumbrance or claim against a property by the County for payment of service or improvement provided (or to be provided) by the County. The amount of the lien is equal to the preliminary and/or levied assessment.
LINEAR FOOT	A one dimensional measurement pertaining to length and equal to twelve inches.
MILLAGE RATE	The property tax rate; levied in mills per dollar of taxable property value.
MUNICIPAL	Of or relating to a community or civic unit, purpose or service.
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)	A special assessment district established for funding an essential public service and/or improvement that benefits the property included in the assessed boundary of the district. Assessment (property cost share) is allocated on a unit of measure that equitably represents benefit. MSBU assessment is not determined according to property value. [Refer to <i>Assessment Base</i> and <i>Benefit Unit</i> .]
MUNICIPAL SERVICE TAX UNIT (MSTU)	A special tax district established for funding a public service and/or improvement provided to a specific geographic area or sector of the County. Property cost share is allocated based on property value.
MUNICIPALITY	Political unit usually having powers of self government. There are seven incorporated cities (municipalities) in Seminole County: Altamonte Springs, Casselberry, Lake Mary, Longwood, Oviedo, Sanford, and Winter Springs.
NON-AD VALOREM	Not according to value. [As related to taxes and assessment; property taxes are levied <i>ad valorem</i> – according to property value; assessments are <i>non-ad valorem</i> – levied according to benefit or other measure other than property value.]
NON-AD VALOREM ASSESSMENT	A charge levied by the County on an equitable basis for the purpose of funding a specific essential service or improvement that offers a localized benefit. [Refer to <i>Capital Project Assessment</i> and/or <i>Variable Rate Assessment</i>]
OPERATING CONTINGENCY	Funds set aside or reserved to cover unforeseen events that occur during fiscal periods or improvement projects.
ORDINANCE	A formal legislative enactment by the governing board of a municipality or other political subdivision. As related to the MSBU Program, a declaration/document authorized by the Seminole County Board of County Commissioners for the purpose of (a) creating a special assessment district [MSBU] (b) defining the governing parameters of the MSBU and (c) adopting the initial and/or preliminary assessment roll for the MSBU.

PETITION FOR IMPROVEMENT	A formal document, prepared and distributed by the MSBU Program, used to determine the level of community support of an improvement project and the establishment of an MSBU for funding the improvement.
PETITION OF INTEREST	An informal communication to/from property owners distribute to determine preliminary interest in pursuing services or improvements through an MSBU.
PLATTED LAND	Land that is described by lot , block , and tract . A plat (map) is filed in public land book records. After the filing of a plat, legal descriptions can refer to block and lot-numbers rather than portions of sections .
PRELIMINARY ENGINEERING REPORT	A written report prepared by a licensed engineer describing the anticipated conditions, requirements, methods, permits, and estimated costs to be addressed to complete a specific project.
PRIVATE ROAD	Privately owned land/property used as a roadway.
PROJECT MANAGER	A person whose responsibilities include managing the activities, resources, and scheduling of a project.
PUBLIC	Of, relating to, or concerning the people as a whole; maintained at the expense of, servicing, or for the use of a community.
PUBLIC HEARING	A special meeting of the Board of County Commissioners which allows the public to comment on proposed plans and projects before officials (commissioners) make a final decision.
PRIVATE LAKE OR WATERWAY	A body of water that is surrounded by land that is privately owned and without provisions for public access.
PROPERTY TAX	A debt imposed by a government for funding general public services and public improvements; levied according to authorized millage rate and taxable value of property value.
PUBLIC LAKE OR WATERBODY	A body of fresh water of considerable size, surrounded by land that includes provisions for public access, and/or associated with submerged lands owned by the state by right of its sovereignty in navigable freshwater lakes, rivers, and streams. [Refer to Florida Statutes 253.12.]
PUBLIC ROAD	Publically owned land/property used or designated as roadway (travel route)
RECONSTRUCTION	Replacement of an existing structure.
RESERVE	A specified amount of funds set aside for the purpose of meeting future or unanticipated expenses.

RESOLUTION	A special or temporary order of a legislative body with less legal formality than an ordinance or statute. Resolutions applying to MSBUs identify final MSBU boundaries and/or final assessment rates, certification and adoption of annual assessment roll, clarifications to applicable sections of the County Administrative Code, and confirmation of variable rate recommendations.
RETENTION POND	Storm water treatment facility constructed by specific design to retain volumes of storm water for defined basin area.
RETENTION POND RENOVATION	Re-establishing functionality of existing retention pond through site cleanup, dredging, aquatic weed control and other restorative efforts.
RIGHT OF WAY	Land dedicated, deeded, used or to be used, for street, alley, walkway, boulevard, public utilities, drainage, access for ingress/egress, or other purpose by public, designated individuals, or governing bodies.
RIPARIAN STEWARDSHIP	Responsible protection and preservation of a waterbody by an owner of waterfront property; following recommended lake management practices for actively protecting water and environment qualities; pursuing use of land in a manner that will yield optimal positive environmental influence on water quality and healthful condition of waterbody; includes activities such as planting shoreline with desirable native plants, avoiding use and runoff of chemicals that negatively impact water quality or are detrimental to wildlife, reducing or eliminating use of certain fertilizers, proper disposal of grass clippings and leaves, and many other responsible practices. <i>[For additional information, contact the Seminole County Lake Management Program or other public environmental agencies.]</i>
SATISFACTION OF LIEN	The payment in full of an obligation or debt (such as an assessment) that releases the claim or charges that is held on property; providing payment in full of a levied assessment.
SCOPE OF SERVICE/WORK	The required work effort, divided into tasks, to complete a specific project. The specific set of improvement requested.
SERVICE LEVEL	Specific to the collection of residential solid waste, the service level identifies the frequency of household garbage collection (once or twice per week) and the collection services (with or without yard waste collection) selected by the property owner.
SERVICE YEAR	Specific to residential solid waste management, the calendar year to which the annual assessment is applied.
SEWER LINE	Utility system components that connect residences or other building facilities to centralized waste-water processing facilities.
SHORELINE	The line where shore and water meet.

SOLID WASTE	Garbage, rubbish, yard waste, white goods, furniture and recycle items.
SOLID WASTE ASSESSMENT	An annual charge levied on a per residential dwelling basis in unincorporated Seminole County to provide funding for the management of residential solid waste in the unincorporated areas of the County.[Refer to <i>Variable Rate Assessment</i>]
SOLID WASTE MANAGEMENT (Residential)	A county-wide program established for the purpose of centrally administering the collection, disposal, and processing of residential solid waste.
SOVEREIGN WATERS/LAND OF THE STATE	Those lands waterward of the ordinary or mean high water line, submerged beneath navigable fresh water (i.e., inland lakes). Such sovereign land includes all submerged land to which title is held by the Board of Trustees of the Internal Improvement Trust Fund, who provides by statute the acquisition, administration, management, control, supervision, conservation, protection, and disposition of state-owned lands under its control. Activities on, and sales of, sovereign submerged lands must not be contrary to public interest.
STATUTE	A written law enacted by an official legislative body.
STORM DEBRIS (Vegetation)	Large size or volume vegetative debris generated by winds, rain and other storm conditions. Typically requires direct disposal by owner at County disposal facilities.
STREET LIGHTING	Equipment system installed for providing enhanced roadway lighting intended to produce quick, accurate, and comfortable visibility at night that will safeguard, facilitate, and encourage vehicular and pedestrian traffic. Within the structure of individual MSBUs, the authorized services may extend to ancillary lighting and electrical expenditures, such as entrance lighting and flood lights in common areas and metered account services that are considered to be part of the overall street lighting plan within a specific geographic area.
STREET LIGHTING ASSESSMENT	An annual charge levied on a localized basis in unincorporated Seminole County to provide funding for the street lighting equipment operated in the local geographic area. [Refer to <i>Variable Rate Assessment</i>]
TAX COLLECTION FEE	The amount paid by the MSBU Program to the County Tax Collector for providing the billing and collection services associated with the non-ad valorem assessments levied by County.
TAX ROLL	Formal listing of property tax records as prepared annually by the Property Appraiser and certified to the Tax Collector for collection.
TROPIC STATE INDEX (TSI)	A classification system designed to "rate" individual lakes, ponds and reservoirs based on the amount of biological productivity occurring in the water.

UNINCORPORATED AREA	Land/property within the County boundary that is not within the taxing boundary of any incorporated area – such as a municipality (city).
UNPLATTED LAND	Land that is not defined or described with a legal description inclusive of lot number, or lot and block number as shown in the county records office. (<i>Refer to Platted Land</i>)
VARIABLE RATE ASSESSMENT	Type of assessment that is levied on an annual basis for long-term or continuing services. Assessment amount may be adjusted annually based on budgeted cost for service continuation.
WATERBODY (or Body of Water)	Stationary accumulations of water, such as lakes , ponds or wetlands ; as well as moving bodies of water such as rivers , streams , and canals .
WATER LINE (Potable)	Part of the County’s water system that provides distribution or conveyance of water that (a) has been treated by a facility permitted by the Florida Department of Environmental Protection and (b) meets the requirements of the Florida Safe Drinking Water Act.
WHITE GOODS	Inoperative and discarded refrigerators, ranges, washers, water heaters, and other similar domestic appliances, household goods and furniture generated from improved property.
YARD WASTE	Vegetative matter resulting from residential yard and landscaping maintenance (leaves, grass clippings, shrub trimmings, small branches, etc.). To be eligible for collection service, branches shall not exceed four feet in length and four inches in diameter; yard waste must be tied/bundled, bagged or containerized; no bundle, bag or container shall exceed 50 pounds in weight. [<i>Refer also to STORM DEBRIS.</i>]

Application Fee Schedule

(Per Seminole County Administrative Code 20.37)



Lake Management

Aquatic Weed Control¹

- \$ 550.00 Application Fee - Impaired/Corrective Services
- \$ 450.00 Application Fee - Maintenance of existing conditions/under contract

Lake Restoration¹

- \$ 550.00 Application Fee - Impaired/Corrective Services

Road Paving & Stormwater Control Systems²

Road Paving & Related Stormwater Control (Drainage)

- \$ 650.00 Application Fee - Rough cost estimate and coordination of preliminary engineering

Retention Pond Renovation¹

- \$ 550.00 Application Fee - Impaired/Corrective Services

Street Lighting

- \$ 150.00 Application Fee - MSBU request involving single support source
- \$ 150.00 Application Fee - MSBU request involving of 25 or fewer properties
- \$ 250.00 Application Fee - MSBU request involving greater than 25 properties
- \$ 150.00 Application Fee - Upgrade request involving 25 or fewer properties
- \$ 250.00 Application Fee - Upgrade request involving greater than 25 properties

Wall Reconstruction

- \$ 550.00 Application Fee - Single easement ownership; Construction Only
- \$ 750.00 Application Fee - Multiple easement ownership; Construction Only
- \$1,000.00 Application Fee - Single easement ownership; Pre-Paid Design plus Construction
- \$1,250.00 Application Fee - Multiple easement ownership; Pre-Paid Design plus Construction

Water and/or Sewer²

- \$ 550.00 Application Fee - Water or Sewer

Sidewalks²

- \$ 450.00 Application Fee Proposed – New construction or repair/replacement

Dissolution Application

- \$ 150.00⁴ Application Fee - Distribution of Petition

All Project Types - Reactivation & Redistribution of Petition

- \$ 150.00⁴ Application Fee – Reactivation & Redistribution of Petition

1 The MSBU application review process may require project analysis involving consultant services to determine scope of services and feasibility of success. The need for analysis will be determined prior to application and a price quote for analysis fee will be obtained at time of application. Prepayment for analysis costs will be due from applicant prior to scheduling the analysis related activities.

2 The MSBU application process requires a preliminary engineering report. A price quote for preliminary engineering will be obtained at time of application. Prepayment for the preliminary engineering report will be due from applicant prior to scheduling report related activities.

3 The application fee includes preparation of leasehold/easement legal documents required in conjunction with application process.

4 In addition to the stated application fee, the applicant will be required to provide prepayment for the mailing expenses associated with a subsequent distribution of a petition for the same or similar project.



Application for Establishing an MSBU for Central Water or Sewer Services

Project Type: Central Sewer Line Central Water Supply Line

Attachments: Application Fee Fire Flow/Hydrant Plat Map

Location Map Other: _____

Subdivision: _____ Roadway(s): _____

Property ID/Reference: _____

Applicant/Primary Liaison Information:

Secondary Liaison Information:

Name _____

Address _____

Property Address _____

(If different from mailing address)

Telephone _____

Email _____

Supporting Information:

1. Have the residents held meetings to address sewer or water concerns? If yes, please list dates and outcome.
2. Please describe in detail the status/quality of existing water and/or sewer service.
3. What percentage of the property owners would likely attend meetings purposed at review of water and sewer conditions, goals, and financial issues in the future?

I have reviewed the information contained in the application packet. I understand that community support is essential to the establishment of an MSBU. I understand and accept that the application fee and all other prepayment requirements are deemed non-refundable and that any applicable credit provisions for such payments will not be available until such time as an MSBU is established, the project is completed and assessments are collected. I understand that the establishment of an MSBU and any supplemental funding from the County is a discretionary decision of the Seminole County Board of County Commissioners as subject to state and local guidelines.

Applicant Name: _____ Email: _____ Phone: _____

Applicant Signature: _____ Date: _____

Submit this application together with the non-refundable application fee to:
Seminole County MSBU Program, 1101 East 1st Street, Sanford, FL 32771