

# MUNICIPAL SERVICES BENEFIT UNIT PROGRAM

## STREET LIGHTING



FY13/14

## 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 improvement and variable rate. The capital project format is related to MSBUs that require payments 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 the Florida Statutes and the 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 the 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

## Scope of Street Lighting Improvements

Utilizing the MSBU funding format is a common practice in Seminole County for street lighting improvement projects designed to benefit Seminole County unincorporated area residents. Street lighting projects serve public purpose by illuminating roadways and sidewalks; thereby, improving night-time safety. The creation of an MSBU, as well as on-going efforts to provide improvements requires community involvement and support. Routine operations and management of street lighting MSBUs are governed locally through the Seminole County Consolidated Street Lighting District Ordinance at: [http://www.seminolecountyfl.gov/fs/pdf/csl\\_08.pdf](http://www.seminolecountyfl.gov/fs/pdf/csl_08.pdf) and is hereinafter referred to as the "Ordinance".

The improvement efforts are funded by assessments levied against benefiting properties. By definition of benefit, all properties located along the roadways and properties that would use the lighted roadways for ingress/egress are included in street lighting improvement MSBUs and are, therefore, assessed a cost share for the improvements provided.

The street lighting equipment (fixtures/poles) provided via a Seminole County street lighting MSBU is owned and operated by franchised power companies. Lighting equipment is installed and maintained by power companies on public property or with rights to a utility easement for private property. Seminole County serves as an intermediary between power companies and benefiting properties, thereby, collecting rental fees and the associated operating costs from benefiting property owners and making payment to power companies.

Evaluating the needs and recommendations for street lighting improvements includes the determination of locations of proposed lighting equipment. Equipment analysis is completed by power company engineers through the design of lighting plans, in accordance with Illuminating Engineering Standards (IES), to produce sufficient illumination on streets of neighborhoods to assist with nighttime safety.

In the case of a community request for the transfer of previously installed street lighting equipment to a new MSBU, a preliminary review of the existing equipment will be conducted by the MSBU Program and/or the power company.

Application may be made by property owners, homeowner associations, management companies, developers or other interested parties. Applications are accepted from January 1 through June 30. Applications received during this timeframe are eligible for equipment installation and assessment in October of the following calendar year. Applications submitted August 1 through December 31 may be held for processing after January 1.

## Basic Steps to Establish an MSBU

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

<b>STEP</b>	<b>RESPONSIBILITY</b>
<b>I. Apply</b>	Property Owner/Community Liaison
<b>II. Review</b>	MSBU Program Lake Management Program Consultant
<b>III. Petition</b>	MSBU Program Lake Management Program Community Liaison(s) Property Owners
<b>IV. Create</b>	Board of County Commissioners MSBU Program Lake Management Program Community Liaison(s) Property Owners
<b>V. Implement</b>	Purchasing & Contracts Division MSBU Program Lake Management Program Community Liaison(s)  Board of County Commissioners (if 2 <sup>nd</sup> Public Hearing scheduled)

# **Detailed Procedures**

## **Establishing a Street Lighting MSBU**

# Establishing a Street Lighting MSBU

## Detailed Procedures

### STEP I. Apply

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 necessary easement;
- The proposed boundary (properties to be assessed) contains a minimum of two distinct taxable (or platted) properties that receive benefit and participate in the MSBU;
- 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 1<sup>st</sup> Street, Room 3301, 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).

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 located at the end of the packet. The Application Fee Schedule is provided on the page noted in the table of contents and just prior to the Application form. Assistance is available from the MSBU Program should the applicant have questions or concerns regarding any aspect of the application form or process. Application may be made by property owners, homeowner associations, management companies, developers or other interested parties. Applications for street lighting projects are accepted from January 1 through June 30. They are eligible for equipment installation and assessment in October of the following calendar year. Applications submitted August 1 through December 31 may be held for processing after January 1.

The **Street Lighting Application** form is designed to communicate the following:

**Project type:** Is this for a new installation, an upgrade to existing equipment or a transfer of existing equipment?

**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 and Property ID:** Enter the required identification information. If unsure of any details, please ask an MSBU Program representative for assistance.

**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.

**Applicant Status:** Is the applicant a builder or developer, individual home owner, or HOA/Property Management Company?

**Documentation (platting):** Insert identifying plat information or provide indicated alternate information if property is not platted. Copies of plats and section maps are available at the Planning Department (407-665-7775).

**Current condition:** When were the existing lights installed or when are lights scheduled to be installed? If there are no lights installed nor any scheduled installation date, please indicate this is the initial application. Being very specific, what concerns are you hoping to resolve?

**Participation:** Provide estimate of approximate percentage of benefiting property owners who are interested in attending relevant meetings.

**Funding Assistance:** State detailed reasons/conditions for requesting and/or qualifying for Seminole County funding assistance that may be available.

**Equipment Choice:** Enter the type of pole and light desired if known. A list of equipment types is provided with the application packet to the applicant dependent upon applicant's lighting preference and objective. For example, if applicant desires decorative lights, several styles are available.

**Power Company:** Enter the power company servicing this area.

**Comments:** Provide comments pertinent to the street lighting request.

**Signature Block:** Enter information and sign the application.

**Applicant Signature:** Enter information and sign the application.

Describing the desired scope of services in detail and selecting desired equipment is critical to the development of initial review of the proposed MSBU, the engineering plan, and subsequent and cost estimates. Community participation in the development of the scope of services is highly encouraged. Copies of recorded plats and section maps may be obtained from the Planning Department, located on the first floor of the County Services Building. For additional information please call the Planning Department at (407) 665-7441.

At this stage of the application process a cost estimate is available as to rental and operating cost for specific light fixtures and poles. However, it is not possible to provide the applicant with an estimate of total costs inclusive of installation cost and extended operating cost based on number of lights required. Cost estimates are only available after the power company has completed an engineering analysis (see Step III).

All questions or concerns regarding cost sharing decisions, and participating properties should be discussed with the MSBU Program prior to submitting the application. The 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. Boundaries for street lighting MSBUs generally consist of an entire subdivision, as the lights are intended to be of benefit to the community as a whole. Unless otherwise exempted by Ordinance, all properties that are located within the confines of the boundaries will be included in the list of participating properties. Association owned common land and properties with a taxable value of less than \$100 are examples of exempt properties to be excluded in the assessment calculation.

New MSBUs that are comprised of non-commercial owners have the option of paying the installation/construction costs for the street lighting at the time of MSBU establishment, on the first year's assessment (after the establishment of the MSBU), or through financing over a several year payback term. Commercial owners, such as developers, are required to coordinate installation directly with the power company or submit the payment of installation costs for the new developments prior to the project implementation. Installation payment will be due after an MSBU is created and prior to scheduling equipment installation.

The creation of an MSBU relies heavily on the involvement of the community liaisons. 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. The community representatives that serve as primary and/or secondary liaisons are very important to establishing an MSBU and to ensuring project completion occurs per community expectations.

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 II. Review**

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

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.

At this point, the Applicant/Liaison should identify/confirm the type of street lighting equipment from the list that was forwarded with the application packet (see Step II). The MSBU Program will provide these choices to the appropriate power company. A power company engineer will then determine the lighting configuration, installation requirements, and applicable costs for installation, equipment rental and electrical utility. The power company's cost information will be used by MSBU to calculate the estimated annual non-ad valorem assessment amount which will be used in STEP IV.

The MSBU Program staff or the Project Manager is available to conduct an informative meeting with the property owners to discuss the MSBU process if requested. Notification of any **County-sponsored** meetings will be coordinated through the MSBU Program. A public meeting providing an overview of the MSBU Program activities and the proposed project is highly recommended. The MSBU Program requests the opportunity to review (prior to its circulation) any correspondence relating to the proposed establishment of the MSBU.

## **STEP III. Petition**

**Note:** *When an application is processed for a community under construction and the assessed boundary is owned in total (100%) by the **Applicant/Developer**, the petition process is waived. In such instances, the application requesting the establishment of the street lighting MSBU serves as confirmation of owner support.*

As recorded in Section 22.10 of the Seminole County Administrative Code ([http://www.seminolecountyfl.gov/ca/admin\\_code/](http://www.seminolecountyfl.gov/ca/admin_code/)), the Board of County Commissioners will give consideration for creating an MSBU requested via community-based application when sufficient community support for the requested MSBU has been confirmed through a formal petition process coordinated by the MSBU Program. For street lighting MSBUs, a community support percentage of at least 55% must be demonstrated. If the support rate achieves the required percentage, the request to establish an MSBU will be brought forward for BCC consideration. If the required support is not demonstrated, then the proposal will not move forward.

To determine the level of community support, the MSBU Program prepares and distributes a *Petition to Create an MSBU* that defines the details of the proposed MSBU, such as the scope of services (proposed improvements, treatments and services), estimated annual cost, method of cost share allocation, type and amount of assessment, properties to be assessed, and other details specific to the MSBU. The *Petition* provides opportunity for property owners to communicate their preference relative to creating the proposed MSBU by indicating whether they are either “FOR” or “AGAINST” creation of the MSBU.

The *Petitions* 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. Property owners are requested to respond by 1) selecting either a “FOR” or “AGAINST” response on the *Petition*; (2) providing signature; and (3) returning the completed *Petition* to the MSBU Program prior to the filing deadline. All current owners or the designated trustee of a property must sign the petition form for the response to count as a “For” response. 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.

Owners are encouraged to read through the petition document before making their decision. Throughout the petition process, MSBU Program representatives and/or community liaisons are available to answer questions and to provide information that will assist owners in making an informed decision. The petition responses on file when the petition process closes (filing deadline) will be used for recording property owner preference regarding creation of the proposed MSBU. Changes to owner preference will not be accepted or processed after the deadline.

Petitions are typically in circulation for 30 calendar days. The responses are tracked and available weekly for summary or review during the petitioning period. The deadline for filing response will be noted on the *Petition*. The filing deadline may be extended as deemed appropriate by the MSBU Program. Extensions are primarily granted to provide clarity regarding the level of support or opposition within the community. Deadline extensions will be posted to the MSBU Program website prior to expiration of the former deadline. Extensions are typically limited to one or two extensions, each limited to two additional weeks

Petition documents received by the MSBU Program will be reviewed for acceptability. All current owners of a property or the designated trustee must sign the *Petition* for the response to count as “For” creation of the MSBU. Owner response must be clearly identified and consistent with the intent of the petition document. Handwritten or other forms of commentary added to the petition document that alter the intent of the information conveyed in the petition document will be processed as incomplete. Incomplete petition documents will be rejected and returned. An explanatory cover memo will be provided with the returned document so that owner has opportunity to complete and resubmit a petition response. In some instances, the MSBU Program may email or phone the property owner to obtain clarifications. Submittal deadlines apply to rejected petition documents.

The final results of the petition process will be posted to the MSBU Program website. If the petition demonstrated 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 of this outcome is at the discretion of the MSBU Program. If a notification of insufficient support is mailed, it is typically mailed only to property owners that participated in the process by filing a *Petition* for their property.

Provided the community support is sufficient to continue, the MSBU Program will schedule a public hearing for adopting an ordinance establishing the proposed MSBU. **Please note** that once consolidated petition results are accepted and a public hearing is authorized, the petition results are

no longer relevant to final determination of the BCC to proceed (or not) with a project/MSBU. The final determination of scope and feasibility of the project and creation of the MSBU is made by the Seminole County BCC.

If petition support is less than the required percentage, the effort will be noted as having insufficient support to continue. Petitioning for the same project is allowed once per calendar year and re-petitioning must be at least six months after the filing deadline of the most recent petition process. Each subsequent petition process requires application and payment of the non-refundable processing fee.

***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 IV. Create**

When the amended Consolidated Street Lighting Ordinance and all documents are in order, including all required easements, agreements, et al., 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 owners 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 office of the Commission Record office located in the County Services Building at 1101 East 1<sup>st</sup> Street, Sanford, FL.

The Ordinance, and if applicable, a secondary “MSBU Equipment Installation Ordinance” for construction/installation will be proposed for adoption during the public hearing. The Ordinance encompasses previously established MSBUs with the newly proposed MSBUs added. Within the Ordinance, the governing of each MSBU is established and the assessment authorization is provided. A secondary MSBU Ordinance is formalized and established only when there are installation expenses which will be financed by Seminole County with repayment over a period of years.

For ongoing MSBUs, such as street lighting, that require annual rate adjustment, an estimated assessment will be documented in the ordinance and will be granted fluctuation according to ordinance restrictions and/or operating expenditures necessitated in establishing and/or maintaining the street lighting.

The Ordinance will be proposed for adoption during the public hearing. Once the petition results are presented to the BCC at the 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 comments, objections, and information relevant to the establishment of the MSBU. The County Commissioners will adopt or deny the Ordinance. If the Ordinance is adopted, it will be recorded in Seminole County Land Records and with the Florida Department of Revenue.

## **STEP V. Implement**

Following adoption of the Ordinance, the power company will be advised to prepare agreements specifying the number and type of poles/lights to be installed, those that are already installed, and any poles to be removed (if applicable) in each MSBU. The power company will also submit the final lighting design (engineering) plan for MSBU review. This information will be returned to the MSBU Program by the power company for review and confirmation. The MSBU Program and County Attorney's Office (if required) will review the agreements for accuracy. Following this review, the MSBU Program will request County approval for agreement execution. Upon execution of the agreements, the power company will be requested to begin installation. Installation is targeted to be completed on or before October 1 or as soon as possible thereafter. The MSBU Program will be in close contact with community liaison(s) and the power company as project work is completed.

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 Improvement Assessments* associated with projects that involve capital improvement 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.

Relative to fire flow, water line extension, and/or sewer line projects, all benefiting properties are included in the boundary of the proposed MSBU. All benefiting properties (whether "For" or "Against" during the petition process) are required to connect 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 access the MSBU Program 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.

## Additional Information (after MSBU is established)

### Maintenance and Repairs

The street lighting equipment provided through the MSBU Program is owned and maintained by local power companies, with Seminole County renting the lights/poles. For minor repairs, residents are encouraged to call the power company to open a repair order. Before calling, it is helpful to have the address of the pole location and pole number (located on a metal plate on the pole at eye level) to provide to the power company's customer service representative.

Florida Power and Light Corporation ( <a href="http://www.fpl.com">www.fpl.com</a> )	800-226-3545
Progress Energy ( <a href="http://www.progress-energy.com">www.progress-energy.com</a> )	407-629-1010

For major repairs such as a badly damaged pole or paint, coordinating assistance is available from the MSBU Program. Insert the following on-line address for the MSBU Program website: <http://www.seminolecountyfl.gov/fs/msbu/msbustservp.aspx> or call MSBU at 407-665-7178.

### Equipment Modifications

**Modifications to equipment associated with an existing MSBU are defined as either “essential” or “elective”.**

**Essential changes are defined as** modifications which are necessary to preserve public safety. These essential modifications may be made without formal application when the modification is deemed safety related, supported by lighting engineers, and within the budgetary parameters of the MSBU per the Administrative Code guidelines (Section 22.10 [PDF of guidelines]). However, if the essential modification results in an assessment increase of 20% or greater, then the application and petition process must be undertaken with a resulting 55% or higher favorable response.

**Elective** changes occur if residents request modifications for non-essential purposes (e.g., providing an aesthetic appearance for a streetscape) or request a modification that is not necessary to provide adequate/recommended illumination level as determined by lighting engineers. Formal application and application fee is required for elective modifications and requires 55% or higher favorable response

### Dissolution of MSBU

The authorized MSBU for street lighting improvements will continue indefinitely or until such time as an application is received to dissolve the MSBU. The process to dissolve an MSBU which was established by ordinance at a public hearing is similar to the creation process and requires a 55% community support, followed by public hearing. Application with designated fee is required.

## Frequently Asked Questions

**Where do I obtain detailed information?** To obtain detailed information, please contact the Seminole County MSBU Program at 1101 East 1<sup>st</sup> 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 a non-ad valorem assessment district created to fund a public service or capital improvement. An MSBU consists of a group of properties that share in the benefit and cost of the service provided. The assessment allocated to each property is based on the service cost, total number of benefit units and the number of benefit units assigned to each property. A benefit unit may be a parcel, dwelling, linear foot or other equitable unit. Please see: [http://www.flsenate.gov/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0100-0199/0125/Sections/0125.0101.html](http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0125/Sections/0125.0101.html).

**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, waterfront 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 waterfront. 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 office 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) Apply, (2) Review, (3) Petition, (4) Create, and (5) Implement.

**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 for additional details.

**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 distribute a *Petition to Create an MSBU* 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 to Create an MSBU* 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).

**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?** Owners representing a 65% majority of the benefiting property must indicate their support for establishing the proposed MSBU for all project types (excluding street lighting which 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 an MSBU creation process, the MSBU Program will mail notification of 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 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 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 are defined as variable rate and 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) are defined as capital improvement and 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.

**I would like to have a streetlight in my neighborhood. What do I need to do?** If you are interested in a single privately funded security light being installed on your property, contact your power company. If you would like to have a street lighting system installed in your neighborhood, or are interested in securing street lighting in a specific area, contact the MSBU Program at (407) 665-7178 for additional information and/or to obtain an MSBU application packet.

**How are locations of the street lighting poles determined?** Street lighting installation plans are engineered by power companies to provide optimum adequate nighttime lighting for enhanced street safety. Lights/poles are spaced accordingly along the street to meet those safety guidelines and in accordance with Illuminating Engineering Standards (IES). The style of lighting equipment, pole height and wattage influence the lighting location.

**Can I upgrade or add a light to existing street lighting MSBUs?** Requests to modify existing street lighting will be defined by the MSBU Program as either “essential” or “elective”. Essential modifications are classified as safety related and may be implemented by the MSBU program if resulting assessment does not increase more than 20%. If increase is more than 20%, the modification will be addressed through an application and petition process with at least 55% support. Elective modifications are not deemed safety related and are accommodated via an application and petition process with at least 55% support.

**When are the annual needs and assessment rates determined?** Power companies, based on regulated approval from the Public Service Commission, provide notices to the MSBU Program of utility rate adjustments. Any requested and approved upgrades or changes to the street lighting MSBU will also be included in annual assessments. MSBU operating budgets are prepared annually prior to April. After the budget is developed, the variable rate assessment is calculated. The proposed rate is presented to the BCC for review and approval. After approval, the MSBU Program generates and mails a “*Notice of Proposed/Adopted Non-Ad Valorem Assessment*” to the owners of property subject to assessment. The assessment approved for the forthcoming tax bill is posted on the MSBU Program website by August 1 (<http://www.seminolecountyfl.gov/msbu/msbudistrict2.aspx>)

**My property is vacant. Should it be exempt from the street lighting assessment?** All properties with a taxable value of over \$100.00 are assessed. If your vacant property has a taxable value of \$100.00 or less and it is currently assessed for street lighting, please contact the MSBU Program at (407) 665-7178 to request a review of the assessment.

**Trees are growing over streetlights. Who do I contact to have branches trimmed?** The Seminole County Public Works Department will trim only the trees located in their right-of-way. This includes branches that obstruct the illumination of streetlights funded through an MSBU. A “[Service Request Form](#)” can be submitted online via their website or they can be reached by phone at (407) 665-7623. When branches are interfering with power lines or other utility services in areas other than a roadway or right-of-way maintained by Seminole County, please contact the utility provider. Contact information for major utility providers include: 1) Progress Energy - (800) 228-8485; or 2) Florida Power & Light Company (FPL) - (800) 226-3545; 3) Brighthouse Cable – (866) 309-EASY (3279); 4) Time Warner – (866) 749-2642; and 5) AT&T – (877) 737-2478.

**The streetlight in my subdivision is out or not functioning properly. What do I do?** When minor repairs are required, such as non-functioning lights, property owners are encouraged to contact the power company directly. The power company responsible for the street lighting equipment is generally the same company providing residential electric service in the area. When reporting an equipment problem, it is always helpful to provide the address of the pole location and its assigned number which can be found on a metal plate approximately five feet from the ground. If you experience difficulties in reporting the repair or in receiving service, please contact the MSBU Program. In most instances, a direct request from property owners to the power company will expedite scheduling of the service response.

## Which Power Company Should I Contact for Repair?

The lights on your street are powered by the same company that provides electricity to your home. Please contact the company that provides power to your home:

### **Progress Energy**

- Telephone: (800) 228-8485
- Submit an online [repair request](#)

### **Florida Power & Light Company (FPL)**

- Telephone: (800) 226-3545
- Submit an online [repair request](#)

**My street lighting poles have paint that is peeling and/or fading. Who should I contact to request re-painting?** The repair/maintenance fee charged to the MSBU Program obligates the power company to provide necessary service to keep equipment in good working order. Therefore, maintenance service requirements have limitations. For example, routine painting of poles is optional maintenance. In certain situations, painting may be available from the power company. However, if painting services are available, the scheduling lead time is typically in the realm of 12 to 18 months at a minimum. To inquire about scheduling pole painting, please contact the [MSBU Program](#) or complete the online [repair request form](#).

## MSBU Program Glossary

### Terminology & Definitions

<b>ADMINISTRATIVE FEE</b>	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.
<b>ADMINISTRATIVE REVIEW &amp; RECTIFICATION</b>	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.
<b>AD VALOREM TAX</b>	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.
<b>ASSESSED VALUE</b>	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> ]
<b>ASSESSMENT (Non-Ad Valorem)</b>	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 Improvement</i> and/or <i>Variable Rate Assessment</i> ]
<b>ASSESSMENT BASE</b>	Unit of measure on which non-ad valorem assessment is calculated. Examples: Per parcel, per dwelling, per front foot, and per acre.
<b>ASSESSMENT DISTRICT</b>	Area or group of properties assigned a pro-rata amount to fund an essential public service or improvement offering benefit to those properties.
<b>ASSESSMENT ROLL</b>	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.
<b>AQUATIC PLANT</b>	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.

<b>AQUATIC WEED</b>	An 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.
<b>AQUATIC WEED CONTROL</b>	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.
<b>AQUATIC WEED CONTROL [MSBU]</b>	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.]
<b>BENEFIT</b>	Direct or indirect assistance or advantage.
<b>BENEFIT UNIT</b>	Equitable base or measure used for allocating cost, such as parcel, acreage or dwelling.
<b>BEST LAKE MANAGEMENT PRACTICES</b>	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.
<b>BID</b>	Offer to perform work; offer to supply labor, materials and/or goods at specified price.
<b>BIOASSESSMENT (Aquatic Vegetation)</b>	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 waterbody. When formulating 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.
<b>BOARD OF COUNTY COMMISSIONERS (BCC)</b>	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.
<b>BUDGET</b>	Financial operating plan for fiscal year; summary of anticipated revenue and expenditures.
<b>BUILDER</b>	A person who constructs buildings under contract or as a speculation.
<b>CADASTRAL</b>	Map or survey showing or including boundaries of property lines.

<b>CAPITAL IMPROVEMENT ASSESSMENT</b>	Amount levied for a constructed improvement for which the amount is levied once but may be repaid in annual installments over a period of years.
<b>COMMUNITY COLLECTION LOCATION</b>	A central site that is near multiple residential properties and designated by the County for placement and collection of residential solid waste.
<b>CENTRAL TRANSFER STATION</b>	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.
<b>COLLECTION SERVICE</b>	The contracted service by which residential solid waste is removed and transported to an authorized disposal facility for processing.
<b>COLLECTION LOCATION</b>	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
<b>CONSOLIDATED STREET LIGHTING ORDINANCE</b>	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.
<b>CONTINGENCY FUNDS</b>	Funds set aside or reserved to cover unforeseen events that occur during fiscal periods or improvement projects.
<b>CULVERT</b>	A drain pipe or masonry structure under a road or embankment.
<b>DEVELOPER</b>	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.
<b>DISTRICT</b>	A division of territory (such as a county) marked off for administrative, electoral, or other purposes.
<b>DISTRICT BOUNDARY</b>	The geographic area and/or properties included in an area identified as a district.
<b>DRAINAGE</b>	Conveying water from one place to another to dry the former and prevent water from accumulating.
<b>EASEMENT</b>	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.

<b>EMERGENT</b>	In the process of coming into being or becoming prominent; aquatic plant risen or standing out of water, surrounding leaves, etc.
<b>EMERSED</b>	Denoting or characteristic of an aquatic plant reaching above the surface of the water; leaves or stems of aquatic plants protruding above the surface of the water
<b>ENGINEERING REPORT</b>	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.
<b>FINANCE (INSTALLMENT) FEE</b>	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.
<b>FISCAL YEAR</b>	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).
<b>GARBAGE RECEPTACLE</b>	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.
<b>HERBICIDE</b>	A substance or chemical that will destroy or kill vegetation.
<b>INTEREST EARNED</b>	Favorable financial gain on revenue, savings, or investment.
<b>INSTALLMENT (FINANCE) FEE</b>	The charge assigned by the County to provide and manage installment payments associated with MSBUs with capital improvement assessment; generally expressed as a percentage rate over a period of time.
<b>LAKE MANAGEMENT</b>	Long-term focus and integrated approach 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.
<b>LAKE MANAGEMENT PLAN</b>	Specific focus and methodology developed by professional biologists for addressing needs and aquatic conditions of individual waterbodies. Requires compliance with governing ordinances, budgetary parameters, and community support.
<b>LAKE RESTORATION</b>	Specific and often extensive environmental 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.

<b>LAKE VEGETATION INDEX (LVI)</b>	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.
<b>LEASEHOLD</b>	Land or property held under a contract (lease) that conveys certain property rights to another person or entity for a specific period of time.
<b>LEVY</b>	To impose taxes, special assessments or service charges for funding County activities; an amount imposed by local authority.
<b>LIAISON</b>	A person submitting an application for establishing an MSBU, or an owner of property within the MSBU boundaries that voluntarily serves as a spokesperson for the community during the various phases of the MSBU process.
<b>LIEN</b>	A legal claim of one person/entity upon the property of another person to secure the payment of a debt or the satisfaction of an obligation.
<b>LINEAR FOOT</b>	A one dimensional measurement pertaining to length and equal to twelve inches.
<b>MILLAGE RATE</b>	The property tax rate; levied in mills per dollar of taxable property value.
<b>MUNICIPAL</b>	Of or relating to a community or civic unit, purpose or service.
<b>MUNICIPAL SERVICE</b>	Assistance or improvement provided by a local government to serve a public purpose.
<b>MUNICIPAL SERVICE BENEFIT UNIT (MSBU)</b>	A designated geographic area or group of properties organized for the purpose of acquiring specific services or improvements and which are thereby assessed on an equitable basis for the improvements provided to that specific group of properties. [Refer to <i>Assessment Base</i> and <i>Benefit Unit</i> .]
<b>MUNICIPAL SERVICE TAX UNIT (MSTU)</b>	A special tax district established for funding a public service and/or improvement provided to a specific geographic area or sector of the County. Allocated based on property value and millage.
<b>MUNICIPALITY</b>	Political unit usually having powers of self government. Seminole County municipalities include: Altamonte Springs, Casselberry, Lake Mary, Longwood, Oviedo, Sanford, and Winter Springs.
<b>NON-AD VALOREM</b>	Ad valorem is a Latin term for “according to value”; non-ad valorem indicates “not according to value”. As related to assessment; levy is according to a unit of measure other than property value. [Refer to <i>Assessment Base</i> and <i>Benefit Unit</i> .]

<b>NON-AD VALOREM ASSESSMENT (NAVA)</b>	Amount levied on a property by criteria other than property value; typically assigned by units of benefit. [Refer to <i>Capital improvement Assessment and/or Variable Rate Assessment</i> ]
<b>OPERATING CONTINGENCY</b>	Funds set aside or reserved to cover unforeseen events that may occur during project implementation of any given fiscal period.
<b>ORDINANCE</b>	An authoritative order or 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.
<b>PETITION TO CREATE AN MSBU</b>	A document prepared and distributed by the MSBU Program and used to determine the level of community support for creating an MSBU to fund a requested public service.
<b>PETITION [or SURVEY] OF INTEREST</b>	An informal communication to/from property owners distributed to determine preliminary interest in pursuing services or improvements through an MSBU.
<b>PLATTED LAND</b>	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.
<b>PRELIMINARY ENGINEERING REPORT</b>	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.
<b>PRIVATE LAKE OR WATERWAY</b>	A body of water that is surrounded by land that is privately owned and without provisions for public access.
<b>PRIVATE ROAD</b>	Privately owned land designated as a roadway.
<b>PRO-RATA</b>	A proportionate allocation.
<b>PROJECT MANAGER</b>	A person whose responsibilities include managing the activities, resources, and scheduling of a project.
<b>PROPERTY TAX</b>	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.
<b>PUBLIC</b>	Available or pertinent to the people as a whole; open to all members of a <u>community</u> ; may be provided by local <u>authorities</u> and supported by money from <u>taxes/assessment</u>
<b>PUBLIC HEARING</b>	A special meeting which allows the public to comment on proposed plans and projects before the local government makes a final decision.

<b>PUBLIC LAKE OR WATERBODY</b>	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.]
<b>PUBLIC PURPOSE</b>	Available or pertinent to the people as a whole; open to all members of a community; may be provided by local authorities and supported by money from taxes, fees or assessment.
<b>PUBLIC ROAD</b>	Publically owned land/property used or designated as roadway (travel route)
<b>PUBLIC SERVICE</b>	Essential service provided by a government to people living within its jurisdiction.
<b>RECONSTRUCTION</b>	Replacement of an existing structure.
<b>RECYCLE MATERIAL</b>	Material recovery of items such as pasteboard, brown paper grocery bags, corrugated cardboard, newspaper, magazines, catalogs, telephone books, plastic containers, glass bottles/jars, aluminum cans and steel cans.
<b>RESERVE FUND</b>	An amount set aside in the operating budget for the purpose of meeting future or unanticipated expenses.
<b>RESOLUTION</b>	A written motion adopted by a governing body. Relative to MSBU Program activity, resolution action is used to confirm variable rates, assessment roll certification, administrative code provisions, and adopting of final assessments associated with capital improvement projects
<b>RETENTION POND</b>	An artificial lake with vegetation around the perimeter, and includes a permanent pool of water in its design used to manage <u>stormwater runoff</u> to prevent <u>flooding</u> and downstream <u>erosion</u> , and improve <u>water quality</u> in an adjacent <u>river</u> , <u>stream</u> , <u>lake</u> or <u>bay</u> .
<b>RETENTION POND RENOVATION</b>	Re-establishing functionality of existing retention pond through site cleanup, dredging, aquatic weed control and other restorative efforts.
<b>RIGHT OF WAY</b>	A type of <u>easement</u> granted or reserved over the land for <u>transportation</u> purposes, such as for a road, <u>trail</u> , <u>driveway</u> , or <u>navigational aid</u> . A right-of-way is reserved for the purposes of maintenance or expansion of existing services with the right-of-way.
<b>RIPARIAN</b>	Relating to or living or located on the bank of a natural waterbody

**RIPARIAN  
STEWARDSHIP**

Responsible protection and preservation of a waterbody by an owner of waterfront property; 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.  
[For additional information, contact the Seminole County Lake Management Program or other public environmental agencies.]

**SATISFACTION OF LIEN**

Fulfillment of all obligations under a lien to the acceptance of a lienor; assessment paid in full.

**SCOPE OF  
SERVICE/WORK**

The number, type, and intensity or complexity of services being provided.

**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; also referred to as service option.

**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 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 materials generated by the normal activities of a household. Household generated recycle items are included in this broad definition; however, such items are identified and processed per material recovery guidelines.

**SOLID WASTE  
ASSESSMENT**

An annual levy allocated on a per residential dwelling basis that provides funding for the management of residential solid waste in the unincorporated areas of the County. [Refer to *Variable Rate Assessment*]

**SOLID WASTE  
MANAGEMENT  
(Residential)**

Daily and long-term administration of activities and facilities necessary to accommodate the processing of residential solid waste. The integrated approach adopted by Seminole County includes collection, transportation, sorting and separation, transfer, and disposal of solid waste.

<b>SOVEREIGN WATERS/LAND OF THE STATE</b>	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.
<b>STATUTE</b>	A written law enacted by an official legislative body.
<b>STORM DEBRIS (Vegetation)</b>	Large size or volume vegetative debris generated by winds, rain and other storm conditions. Typically requires direct disposal by owner at County disposal facilities.
<b>STREET LIGHTING</b>	Lighting equipment system intended to provide enhanced roadway lighting that offers quick, accurate, and comfortable visibility at night that will safeguard and facilitate both 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.
<b>STREET LIGHTING ASSESSMENT</b>	An annual levy on property used to fund the street lighting system located in the vicinity or along the access route to the property. [ <i>Refer to Variable Rate Assessment</i> ]
<b>TAX COLLECTION FEE</b>	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.
<b>TAX ROLL</b>	Formal listing of property tax records as prepared annually by the Property Appraiser and certified to the Tax Collector for collection.
<b>TROPIC STATE INDEX (TSI)</b>	A classification system designed to "rate" individual lakes, ponds and reservoirs based on the amount of biological productivity occurring in the water.
<b>UNINCORPORATED AREA</b>	Land/property within the County boundary that is not within the taxing boundary of any incorporated area – such as a municipality (city).
<b>UNPLATTED LAND</b>	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> )
<b>VARIABLE RATE ASSESSMENT</b>	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. [*Refer also to STORM DEBRIS.*]

# Application Fee Schedule

(Excerpt from Seminole County Administrative Code 20.37)

## Lake Management

### Aquatic Weed Control<sup>1</sup>

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

### Lake Restoration<sup>1</sup>

- \$ 550.00 Application Fee - Impaired/Corrective Services

## Road Paving & Stormwater Control Systems<sup>2</sup>

### Road Paving & Related Stormwater Control (Drainage)

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

### Retention Pond Renovation<sup>1</sup>

- \$ 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 Sewer<sup>2</sup>

- \$ 550.00 Application Fee - Water or Sewer

## Sidewalks<sup>2</sup>

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

## Dissolution Application

- \$ 150.00<sup>4</sup> Application Fee - Distribution of Petition

## All Project Types - Reactivation & Redistribution of Petition

- \$ 150.00<sup>4</sup> 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.

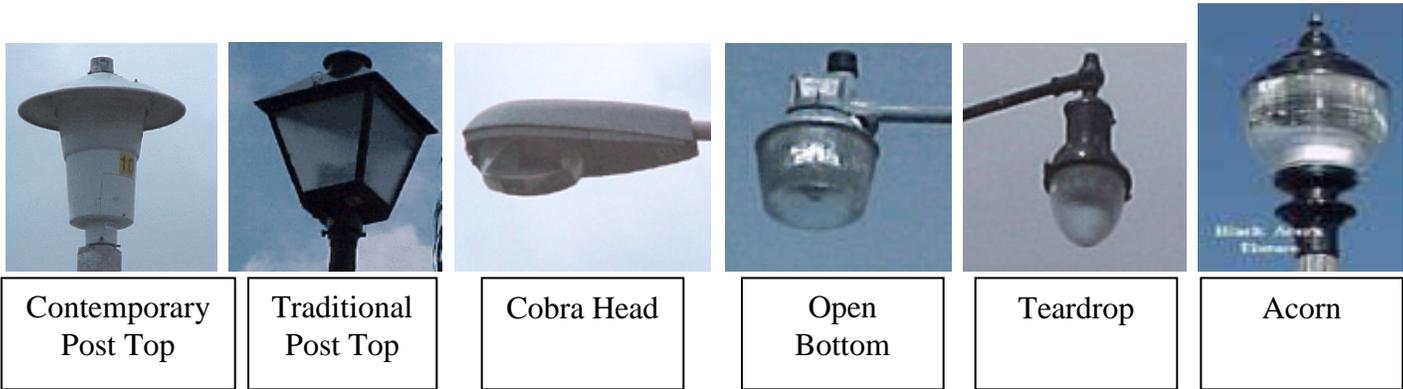
4 In addition to the stated application fee, the applicant will be required to provide prepayment for the mailing expenses associated with a subsequent distribution of a petition for the same or similar project.

# Streetlight Fixture Options

## Progress Energy



## Florida Power and Light



NOTE: 1) Various decorative, concrete and wood pole options are available dependent upon light fixture selected and power company provider.

2) Not all streetlight fixture options may be appropriate/available for every site.

3) LED options carry increased rental costs.

## Application for Establishing an MSBU For Street Lighting

Project Type:  New MSBU Street Lighting Equipment Installation  Existing MSBU Street Lighting Equipment Upgrade  
 Transfer of Existing Street Lighting Equipment

Indicate Attachments:  Application Fee  Location Map New Equipment  Installation Fee  
 Equipment Requested  Map of Existing Equipment  Utility Bill  
 Plat Map  Other: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Property ID/Reference: \_\_\_\_\_

**Primary Liaison Information:**

**Secondary Liaison Information:**

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Address \_\_\_\_\_  
 (If different from mailing address)

\_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

### Supporting Information:

1. What is Applicant Status?

- Property Owner
- Property Management Company or Home Owners Association or Civic Association
- Developer/Builder - Are Properties 100% Owned by Developer/Builder?  Yes  No

2. How is the Proposed Street Lighting MSBU documented?

- Platted in Plat Book No. \_\_\_\_\_, Page(s) No. \_\_\_\_\_ (provide copy of Plat)
- Part of a subdivided (platted) area; Plat Book No. \_\_\_\_\_, Page(s) No. \_\_\_\_\_ (provide copy of Plat)
- Not Platted (Provide metes and bounds legal description OR property identification number(s) OR a Seminole County Section map with the proposed MSBU outlined.)

3. What is the current status of street lights in the proposed MSBU?

- There is no installation at this time. This is our/my initial application.
- Have been installed by \_\_\_\_\_ account no. \_\_\_\_\_
- Will be installed on \_\_\_\_\_ by \_\_\_\_\_

# Application for Establishing an MSBU

## Page 2

4. If scheduled, what percentage of the benefiting property owners would likely attend meetings purposed at review of street lighting options, goals, and financial issues? \_\_\_\_\_%
5. What is the Installation Cost/Financing option for lighting equipment?
- MSBU financing for installation cost is requested
- Requested payback period:     1 yr             2 yr             3 yr
- MSBU financing is not required for installation cost because:
- No installation cost – lights installed prior to establishing MSBU
- Developer/contractor to pay power company for installation
- Applicant/community to submit payment for installation cost
6. What is the lighting equipment choice?
- Pole Description: \_\_\_\_\_
- Light fixture: \_\_\_\_\_ KWH \_\_\_\_\_
- To be determined after application is accepted
7. What is the name of the power company servicing the area?
- Florida Power and Light
- Progress Energy
8. Please provide any additional comments here:

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 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 1<sup>st</sup> Street, Room 3301 Sanford, FL 32771