

# MUNICIPAL SERVICES BENEFIT UNIT PROGRAM

## LAKE MANAGEMENT

### RESTORATION & AQUATIC WEED CONTROL



FY11/12

#### **MSBU PROGRAM Mission:**

*To deliver excellent public service while assisting residents in unincorporated Seminole County with essential municipal services and improvements funded via non-ad valorem assessment.*



## 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 essential improvements to neighborhood common areas, infrastructure and facilities which serve essential 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 – fixed term and variable rate. The fixed term 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 fixed term, 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 Department of Fiscal Services.

[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 Lake Management Services

▫Aquatic Weed Control    ▫Lake Restoration

Lake management services, such as lake restoration and aquatic weed control serve public purposes by improving water quality, utility of waterbodies and/or enhancing stormwater control. In unincorporated Seminole County, when these public services are requested, they are funded by special assessment administered by the MSBU Program. An MSBU may be established for either category of service, however, to ensure long-term success of a restoration project, a lake management MSBU focused on aquatic weed control is often established in conjunction with a lake restoration MSBU. The creation of an MSBU, as well as the on-going efforts to provide improvements requires community involvement and support.

The routine operation and management of a lake management MSBU is governed through an MSBU Ordinance approved and established by the Seminole County Board of County Commissioners (BCC). The improvement efforts are funded by assessments levied against the benefiting waterfront properties. By definition of benefit, waterfront properties are included in the assessed boundary of lake management MSBUs.

To offer greater affordability to property owners, lake restoration is funded by a fixed term assessment – fixed amount that may be paid in full following restoration or paid by installment payments collected via the property tax bill for a fixed number of years. Lake Management focused on aquatic weed control is a routine and ongoing service for which an annual assessment is levied. The amount of the annual assessment will vary based on the budgeted cost for managing the waterbody.

The essential public services offered through the Seminole County MSBU Program for lake management is restricted to the services and product procurements deemed critical to restoration, developing and/or maintaining conditions that enhance the water quality and over-all health and utility of the respective waterbody; with aquatic weed control being limited to the shoreline and the waterbody when/where noxious, invasive, and/or exotic vegetation could/would threaten or impede the waterbody. Native vegetation and/or vegetation that does not present a detriment to the waterbody as determined by the Seminole County Water Quality Program is not targeted as a priority within the scope of aquatic weed control services.

The factors that must be considered by Seminole County when addressing lake management can be complex. To begin, the County's resources for lake management and for aquatic weed control via MSBU funding are focused on essential services. As a standard practice, MSBU funds are designated primarily to addressing conditions deemed “essential” – conditions that would be detrimental to the health of the lake. Complete shoreline treatment, spraying of vegetation deemed native, and/or treatment of vegetation that does not present a detriment to the waterbody does not meet the “essential” definition. Therefore, full/entire shoreline treatment of vegetation is not a level of service pursued via assessment funding. There are times when broader spraying of herbicides may be provided, however, when expending MSBU funds, caution must be exercised to ensure the funds are allocated to treatments that serve a public (not private) purpose. Property owners are encouraged to establish supportive riparian stewardship practices, and to independently address their individual property and/or shoreline concerns when the conditions are not clearly within the essential service category.

As part of the services provided to property owners, the MSBU Program works closely with the Seminole County Lake Management Program of the Public Works Department to pursue best

lake management practices, provide monitoring that funds are expended for essential services, manage and monitor service contracts, and oversee the financial status of MSBUs within budgeting constraints, and where feasible, plan ahead for more extensive lake needs/services in future years. When the available MSBU funding is insufficient to address the full range of needs associated with a waterbody, the lake needs are prioritized to fit the available funding.

The initial step in evaluating the needs and recommendations for aquatic improvements may include water quality surveys and analyses to determine aquatic health, trends and needs. After an evaluation has been completed, a management plan is formulated to work toward optimum water quality and healthy aquatic conditions. The management plan, and subsequently the scope of services may contain several features:

- 1) Chemical control of noxious aquatic plant species through herbicide treatments
- 2) Biological controls typically involve stocking with triploid grass carp (when hydrilla management is targeted in the service scope), and/or shoreline replanting with native plants. Note: Shoreline replanting is conducted independent of MSBU funding and is deemed a property owner activity (unless otherwise scheduled as a participatory planting event with other residents and volunteers).
- 3) Mechanical removal of noxious aquatic vegetation. Disposal alternatives will be evaluated based on site location, nature and volume of vegetation to be removed.
- 4) Excavating to remove accumulated sediment. Disposal alternatives will be evaluated based on site location, nature and volume of sediment to be removed.

Lake restoration plans may include all features listed, while aquatic weed control plans are typically limited to features 1, 2 and 3. Cost and priorities will be reviewed with applicants as restoration and management plans are formalized. The final plan and scope of services will be based on the resources available, including assessment funding and community volunteer assistance relative to shoreline planting events.

Frequency of treatment, type of treatment, herbicide products, ratio of product, and vendor selection shall be determined by Seminole County Lake Management. Such decisions are guided by regulations established by the Florida Statutes and regulatory agencies such as the Florida Fish and Wildlife Commission (FWC), along with and best lake management practices supported by other lake management related agencies/organizations.

Any supplemental aquatic weed control services obtained privately (or provided by individual owners) must be compliant with all State of Florida and FWC regulations; inclusive of permitting. Acquiring herbicide application assistance from vendors who are licensed by the State of Florida is strongly advised. For additional information, refer to:

*FWC:* <http://www.floridaconservation.org/>

*My FWC:* <http://myfwc.com/WILDLIFEHABITATS/InvasivePlants>.

*Permits:* [http://myfwc.com/WILDLIFEHABITATS/InvasivePlants\\_PermitRules.htm](http://myfwc.com/WILDLIFEHABITATS/InvasivePlants_PermitRules.htm)

*AWC Act:* [http://myfwc.com/WILDLIFEHABITATS/InvasivePlants\\_AquaticWeedControlAct.htm](http://myfwc.com/WILDLIFEHABITATS/InvasivePlants_AquaticWeedControlAct.htm)

# Basic Steps to Establish an MSBU

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

<b>STEP</b>		<b>RESPONSIBILITY</b>
I.	Request Application Packet	Property Owner/Liaison
II.	Complete & Submit Application	Community Liaison(s)
III.	Review & Conduct Project Analysis	MSBU Program Lake Management Program Consultant
IV.	Poll Community – Petition Distribution	MSBU Program
V.	Evaluate Petition Results and Determine Course of Action	MSBU Program Lake Management Program Community Liaison(s)
VI.	Public Hearing – Adoption of Ordinance	Board of County Commissioners MSBU Program Lake Management Program Community Liaison(s) Property Owners
VII.	Implement Service/Improvement	
	• Procurement of Services	Purchasing & Contracts Division MSBU Program Lake Management Program
	• Conduct the Improvements	MSBU Program Lake Management Program Contracted Service Provider Community Liaison(s)
VIII.	Final Public Hearing/Resolution to establish final assessments (if applicable)	Board of County Commissioners MSBU Program Lake Management Program Community Liaison(s) Property Owners
IX.	Assessment & Operation Management	MSBU Program Lake Management Program

# **Detailed Procedures**

## **Establishing a Lake Management MSBU**

# Establishing a Lake Management 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, developers 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 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.

The **Lake Management Application** form is designed to communicate the following:

**Project type:** Is this request for restoration, aquatic weed control 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.

**Lake or Waterbody Name, 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.

**Supporting Information:**

1. **Current condition:** Explain in detail types and quantity of aquatic weeds as well as general water quality and average depths if known. Note any known problems.
2. **Maintenance:** Note status of any current or recent efforts to manage lake conditions.
3. **Meetings:** List recent and upcoming meetings held by the residents to address the lake 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 a lake management plan and subsequent cost estimates. Community participation in development of scope of services is highly encouraged. Lake analysis and application details will be primary factors for determining final recommendations for a proposed project. When preparing a lake/waterbody map for submittal, be certain to identify geographic and descriptive locations of desired improvements and type of improvement proposed. Each area of a waterway with aquatic weed problems 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 on the lakefront or water front 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:

**Seminole County Administrative Code Section 20.37/C. CREDIT TOWARD ASSESSMENT:** The application fee shall be credited towards the assessment assigned to the applicant’s benefiting property, or may be refunded if the applicant does not own property contained in the MSBU boundary, or the balance refunded if the application fee exceeds the final assessment allocation to referenced property if the requested MSBU is established by the Board, the requested improvement is completed, and assessments are collected from the benefiting property owners.

### **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 costs. If analysis services are provided, property owners who contributed to an analysis fee will be given credit against their assessment (share of final total costs). 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 lake analysis or plan of treatment, it will be reviewed by the MSBU Program and Lake Management Program for suitability of use. If the provided information is insufficient to determine a treatment plan and/or lake management plan, 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 lake management 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 mailed to property owners by the MSBU Program, and may be distributed by the MSBU Program 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 1<sup>st</sup> Street, Sanford, FL).

For MSBU projects, such as lake restoration, designed as one-time improvements with a fixed financing term, an estimated assessment rate is identified in the governing ordinance. For ongoing MSBUs 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 fixed 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 fixed term 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 *Fixed Term Assessments* associated with projects that involve fixed term 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 for Improvement 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 fixed term assessment is satisfied when the outstanding assessment is paid in full. A satisfaction of lien document is issued when a fixed term assessment is paid in full; a lien satisfaction document is not required or issued when variable rate assessment is paid. Assessments for fixed term 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, and may include funding for various lake management/aquatic weed control techniques such as herbicide treatments, stocking of triploid grass carp, and mechanical harvesting. 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.

The Seminole County Lake Management Program determines the scheduling requirements for lake inspections. In general, site inspections are seasonal and are dependent upon specific lake treatment plans and climatic changes. Throughout the year, the MSBU Program works directly with the Lake Management Program, the contracted vender, and the community liaison(s) to determine the treatment plans for the lake, Community liaisons as well as all lakefront owners are strongly encouraged to monitor lake conditions. All concerns or changes in conditions should be reported to the MSBU Program at 407-665-7168. The MSBU Program will coordinate contact with the Lake Management Program and the contracted vender.

## 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 an assessment district authorized by Florida Statute 125.01 to provide funding for improvements and/or 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](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 mail 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/fs/msbu/msbudistrictvish.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 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 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. With water service line projects, installation of fire flow and fire hydrants are mandatory. Therefore, all properties will share in the expense of the fire flow system. 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 fixed term 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>. Fixed Term 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 fixed term assessment is satisfied when the outstanding assessment is paid in full. A satisfaction of lien document is issued when a fixed term 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 often are site inspections of the lake or waterway scheduled?** In general, site inspections are seasonal and are dependent upon specific lake treatment plans and climatic changes. The Lake Management Program determines the scheduling requirements for lake inspections.

**Who do I call to report changes in the quality of the lake or waterway?** These changes should be reported to the MSBU Program at 407-665-7168. The MSBU Program will coordinate contact with the Lake Management Program and the contracted vendor. You may also go on-line for the MSBU Program: <http://www.seminolecountyfl.gov/fs/msbu/msbuamaterials.aspx>.

**When is the annual lake management plan established?** The MSBU Program works directly with the Seminole County Lake Management Program, the contracted vendor, and the community liaison(s) throughout the year to determine treatment plans for the lake. Operating budgets are prepared annually and assessment rates are communicated by a mailed notice. The assessment for the forthcoming tax bill is posted annually on the MSBU Program website by August 1. (<http://www.seminolecountyfl.gov/msbu/msbudistrict2.aspx>)

**When is the annual assessment calculated, approved and communicated?** 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>)

**How much does the assessment for aquatic weed control change each year?** The annual assessment for aquatic weed control projects depends upon the lake management/aquatic weed control needs of the lake or the waterway and the budget required to support and address the needs. From year-to-year, the rates can remain stable or fluctuate up or down. The ordinance governing an MSBU provides the guidelines for adjusting the assessments. Many aquatic weed control MSBUs have provisions that limit the annual increase and/or a maximum assessment amount. The MSBU Program works closely with the community liaisons to maintain an assessment that supports the needs of the waterbody in a conservative and cost conscious manner.

**How do I satisfy the lien on my property for a lake management MSBU assessment?** Lake management assessments for aquatic weed control are assigned on an annual basis. The annual assessment represents a lien against the property. The lien is cleared when the property tax bill is paid. An assessment lien associated with a lake restoration project is cleared when the assessment is paid in full – typically paid in installment payments for a fixed number of years. For information about late payment of property taxes or tax certificates, please contact the Tax Collector. For information about the sale or purchase of a home subject to non-ad valorem assessments, please visit the MSBU Program website [Property Sale Information](#) page or call the MSBU Program at (407) 665-7178.



## Additional Information for Seminole County Lakes

(Acreages Vary with Climatic Changes)

Lake Name	Section	Township	Range	Acres	Access	City	District
ADA	11	20	30	39	Private	Sanford	5
ADELAIDE	13	21	29	23	Private	Altamonte Springs	4
ALMA	30	20	30	20	Private		2
AMORY	3	20	30	7	Private		5
ANN	27	21	30	14	Private		4
ANNETTE	9	21	30	1	Private	Casselberry	1
BANANA	1	20	29	18	Private	Unin.Seminole Cnty	5
BASS	22	21	32	5	Private		1
BATH	22	21	31	14	Private		1
BEAR	19	21	29	310	Private	Unin. Seminole Cnty	3
BEAR GULLY	36	21	30	138	Private	Unin. Seminole Cnty	1
BEL AIR	3	20	30	34			5
BINGHAM	7	20	30	17		Lake Mary	2
BOAT	38	20	30	10			2
BORDER	7	21	29	19			3
BRANTLEY	4	21	29	269	Private		3
BUCK	28	20	32	158	Public		5
BURKETT	36	21	30	74			1
CATHERINE	21	21	32	14			1
CECILE	9	21	30	6		Casselberry	1
CHARM	10	21	31	19		Oviedo	5
CLEAR	10	21	30	7			1
COCKRAN	20	20	32				5
COMO	5	20	30	56		Lake Mary	2
CONCORD	8	21	30	20		Casselberry	4
CRANE'S ROOST	11	21	29			Altamonte Springs	4
CRYSTAL	9	20	30	351		Lake Mary	5
CRYSTAL BOWL	16	21	30	7		Casselberry	1
CUB	20	21	29	14			4
DAWSON	5	20	30	23		Lake Mary	2
DEFOREST	3	20	30	12			5
DEEKS	26	21	30	5			1
DEEP	31	21	31	43			1
DESTINY	23	21	29	28		Altamonte Springs	4
DEWDROP	15	21	30	8		Casselberry	1
DON	27	19	29	2			5
DUCKPOND	10	21	30	1		Casselberry	1
EAST	32	20	30	7		Longwood	2
ELAINE	7	21	30				4
ELLEN	8	21	30	7		Casselberry	4
EMILY	9	21	30	5		Casselberry	1
EMMA	7	20	30	49		Lake Mary	2
EVA	20	21	32	22			1
EVERGREEN	5	21	30	2		Longwood	2
FAIRY	5	21	30	50		Longwood	2
FAITH	24	21	29	34			4
FERN	37	20	30	3			2

Lake Name	Section	Township	Range	Acres	Access	City	District
FLORENCE	26	21	30	2863			1
FLORIDA	12	21	29	24		Altamonte Springs	4
FOREST	17	21	29	5			3
GARDEN	26	21	30	22			1
GARY	27	19	29	4			5
GEM	22	21	31	9			1
GENE	4	21	29				3
GENEVA	15	20	32	29			5
GEOFFREY	20	20	30	3			2
GOLDEN	8	20	31	45			5
GOLF COURSE LAKE	12	20	29				5
GORE	22	21	32	30			1
GRACE	25	20	29	32			2
GRASSY	17	21	30	8		Casselberry	4
GRIFFIN	8	21	30	10		Casselberry	4
HARNEY	14	20	32	6058	Public		5
HARRIET	16	21	29	6			3
HARTS	15	20	32	15			5
HAYES	27	21	31	12			1
HIDDEN	11	20	30	10		Sanford	5
HODGE	4	21	30	16		Casselberry	2
HOPE	24	21	29	36			4
HORSESHOE	29	21	32	95	Public		1
HOWARD	27	19	29	3			5
HOWELL*	27	19	29	406	Private		5
IRENE	4	21	30	14			2
IRISH	36	19	29	71			5
ISLAND	1	20	29	53			5
ISLAND	1	21	29			Longwood	4
ISLAND POND	29	20	32	7228			5
JANE	5	21	30	1		Longwood	2
JENNIE	1	20	30	22		Sanford	2
JESUP	28	20	31	10011	Public		5
KATHRYN	8	21	30	76			2
LAKE OF THE WOODS	19	21	30	76			4
LE FILS SLOUGH	28	19	32	75			5
LINDEN	14	20	29	15			5
LITTLE BEAR	19	21	29	28			3
LITTLE CRYSTAL	3	20	30				5
LITTLE LAKE GEORGIA	31	21	31	1259			1
LITTLE LAKE MARY	15	20	30			Lake Mary	2
LITTLE WILDMERE	5	21	30			Longwood	2
LOCH LOWE	10	20	30	33		Sanford	5
LONG	14	21	31	69		Oviedo	1
Lake Name	Section	Township	Range	Acres	Access	City	District
LOST	9	21	30	11		Casselberry	1
LOTUS	21	21	29	115		Altamonte Springs	3
LOTUS	8	21	30	3		Casselberry	4
LUCERNE	33	20	30	3			2
MALTBIE	18	21	30	3			4

MARIA	10	21	30	3		Casselberry	1
MARIETTA	7	20	29	77			5
MARION	12	21	29	13			4
MARKHAM	27	19	29	70			5
MARY	15	20	30	158		Lake Mary	2
MILLS	28	21	32	232	Public		1
MINNIE	14	20	30	2			2
MIRANDA	22	19	29	4			5
MIRROR	17	21	29	34			3
MOBILE	7	21	30	23		Longwood	4
MONROE	22	19	30	9406	Public		5
MUD	36	20	29			Longwood	2
MULLET	33	19	32	631	Public		5
MYRTLE	25	20	29	65			2
NIXON	17	21	32	16			1
NORTH	14	21	29			Altamonte Springs	4
ONORO	7	20	31	7			5
ORANGE	32	20	30	1		Longwood	2
ORIENTA	24	21	29	129		Altamonte Springs	4
PEARL	16	21	29	29		Altamonte Springs	4
PEARL	18	21	30	14		Altamonte Springs	4
PEARL	35	19	29	4			5
PHYLLIS	7	21	30				4
PICKETT	34	21	29	742		Interlocal Agreement	1
PINE	32	19	30	2			5
PLAZA POOL	8	21	30	3		Casselberry	4
POT	18	21	30			Altamonte Springs	4
PRAIRIE	18	21	30	124		Altamonte Springs	4
PROCTOR (LOWER)	22	20	32	0			5
PROCTOR (UPPER)	22	20	32	74			5
PUZZLE	9	21	33	1300			1
QUAIL POND	8	21	30	3		Casselberry	4
QUEENS MIRROR	16	21	30	12		Casselberry	1
RED BUG	23	21	30	28			1
RESERVOIR	2	20	30	18		Sanford	5
RICE	14	20	30	45			5
ROCK	36	20	29	19		Longwood	2
ROGERS	22	21	31	4		Oviedo	1
<b>Lake Name</b>	<b>Section</b>	<b>Township</b>	<b>Range</b>	<b>Acres</b>	<b>Access</b>	<b>City</b>	<b>District</b>
ROUND	11	21	31	12			1
RUTH	29	20	30	10			2
SAND (WEKIVA)	7	21	29	42			3
SAWYER	1	20	29	17			5
SEARCY	31	20	30	11		Longwood	2
SECRET	8	21	30	5		Casselberry	4
SEMINARY	19	21	30	55			4
SEMINOLE	6	21	30				2
SILVER	7	20	31	33		Sanford	5

SPRING	22	21	29	87			4
SPRINGWOOD	23	21	29			Altamonte Springs	4
STEN	31	19	30	9			5
SYLVAN	26	19	29	186			5
TALMO	33	20	30	4			2
TILLIE	21	21	29				3
TONY	11	21	30	22			1
TRIPLETT	8	21	30	106		Casselberry	1
TROUT	21	21	29	17		Altamonte Springs	3
TROUT	31	19	30	2			5
TROUT	8	21	30	15		Casselberry	4
TRUES	31	19	30	2			5
TUSKAWILLA	14	21	30	99			1
TWIN (SANFORD EAST)	32	19	30	52			5
TWIN (SANFORD WEST)	32	19	30	0			5
TWIN (WINSOR)	36	20	29	5		Longwood	2
TWIN, (OVIDEO)	32	20	32	25			5
WAYMAN	32	20	30	2		Longwood	2
WEKIVA (SAND)	7	21	29	42			3
WEST	31	20	30	25		Longwood	2
WEST CRYSTAL	8	20	30	27		Lake Mary	2
WILDMERE	5	21	30	33		Longwood	2
WINSOR	36	20	29	5			2
YANKEE	23	19	29	49			5
YVONNA	9	21	30	0			1
YVONNE	9	21	30	6		Casselberry	1
HOWELL BRANCH CREEK	28	21	30			Interlocal Agreement	4

\*HOWELL BRANCH CREEK combines with Lake Waumpi in Orange County & feeds into Lake Howell.



# 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>Fixed Term</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 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>	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.

<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>	An advantage, improvement or assistance gained from association with service or improvement.
<b>BENEFIT UNIT</b>	Equitable unit of measure on which non-ad valorem assessment is allocated. Examples: Per parcel, per dwelling, per front foot, and per acre.
<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 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.
<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>COMMUNITY COLLECTION LOCATION</b>	A central site that is nearby 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>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>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>FIXED TERM ASSESSMENT</b>	Type of assessment, typically associated with construction improvement projects, with specific repayment terms that include installment payment arrangements and financing interest charges. Installment payments are collected annually via property tax billing; early payoff of outstanding balance may be made at any time without penalty.
<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>INTEREST EXPENSE</b>	The price paid for borrowing money; generally expressed as a percentage rate over a period of time.
<b>LAKE MANAGEMENT</b>	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.
<b>LAKE RESTORATION</b>	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.
<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.

<b>LIAISON</b>	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.
<b>LIEN</b>	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.
<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 BENEFIT UNIT (MSBU)</b>	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> .]
<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. Property cost share is allocated based on property value.
<b>MUNICIPALITY</b>	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.
<b>NON-AD VALOREM</b>	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.]
<b>NON-AD VALOREM ASSESSMENT</b>	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>Fixed Term Assessment</i> and/or <i>Variable Rate Assessment</i> ]
<b>OPERATING CONTINGENCY</b>	Funds set aside or reserved to cover unforeseen events that occur during fiscal periods or improvement projects.

<b>ORDINANCE</b>	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.
<b>PETITION FOR IMPROVEMENT</b>	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.
<b>PETITION OF INTEREST</b>	An informal communication to/from property owners distribute 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 ROAD</b>	Privately owned land/property used as a roadway.
<b>PROJECT MANAGER</b>	A person whose responsibilities include managing the activities, resources, and scheduling of a project.
<b>PUBLIC</b>	Of, relating to, or concerning the people as a whole; maintained at the expense of, servicing, or for the use of a community.
<b>PUBLIC HEARING</b>	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.
<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>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 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 ROAD</b>	Publically owned land/property used or designated as roadway (travel route)
<b>RECONSTRUCTION</b>	Replacement of an existing structure.
<b>RESERVE</b>	A specified amount of funds set aside for the purpose of meeting future or unanticipated expenses.
<b>RESOLUTION</b>	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.
<b>RETENTION POND</b>	Storm water treatment facility constructed by specific design to retain volumes of storm water for defined basin area.
<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>	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.
<b>RIPARIAN STEWARDSHIP</b>	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>
<b>SATISFACTION OF LIEN</b>	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.
<b>SCOPE OF SERVICE/WORK</b>	The required work effort, divided into tasks, to complete a specific project. The specific set of improvement requested.
<b>SERVICE LEVEL</b>	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.

<b>SERVICE YEAR</b>	Specific to residential solid waste management, the calendar year to which the annual assessment is applied.
<b>SEWER LINE</b>	Utility system components that connect residences or other building facilities to centralized waste-water processing facilities.
<b>SHORELINE</b>	The line where shore and water meet.
<b>SOLID WASTE</b>	Garbage, rubbish, yard waste, white goods, furniture and recycle items.
<b>SOLID WASTE ASSESSMENT</b>	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> ]
<b>SOLID WASTE MANAGEMENT (Residential)</b>	A county-wide program established for the purpose of centrally administering the collection, disposal, and processing of residential 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>	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.
<b>STREET LIGHTING ASSESSMENT</b>	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> ]

<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>TERM ASSESSMENT</b>	Type of assessment, typically associated with construction improvement projects, with specific repayment terms that include installment payment arrangements and financing interest charges. Installment payments are collected annually via property tax billing; early payoff of outstanding balance may be made at any time without penalty.
<b>TROPHIC 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.
<b>WATERBODY (or Body of Water)</b>	Stationary accumulations of water, such as lakes, ponds or wetlands; as well as moving bodies of water such as rivers, streams, and canals.
<b>WATER LINE (Potable)</b>	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.
<b>WHITE GOODS</b>	Inoperative and discarded refrigerators, ranges, washers, water heaters, and other similar domestic appliances, household goods and furniture generated from improved property.
<b>YARD WASTE</b>	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

(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 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 Utility<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.





## Application for Establishing an MSBU

Page 2 of 2

### Scope of Services Requested:

5. Describe current problems/concerns that you are hoping to resolve. Please be as specific as possible.

6. Identify the treatment categories that you have an interest in considering (check all that apply):

- Chemical Treatment     Mechanical Harvesting     Excavating/Dredging     Wildlife Spoil Islands
- Triploid Grass Carp     Installation of Fish Barrier     Shoreline Replanting w/Native Plant Species
- Other: \_\_\_\_\_

7. Supplemental funding may be available from the Seminole County Lake Management Program. If consideration should be given to such funding for this proposed project, please state the reasons or conditions to consider in qualifying for funding assistance.

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 form with the required attachments and the non-refundable application fee  
(check made payable to BCC Seminole County)

to:

**Seminole County MSBU Program, 1101 East 1<sup>st</sup> Street, Sanford, FL 32771**