MUNICIPAL SERVICES BENEFIT UNIT PROGRAM

WALL RECONSTRUCTION

FY12/13

SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

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

TABLE OF CONTENTS

General Information.....3

MSBU Process and Procedures 4

10 Basic Steps to Establish an MSBU 6

Detailed Procedures 8

STEP I. Request Application Packet 9

STEP II. Pre-Application Conference 9

STEP III. Complete & Submit Application 12

STEP IV. Review Application & Conduct Project Analysis 14

STEP V. Poll Community - Petition Distribution 14

STEP VI. Evaluate Petition Results & Determine Course of Action 15

STEP VII. Public Hearing - Adoption of Ordinance 16

STEP VIII. Implement Service/Improvement.....16

STEP IX. Final Public Hearing – Assessment Rate Resolution 16

STEP X. Assessment Management.....17

Frequently Asked Questions.....18

Wall Construction Cost Considerations.....23

MSBU Construction Timeline Scenarios 24

Sample Repayment Schedule 29

MSBU Glossary 30

Letter of Intent 39

Application Fee Schedule 42

Wall Type Options.....43

Application for Establishing an MSBU 0

General Information

MSBU Program & Non-Ad Valorem Assessment

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.

The cost for providing the improvements is allocated and assessed to the benefiting properties on an equitable cost sharing basis. The per property assessment associated with an MSBU is based on the cost to provide and/or maintain the improvement, the selected benefit unit base, the number of benefiting properties, and the benefit unit(s) allocated to each participating property. Through the MSBU Program, non-ad valorem assessments are levied by the Board of County Commissioners (BCC). The non-ad valorem assessments are collected through the annual property tax bill as indicated in Florida Statutes Chapter 197 at 197.3632.

The MSBU Program operates according to guidelines as set forth in the Florida Statutes and the Seminole County Administrative Code.

Florida Statutes: http://www.leg.state.fl.us/Statutes/index.cfm

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

Seminole County Administrative Code:
http://www.seminolecountyfl.gov/ca/admin_code/

- Section 22.10 PDF of MSBU Program Operating Guidelines and
- Section 20.37 PDF of MSBU Program Fee Schedule.

In addition to the above guidelines, the policies and practices of the MSBU Program are further defined according to specific Ordinance and/or Resolution documents used to govern specific MSBUs. The MSBU Program uses two main funding formats for assessments – fixed term and variable rate. The fixed term format is related to MSBUs that require extended financing over a period of years in order to enhance the affordability to property owners for project repayment. The variable rate format is used for MSBUs that do not have a set closure date and for which assessments are calculated annually based on projected cost to provide continuation of the service or improvements in the forthcoming year(s). For example, the assessments for street lighting or aquatic weed control improvements are variable rate assessments; while water/sewer, sidewalk, wall reconstruction, and road paving are typically fixed term.

MSBU Process and Procedures

Wall Reconstruction

The MSBU funding format is available in Seminole County for community wall reconstruction improvement projects designed to benefit Seminole County property owners. Wall reconstruction projects serve an essential public purpose by providing noise reduction, light abatement and boundary identification. The following information provides an overview of the acceptance criteria and process of creating an MSBU. Additional information is also included in the "Application Completion" section of this packet.

Acceptance Criteria: The Municipal Service Benefit Unit Program is authorized to accept and process applications for wall reconstruction through non-ad valorem assessment providing the following application criteria are met:

- Existence of a damaged, destroyed, and/or deteriorating community wall;
- Community has no means to levy/enforce private assessment for wall reconstruction;
- Requires owner signed *Letter of Intent* (for temporary easement/leasehold to be granted to the County) documents from 100% of wall-abutting properties;
- Reconstruction material requested is brick, concrete block, or precast concrete;
- Applicant [1] will provide sealed design/engineering plans suitable for public bid/procurement, [2] substantiate ability to fund preliminary engineering, <u>or</u> [3] requests precast concrete panels that do not require design/engineering
- The property to be benefited is located in unincorporated Seminole County;
- The proposed boundary (properties to be included) includes a minimum of two distinct and assessable properties.

Wall versus Fence: A community wall is defined as a permanent upright structure constructed of concrete block, brick or precast concrete used to prevent entrance, provide sound barrier, light abatement, and/or to mark a subdivision or community boundary. A community fence is defined as a barrier or enclosure usually made of posts and wire or wood that is used to define subdivision/community boundaries. Replacement of fencing structures, and the upgrading from fence to wall structures are both excluded from consideration under the MSBU Program section of the County Administrative Code.

Community Support & Board of County Commissioner Review: The MSBU creation process requires community involvement and support. After a proposed project is confirmed to meet the criteria for establishing an MSBU and community support is documented through the petition process, then the Board of County Commissioners will give consideration to enacting an ordinance to create and govern the MSBU and approve the project scope. The Ordinance will outline the manner in which the project funding will be provided and the terms under which the funds will be reimbursed to the County by the benefiting properties. A cost share assessment will be levied against each property that benefits from the wall reconstruction at the time of establishing the ordinance; however, collection of the assessment will be delayed until construction is completed.

Cost Constraint Protection: Cost constraint provisions, such as limiting total projects cost to a specific amount or cap are included in the petition process and the Ordinance. In the event that bid costs exceed the authorized range, subsequent petitioning will be required to confirm community support for continuation of project given the higher cost of the project.

Assessment Allocation The properties deemed by the County to receive benefit from a neighborhood wall include properties directly abutting the wall and properties within the interior boundaries of the community or neighborhood for which the wall is intended to represent and benefit. For assessment calculation (distribution of cost share) each property abutting the wall is assigned 1.25 benefit units; each non-abutting property is assigned 1 benefit unit. The assessment (allocation of cost share) per benefit unit is determined by dividing the total cost of the project by the total number of benefit units. The per property assessment (cost share) is then determined by multiplying the assessment per benefit unit by the number of units [either 1 or 1.25] assigned to a property.

Easements & Leasehold: MSBU wall reconstruction improvements are classified as "construction projects" and typically require that certain property owners grant specific easement and/or leasehold to cover the preconstruction, demolition, reconstruction, and repayment stages of the wall reconstruction project. The need for various agreements is determined according to ownership status of the land on which demolition and reconstruction will occur. Sample "letters of Intent" to establish owner intent to grant easement/leasehold rights are available from the MSBU Program and are included in the application packet. The formal agreement documents required for the project will be prepared by the County Attorney and distributed for owner completion after an application is received and reviewed for preliminary acceptance of the project.

Construction Material: There are three categories of construction material available for wall construction: 1) brick, 2) concrete block, and 3) precast concrete. Many variations are available within each category and are subject to applicant/community liaison preferences. When selecting specific material preferences within a particular category, the identification and selection is the responsibility of the applicant and/or community liaisons. Identification of the specific material is required prior to submitting the application and should be used in obtaining preliminary cost estimates (refer to application completion section of packet) from contractors.

Landscaping, irrigation, electrical service and/or lighting are specifically <u>excluded</u> from the service scope for wall reconstruction projects. Additional features of this nature must be privately funded and privately coordinated by applicant or other community representatives.

Project Approach: There are three distinct project approaches for wall reconstruction projects offered to applicants when brick or concrete block material is selected; for precast concrete there is one approach. The project approaches designate the project phases to be coordinated by the MSBU Program and are as follows:

Brick or Block:	A: Demolition & Construction;
	B: Demolition, Pre-Paid Design & Construction
	C: Demolition, Design & Construction
Precast Concrete/Panel:	D: Demolition & Installation

10 Basic Steps to Establish an MSBU

Basic Steps to Establish an MSBU
(Each of these steps is explained further on the following pages.)

	STEP	RESPONSIBILITY
I.	Request Application Packet	Property Owners
II.	Pre-Application Meeting	MSBU Program Community Liaisons
III.	Complete & Submit Application	Community Liaisons
IV.	Review & Preliminary Engineering Report	MSBU Program Engineering Div./Consultant
V.	Poll Community – Petition Distribution	MSBU Program
VI.	Evaluate Petition Results and Determine Course of Action	MSBU Program Community Liaisons
VII.	Public Hearing – Adoption of Ordinance	Board of County Commissioners (BCC) MSBU Program Property Owners
VIII.	Implement Improvement	MSBU Program Public Works Department Consultant
IX.	Final Public Hearing Resolution to establish final assessments	Board of County Commissioners (BCC) MSBU Program Community Liaisons Property Owners
X.	Assessment Management	MSBU Program

Detailed Procedures

Establishing
a
Wall Reconstruction MSBU

Detailed Procedures

STEP I. Request Application Packet

Application for establishing an MSBU may be made by property owners, homeowner associations, management companies or other interested parties. Any noted application deadline and processing restriction is related to statutory provisions, the County Administrative Code and MSBU Program guidelines. Each MSBU project type has a distinct application form and application fee. Assistance is available from the MSBU Program should the applicant have questions or concerns regarding any aspect of the application form or process.

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 on-line, 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., water, sewer, sidewalk, wall reconstruction, road paving, drainage, etc).

STEP II. Pre-Application Conference

Applicant(s) for a wall reconstruction project must participate in a "Pre-Application Conference" with the MSBU Program staff to discuss the scope of service for their proposed project and to give definition to the process associated with establishing an MSBU for wall reconstruction. The MSBU Program staff will discuss the County's program, the responsibilities of each party in the overall process and the County's expectations for success. The applicant will receive an information packet detailing the process and expectations placed on the applicant and benefiting properties. This meeting will also provide the applicant with a basic checklist of items to help expedite the application process. Public Works/Engineering will be available to assist the MSBU Program staff and applicant regarding technical components of a proposed project. The conference can be conducted in person or via telephone with written follow-up documentation.

In advance of the pre-application conference, the applicant should have **[1]** a clear understanding of the type and design of wall they desire, **[2]** identified the project approach most suited to their circumstances, and **[3]** a general indication of the willingness of property owners to grant required easements and/or leasehold.

[1] Wall "type and design" includes such factors as the preferred (a) material, (b) color, (c) pattern, (d) size, (e) height, (f) location, (g) entrance features and (h) related design elements. A graphical representation (picture, sketch, rendering, cross-sections, etc.) of the wall will be necessary to give general definition to the scope of the project. To meet these preliminary requirements, the applicant may work with a wall contractor, landscape architect, engineer and/or architect. The scopes of service for wall reconstruction projects specifically exclude landscaping, irrigation and/or lighting. Any additional features of this nature must be privately funded and privately coordinated by the applicant or other community representatives.

[2] The project approaches designate the project phases to be coordinated by the MSBU Program and are as follows:

Brick or Block:

A: Demolition & Construction
B: Demolition, Pre-Paid Design & Construction
C: Demolition, Design & Construction

Precast Concrete/Panel:

D: Demolition & Installation

For brick or concrete block structures, the applicant must select one of the three project approaches offered - A, B or C. The distinction between each project approach [A, B or C] is relative to how the design/engineering activities and costs are addressed.

Approach A Demolition & Construction: Approach A is recommended by the MSBU Program and includes provisions for removal and disposal of an existing wall structure. Approach A provides a separation between Design aspects of the project and Construction. With this approach, the applicant contracts independently and directly with a design/engineering consultant. This provides the applicant the greatest flexibility regarding the selection of the design contractor and the scheduling of design development interactions. The procurement and expenditure of funds required for these services will be coordinated by the applicant and will be excluded from MSBU cost calculations. The demolition/removal phase and construction phase will be implemented by the County and only those costs related to preparing the site for construction and the actual construction of the new wall will be used to determine resulting benefits and assessments to real property. For Approach A (demolition/construction), sealed design/engineering plans should be submitted with application. At minimum, for Approach A, the MSBU Program will accept (at time of application) basic design preferences along with specific technical requirements that are sufficient to confirm cost estimate and to provide design communication necessitated by the Petition process. The final/sealed design/engineering plans must be submitted prior to requesting Board consideration to establish the MSBU. For ease of project completion, and for the greatest control over project cost, Approach A is recommended.

Summary Approach A:

- Includes provisions for removal and disposal of an existing wall structure.
- Provides a separation between design activities and construction.
- Applicant contracts independently and directly with a design/engineering consultant.
- Selection of contractor & procurement of services coordinated by the applicant.
- Design costs are excluded from MSBU cost calculations.
- Demolition/removal phase and construction phase will be implemented by the County.
- Design information submitted with the application must be sufficient to determine and/or confirm project cost estimates; sealed design plans are required prior to requesting Board consideration to establish the MSBU.

Approach B Demolition, Pre-Paid Design & Construction: When private funds are available for prepayment of design/engineering, and the desire is to include the expenditures in the MSBU cost structure, then Approach B is recommended. Approach B enables a smooth transition from design phase to construction phase during a public bid process. Selection of a design engineer must be coordinated through the County; and design costs must be prepaid by the applicant (and/or other owners/investors) with the understanding that these expenditures

are non-refundable. The costs will only be assessed to benefiting property owners if the project is accepted and completed through the standard MSBU process. Specific provisions are available for crediting the prepayment to outstanding assessments following creation of MSBU and completion of project. Refer to Section 22:10 (*Section 22.10 PDF of MSBU Program Operating Guidelines*) of the Seminole County Administrative Code for details. Although Approach B offers conditions for reimbursing prepaid expenses, and it offers a reasonable degree of control over project costs, it carries a greater risk to the investors as the chance of exceeding original cost estimates is great due to the potential time frame between application submission, completion of design work and public bidding for construction. For Approach B, basic design preferences along with specific technical requirements that are sufficient to confirm cost estimate and to provide design communication necessitated by the Petition process are required with the application.

Summary Approach B:

- Design/Engineering expenses may be included in total project cost and cost allocations.
- Enables a smooth transition from design phase to construction phase during a public bid process; enables bids to be presented according to the specific phase of the project – design phase and construction phase – which are typically bid by different vendor types.
- Selection of a design engineer must be coordinated through the County.
- Design costs must be prepaid by the applicant (and or other owners/investors) with the understanding that these expenditures are non-refundable.
- Design costs will only be assessed to benefiting property owners if the project is accepted and completed through the standard MSBU process.
- Specific provisions are available for crediting the prepayment to outstanding assessments following creation of MSBU and completion of project. Refer to Section 22:10 (*Section 22.10 PDF of MSBU Program Operating Guidelines*) of the Seminole County Administrative Code for details.
- Enables bids to be presented according to the specific phase of the project – design phase and construction phase – which are typically bid by different vendor types.
- Basic design preferences along with specific technical requirements that are sufficient to confirm cost estimate and to provide design communication necessitated by the Petition process are required with the application.

***Approach C* Demolition, Design and Construction:** When private funding is severely limited, Approach C is most suitable, as all costs are contained within the cost structure funded directly by the County. However, due to the nature of combining the various projects stages, Approach C tends to yield higher project cost. With this approach, the design/engineering phase will be combined with the construction phase for vendor selection purposes. Approach C may yield limited response from public bidders due to grouping design with construction and may consequently elevate total project costs. For Approach C, basic design preferences along with specific technical requirements sufficient to confirm cost estimate and to provide design communication necessitated by the Petition process are required with the application.

Summary Approach C:

- All related project costs are included in total project cost and cost allocations.
- Requires single bidder to coordinate both design and construction.
- Tends to yield higher overall project costs due to uncertainty of design features/factors at time of bidding.

- Basic design preferences along with specific technical requirements that are sufficient to confirm cost estimate and to provide design communication necessitated by the Petition process are required with the application.

Approach D **Demolition & Installation:** For precast concrete panel structures, Approach D is designated and includes demolition and installation. Based on the nature of the product, a precast wall structure tends to be less detailed from a design/engineering perspective. Cost of design/engineering is included in the bid package for material and installation; therefore, in general, no advance preparation is required of the applicant, other than selecting material preference from a listing of available design options. For Approach D, basic design preferences along with product specific criteria that are sufficient to confirm cost estimate and to provide design communication necessitated by the Petition process are required with the application.

[3] Easements and/or leaseholds are required in association with wall reconstruction projects. Formal easements and/or leaseholds issued to the County are required for all land on which the existing wall is located and on which activities will occur for construction of the new wall. Voluntary agreement to provide the necessary conveyance is required from all (100%) of the owners from whom such agreements are required. This activity is a separate consideration determined independent from the petition process (which requires only a 65% majority support). The current ownership status of the land on which the wall is built, whether owned by multiple individuals or singularly by an association will impact the degree of difficulty (to be anticipated by the applicant) regarding attaining the required agreement(s). If agreement/conveyance is not obtained from 100% of such owners, the project scope may require modification to accommodate any limitations caused by lack of required conveyances. Should any documents be unavailable, the continuance of the proposed project is dependent on revised project scope and its related requirements. Failure to obtain the required documents could lead to termination of the project. Owner signature on related agreement documents must be obtained prior to presenting an MSBU creation request to the BCC

STEP III. Complete & Submit Application

Application may be made by property owners, homeowner associations, management companies or other interested parties. Each MSBU project type has a distinct application form and application fee. The application form is the last document in the packet. The application fee schedule is provided as noted in the table of contents. Assistance is available from the MSBU Program should the applicant have questions or concerns regarding any aspect of the application form or process.

Most fields to be completed on the application form are self-explanatory. The application form is designed to communicate and/or document the following:

- **Attachments:** Indicate by check mark each document attached. Note the attachments that are required and which are optional. If you have additional documentation that is not listed, describe it in “Other”. A complete documentation package with an application results in more rapid application review.

- **Reason for requesting an MSBU:** Briefly explain the need for building a new wall and why the creation of an MSBU is the only alternative available for funding the replacement structure.

- **Location of project and current conditions:** Enter the subdivision name, property identification (ID) number for a property located in the vicinity of the

wall, and the type, age, dimensions, and condition of the existing wall. Property ID is available from the MSBU Program or from the Property Appraiser (407-665-7506 or www.scpafl.org/scpaweb05/index.jsp).

- **Community Involvement:** Provide response to the questions listed in this section.

- **Alternative Funding Sources:** Provide response to the questions listed in this section.

- **Ownership Status of Existing Structure & Maintenance Provisions:** Provide response to the questions listed in this section.

- **Scope of Service:** Clarify the desired scope of service by placing check mark in all appropriate boxes. For brick and concrete block walls, a detail summary and diagram of the new structure is required as an attachment to the application. At minimum, the technical description must include:

    - For concrete precast panel walls (Approach D), be certain to attach product and design preferences. Carefully review each available project approach and identify which approach is best suited to the resources/needs of the community.

    - For brick or concrete block choose Approach A, B or C.

- **Probable Cost of New Wall Cost Estimate:** Enter required information and provide (attach) formal cost estimate from professional wall contractor or construction engineer.

- **Liaison & Applicant Information**: Enter information for Liaisons and applicant. Identifying and including information for a secondary Liaison is advised and encouraged.

Describing the desired scope of services in detail is critical to development of an initial review of a proposed MSBU, engineering plan, and subsequent cost estimates. Community participation in development of scope of services is highly encouraged. A preliminary engineering report and application details will be primary factors for determining final recommendations for a proposed project. When preparing a subdivision map for submittal, be certain to identify geographic and descriptive locations of desired improvements and type of improvement proposed. Each wall reconstruction project should be drawn with beginning and ending points clearly marked. Copies of recorded plats and section maps may be obtained from the Planning Department, on the first floor of the County Services Building, 1101 East First Street, Sanford, Florida 32771. For additional information please call the Planning Department at (407) 665-7441.

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 boundaries are based on benefit received and do not necessarily include an entire subdivision if the entire subdivision does not materially benefit from the proposed improvement.

When complete, the application should be submitted to the MSBU Program. Mailing and/or delivery location is noted on the application form. **The nonrefundable application fee (per the application fee schedule) must be made payable to "BCC Seminole County" and submitted with the application.** Although the fee is non-refundable, provisions for the crediting of the application fee back to the applicant who paid the fee 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 IV. 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 the improvement and will formulate a boundary description for the geographic area associated with the proposed MSBU. The application will be copied to appropriate departments for review and evaluation.

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

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

The MSBU Program staff is available to conduct an informative meeting with property owners to discuss the MSBU process. 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 V. Poll Community - Petition Distribution

The Administrative Code (22:10.5) (http://www.seminolecountyfl.gov/ca/admin_code/) requires formal confirmation that the level of community support for a construction MSBU is at least 65%. A "Petition

for Improvement" document, prepared by the MSBU Program, is used as a formal mechanism for determining the level of community support for establishing a wall reconstruction MSBU. The petition document defines details of the proposed MSBU such as: construction costs; assessment calculation; other details specific to the MSBU; and provides for property owner response relative to creating an MSBU.

Individual petition documents are distributed to property owners by the MSBU Program, and supplemental copies may be provided to the applicant or community liaisons for follow-up with property owners. 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 from 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: Wall reconstruction projects typically require 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 VI. Evaluate Petition Results & Determine Course of Action

Petition documents received by the MSBU Program are reviewed for acceptability. Owner response must be clearly identified and consistent with intent of petition document. All current owners of a property or a designated trustee must sign a petition for a favorable response to count towards the 65% support requirement. Handwritten or other commentary added to 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 petition support is less than 65%, the effort will be noted as insufficient support. 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. 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 VII. Public Hearing - Adoption of Ordinance

When the proposed Ordinance and all documents are in order (including easement/leasehold, etc., agreements) and a public hearing date is scheduled. Legal Notice(s) will be published in a local newspaper. Notification of the public hearing will be mailed to the owner of record for all properties included in the boundary of the proposed MSBU. A copy of the proposed ordinance will be available for review at the Commission Records office located in the County Services Building at 1101 East 1st Street, Sanford, FL. For construction MSBU projects, such as wall reconstruction, designed as a one-time improvement with a fixed financing term, an estimated assessment rate is identified in the governing ordinance.

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 Ordinance is adopted, it will be recorded in Seminole County Land Records and with the Florida Department of Revenue. A lien will be filed against each assessed property in the amount of the estimated per property assessment.

STEP VIII. 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 vendor(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 vendor 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 IX. Final Public Hearing – Assessment Rate Resolution

For MSBU projects, such wall reconstructions 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 completed, 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.

The initial installment payment of the assessment will be scheduled for inclusion on the first available property tax bill following this final public hearing. 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. Please see STEP X. for further information regarding the satisfaction of lien process.

STEP X. Assessment Management

Assessments are equitably allocated to all benefiting property owners as defined in the governing ordinance. Beginning with the first available tax year, annual installment allocations of the fixed term assessment will be levied by the BCC, placed on the property tax bill and collected through the Tax Collector of Seminole County in the same manner as all other county property taxes and assessments. Assessment for projects that involve fixed term financing will be included on the property tax bill for the first available tax roll following project completion. 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 assessment is considered as a lien against a property. A lien associated with a fixed term assessment, such wall construction is satisfied when the outstanding assessment is paid in full. Assessments for fixed term projects may be paid in full at any time following final rate resolution. A satisfaction of lien document is processed when a fixed term assessment is paid in full. For additional details regarding the satisfaction of lien process, please contact the MSBU Program.

Frequently Asked Questions

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

What do the letters MSBU represent? Municipal Services Benefit Unit. An MSBU is an assessment district authorized by Florida Statute 125.01 to provide funding for 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.

What type of property is eligible to participate in an MSBU? Eligibility to participate in an MSBU varies per project type. However, 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 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) 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 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 create a petition for improvement document. The petition contains details of the proposed project and MSBU. Provisions on the petition allow owners to indicate whether they are in support of or against creating the proposed MSBU. An owner identifies their preference, signs and returns the document to the MSBU Program or to designated community liaison(s). Level of support is determined by the MSBU Program according to responses indicated on returned petition documents. Petition documents not returned to the MSBU Program are tallied as an against response.

How does the petition get distributed? The MSBU Program will distribute the petition document to the owner of record for each benefiting property identified for inclusion in the MSBU boundaries. The petition document is to be reviewed, signed and returned by the property owner(s).

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 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. Deadline may be extended according to noted provisions. Up to 2 extensions, each limited to 2 additional weeks are typically granted. Deadline extension must be requested by the applicant/liaison and approved by the MSBU Program prior to expiration of the existing deadline. Deadline extensions will be posted to MSBU Program website.

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

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

When will a public hearing be held and who may attend? A public hearing is scheduled after petition documents and/or any other documentation is returned to and certified by the MSBU Program to have attained an acceptable “For” response rate. Notice of public hearing will be mailed to owners of record for properties included in the boundaries of a proposed MSBU. Notice will be published in a local newspaper. Any member of the public may attend a public hearing.

Do the property owners opposing the MSBU get assessed if the MSBU is created? In most circumstances, all benefiting properties (whether “For” or “Against” during the petition improvement process) are assessed equitably for the cost of providing an improvement. In the case of fire flow, water extension and/or sewer line projects, all assessed properties (whether “For” or “Against” during the petition improvement process) are required to connect within 120 days of being granted connection

access and are assessed equitably for the cost of providing the improvement. The governing ordinance will include a list of participating properties and respective improvement for which the property will be assessed. Once the ordinance is adopted by the BCC, participation in the cost share becomes mandatory as per directives of the ordinance. Ordinances are posted at http://www.seminolecountyfl.gov/fs/msbu/msbudistrict2.aspx.

May the MSBU be terminated at a future date? The process to dissolve an established MSBU is similar to the creation process - application, petitioning, 65% majority support, a 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. Typically, fixed term MSBUs are not terminated once a contract has been awarded through the public bidding process.

When do I start paying the assessment? The assessments for on-going project improvements/services (street lighting, aquatic weed control and solid waste) subject to annual rate variation will be included on the property tax bill in the first available tax year following creation of the MSBU. Assessment for projects that involve fixed term financing (construction and lake restoration projects) will be included on the property tax bill for the first available tax roll following project completion. Additional information for the different improvement and service project types may be found at http://www.seminolecountyfl.gov/fs/msbu/msbuprog.aspx. Assessments for fixed term projects 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 Non-Ad Valorem Assessment Notice in the mail. What is this? The Notice is provided in advance of the Property Tax bill and provides communication of the special assessments (**Non-Ad Valorem assessment**) for new MSBUs that will be included on the property tax bill, for the first time, in November. The notice also provides details regarding the scheduling of a Public Hearing (August) during which the Board of County Commissioners will receive public commentary regarding the proposed assessments and will make final approval for the non-ad valorem assessments to be included on the forthcoming Property Tax bills.

On the Non-Ad Valorem Assessment Notice it states: "This is not a bill". When and how will the charges be 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 variable rate MSBUs, 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 processed when a fixed term assessment is paid in full; a lien satisfaction document is not required or processed when variable rate assessment is paid. For additional information regarding satisfaction of lien process or pay-off balance or to obtain a copy of the satisfaction of lien, please contact the MSBU Program at (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, some mortgage companies may require lien satisfaction in order to finance or refinance the property. Assessment payment decisions are determined by property owners. The decision to make early payoff, as well as the decision regarding who will pay the assessment balance is between the buyer and the seller. If an assessment balance is to be paid at the time of the sale, the MSBU Program must be notified so that a payoff amount can be calculated. For additional information regarding the purchase or sale of a property subject to non-ad valorem assessment, please visit the MSBU Program Property Sale Information page.

We have deteriorated existing walls that need replacing. Can we request an MSBU for these types of upgrades for walls? Yes, if the stated criteria is met. The MSBU establishment process for walls is designed for reconstruction of deteriorated walls.

We have an existing deteriorating wooden or metal fence around our subdivision. Can we request an MSBU to have this fence replaced with a wall? No. An MSBU may not be used for fence reconstruction nor may a deteriorated wall be replaced with wooden or metal fence via the MSBU Program. Only deteriorated brick, block or precast concrete walls may be reconstructed.

Our Homeowners Association (HOA) does not want to assist in replacement of our deteriorating wall. May we request an MSBU to assist us? An MSBU for walls may only be requested if there is no other legal means to enforce collection of an assessment for the wall's reconstruction or replacement. If your HOA is active and enforces mandatory collection of HOA assessments, it is very likely that your wall will not meet the MSBU reconstruction requirements.

What types of wall are available as an MSBU project? A new wall structure constructed through the MSBU Program may be engineered with brick, concrete block or pre-cast concrete panels.

May we request a wall to be constructed even though there is no existing wall now? No. Only reconstruction of existing deteriorating wall may be given consideration as a potential MSBU project.

What is the criterion for a wall to be considered for a reconstruction improvement? The Municipal Service Benefit Unit Program is authorized to accept and process applications for wall reconstruction through non-ad valorem assessment providing the following application criteria are met:

- Existence of a damaged, destroyed, and/or deteriorating community **wall**
- Community has no means to levy/enforce a private assessment for wall;
- Requires 100% of wall abutting owner-signed Letter(s) of Intent for temporary easement/leasehold to be granted to the County;
- Reconstruction material requested is brick, block/stucco, or precast concrete;
- Applicant [1] will provide sealed design/engineering plans suitable for public bid/procurement, [2] will substantiate ability to fund preliminary engineering, or [3] requests precast concrete construction that does not require design/engineering
- The property to be benefited by the improvement is located within the unincorporated area of Seminole County;
- The proposed boundary (properties to be included) includes a minimum of two distinct assessable properties.

How large an easement must be available for construction activities? The Preliminary Engineering Study will define the required easement area of the abutting properties. However, the minimum width to be anticipated is ten (10) feet. All easement areas are required to be cleared by respective property owners of any and all obstructions prior to the commencement of construction activities.

Who pays for title searches and other fees associated with granting temporary easements or leaseholds for construction activities? Property owners within the boundaries of the requested wall reconstruction MSBU bear all expenses associated with the granting of easements.

What is the first step to begin the reconstruction process of a wall after an MSBU is approved and established? The first step is to have a set of engineering plans designed to meet governmental standards. Plans must be professionally engineered and certified.

Will a wall MSBU include provision for landscaping and irrigation (and their maintenance)?
No. Landscaping, irrigation, electrical service and/or lighting are specifically excluded from the service scope for wall reconstruction projects. Any additional features of this nature must be privately funded and privately coordinated by the applicant or other community representatives.

What types of activities might I expect during the construction phase? After the site is cleared of all debris, a backhoe may be used to drill foundations. Dependent upon the material selected for the wall, a crane may be used to set posts and/or panels. For areas with minimal clearance or access at the construction site, a portion of the road may need to be closed. Damage to surrounding area, such as sidewalks, may occur. Any repair or replacement of the sidewalk would be considered the responsibility of the contractor, however, the risk of incurring these costs in often considered when bidding the project.

If a wall, road, water line, sewer line, or drainage improvement or other construction funded through an MSBU is in need of repair after completion, who is responsible for those costs? Seminole County has no responsibility for wall maintenance or repair after reconstruction completion; the community is responsible for maintenance and repairs. If the MSBU is a road paving and drainage or a sidewalk MSBU, maintenance will comply with the Seminole County Road Maintenance and Construction Policies. Many variables exist in the Road Maintenance and Construction Policies.

Since I do not live along the wall, will I be assessed the same amount as property owners who live along the wall? No. Wall abutting property owners will be assessed 1.25 benefit units while interior property owners will be assessed 1.0 benefit unit. The additional .25 benefit unit reflects the additional noise attenuation and glare abatement benefits afforded to the wall abutting properties.

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

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

Wall Construction Cost Considerations

Generally, a smaller project has a higher linear foot cost; a larger project has a lower linear foot cost. Project wall costs are subject to variable site conditions, jurisdictional agencies' requirements and current labor/material prices when a project is bid for construction.

There are three types of material available for wall reconstruction: (1) concrete block, (2) brick, and (3) precast concrete. Both solid brick and concrete block walls have considerable design and engineering requirements (such as continuous footers) that are dependent on site conditions and preferences of the community. The design and engineering requirements for precast concrete is less extensive and is assigned to the contractor selected for ordering, manufacturing and/or installing precast wall materials.

BASIC MATERIAL COST ESTIMATES

Type of Wall	Height of Wall	Estimated Minimum Price Range*
Concrete Block*	Six (6) Feet	$125.00 to $200.00 per linear foot
Solid Brick Wall	Six (6) Feet	$250.00 to $300.00 per linear foot
Basic Precast Concrete	Six (6) Feet	$70.00 to $90.00 per linear foot
Precast Concrete with Brick Inlay	Six (6) Feet	$125.00 to $145.00 per linear foot
Precast Concrete with Brick Inlay	Eight (8) Feet	$185.00 to $205.00 per linear foot

*Concrete block and concrete fill pricing can fluctuate dramatically. Various types of concrete block exist, but not are all suitable for every site. Stucco adds additional cost.

In addition to the above material cost estimates, the total cost of a wall reconstruction project may include construction design, maintenance, and certain miscellaneous expenses. Site conditions are project specific and can vary significantly. Some of the additional costs listed below are not applicable to every project.

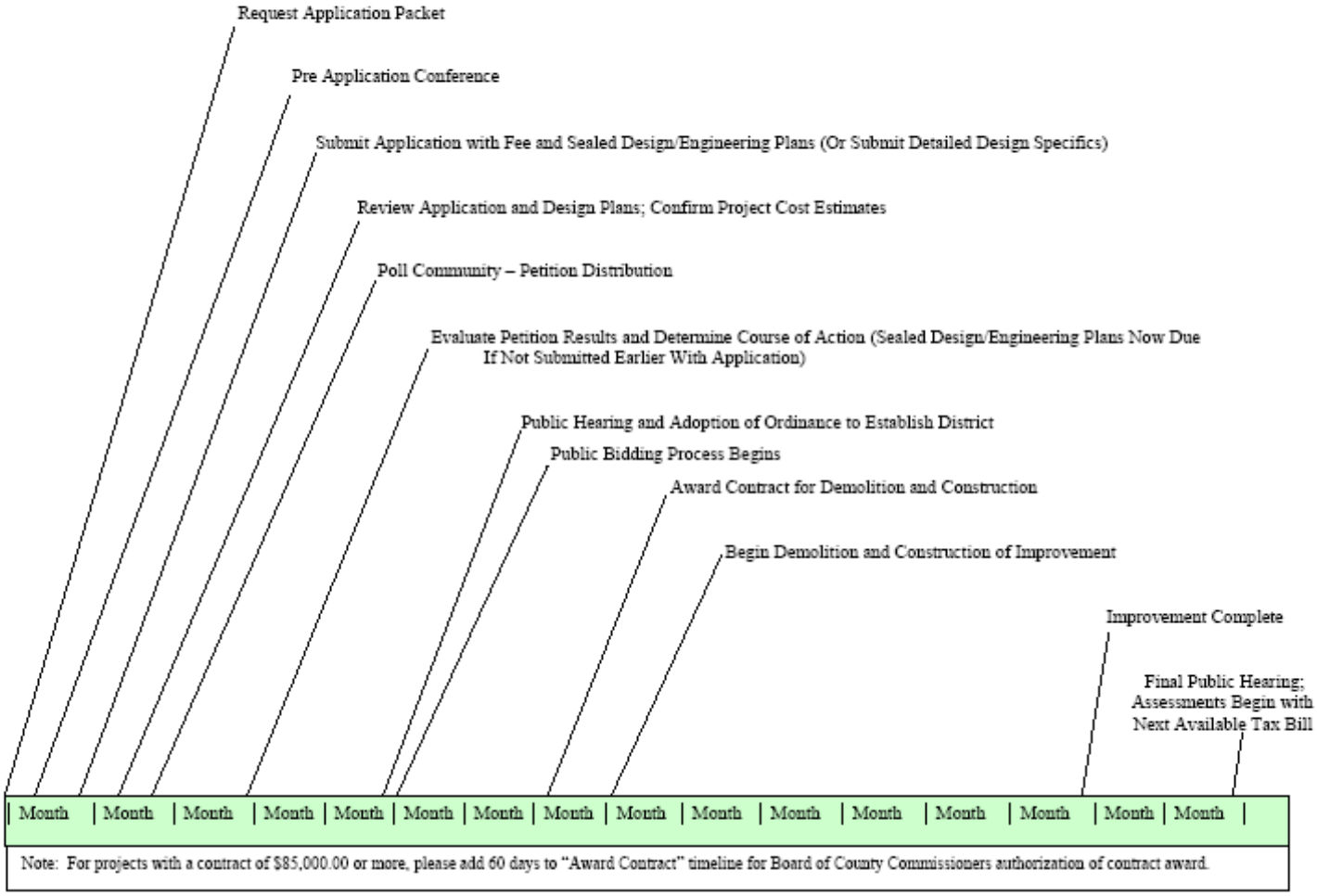
- Administrative Fees
- Financing/Installment Fees
- Documentation preparation for drainage easements and temporary construction easements
- Geotechnical services
- Permitting fees of applicable jurisdictional agencies
- Extensive excavation; additional fill
- Temporary Fence
- Community signage
- Right-of-Way costs: appraisals, survey fees, title searches, acquisition fees, etc.
- Engineering inspection
- Utility Relocation Costs
- Existing structure demolition
- Requirements/negotiations relative to existing landscaping or other features located in easement area

MSBU Construction Timeline Scenarios

APPROACHES “A”, “B”, “C”, AND “D”

ESTIMATED MSBU CONSTRUCTION TIMELINE

"A" Approach – Brick or Block (Demolition and Construction)

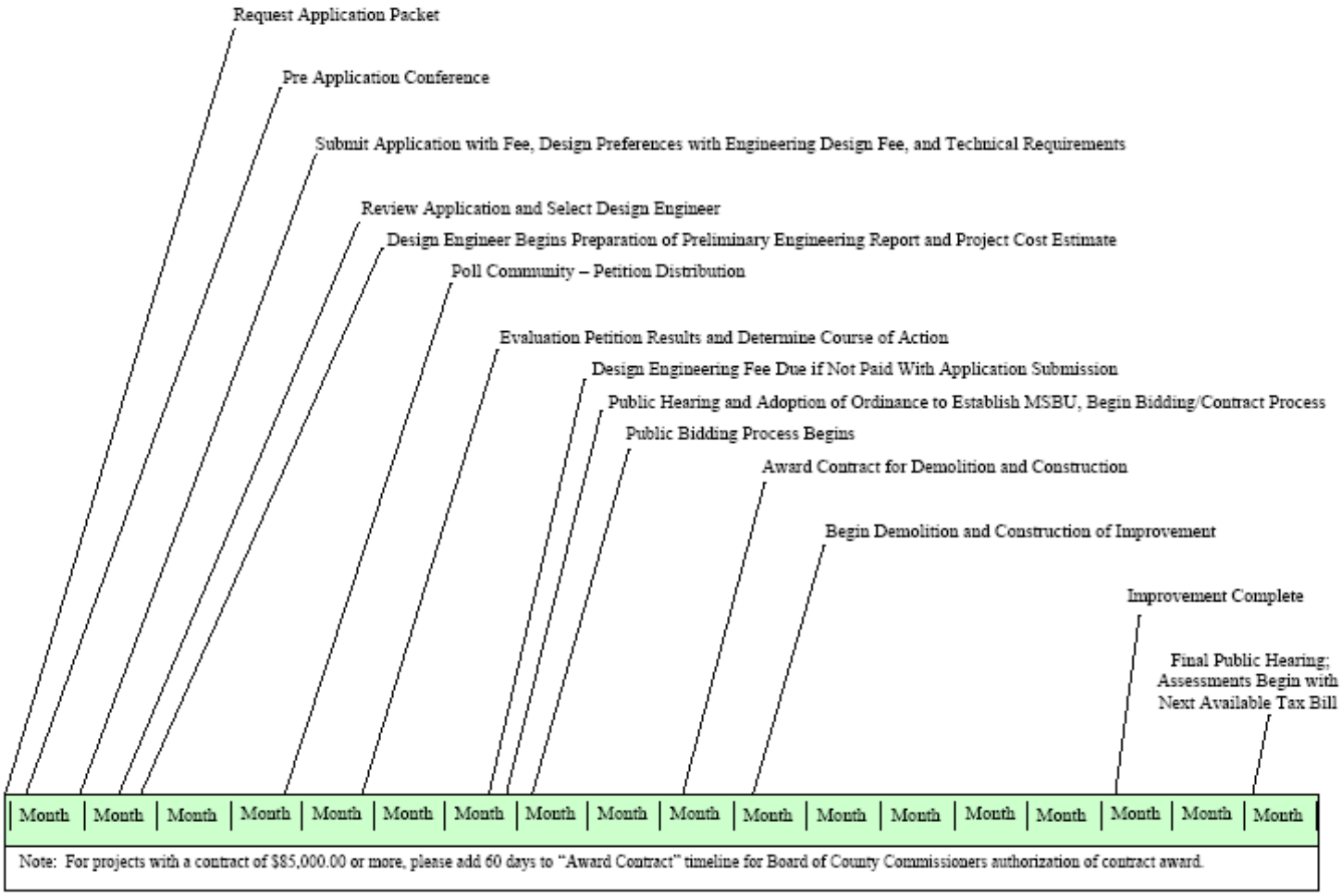


NOTE:

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

ESTIMATED MSBU CONSTRUCTION TIMELINE

"B" Approach – Brick or Block (Demolition, Pre-Paid Design & Construction)

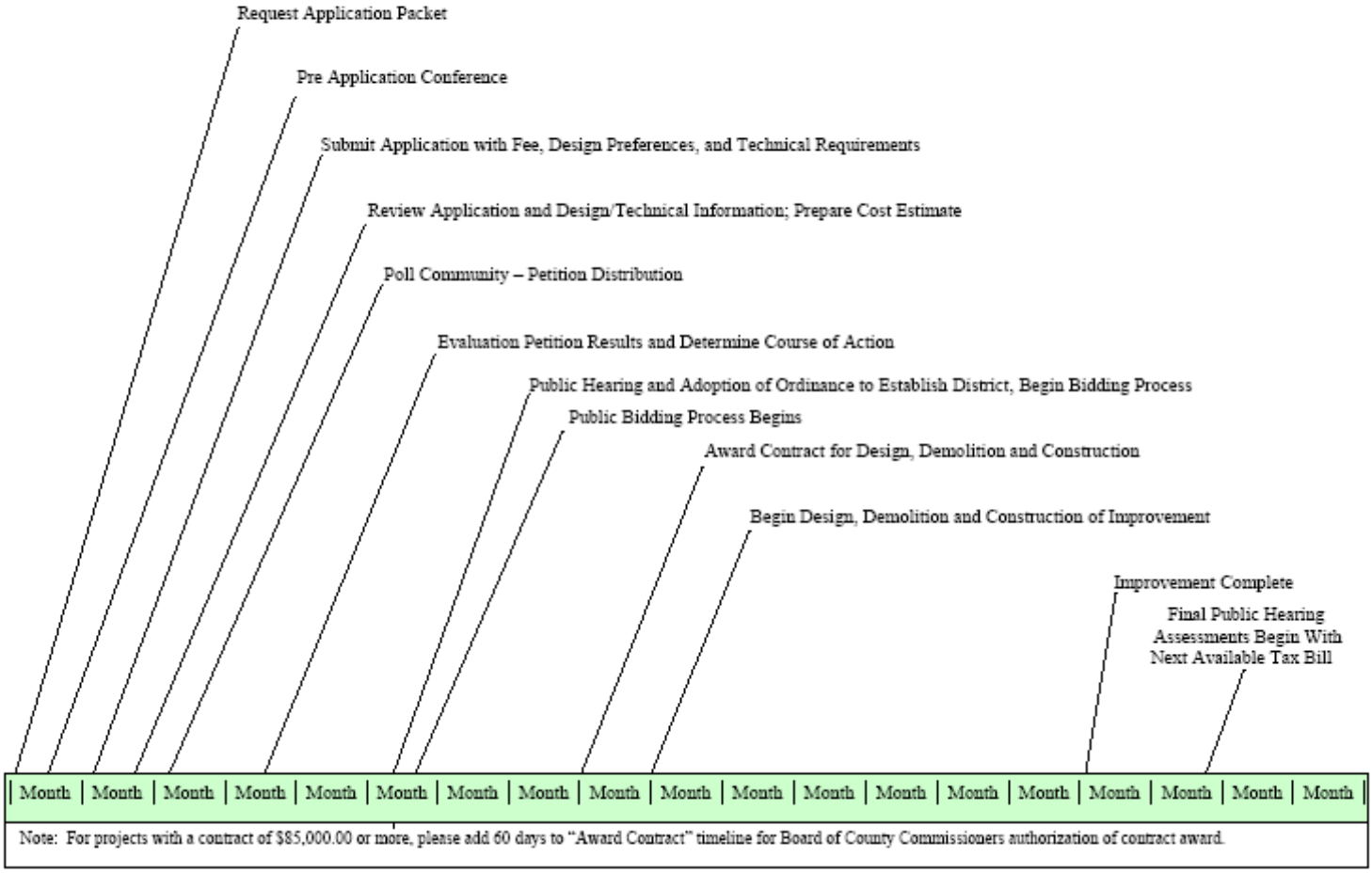


NOTE:

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

MSBU CONSTRUCTION TIMELINE

"C" Approach – Brick or Block (Demolition, Design & Construction)

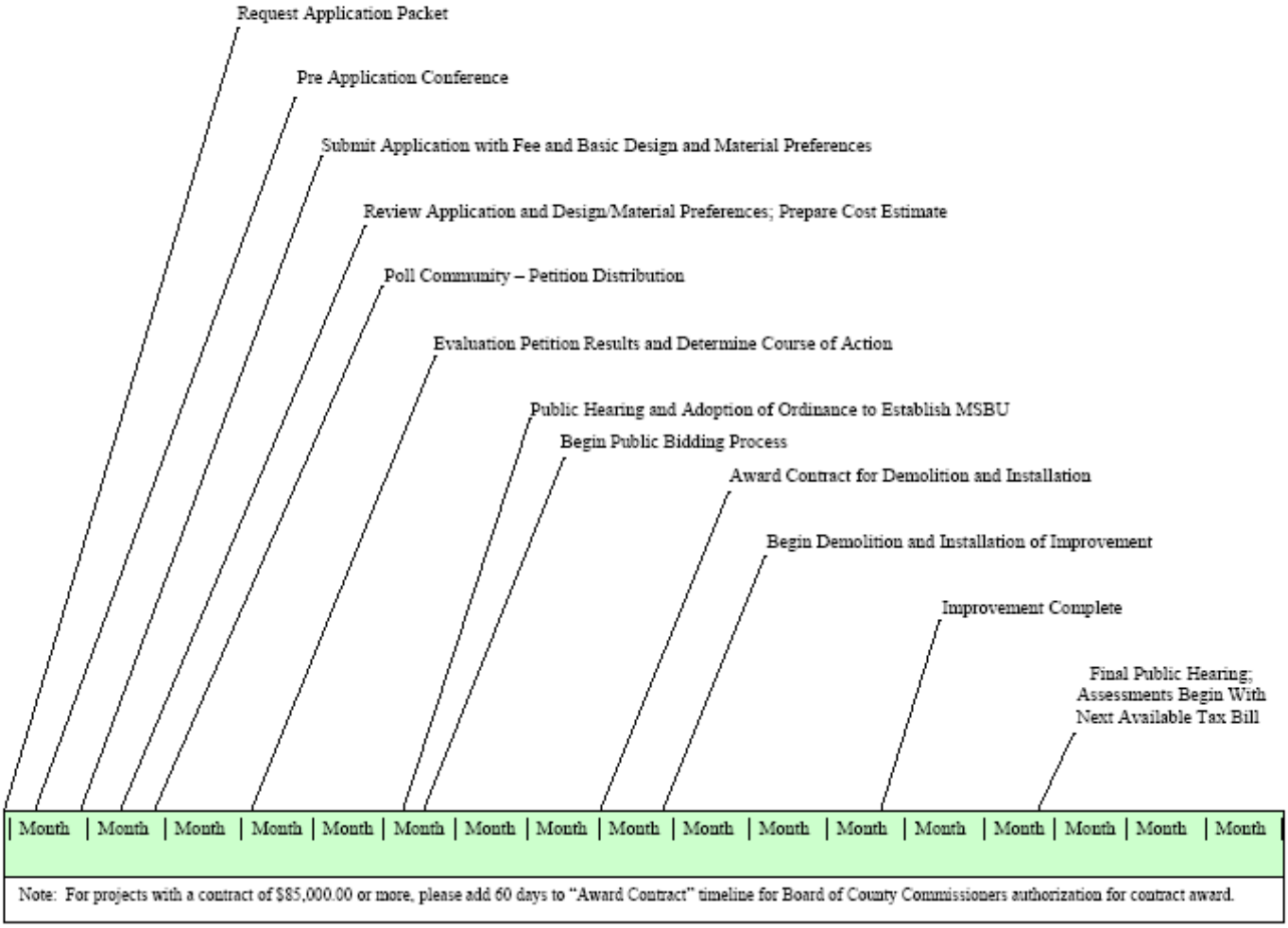


NOTE:

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

ESTIMATED MSBU CONSTRUCTION TIMELINE

"D" APPROACH – Pre Cast Concrete Panel (Demolition & Installation)



NOTE:

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

MSBU Estimated Potential Construction Cost Matrix

Sample Repayment Schedule
For Construction Improvements

TOTAL ASSESSMENT PER PROPERTY	EXAMPLE FINANCE FEE	TERMS OF REPAYMENT	ANNUAL PAYMENT PER PROPERTY
$10,000.00	4%	15 Years	$900
$9,500.00	4%	15 Years	$855
$9,000.00	4%	14 Years	$850
$8,500.00	4%	14 Years	$805
$8,000.00	4%	13 Years	$800
$7,500.00	4%	13 Years	$750
$7,000.00	4%	12 Years	$745
$6,500.00	4%	12 Years	$690
$6,000.00	4%	10 Years	$740
$5,500.00	4%	10 Years	$680
$5,000.00	4%	10 Years	$615
$4,500.00	4%	10 Years	$555
$4,000.00	4%	10 Years	$495
$3,500.00	4%	10 Years	$430
$3,000.00	4%	10 Years	$370
$2,500.00	4%	8 Years	$370
$2,000.00	4%	6 Years	$380
$1,500.00	4%	4 Years	$415
$1,000.00	4%	3 Years	$360
$500.00	4%	2 Years	$265

<$500.00 typically not financed

MSBU Glossary

MSBU PROGRAM

Terminology & Definitions

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

AQUATIC WEED CONTROL [MSBU]	Public services critical to restoring, developing and/or maintaining aquatic conditions that enhance the water quality and overall health of the waterbody; concentrating on the aquatic plants in direct association with the waterbody (i.e. water and shoreline). Often requires compliance with federal, state and local agency regulations. [Vegetation that does not present a detriment to a waterbody is not targeted as a priority within the scope of public aquatic weed control services fund by assessment.]
BENEFIT	An advantage, improvement or assistance gained from association with service or improvement.
BENEFIT UNIT	Equitable unit of measure on which non-ad valorem assessment is allocated. Examples: Per parcel, per dwelling, per front foot, and per acre.
BEST LAKE MANAGEMENT PRACTICES	Professionally developed and recommended measures for evaluating, monitoring, addressing, and promoting optimal conditions for restoring, developing and/or maintaining water quality and environmentally sound waterbodies and habitats for wildlife. Often requires compliance with federal, state and local agency regulations.
BID	Offer to perform work; offer to supply labor, materials and/or goods at specified price.
BIOASSESSMENT (Aquatic Vegetation)	A scientific evaluation of the vegetation growing in, or in the vicinity of, a waterbody; identification, classification, and characteristics of vegetation in a given area [native, noxious, aquatic, wetland, upland, etc]. When an aquatic vegetative bioassessment is conducted, dominance is determined by areal extent within the lake. When formulating an aquatic vegetation bioassessment, a variety of factors are considered –such as, but not limited to, species present, growth characteristics of species, and mass and/or percentage of area represented by each species.
BOARD OF COUNTY COMMISSIONERS (BCC)	Governing body of Seminole County composed of five members serving staggered terms of 4 years with election on a county-wide basis; one Commissioner per each of the five commission districts.
BUDGET	Financial operating plan for fiscal year; summary of anticipated revenue and expenditures.
BUILDER	A person who constructs buildings under contract or as a speculation.
CADASTRAL	Map or survey showing or including boundaries of property lines.
COMMUNITY COLLECTION LOCATION	A central site that is nearby multiple residential properties and designated by the County for placement and collection of residential solid waste.
CENTRAL TRANSFER STATION	Waste processing facility where solid waste is unloaded from collection vehicles and is compacted and reloaded onto larger long-distance transport vehicles for shipment to a landfill for disposal or other treatment facilities.

COLLECTION SERVICE	The contracted service by which residential solid waste is removed and transported to an authorized disposal facility for processing.
COLLECTION LOCATION	Location designated by the County for placement and collection of residential solid waste. Includes curbside to residential property where feasible (most common in developed subdivisions) and central/community collection locations when necessitated by less developed conditions
CONSOLIDATED STREET LIGHTING ORDINANCE	Declaration/document established by the Seminole County Board of County Commissioners for the purpose of defining the governing parameters of the street lighting non-ad valorem assessment districts in unincorporated Seminole County.
CONTINGENCY FUNDS	Funds set aside or reserved to cover unforeseen events that occur during fiscal periods or improvement projects.
CULVERT	A drain pipe or masonry structure under a road or embankment.
DEVELOPER	A person/entity that invests in and develops the urban or suburban potentialities of real estate, esp. by subdividing the land into home sites and then building houses and selling them.
DISTRICT	A division of territory (such as a county) marked off for administrative, electoral, or other purposes.
DISTRICT BOUNDARY	The geographic area and/or properties included in an area identified as a district.
DRAINAGE	Conveying water from one place to another to dry the former and prevent water from accumulating.
EASEMENT	A limited right of use over the property of another, such as any strip of land legally dedicated or conveyed for public or other private utilities, drainage, sanitation, or other specified uses having limitations, the title to which shall remain in the name of the property owner, subject to the right of use designated in the reservation of servitude.
FINANCE (INSTALLMENT) FEE	The charge assigned by the County to provide and manage installment payments associated with MSBUs with fixed term assessment generally expressed as a percentage rate over a period of time.
ENGINEERING REPORT	A written report prepared by a licensed engineer describing the project background, findings, assumptions, permit recommendations, and probable costs to complete a specific MSBU project.
FISCAL YEAR	A twelve month time frame designated for managing and monitoring financial aspects of a government or other types of organizations; includes budgeting and financial performance tracking. (Seminole County Fiscal Year: October 1 through September 30).

FIXED TERM ASSESSMENT	Type of assessment, typically associated with construction improvement projects, with specific repayment terms that include installment payment arrangements and financing (installment payment) fees. Installment payments are collected annually via property tax billing; early payoff of outstanding balance may be made at any time without penalty.
GARBAGE RECEPTACLE	Any commonly available light gauge steel, plastic or galvanized container of nonabsorbent material, closed at one end and open at the other, furnished with a closely fitted top or lid and handle(s); may also be defined as a waterproof plastic bag of heavy mill construction which can be safely and securely closed. For collection purposes, a garbage receptacle and contents shall not exceed 50 gallons in capacity or 50 pounds in weight.
HERBICIDE	A substance or chemical that will destroy or kill vegetation.
INSTALLMENT (FINANCE) FEE	The charge assigned by the County to provide and manage installment payments associated with MSBUs with fixed term assessment generally expressed as a percentage rate over a period of time.
INTEREST EARNED	Favorable financial gain on revenue, savings, or investment.
INTEREST EXPENSE	The price paid for borrowing money; generally expressed as a percentage rate over a period of time.
LAKE MANAGEMENT	Long-term focus and integrated plan for restoring, developing and/or maintaining waterbody conditions that will enhance the water quality and overall health of the waterbody. Requires compliance with federal, state and local agency regulations.
LAKE RESTORATION	Specific efforts directed toward improving a waterbody so that deterioration is reduced, corrected, and/or controlled. Typically supplemented by long-term aquatic weed control and shoreline replanting requirements.
LAKE VEGETATION INDEX (LVI)	A scientific methodology for evaluating the condition of a waterbody based on the vegetation growing in or in the vicinity of the waterbody. Developed and regulated by FDEP; requires certification (individual audit) to execute.
LEASEHOLD	Land or property held under a contract (lease) that conveys certain property rights to another person or entity for a specific period of time.
LEVY	To impose taxes, special assessments or service charges for funding County activities.
LIAISON	A person submitting an application for establishing an MSBU, or an owner of property within the boundaries in an MSBU that voluntarily serves as a spokesperson for the community during the various phases of the MSBU process.

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

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

RETENTION POND	Storm water treatment facility constructed by specific design to retain volumes of storm water for defined basin area.
RETENTION POND RENOVATION	Re-establishing functionality of existing retention pond through site cleanup, dredging, aquatic weed control and other restorative efforts.
RIGHT OF WAY	Land dedicated, deeded, used or to be used, for street, alley, walkway, boulevard, public utilities, drainage, access for ingress/egress, or other purpose by public, designated individuals, or governing bodies.
RIPARIAN STEWARDSHIP	Responsible protection and preservation of a waterbody by an owner of waterfront property; following recommended lake management practices for actively protecting water and environment qualities; pursuing use of land in a manner that will yield optimal positive environmental influence on water quality and healthful condition of waterbody; includes activities such as planting shoreline with desirable native plants, avoiding use and runoff of chemicals that negatively impact water quality or are detrimental to wildlife, reducing or eliminating use of certain fertilizers, proper disposal of grass clippings and leaves, and many other responsible practices. [*For additional information, contact the Seminole County Lake Management Program or other public environmental agencies.*]
SATISFACTION OF LIEN	The payment in full of an obligation or debt (such as an assessment) that releases the claim or charges that is held on property; providing payment in full of a levied assessment.
SCOPE OF SERVICE/WORK	The required work effort, divided into tasks, to complete a specific project. The specific set of improvement requested.
SERVICE LEVEL	Specific to the collection of residential solid waste, the service level identifies the frequency of household garbage collection (once or twice per week) and the collection services (with or without yard waste collection) selected by the property owner.
SERVICE YEAR	Specific to residential solid waste management, the calendar year to which the annual assessment is applied.
SEWER LINE	Utility system components that connect residences or other building facilities to centralized waste-water processing facilities.
SHORELINE	The line where shore and water meet.
SOLID WASTE	Garbage, rubbish, yard waste, white goods, furniture and recycle items.
SOLID WASTE ASSESSMENT	An annual charge levied on a per residential dwelling basis in unincorporated Seminole County to provide funding for the management of residential solid waste in the unincorporated areas of the County.[Refer to *Variable Rate Assessment*]

SOLID WASTE MANAGEMENT (Residential)	A county-wide program established for the purpose of centrally administering the collection, disposal, and processing of residential solid waste.
SOVEREIGN WATERS/LAND OF THE STATE	Those lands waterward of the ordinary or mean high water line, submerged beneath navigable fresh water (i.e., inland lakes). Such sovereign land includes all submerged land to which title is held by the Board of Trustees of the Internal Improvement Trust Fund, who provides by statute the acquisition, administration, management, control, supervision, conservation, protection, and disposition of state-owned lands under its control. Activities on, and sales of, sovereign submerged lands must not be contrary to public interest.
STATUTE	A written law enacted by an official legislative body.
STORM DEBRIS (Vegetation)	Large size or volume vegetative debris generated by winds, rain and other storm conditions. Typically requires direct disposal by owner at County disposal facilities.
STREET LIGHTING	Equipment system installed for providing enhanced roadway lighting intended to produce quick, accurate, and comfortable visibility at night that will safeguard, facilitate, and encourage vehicular and pedestrian traffic. Within the structure of individual MSBUs, the authorized services may extend to ancillary lighting and electrical expenditures, such as entrance lighting and flood lights in common areas and metered account services that are considered to be part of the overall street lighting plan within a specific geographic area.
STREET LIGHTING ASSESSMENT	An annual charge levied on a localized basis in unincorporated Seminole County to provide funding for the street lighting equipment operated in the local geographic area. [*Refer to Variable Rate Assessment*]
TAX COLLECTION FEE	The amount paid by the MSBU Program to the County Tax Collector for providing the billing and collection services associated with the non-ad valorem assessments levied by County.
TAX ROLL	Formal listing of property tax records as prepared annually by the Property Appraiser and certified to the Tax Collector for collection.
TERM ASSESSMENT	Type of assessment, typically associated with construction improvement projects, with specific repayment terms that include installment payment arrangements and financing/installment fees. Installment payments are collected annually via property tax billing; early payoff of outstanding balance may be made at any time without penalty.
TROPHIC STATE INDEX (TSI)	A classification system designed to "rate" individual lakes, ponds and reservoirs based on the amount of biological productivity occurring in the water.
UNINCORPORATED AREA	Land/property within the County boundary that is not within the taxing boundary of any incorporated area – such as a municipality (city).

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

Letter of Intent

COVER SHEET

Name _____
Mailing address _____
City, State Zip _____

RE: Proposed WALL RECONSTRUCTION MSBU

Our _____ community wall is in need of replacement. As an owner of property abutting the existing wall, your support is needed.

On behalf of the community, efforts are taking place to submit an application to Seminole County for establishing an MSBU (brochure available) to remove the existing subdivision wall and to construct a replacement wall in accordance with Seminole County Building code requirements. The Seminole County MSBU Program offers a unique opportunity that will enable the wall replacement to be coordinated by the County including demolition, construction, funding and financing. Following reconstruction, the cost of the project will be allocated equitably among the benefiting properties with installment payments collected via the property tax bill.

As an owner of property abutting the existing wall and/or property on which the wall exists, it is important that you are aware of the requirements of the project before the subdivision can formally apply for an MSBU. As a requirement of application, the County requires 100% of the owners of property abutting the wall and/or owners of the property on which the wall exists to submit a Letter of Intent regarding their agreement to grant the leasehold/easements needed to complete the project. The Letter of Intent communicates property owner commitment for the project and agreement to grant the required leasehold/easement should the project be supported by the community at a 65% or greater level of support.

Following application, community support will be determined via a Petition for Improvement. The Petition will be mailed to all property owners benefiting from the proposed project. The Petition will include the cost estimates for the project and the per property cost share. If the Petition demonstrates community support of 65% or more, then leasehold/easement document will be distributed for the owners to sign, the leasehold/easement documents will replace the Letter of Intent. The signed leasehold/easement documents must be available before the Seminole County Board of County Commissioners will give consideration to creating the MSBU.

Please review the information. If you have questions regarding the MSBU Program or the required documents, the MSBU Program can be reached at 407-665-7178. If you have questions or would like to participate on a community team dedicated to rebuilding the wall, please let me know.

Sincerely,

Community Liaison
Printed Name: _____

Letter of Intent

Proposed WALL RECONSTRUCTION MSBU

I/We are the owner(s) of real property noted on page 2 of this document, which is located within the unincorporated area of Seminole County and abuts, is contiguous with or adjoins property that contains an existing subdivision wall.

I/We understand that an easement and/or leasehold agreement will be required for the length of the demolition and construction period as well as the assessment repayment term to ensure the County or its representative is granted the right to work on the property during the removal and reconstruction period and will have confirmed public interest throughout the project and assessment repayment period.

I/We understand that a survey and title search of the property in question may be required in order for the County to verify that the undersigned are the owners of the property abutting the wall and/or owners of the property on which the wall exists, and that I/We have the legal right to grant an easement or leasehold. I/We understand that the costs associated with survey and /or title search are the responsibility of the applicant and/or interested property owners, and that these costs will be included in the total project costs to be repaid by the subdivision property owners should the MSBU be approved and the project completed.

I/We understand that approval by the Board of County Commissioners to establish the MSBU will include adopting and recording a preliminary assessment against the properties with the provision that the amount of the assessment is an estimate only and that a final amount will be determined at the completion of the reconstruction project. I/We acknowledge that the recording of the preliminary assessment constitutes recording of a lien against properties and that annual assessments shall constitute a lien against the property until the final payment is made.

I/We understand that all properties in the subdivision benefit from a subdivision wall, and, therefore, will be assessed equitably on a per property basis according to the general benefit derived from the wall [1 benefit unit]. I/We understand that property abutting the wall has additional benefits of noise attenuation [.10 benefit unit] and glare abatement [.15 benefit unit] and will be assessed an equitable premium for these two additional benefits [.25 benefit units]. The proposed total benefit unit assessment for the abutting lots is 1.25 units; the total assessment benefit unit proposed for non-abutting properties is 1 unit.

I/We understand that the design and material of the new wall will be determined by the applicant and/or the community liaisons and will be clearly noted on the Petition for Improvement that will be distributed to the community for consideration and response.

I/We understand that any barriers impeding the construction of the improvement will be relocated at the expense of the individual property owner. Barriers hindering construction must be removed prior to demolition/reconstruction. Barriers include irrigation lines, utility sheds, trees/shrubbery, fences, or any object in close proximity (within the identified easement) to the wall. Any barrier not removed and relocated by the property owner will be removed and discarded by the contractor during preconstruction preparations.

I/We understand that the County will not be responsible for maintenance or repairs on the reconstructed wall at any time, nor will the County have liability for the wall beyond the duration of construction. The County will not be responsible for fountains, landscaping, irrigation, or lighting.

I/We understand and agree to execute the required easement(s) and leasehold to the County for this affected property should a communitywide support level of 65% or greater be noted for reconstruction of the wall during the formal Petition for Improvement process.

Letter of Intent (continued)

Proposed WALL RECONSTRUCTION MSBU

Property Identification ID

In accordance with the disclosure on page 1 of this Letter of Intent, the undersigned hereby submits this document and attests that I/We am/are the true and current owner/s of the property as identified above.

PLEASE NOTE: It is recommended that Property Owners abutting the existing wall contact their mortgage companies to verify any clauses, restrictions or limitations regarding granting easement or leasehold as required in support of this project.

Please check one box only.

"FOR" ☐ **By checking this box and providing signature below, I support the application for the described wall reconstruction MSBU and agree to grant the required easement(s) and/or leaseholds should the MSBU be supported by a community support rate of at least 65%.**

"AGAINST" ☐ **By checking this box and providing signature below, I am opposed to the wall reconstruction application and do not agree to grant easement(s) or leasehold(s) in support of this proposed project.**

Owners

SIGNATURE(S)

Owner _____

Owner _____

If two or more names appear on the property deed, <u>ALL</u> must sign for the property to be counted as "FOR" the MSBU.

You may return your Letter of Intent to one of the subdivision liaisons or mail to:

MSBU Program
1101 East First Street
Sanford, FL 32771-1468

OWNER NAME: _____

ADDRESS _____

ADDRES _____

CITY, STATE ZIP _____

Page 2 of 2

Application Fee Schedule

(Excerpt from Seminole County Administrative Code 20.37)

Aquatic Weed Control[1]

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

Lake Restoration[1] or Retention Pond Renovation[1]

$ 550.00	Application Fee - Impaired/Corrective Services

Road Paving & Drainage[2]

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

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[2]

$ 550.00	Application Fee - Water or Sewer

Sidewalks[2]

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

Dissolution Application

$ 150.00[4]	Application Fee - Distribution of Petition

All Project Types - Reactivation & Redistribution of Petition

$ 150.00[4]	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 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 secondary distribution of a petition for same or similar project.

Wall Type Options

There are three types of material available for MSBU wall reconstruction improvement projects:

(1) Precast concrete panel;
(2) Brick; and
(3) Concrete block.

Both solid brick and concrete block walls have considerable design and engineering requirements (such as continuous footers) that are dependent on site conditions and preferences of the community. The design and engineering requirements for precast concrete is less extensive and is assigned to the contractor selected for ordering, manufacturing and/or installing the precast wall materials.

Rev. 03

Application for Establishing an MSBU
WALL RECONSTRUCTION

Attachments (required):
- □ Application Fee
- □ Cost Estimate(s)
- □ Product Preferences
- □ Design Request (Detailed Description & Technical Data)
- □ Location Map
- □ Letters of Intent
- □ Photos of Existing Structure

Attachments (optional):
- □ Formal Design Plans
- □ Other: _____

REASON FOR REQUESTING MSBU

_____

_____

_____

_____

PROJECT LOCATION & CURRENT CONDITIONS

Subdivision: _____ Property ID/Reference: _____

Type of existing structure: ☐ Block/Stucco ☐ Brick ☐ Other : _____

Location of existing structure: _____

Age of structure: _____ Estimated length of structure (in feet): _____

Condition/Known structural deficiencies: _____

_____

COMMUNITY INVOLVEMENT

Have the property owners held meetings to address wall conditions? If yes, please list dates and outcome.

_____

_____

What alternatives have been tried/considered for securing funding for project prior to seeking MSBU Program assistance?

_____

_____

What percentage of the property owners would likely attend meetings purposed at wall reconstruction and financial issues?

☐ <20% ☐ 20-50% ☐ 51-80% ☐ >80%

ALTERNATIVE FUNDING SOURCES

Does the community have a homeowner association? ☐ Yes ☐ No

If yes, is the nature of the homeowner association? ☐ Voluntary ☐ Mandatory

Does the association have the authority to levy assessments for improvements on common land? ☐ Yes ☐ No

Rev. 03

OWNERSHIP OF EXISTING STRUCTURE & MAINTENANCE PROVISIONS

What restrictions apply to such assessments? _____

The land on which the existing wall is built is:

☐ Private/Individually owned ☐ Homeowner Association Owned ☐ Other: _____

If under individual ownership:

1) Are the owners willing to grant short term leasehold/easement to the County? ☐ Yes ☐ No

2) Are the owners willing to grant long term leasehold/easement to a community association purposed at providing wall maintenance after the wall is constructed? ☐ Yes ☐ No

SCOPE OF SERVICES & PROJECT APPROACH

Type of wall requested: ☐ Brick ☐ Block / Stucco ☐ Pre-Cast Concrete/Panel

Wall design: ☐ New design ☐ Duplicate original design

***Note*:** Landscaping, irrigation, electric service, and/or lighting features are excluded from project consideration. Any such desired features must be funded privately and coordinated by the community or its representatives.

For Brick or Concrete Block Walls:

Is the required technical data & description of requested wall attached? ☐Yes ☐No

LICENSED AGENT PREPARING SCOPE OF SERVICES:

☐ Architect ☐ Engineer ☐ Wall Contractor ☐ Landscape Architect ☐Other: _____

NAME _____ PHONE _____

ADDRESS _____

For Precast Concrete Walls:

Are Design/Product preferences attached? ☐Yes ☐No

Project Approach - ***For Brick or Concrete Block Walls (select one):***

☐ **A**. **Demolition & Construction** - Requesting coordination of demotion and construction services. Applicant will provide official design, engineering and construction documents sealed by engineer or architect in format required to meet permitting requirements.

☐ **B**. **Demolition, Pre-Paid Design & Construction** - Requesting coordination of demolition, design and construction services. The MSBU Program will obtain design, engineering and construction documents in format required to meet permitting requirements based on preliminary design plans submitted by applicant. Applicant will provide prepayment of design/engineering work.

☐ **C. Demolition, Design & Construction** - Requesting coordination of demolition, design and construction services. The MSBU Program will obtain design, engineering and construction documents in format required to meet permitting requirements based on preliminary design plans submitted by applicant.

Project Approach - ***For Precast Concrete Walls:***

☐ **D. Demolition & Construction** - Requesting coordination of demolition and construction services. Applicant will provide design/material preferences.

Rev. 03

PROBABLE COST OF NEW WALL – COST ESTIMATE

Is formal cost estimate attached? ☐Yes ☐ No

The estimated project cost (inclusive of removal/disposal of existing structure, provisions for temporary barrier/fence, site preparation and construction) of the requested wall is:

$ _____ per foot X _____ feet in length = project total of $ _____

AGENT providing cost estimate: _____ PHONE _____
(Name)

ADDRESS _____

☐ Architect ☐ Engineer ☐ Wall Contractor ☐ Landscape Architect ☐Other: _____

COMMUNITY LIAISONS & APPLICANT INFORMATION

	Primary Liaison Information:	Secondary Liaison Information:
Name	_____	_____
Address (Mailing)	_____	_____
	_____	_____
Property Address (If different from mailing address)	_____	_____
Telephone(s)	_____	_____
	_____	_____
Email	_____	_____

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 Type: ☐Property Owner ☐Homeowner Association ☐Management Company

Applicant Name: _____ Email: _____

Address: _____ Phone: _____

Signature: _____ Date: _____

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