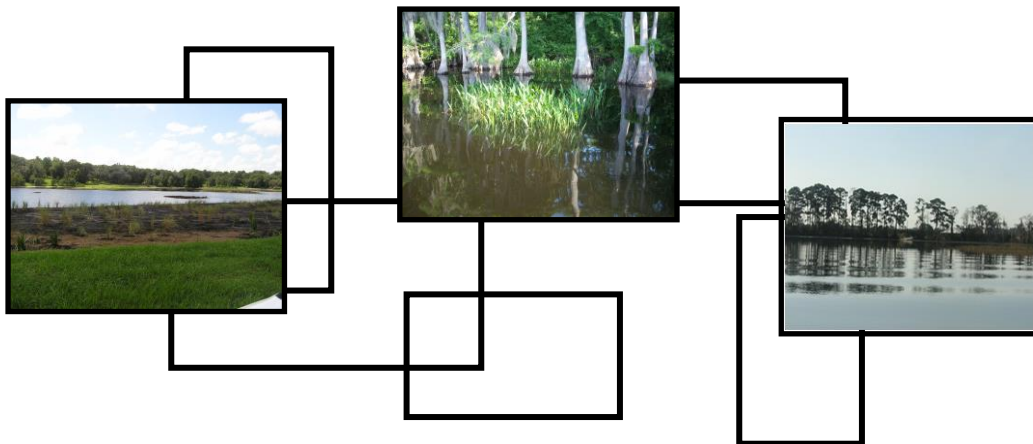




**MUNICIPAL SERVICES BENEFIT UNIT  
PROGRAM**

# **LAKE MANAGEMENT SERVICES**

**RESTORATION  
&  
AQUATIC VEGETATION MANAGEMENT**



## **Application Packet**

**JANUARY 2017**

**Quality Customer Service**

**Monday through Friday: 8:00 AM to 5:00 PM**

**Location:** County Services Building, 3<sup>rd</sup> Floor - Room 3301  
1101 East First Street, Sanford, Florida 32771-1468

**Telephone: (407) 665-7178**

**Web:** <http://www.seminolecountyfl.gov/msbu>

**Email:** [MSBUProgram@seminolecountyfl.gov](mailto:MSBUProgram@seminolecountyfl.gov)

This page is intentionally blank.

## INTRODUCTION

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

For additional information regarding the municipal services and community improvements available through the MSBU Program, active MSBUs, and various customer services available online, please visit the MSBU Program website:

<http://www.seminolecountyfl.gov/msbu>

**The MSBU Program staff is looking forward to working with your community on a municipal service project. Please let us know how and when we can be of service to you!**

This page is intentionally blank.

## Table of Contents

MSBU Program and Non-Ad Valorem Assessments .....	6
Application Criteria & Process Overview.....	8
Basic Steps to Establish an MSBU .....	12
Detailed Procedures .....	14
Establishing a Lake Management MSBU .....	15
STEP I. Apply .....	15
STEP II. Review .....	17
STEP III. Petition .....	18
STEP IV. Create .....	20
STEP V. Implement.....	20
Frequently Asked Questions .....	23
MSBU Program Glossary .....	27
Application Fee Schedule .....	37
Application to Create an MSBU .....	0

This page is intentionally blank.

## General Information

### MSBU Program and Non-Ad Valorem Assessments

The **MSBU Program of Seminole County** provides management of the assessment districts established by the Seminole County Board of County Commissioners for funding various municipal services within unincorporated Seminole County. The municipal services funded by assessment in Seminole County include the management of residential solid waste (collection & disposal services), street lighting, lake management (aquatic vegetation management), and constructed improvements such as lake restoration, road paving, stormwater control systems (drainage systems and retention pond renovations), sidewalk repair, subdivision wall replacement, and water utility service lines and/or wastewater conveyance systems as required to connect to the Seminole County utility system. The assessments that are levied by the Board of County Commissioners are collected by the County Tax Collector via property tax bills as indicated in Florida Statutes [Chapter 197](#).

An assessment district as established in Seminole County is commonly referred to as an “MSBU” (Municipal Services Benefit Unit). Assessment funding is used in lieu of ad valorem taxation for funding certain municipal services that offer a localized benefit. By establishing an assessment district [MSBU], the cost of providing the municipal service is paid by the owners of property having special benefit from the service. These assessments are called “non-ad valorem” assessment as they are assigned according to benefit units – and not according to the value of the property.

For any given MSBU, the cost to provide the municipal service is allocated and assessed to the benefiting properties on an equitable cost sharing basis. The assessment amount per property is determined by the cost to provide and/or maintain the municipal service, the selected benefit unit base, the number of benefiting properties, and the benefit unit(s) allocated to each participating property.

There are two types of assessments associated with Seminole County MSBUs – capital improvement assessment and variable rate assessment. Capital improvement assessments are related to municipal services, primarily constructed improvements, which require repayment over a period of years to improve project affordability for property owners. Capital improvement assessments are levied on a one-time basis and may be paid in full at any time after levy or repaid in annual installments collected by the County Tax Collector via the property tax bill. If paid in installment, financing fees are included in the installment billing. Full payment is accepted at anytime without early payment penalty.

Variable rate assessments are associated with ongoing services, such as street lighting or aquatic vegetation management, as the cost for services may vary year to year. Variable rate assessments are levied annually with notification mailed to the owners of assessed property. Many variable rate MSBUs are created with provisions that limit or control rate adjustments.

The MSBU Program functions according to regulations set forth in [Florida Statutes](#), directives in the [Seminole County Administrative Code](#), and MSBU Program operating procedures. Consistent with the referenced regulations, [Ordinance and/or Resolution](#) documents are developed to establish and govern each MSBU. In compliance with County Administrative Code, the operating policies and practices of the MSBU Program are further defined within the Resource Management Department.

This page is intentionally blank.



## Application Criteria & Process Overview

Creating a MSBU for funding lake management services, such as lake restoration and lake management respective to aquatic vegetation is an option available to owners of waterfront property located in unincorporated Seminole County. Such activities serve public purposes by protecting or enhancing the environmental qualities, the utility, and/or stormwater management aspects of a waterbody. The creation of a lake management MSBU, as well as the on-going efforts to provide improvements requires community involvement and support. All properties that have special benefit as a result of the services will share equitably in repaying the cost of the services. All such properties will be assigned an assessment.

The **basic criteria** for qualifying for lake management services funded by MSBU assessment are as follows:

- The properties to receive special benefit from the project must be within the jurisdictional boundaries of unincorporated Seminole County. [Boundaries may be extended if special agreements are established with other local government entities.]
- The assessment boundary of the MSBU must include at least two assessed parcels.
- Project must be supported by majority [65%] of the owners of specially benefited property.
- **Aquatic vegetation management** and/or **Restoration** services are offered for a natural waterbodies that are classified as a lake, pond, or waterway. [Constructed stormwater control features such as retention or retaining ponds are eligible for functional renovation services, but are ineligible for ongoing maintenance services. If the waterbody requiring renovation is classified as a retention pond (stormwater management) lake, rather than a retention pond, please obtain an MSBU application packet for *Construction: Retention Pond Renovation*.]

The lake management services offered through the Seminole County MSBU Program are restricted to the activities deemed critical to restoring, developing and/or maintaining conditions that enhance the water quality and over-all health and utility of the respective waterbody; with aquatic vegetation management being limited to the water and the shoreline when/where noxious, invasive, and/or exotic vegetation could/would threaten or impede the waterbody. Native aquatic vegetation and/or plant species that do not present a detriment to the waterbody as determined by the Seminole County Lake Management Program are not targeted as a priority within the scope of aquatic vegetation management services.

A lake management MSBU may be established to accommodate a one-time restoration project or to address ongoing management of a waterbody with managing aquatic vegetation as the primary objective. Restoration projects will utilize the capital improvement MSBU format that includes a one-time assessment levy along with repayment by annual installments over a set number of years. Ongoing services utilize the variable rate MSBU format with levy of an assessment annually. Most often, restoration activities are followed by establishing ongoing services that will continue the improvements initiated during restoration.

When property owners are interested in establishing an MSBU for lake management services, Seminole County's MSBU Program and Lake Management Program partner together to coordinate a lake management plan for the waterbody. The lake management plan takes into consideration the needs of the waterbody, best lake management practices, outcome desired by the community, and budgetary constraints.

The management plan, and subsequently the scope of services may contain several features:

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

Lake restoration plans may include all features listed, while aquatic vegetation management plans typically exclude feature 4.

Establishing assessment funding for an authorized municipal service is a 5-Step process: (1) Apply, (2) Review, (3) Petition, (4) Create, and (5) Implement. The process begins when an *Application to Create an MSBU* is submitted along with the required application fee and a qualifying Survey of Interest (coordinated by a potential applicant). The application fee is non-refundable. The respective application provides for project specific details about the municipal services requested and related activities with the community.

When an *Application to Create an MSBU* for lake management services is received, the MSBU Program reviews the requested service scope, consults with the Public Works Department [Lake Management Program] and provides confirmation that the requested project scope is within the service range authorized for assessment-based funding. A formal project scope and general cost estimate is developed.

Once service and/or project cost information is available, a *Petition to Create an MSBU* is prepared and distributed by the MSBU Program to determine the level of support within the community for creating the requested MSBU. The *Petition* lists pertinent details about the proposed project and provides opportunity for property owners to communicate whether the support or oppose the creation of the MSBU. The results of the *Petition* are used to determine whether or not there is sufficient support within the community to bring the request to the attention of the Board of County Commissioners [BCC]. The petition process does not determine whether or not the MSBU is created – the decision is made by the Seminole County Board of County Commissioners.

When a *Petition* demonstrates the required level of support [55% for *Street Lighting MSBUs*; 65% for all other *MSBUs*], the proposed MSBU is presented to the Board of County Commissioners for consideration at a public hearing. If the *Petition* fails to demonstrate sufficient support to continue, the application process is closed. If the Board of County Commissioner's approves creation of the MSBU, an assessment (or preliminary assessment) based on probable cost is levied and the MSBU Program is authorized to implement the requested services. For capital projects (such as lake restoration), collection of the assessment is delayed until the first available tax roll following completion of the renovation phase. The assessment will be adjusted according to actual project cost when the project is complete. Financing is available for capital improvement assessments; installment payments are billed via the annual property tax bill.

The application process and creation of an MSBU requires consider effort at the community level if the *Petition* process is to be successful in generating the required level of support. Potential applicants are encouraged to know the general level of interest [i.e. Survey of Interest] within their

community before submitting an application, and in advance of submitting prepayment of preliminary evaluation or engineering.

The MSBU Program staff is available to answer questions and to provide information about the proposed project (and the application process) to the impacted community. Presentations at community meetings generally involve a 30-minute presentation and a 30 minute question/answer period. When a meeting is advised, community liaisons are responsible for securing a meeting site in a facility that provides public access. The MSBU Program provides notification of the meeting to the owners of property in the proposed assessment boundary.

A more detailed review of the 5-Step process and answers to frequently asked questions are provided on the pages that follow. Please refer to the Table of Contents for page numbers for the various contents in this packet. The *Application to Create an MSBU* for these municipal services is included as the last several pages of this packet.

This page is intentionally blank.

## Basic Steps to Establish an MSBU

(Each “Step” is explained on the following pages.)

<b>STEP</b>	<b>RESPONSIBILITY</b>
<b>I. APPLY</b>	<b>Applicant (Property Owner or Community Liaison)</b>
<b>II. REVIEW</b>	<b>MSBU Program Lake Management Program</b>
<b>III. PETITION</b>	<b>MSBU Program Applicant/Community Liaison(s) Property Owners</b>
<b>IV. CREATE</b>	<b>Board of County Commissioners MSBU Program Lake Management Program Community Liaison(s) Property Owners</b>
<b>V. IMPLEMENT</b>	<b>MSBU Program Purchasing &amp; Contracts Division Lake Management Program Applicant/Community Liaison(s) Property Owners Board of County Commissioners (<i>Assessment Levy</i>)</b>

This page is intentionally blank.

# **Detailed Procedures**

## **Establishing a Lake Management MSBU**

(Restoration or Aquatic Vegetation)

# Establishing a Lake Management MSBU

## Detailed Procedures

### STEP I. Apply

Application packets detailing the MSBU creation process are provided by the MSBU Program and are available for review via the Program website. Completion of a Survey of Interest is required prior to submitting application and is also available from the MSBU Program.

When requesting an application, be certain to communicate the geographic and descriptive location (i.e., community, subdivision, or street) where service is needed and the type of service of interest (i.e., aquatic vegetation management, street lighting, etc.).

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

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

- The Survey of Interest (coordinated by potential applicant) demonstrates 35% preliminary interest
- The property to be benefited by the service is located within the unincorporated area of Seminole County;
- The property upon which the service is provided is publically owned, leased or granted necessary easement;
- The proposed assessment boundary (properties to be assessed) includes a minimum of two assessable parcels;
- The proposed project is a project type authorized by the BCC
- The proposed project meets the MSBU Program guidelines for public property and/or serves acceptable public purpose

Application may be made by property owners, homeowner associations, management companies, developers or other interested parties. Any noted application deadline and processing restrictions are related to statutory provisions, the County Administrative Code and MSBU Program guidelines. Each MSBU project type has a distinct application form and application fee. The Application form is located at the end of the packet.

The Application Fee Schedule is provided on the page noted in the table of contents and is just prior to the Application form within the packet.

Assistance is available from the MSBU Program should the applicant have questions or concerns regarding any aspect of the application form or process.



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

**Project type:** Is this request for restoration, lake/aquatic vegetation management or both?

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

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

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

**Supporting Information:**

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

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

Describing the desired scope of services (Items 5 & 6) in detail is critical to the development of a lake management plan and subsequent cost estimates. Community participation in development of scope of services is highly encouraged. Lake analysis and application details will be primary factors for determining final recommendations for a proposed project.

When preparing a lake/waterbody map for submittal, be certain to identify geographic and descriptive locations of desired improvements and type of improvement proposed. Each area of a waterway with aquatic weed problems should be identified clearly. Copies of recorded plats and section maps may be obtained from the MSBU Program or the Planning Department [(407) 665-7441] located on the second floor in the County Services Building at 1101 East 1<sup>st</sup> Street, Sanford.

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. Community representatives that serve as primary and/or secondary liaisons are very important to establishing an MSBU and ensuring project completion occurs per community expectations.

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

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

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

## STEP II. Review

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

Respective to Lake Management MSBUs, the MSBU Program works closely with the Seminole County Lake Management Program of the Public Works Department to pursue best lake management practices, provide monitoring that funds are expended for essential services, manage and monitor service contracts, and oversee the financial status of MSBUs within budgeting constraints, and where feasible, plan ahead for more extensive lake needs/services in future years. When the available MSBU funding is insufficient to address the full range of needs associated with a waterbody, the needs and recommended actions are prioritized to fit the available funding.

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 lake analysis or plan of treatment, it will be reviewed by the MSBU Program and Lake Management Program for suitability of use. If the provided information is insufficient to determine a treatment plan and/or lake management plan, the applicant will be notified by the MSBU Program of a deficiency and need for additional information. A cost estimate will be provided for obtaining the detail level required to address the proposed project.

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

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

### **STEP III. Petition**

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

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

The *Petitions* are distributed to property owners by the MSBU Program, and supplemental copies may be provided to the applicant or community liaisons for follow-up with property owners. Property owners are requested to respond by 1) selecting either a “FOR” or “AGAINST” response on the *Petition*; (2) providing signature; and (3) returning the completed *Petition* to the MSBU Program prior to the filing deadline. All current owners or the designated trustee of a property must sign the petition form for the response to count as a “For” response. Property owner response for those properties that do not return the petition document will be counted as “AGAINST” when calculating the level of community support.

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

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

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

The final results of the petition process will be posted to the MSBU Program website. If the petition demonstrated sufficient support to proceed with the MSBU creation process, the MSBU Program will mail notification of the results along with information regarding the continued activities. If support is deemed insufficient to proceed, mailed notification of this outcome is at the discretion of the MSBU Program. If a notification of insufficient support is mailed, it is typically mailed only to property owners that participated in the process by filing a *Petition* for their property.

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

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

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

## **STEP IV. Create**

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

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

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

## **STEP V. Implement**

Following the creation of an MSBU, the MSBU Program will work closely with supporting Divisions and the County's Purchasing and Contract Division to secure contracted services for the required improvements. All reasonable efforts 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.

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

As an alternative to financing the assessment, owners may pay their assessment in full within 30 days of the final public hearing to avoid financing charges. A satisfaction of lien document is processed when a capital improvement assessment is paid in full.

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

An open (unpaid) assessment is considered as a lien against a property. The lien for variable rate MSBU assessments, such as aquatic vegetation management, is satisfied annually when the property tax bill is paid. A lien associated with a capital improvement assessment is satisfied when the outstanding assessment is paid in full. A satisfaction of lien document is issued when a capital improvement assessment is paid in full; a lien satisfaction document is not required or issued when variable rate assessment is paid. Assessments for capital improvement projects may be paid in full at any time following final rate resolution. For additional details regarding the satisfaction of lien process, contact the MSBU Program.

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

The Seminole County Lake Management Program determines the scheduling requirements for lake inspections. In general, site inspections are seasonal and are dependent upon specific lake treatment plans and climatic changes. Throughout the year, the MSBU Program works directly with the Lake Management Program, the contracted vendor, and the community liaison(s) to determine the treatment plans for the lake, Community liaisons as well as all lakefront owners are strongly encouraged to monitor lake conditions. All concerns or changes in conditions should be reported to the MSBU Program Project Coordinator at 407-665-7164. The MSBU Program will coordinate contact with the Lake Management Program and the contracted vendor.

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

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

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

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

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

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

## Frequently Asked Questions

**Where do I obtain detailed information?** To obtain detailed information, please contact the Seminole County MSBU Program.

**What do the letters MSBU represent?** Municipal Services Benefit Unit. An MSBU is a non-ad valorem assessment district created to fund a public service or capital improvement. An MSBU consists of a group of properties that share in the benefit and cost of the service provided. The assessment allocated to each property is based on the service cost, total number of benefit units and the number of benefit units assigned to each property. A benefit unit may be a parcel, dwelling, linear foot measurement or other equitable unit.

**What type of property is eligible to participate in an MSBU?** Eligibility to participate in an MSBU varies per project type. Unless otherwise agreed, property must be located within the taxing district of unincorporated Seminole County. Most Seminole County MSBUs are associated with residential properties; however, certain commercial areas may also qualify. Specific to lake management and lake restoration, waterfront properties are the primary properties included in the assessable boundaries of an MSBU; secondary properties may include properties with right of use to common land located on the benefited waterfront.

**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.?** The public services coordinated by the MSBU Program are limited to unincorporated locations – areas not under city government jurisdiction. Please contact city government to request neighborhood improvements for property government by a city.

**What is the procedure to start the MSBU process?** Basic steps include: (1) Application, (2) Review, (3) Petition, (4) Create, and (5) Implementation. Steps are detailed in an “MSBU Application Packet” available from the MSBU Program.

**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 contact the MSBU Program.



**How does the MSBU Program determine the level of community support for establishing an MSBU?** The initial evaluation of interest is determined through a Survey of Interest coordinated by a potential applicant. An interest response of at least 35% is required in advance of accepting an application for assistance. After an application is received, reviewed and accepted by the MSBU Program, the MSBU Program will distribute a *Petition to Create an MSBU* document. The petition contains details of the proposed project and MSBU. Provisions on the petition allow owners to indicate whether they are in support of or against creating the proposed MSBU. Level of support is determined (by the MSBU Program) according to the completed petitions returned to the MSBU Program. Petition documents not returned to the MSBU Program are identified as “unknown” but are counted as “against” responses.

**How does the *Petition to Create an MSBU* get distributed?** The MSBU Program distributes petition document to the owner of record for each benefiting property identified for inclusion in the MSBU boundaries. Distribution is either in person at community meetings or by mail. The petition document is to be reviewed, signed and returned (to the MSBU Program or designated liaison) by the property owner(s).

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

**Can the petition deadline be adjusted?** Petition documents are typically in distribution for a 30-day period. The petition response and deadline are monitored by the MSBU Program. The filing deadline may be extended when community support is uncertain due to non-returned petitions. Deadline and provisions for extension will be noted on the petition document. Deadline extensions will be posted to MSBU Program website.

**What level of support is required?** During the petition process, owners representing a 65% majority of the benefiting property must indicate their support for establishing the proposed MSBU for all project types (excluding street lighting which requires a 55% majority).

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

**Do the property owners opposing the MSBU get assessed if the MSBU is created?** In most circumstances, all benefiting properties (whether “For” or “Against” during the petition process) are assessed equitably for the cost of providing an improvement.

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

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

**When do I start paying the assessment?** Typically, assessment levy and collection begins the first available tax roll following creation of the MSBU. The billing of an assessment (and/or installment billing) for a capital improvement project begins with the first available tax roll following project completion. Additional information for different improvement and service project types may be found at <http://www.seminolecountyfl.gov/msbu>. Capital improvement assessments may be paid in full at any time following final rate resolution. Property taxes are due annually by March 31. Early payment discounts associated with property taxes are applicable to MSBU assessments.

**Since the levy of an assessment creates a lien on the property, when and how is the lien satisfied? May I receive a copy of the satisfaction of lien?** The lien for a variable rate assessment, such as street lighting or lake management is satisfied annually when the property tax bill is paid. A lien satisfaction document is not required or issued when a variable rate assessment is paid. A lien associated with a capital improvement assessment is satisfied when the outstanding assessment balance is paid in full; which could be at any time or when the final scheduled installment is paid. A satisfaction of lien document is issued when a capital improvement assessment is paid in full. For additional information regarding satisfaction of lien process, pay-off balance or a copy of the satisfaction of lien, please contact the MSBU Program. The installment plan approved for each capital improvement assessment is posted at the MSBU Program website under active MSBUs.

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

**I received a N.A.V.A. Notice in the mail. What is this?** Property Owners have a “right to know” about the taxes and assessments that are proposed or adopted for inclusions on the property tax bill. The MSBU Program annually mails a N.A.V.A. Notice to owners of assessed property to honor these rights. The notice communicates information about assessment that were adopted or proposed for inclusion on the property tax bill. The notice provides details regarding a public hearing scheduled by the Board of County Commissioners to receive public commentary (regarding the proposed assessment roll) prior to approval and certification of the assessment roll to the County Tax Collector for collection.

**“This is not a bill” is stated on the Non-Ad Valorem Assessment Notice. When and how are the charges billed?** The listed assessment(s) will be included on the property tax bill distributed in early November. Payment of assessment(s) is required at the time property taxes are paid; and in the same manner as property tax payments. Installment payments for capital improvement assessments are collected via the property tax bill and are under the same payment requirements.

**How often are site inspections of the lake or waterway scheduled?** In general, site inspections are seasonal and are dependent upon specific lake treatment plans and climatic changes. The Seminole County Lake Management Program determines the scheduling requirements for lake inspections.

**Who do I call to report changes in the quality of the lake or waterway?** These changes should be reported to the MSBU Program. The MSBU Program will coordinate contact with the Lake Management Program and/or the contracted vendor.

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

**When is the annual assessment calculated, approved and communicated?** MSBU operating budgets are prepared annually prior to April. After the budget is developed, the variable rate assessment is calculated. The proposed rate is presented to the BCC for review and approval. After approval, the MSBU Program generates and mails a “*Notice of Proposed/Adopted Non-Ad Valorem Assessment*” to the owners of property subject to assessment. The assessment approved for the forthcoming tax bill is posted on the MSBU Program website by August 1 (<http://www.seminolecountyfl.gov/msbu>)

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

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

# MSBU Program Glossary

## Terminology & Definitions

<b>ADMINISTRATIVE FEE</b>	A charge assigned to an MSBU for recouping costs incurred by the County in support of establishing, managing and administering the MSBU. Includes an allocation of operating costs such as personnel, office/computer equipment, supplies, data processing, postage, insurance premiums, and programming.
<b>ADMINISTRATIVE REVIEW &amp; RECTIFICATION</b>	Boundary or structural modifications recommended by the MSBU Program and applied to established MSBUs for the purpose of rectifying or maintaining the integrity between common benefit and cost allocation based on land use, land developments and/or assessment criteria.
<b>AD VALOREM TAX</b>	A charge levied by a government to provide funding for general public services and improvements; amount due is based on official valuation (appraised value) of real property and authorized millage rate.
<b>ASSESSED VALUE</b>	Valuation set on real estate or personal property by the Property Appraiser as a basis for levying ad valorem property taxes. [Refer to <i>Property Tax</i> ]
<b>ASSESSMENT (Non-Ad Valorem)</b>	An assigned dollar amount representing property cost share; allocated on basis of benefit units; and levied for funding a specific service or improvement. [Refer to <i>Capital Improvement</i> and/or <i>Variable Rate Assessment</i> ]
<b>ASSESSMENT BASE</b>	Unit of measure by which a non-ad valorem assessment is allocated. Examples: Per parcel, per dwelling, and per front foot.
<b>ASSESSMENT DISTRICT</b>	Area or group of properties assigned a pro-rata amount to fund an essential public service or improvement offering special benefit to those properties.
<b>ASSESSMENT ROLL</b>	Formal record adopted by the Board of County Commissioners at a public hearing that provides a complete listing of the non-ad valorem assessments levied and assigned to specific property. Roll is certified and submitted annually to the County Tax Collector for inclusion on annual property tax bills for collection.
<b>AQUATIC PLANT</b>	Plant species that grow in, or closely associated with the aquatic environment around lakes and waterways; may be designated as floating, emersed, submersed, and shoreline species.

<b>AQUATIC WEED</b>	An aquatic plant with potential to hinder the growth of beneficial aquatic plants, to interfere with irrigation or navigation, or to adversely affect the public welfare or natural resources of the state. Typically exotic and/or aggressive species.
<b>AQUATIC VEGETATION MANAGEMENT</b>	Monitoring, recommending and providing treatment respective to noxious and/or invasive plant species through chemical, biological or mechanical means. Often requires compliance with federal, state and local agency regulations, as well as permitting.
<b>AQUATIC VEGETATION MANAGEMENT [MSBU]</b>	Public services critical to restoring, developing and/or maintaining aquatic conditions that enhance the water quality and overall health of the waterbody; concentrating on the aquatic plants in direct association with the waterbody (i.e. water and shoreline). Often requires compliance with federal, state and local agency regulations. [Vegetation that does not present a detriment to a waterbody is not targeted as a priority within the scope of public aquatic vegetation management services fund by assessment.]
<b>BENEFIT</b>	Direct or indirect assistance or advantage.
<b>BENEFIT UNIT</b>	Equitable base or unit of measure used for allocating cost. Common benefit units include parcel, linear foot and number of dwellings.
<b>BEST LAKE MANAGEMENT PRACTICES</b>	Professionally developed and recommended measures for evaluating, monitoring, addressing, and promoting optimal conditions for restoring, developing and/or maintaining water quality and environmentally sound waterbodies and habitats for wildlife. Often requires compliance with federal, state and local agency regulations.
<b>BID</b>	Offer to perform work; offer to supply labor, materials and/or goods at specified price.
<b>BIOASSESSMENT (Aquatic Vegetation)</b>	A scientific evaluation of the vegetation growing in, or in the vicinity of, a waterbody; identification, classification, and characteristics of vegetation in a given area [native, noxious, aquatic, wetland, upland, etc]. When an aquatic vegetative bioassessment is conducted, dominance is determined by areal extent within the waterbody. When formulating aquatic vegetation bioassessment, a variety of factors are considered, such as, but not limited to, species present, growth characteristics of species, and mass and/or percentage of area represented by each species.
<b>BOARD OF COUNTY COMMISSIONERS (BCC)</b>	Governing body of Seminole County composed of five members serving staggered terms of 4 years with election on a county-wide basis; one Commissioner per each of the five commission districts.
<b>BUDGET</b>	Financial operating plan for fiscal year; summary of anticipated revenue and expenditures.
<b>BUILDER</b>	A person who constructs buildings under contract or as a speculation.

<b>CADASTRAL</b>	Map or survey showing or including boundaries of property lines.
<b>CAPITAL IMPROVEMENT ASSESSMENT</b>	Amount levied for a constructed improvement for which the amount is levied once but may be repaid in annual installments over a period of years.
<b>COMMUNITY COLLECTION LOCATION</b>	A central site that is near multiple residential properties and designated by the County for placement and collection of residential solid waste.
<b>CENTRAL TRANSFER STATION</b>	Waste processing facility where solid waste is unloaded from collection vehicles and is compacted and reloaded onto larger long-distance transport vehicles for shipment to a landfill for disposal or other treatment facilities.
<b>COLLECTION SERVICE</b>	The contracted service by which residential solid waste is removed and transported to an authorized disposal facility for processing.
<b>COLLECTION LOCATION</b>	Location designated by the County for placement and collection of residential solid waste. Includes curbside to residential property where feasible (most common in developed subdivisions) and central/community collection locations when necessitated by less developed conditions
<b>CONSOLIDATED STREET LIGHTING ORDINANCE</b>	Declaration/document established by the Seminole County Board of County Commissioners for the purpose of defining the governing parameters of the street lighting non-ad valorem assessment districts in unincorporated Seminole County.
<b>CONTINGENCY FUNDS</b>	Funds set aside or reserved to cover unforeseen events that occur during fiscal periods or improvement projects.
<b>CULVERT</b>	A drain pipe or masonry structure under a road or embankment.
<b>DEVELOPER</b>	A person/entity that invests in and develops the urban or suburban potentialities of real estate, esp. by subdividing the land into home sites and then building houses and selling them.
<b>DISTRICT</b>	A division of territory (such as a county) marked off for administrative, electoral, or other purposes.
<b>DISTRICT BOUNDARY</b>	The geographic area and/or properties included in an area identified as a district.
<b>DRAINAGE</b>	Conveying water from one place to another to dry the former and prevent water from accumulating.

<b>EASEMENT</b>	A limited right of use over the property of another, such as any strip of land legally dedicated or conveyed for public or other private utilities, drainage, sanitation, or other specified uses having limitations, the title to which shall remain in the name of the property owner, subject to the right of use designated in the reservation of servitude.
<b>EMERGENT</b>	In the process of coming into being or becoming prominent; aquatic plant risen or standing out of water, surrounding leaves, etc.
<b>EMERSED</b>	Denoting or characteristic of an aquatic plant reaching above the surface of the water; leaves or stems of aquatic plants protruding above the surface of the water
<b>ENGINEERING REPORT</b>	A written report prepared by a licensed engineer describing the project background, findings, assumptions, permit recommendations, and probable costs to complete a specific MSBU project.
<b>FINANCE (INSTALLMENT) FEE</b>	The charge assigned by the County to provide and manage installment payments for MSBUs with capital project assessment; generally expressed as a percentage rate over a period of time.
<b>FISCAL YEAR</b>	A twelve month time frame designated for managing and monitoring financial aspects of a government or other types of organizations; includes budgeting and financial performance tracking. (Seminole County Fiscal Year: October 1 through September 30).
<b>GARBAGE RECEPTACLE</b>	Any commonly available light gauge steel, plastic or galvanized container of nonabsorbent material, closed at one end and open at the other, furnished with a closely fitted top or lid and handle(s); may also be defined as a waterproof plastic bag of heavy mill construction which can be safely and securely closed. For collection purposes, a garbage receptacle and contents shall not exceed 50 gallons in capacity or 50 pounds in weight.
<b>HERBICIDE</b>	A substance or chemical that will destroy or kill vegetation.
<b>INTEREST EARNED</b>	Favorable financial gain on revenue, savings, or investment.
<b>INSTALLMENT (FINANCE) FEE</b>	The charge assigned by the County to provide and manage installment payments associated with MSBUs with capital improvement assessment; generally expressed as a percentage rate over a period of time.
<b>LAKE MANAGEMENT</b>	Long-term focus and integrated approach plan for restoring, developing and/or maintaining waterbody conditions that will enhance the water quality and overall health of the waterbody. Requires compliance with federal, state and local agency regulations.

<b>LAKE MANAGEMENT PLAN</b>	Specific focus and methodology developed by professional biologists for addressing needs and aquatic conditions of individual waterbodies. Requires compliance with governing ordinances, budgetary parameters, and community support.
<b>LAKE RESTORATION</b>	Specific and often extensive environmental efforts directed toward improving a waterbody so that deterioration is reduced, corrected, and/or controlled. Typically supplemented by long-term aquatic vegetation management and shoreline replanting requirements.
<b>LAKE VEGETATION INDEX (LVI)</b>	A scientific methodology for evaluating the condition of a waterbody based on the vegetation growing in or in the vicinity of the waterbody. Developed and regulated by FDEP; requires certification (individual audit) to execute.
<b>LEASEHOLD</b>	Land or property held under a contract (lease) that conveys certain property rights to another person or entity for a specific period of time.
<b>LEVY</b>	To impose taxes, special assessments or service charges for funding County activities; an amount imposed by local authority.
<b>LIAISON</b>	A person submitting an application for establishing an MSBU, or an owner of property within the MSBU boundaries that voluntarily serves as a spokesperson for the community during the various phases of the MSBU process.
<b>LIEN</b>	A legal claim of one person/entity upon the property of another person to secure the payment of a debt or the satisfaction of an obligation.
<b>LINEAR FOOT</b>	A one dimensional measurement pertaining to length and equal to twelve inches.
<b>MILLAGE RATE</b>	The property tax rate; levied in mills per dollar of taxable property value.
<b>MUNICIPAL</b>	Of or relating to a community or civic unit, purpose or service.
<b>MUNICIPAL SERVICE</b>	Assistance or improvement provided by a local government to serve a public purpose.
<b>MUNICIPAL SERVICE BENEFIT UNIT (MSBU)</b>	A designated geographic area or group of properties organized for the purpose of acquiring specific services or improvements and which are thereby assessed on an equitable basis for the improvements provided to that specific group of properties. [Refer to <i>Assessment Base and Benefit Unit.</i> ]
<b>MUNICIPAL SERVICE TAX UNIT (MSTU)</b>	A special tax district established for funding a public service and/or improvement provided to a specific geographic area or sector of the County. Allocated based on property value and millage.



<b>MUNICIPALITY</b>	Political unit usually having powers of self government. Seminole County municipalities include: Altamonte Springs, Casselberry, Lake Mary, Longwood, Oviedo, Sanford, and Winter Springs.
<b>NON-AD VALOREM</b>	Ad valorem is a Latin term for “according to value”; non-ad valorem indicates “not according to value”. As related to assessment; levy is according to a unit of measure other than property value. [Refer to <i>Assessment Base</i> and <i>Benefit Unit</i> .]
<b>NON-AD VALOREM ASSESSMENT (NAVA)</b>	Amount levied on a property by criteria other than property value; typically assigned by units of benefit. [Refer to <i>Capital improvement Assessment</i> and/or <i>Variable Rate Assessment</i> ]
<b>OPERATING CONTINGENCY</b>	Funds set aside or reserved to cover unforeseen events that may occur during project implementation of any given fiscal period.
<b>ORDINANCE</b>	An authoritative order or legislative enactment by the governing board of a municipality or other political subdivision. As related to the MSBU Program, a declaration document authorized by the Seminole County Board of County Commissioners for the purpose of (a) creating a special assessment district [MSBU] (b) defining the governing parameters of the MSBU and (c) adopting the initial and/or preliminary assessment roll for the MSBU.
<b>PETITION TO CREATE AN MSBU</b>	A document prepared and distributed by the MSBU Program and used to determine the level of community support for creating an MSBU to fund a requested public service.
<b>PETITION [or SURVEY] OF INTEREST</b>	An informal communication to/from property owners distributed to determine preliminary interest in pursuing services or improvements through an MSBU.
<b>PLATTED LAND</b>	Land that is described by lot, block, and tract. A plat (map) is filed in public land book records. After the filing of a plat, legal descriptions can refer to block and lot-numbers rather than portions of sections.
<b>PRELIMINARY ENGINEERING REPORT</b>	A written report prepared by a licensed engineer describing the anticipated conditions, requirements, methods, permits, and estimated costs to be addressed to complete a specific project.
<b>PRIVATE LAKE OR WATERWAY</b>	A body of water that is surrounded by land that is privately owned and without provisions for public access.
<b>PRIVATE ROAD</b>	Privately owned land designated as a roadway.
<b>PRO-RATA</b>	A proportionate allocation.
<b>PROJECT COORDINATOR</b>	A person whose responsibilities include managing the activities, resources, and scheduling of a project.

<b>PROPERTY TAX</b>	A debt imposed by a government for funding general public services and public improvements; levied according to authorized millage rate and taxable value of property value.
<b>PUBLIC</b>	Available or pertinent to the people as a whole; open to all members of a <u>community</u> ; may be provided by local <u>authorities</u> and supported by money from <u>taxes/assessment</u>
<b>PUBLIC HEARING</b>	A special meeting which allows the public to comment on proposed plans and projects before the local government makes a final decision.
<b>PUBLIC LAKE OR WATERBODY</b>	A body of fresh water of considerable size, surrounded by land that includes provisions for public access, and/or associated with submerged lands owned by the state by right of its sovereignty in navigable freshwater lakes, rivers, and streams. [Refer to Florida Statutes 253.12.]
<b>PUBLIC PURPOSE</b>	Available or pertinent to the people as a whole; open to all members of a community; may be provided by local authorities and supported by money from taxes, fees or assessment.
<b>PUBLIC ROAD</b>	Publically owned land/property used or designated as roadway (travel route)
<b>PUBLIC SERVICE</b>	Essential service provided by a government to people living within its jurisdiction.
<b>RECONSTRUCTION</b>	Replacement of an existing structure.
<b>RECYCLE MATERIAL</b>	Material recovery of items such as pasteboard, brown paper grocery bags, corrugated cardboard, newspaper, magazines, catalogs, telephone books, plastic containers, glass bottles/jars, aluminum cans and steel cans.
<b>RESERVE FUND</b>	An amount set aside in the operating budget for the purpose of meeting future or unanticipated expenses.
<b>RESOLUTION</b>	A written motion adopted by a governing body. Relative to MSBU Program activity, resolution action is used to confirm variable rates, assessment roll certification, administrative code provisions, and adopting of final assessments associated with capital improvement projects
<b>RETENTION POND</b>	An artificial lake with vegetation around the perimeter, and includes a permanent pool of water in its design used to manage <u>stormwater runoff</u> to prevent <u>flooding</u> and downstream <u>erosion</u> , and improve <u>water quality</u> in an adjacent <u>river</u> , <u>stream</u> , <u>lake</u> or <u>bay</u> .
<b>RETENTION POND RENOVATION</b>	Re-establishing functionality of existing retention pond through site cleanup, dredging, aquatic vegetation management and other restorative efforts.

<b>RIGHT OF WAY</b>	A type of <u>easement</u> granted or reserved over the land for <u>transportation</u> purposes, such as for a road, <u>trail</u> , <u>driveway</u> , or <u>navigational aid</u> . A right-of-way is reserved for the purposes of maintenance or expansion of existing services with the right-of-way.
<b>RIPARIAN</b>	Relating to or living or located on the bank of a natural waterbody
<b>RIPARIAN STEWARDSHIP</b>	Responsible protection and preservation of a waterbody by an owner of waterfront property; actively protecting water and environment qualities; pursuing use of land in a manner that will yield optimal positive environmental influence on water quality and healthful condition of waterbody; includes activities such as planting shoreline with desirable native plants, avoiding use and runoff of chemicals that negatively impact water quality or are detrimental to wildlife, reducing or eliminating use of certain fertilizers, proper disposal of grass clippings and leaves, and many other responsible practices. <i>[For additional information, contact the Seminole County Lake Management Program or other public environmental agencies.]</i>
<b>SATISFACTION OF LIEN</b>	<u>Fulfillment</u> of all <u>obligations</u> under a <u>lien</u> to the <u>acceptance</u> of a lienor; assessment paid in full.
<b>SCOPE OF SERVICE/WORK</b>	The number, type, and intensity or complexity of services being provided.
<b>SERVICE LEVEL</b>	Specific to the collection of residential solid waste, the service level identifies the frequency of household garbage collection (once or twice per week) and the collection services (with or without yard waste collection) selected by the property owner; also referred to as service option.
<b>SERVICE YEAR</b>	Specific to residential solid waste management, the calendar year to which the annual assessment is applied.
<b>SEWER LINE</b>	Utility system components that connect building facilities to centralized waste-water processing facilities.
<b>SHORELINE</b>	The line where shore and water meet.
<b>SOLID WASTE</b>	Garbage, rubbish, yard waste, white goods, furniture and recycle materials generated by the normal activities of a household. Household generated recycle items are included in this broad definition; however, such items are identified and processed per material recovery guidelines.
<b>SOLID WASTE ASSESSMENT</b>	An annual levy allocated on a per residential dwelling basis that provides funding for the management of residential solid waste in the unincorporated areas of the County. <i>[Refer to Variable Rate Assessment]</i>

**SOLID WASTE  
MANAGEMENT  
(Residential)**

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

**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**

Lighting equipment system intended to provide enhanced roadway lighting that offers quick, accurate, and comfortable visibility at night that will safeguard and facilitate both vehicular and pedestrian traffic. Within the structure of individual MSBUs, the authorized services may extend to ancillary lighting and electrical expenditures, such as entrance lighting and flood lights in common areas and metered account services that are considered to be part of the overall street lighting plan within a specific geographic area.

**STREET LIGHTING  
ASSESSMENT**

An annual levy on property used to fund the street lighting system located in the vicinity or along the access route to the property. [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.

**TROPIC STATE INDEX  
(TSI)**

A classification system designed to "rate" individual lakes, ponds and reservoirs based on the amount of biological productivity occurring in the water.

**UNINCORPORATED AREA**

Land/property within the County boundary that is not within the taxing boundary of any incorporated area – such as a municipality (city).

**UNPLATTED LAND**

Land that is not defined or described with a legal description inclusive of lot number, or lot and block number as shown in the county records office. (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.*]

# Application Fee Schedule

(Excerpt from Seminole County Administrative Code 20.37)

## LAKE MANAGEMENT

### Aquatic Vegetation Management<sup>1</sup>

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

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

- \$ 550.00 Application Fee - Impaired/Corrective Services

## ROAD PAVING & STORMWATER CONTROL SYSTEMS<sup>2</sup>

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

- \$ 650.00 Application Fee – Road and/or Stormwater Improvements

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

- \$ 550.00 Application Fee - Impaired/Corrective Services

## STREET LIGHTING

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

## WALL RECONSTRUCTION

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

## WATER AND/OR SEWER UTILITY<sup>2</sup>

- \$ 550.00 Application Fee - Water or Sewer

## SIDEWALKS<sup>2</sup>

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

## DISSOLUTION APPLICATION

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

## All Project Types - REACTIVATION & REDISTRIBUTION OF PETITION

- \$ 150.00<sup>4</sup> Application Fee – Reactivation & Redistribution of Petition

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

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

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

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

# Application to Create an MSBU For Lake Management Services



- Application Type:**  Create an MSBU – Restoration [Fee: \$550.00]  
 Create an MSBU – Lake/ Aquatic Vegetation Management (Initiate) [Fee: \$550.00]  
 Create an MSBU – Lake/Aquatic Vegetation Management (Take Over) [Fee: \$450.00]  
 Re-Petition [Fee: \$150.00]

- Attachments:**  Application Fee     Survey of Interest     Lake Analysis     Service Contract  
 Location Map     Plat Map: \_\_\_\_\_     Other: \_\_\_\_\_

**Lake/Waterbody:** \_\_\_\_\_    **Property ID/Reference:** \_\_\_\_\_

**Treatment/Service categories of interest:** (check all that apply):

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

**Primary Liaison Information:**

**Secondary Liaison Information:**

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

**Supporting Information:**

1. What is the current condition of the waterbody?

2. Does the waterbody receive aquatic vegetation management services by a contracted lake management company? If yes, provide details of maintenance efforts, and the name and contact information for current service provider.

# Application to Create an MSBU

Page 2 of 2

## Scope of Services Requested:

3. Have the owners of waterfront property held meetings to address aquatic conditions that require improvement? If yes, please list dates and outcome.
  
4. What is the scope of services requested? Please be as specific as possible regarding the desired scope of services and outcome desired. (Attach additional page if needed).
  
5. Should supplemental funding be available from the Seminole County Lake Management Program, please state reasons or conditions that should be given consideration for qualifying for funding assistance.

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

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

to:

**Seminole County MSBU Program, 1101 East 1st Street, Room 3301, Sanford, FL 32771**



## GUIDELINES FOR COMPLETING THE APPLICATION

**Project type:** Check appropriate box(es) that best identifies the service(s) requested.

**Application type:** Is this an initial application to create an MSBU or an application to reactivate a former application for re-petitioning? Is the application for establishing lake management services or is the waterbody under current management contract? Check appropriate box. The application fee is noted by each type. If more than one type of service is requested, only one application fee is required. The fee will be that of the highest amount.

**Attachments:** Check appropriate boxes. If you have additional documentation, describe it in "Other". Including a complete documentation package with the application will result in a more rapid application review.

**Treatment categories of interest:** Check appropriate boxes.

**Lake/Waterbody and Property ID:** Enter name of waterbody for which the municipal service is requested. Provide parcel identification [PID] number that can be used as a reference for identifying location. The referenced parcel PID number may be that of any parcel located within the geographic area where services are requested to be provided. Property ID is available from the MSBU Program (407-665-7178) or the Property Appraiser (407-665-7506).

**Liaison Information:** Enter the requested information for the person that will be the primary representative volunteering to serve as primary contact for the County during the application (and implementation) process. Identifying and including the information for a secondary Liaison is advised and encouraged. The liaison may be the applicant or other individual.

**Supporting Information and Scope of Services Requested:** Provide response to each of the questions:

- 1) **Current Problems/Concerns:** Explain in detail the known problems and deficiencies your are seeking to correct.
- 2) **Service Contract:** If applicable, provide details of contracted services and name of service provider.
- 3) **Meetings:** List prior and/or scheduled meeting of the residents to address the concerns noted in question 1.
- 4) **Scope of Services:** Be very specific in describing what the community wants to accomplish with assessment funding.
- 5) **Funding/Financing Assistance:** State detailed reasons/conditions for requesting assessment-based funding, financing or other assistance that may be available from Seminole County. If other funding options have been attempted, note these attempts and the outcome.

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

**Attach required documents and processing fee.**

**Mail or deliver completed Application to the MSBU Program.**

## **MUNICIPAL SERVICES BENEFIT UNIT PROGRAM**

### **Quality Customer Service**

**Monday through Friday: 8:00 AM to 5:00 PM**

**Location:** County Services Building, 3<sup>rd</sup> Floor - Room 3301  
1101 East First Street, Sanford, Florida 32771-1468

**Telephone: (407) 665-7178**

**Web:** <http://www.seminolecountyfl.gov/msbu>

**Email:** [MSBUProgram@seminolecountyfl.gov](mailto:MSBUProgram@seminolecountyfl.gov)