



**CITY OF GREENACRES  
PLANNING DEPARTMENT  
POLICY AND PROCEDURES**

**POLICY#** PDO-002S  
**ISSUED:** 6/24/02  
**EFFECTIVE:** 6/27/02

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**SUBJECT:** School Concurrency Implementation

**CROSS REFERENCE:** Chapter 16, Article III, Division 8, Section 16-198 (8)  
Chapter 16, Article V, Division 2, Section 16-778 (2)  
City of Greenacres Comprehensive Plan, Public School Facilities Element  
School Concurrency Interlocal Agreement of June 2000

**PURPOSE:** To establish procedures for required school concurrency determinations

**POLICY:** All applications for the following received on June 27, 2002 or after shall be subject to requirements for school concurrency determination:

1. Site and Development Plans which include residential units
2. Planned Unit Developments
3. Site and Development Plan Amendments which increase the number of residential units or change the type of residential unit when compared with the previous approval
4. Subdivision Plans
5. Site-specific Rezoning
6. Any other approval involving the addition of, or change to, residential units in excess of a prior approval

Upon receipt, applications shall be checked for sufficiency and to verify that the current Palm Beach County School District "Service Provider Form" is included, with the applicant portion filled-out. When the application has been deemed sufficient, a letter to this effect shall be sent to the applicant along with the "Service Provider Form". The City petition number shall be written on the form, and the form signed by the Planning Department employee who verified sufficiency. It is the responsibility of the applicant to then submit this form, along with any required fees, to the Palm Beach County School District for their determination of compliance with the adopted Level of Service.

**PROCEDURE:** The Zoning Administrator shall ensure that the current Palm Beach County School District "Service Provider Form" is included with applications for Rezoning, Site Plans, and Site Plan Amendments as well as made available for PUD applications. The Zoning Administrator shall also ensure that the above procedures are followed and school concurrency is verified prior to any public hearings for an application.

**REVISED:**

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Thomas J. Lanahan  
Planning Director