

Appendix F-3: Florida Department of Community Affairs 1996
Completeness Checklist for Intergovernmental Coordination Element

9J-5.015 Intergovernmental Coordination Element

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Reference	Description
9J-5.015(1)	<p>Intergovernmental Coordination Data</p> <p>The area of concern for municipalities shall include adjacent municipalities, the county, and counties adjacent to the municipality. The area of concern for counties shall include all municipalities within the county, adjacent counties, and adjacent municipalities _____</p>
9J-5.015(1)(a)	<p>Inventory of:</p> <ul style="list-style-type: none">- all adjacent governments, school boards, and other units of local government _____- independent special districts, water management districts, regional planning agencies _____- state agencies with which the local government coordinates _____- regional or state agencies with land use or environmental regulatory authority _____- authorities, independent special districts, and utility companies which provide services with the local jurisdiction _____
9J-5.015(1)(b)	<p>For each entity listed in Paragraph (a), describe the existing coordination mechanisms, including:</p> <ul style="list-style-type: none">-the subject _____-the nature of the relationship _____-the office with primary responsibility for coordination _____
9J-5.015(2)	<p>Intergovernmental Coordination Analysis</p>
9J-5.015(2)(a)	<p>The effectiveness of existing coordination mechanisms described in Paragraph(1)(b) such as intergovernmental agreements, joint planning and service agreements, special legislation, and joint meetings or work groups which are used to further intergovernmental coordination _____</p>
9J-5.015(2)(b)	<p>Specific problems and needs within each of the comprehensive plan elements which would benefit from improved or additional intergovernmental coordination and means for resolving those problems and needs _____</p>
9J-5.015(2)(c)	<p>Growth and development proposed in comprehensive plans in the area of concern and a comparison with the appropriate comprehensive regional policy plan in order to evaluate the needs for additional planning coordination _____</p>
9J-5.015(2)(d)	<p>The Comprehensive plan's coordination with the rules, principles for guiding development, and development regulations in any designated area of critical state concern falling partially or wholly within the local government's jurisdiction _____</p>
9J-5.015(3)	<p>Intergovernmental Coordination Goals, Objectives and Policies (indicate page and objective or policy number)</p>

9J-5.015(3)(a)

One or more goal statements which establish the long-term end toward which intergovernmental coordination activities are ultimately directed _____

9J-5.015(3)(b)

The elements shall contain one or more specific objectives for each goal which:

1. Coordinate the comprehensive plan with the plans of:
 - school boards _____
 - other units of local government providing services, but not having regulatory authority over the use of land _____

And the comprehensive plans of:

- adjacent municipalities _____
- the county _____
- adjacent counties _____

2. Address through coordination mechanisms the impact of development proposed in the local comprehensive plan upon development in:
 - adjacent municipalities _____
 - the county _____
 - adjacent counties _____
 - the region _____
 - the state _____
3. *Ensure coordination in establishing level of service standards for public facilities with any state, regional or local entity having operational and maintenance responsibility for such facilities* _____
4. *Ensure coordination in the designation of new dredge spoil disposal sites for counties and municipalities located in the coastal area having spoil disposal responsibilities* _____

9J-5.015(3)(c)

One or more policies for each objective which address programs, activities, or procedures for:

1. The coordination of planning activities mandated by the various elements of the comprehensive plan with:
 - other local governments _____
 - school boards _____
 - other units of local government providing services but not having regularitory authority over the use of land _____
 - the region _____
 - the state _____
2. Resolving conflicts with other local governments through the regional planning council's informal mediation process _____
3. The provision of services and information _____
4. Resolving annexation issues _____

5. Reviewing the relationship of proposed development of the area to the existing comprehensive plans of adjacent local governments _____
6. Consistent and coordinated management of certain bays, estuaries and harbors that fall under the jurisdiction of more than one local government in the case of local governments required to prepare a coastal management element _____
7. The review of development proposed in the comprehensive plan including a policy statement indicating relationships of the proposed development to the existing comprehensive plans of adjacent local governments _____
8. *Involving the navigation and inlet districts and other appropriate state and federal agencies and the public in providing for or identifying dredge spoil disposal sites for the counties and municipalities in the coastal area with spoil disposal responsibilities* _____
9. *Resolving conflicts between local government and a public agency seeking a dredge spoil disposal site through the Coastal Resources Interagency Management Committee's dispute resolution process* _____

9J-5.015(4)

Intergovernmental Coordination Process (ICE)

9J-5.015(4)(a)

Purpose: Establish a process to determine if development proposals would have significant impacts on other local governments or state or regional resources and facilities identified in the applicable state or regional plan and establish a process for mitigating these impacts.

1. Identification of Resources and Facilities

- a. ***Identify all regional and state resources and facilities identified in the State Comprehensive Plan (SCP) and applicable Strategic Regional Policy Plan (SRPP) that are located:***
 - *within the local government* _____
 - *within the local government's area of concern as defined in 9J-5.015(1)* _____
 - *beyond the local government's area of concern, based upon the characteristics of the resource or facility, which could be significantly impacted by development within the jurisdiction* _____
 - *resources and facilities shall be identified by specific geographical location and not solely by generic type.*
- b. ***Identify any local resources and facilities outside the local government's jurisdiction within adjacent and other affected local governments which could be significantly impacted by development located inside the local government's jurisdiction*** _____

The identification shall include:

- *a generic description of the resource or facility* _____
- *a specific geographic location for physical resources or facilities* _____
- *a listing of the local governments which could be significantly impacted* _____

- c. *Shall identify resources and facilities in the local government's jurisdiction that could be impacted by development located outside the local jurisdiction. The identification shall include:*
 - a generic description of the resource or facility _____
 - a specific geographic location for physical resources or facilities _____
 - a listing of the local governments which could permit development that could significantly impact these resources and facilities _____
- d. *Local government may identify any other community issue or characteristic identified in the GOPs of the local government's plan and within its jurisdiction, which could be impacted by development within another local government. These areas must be clearly identified and/or defined* _____

2. Definition of Significant Impact

- a. *A definition of significant impact for each identified resource, facility, or community characteristic within the local government's jurisdiction* _____

Must ensure that the identified resources, facilities, and community characteristics are protected consistent with:
 - State Comprehensive Plan _____
 - Strategic Regional Policy Plan _____
 - Local Government Comprehensive Plan _____
- b. *Identify the types of developments and development permits which shall be deemed by the local government to not cause a significant impact* _____

3. Description of Mitigation Criteria

- a. *A description of the criteria or standards for appropriate mitigation of significant impacts on each identified facility, resource, or community characteristic within the local government's jurisdiction* _____

The criteria or standards must ensure that the identified resources, facilities and community characteristics are protected consistent with the provisions of the local government's comprehensive plan _____
- b. *Mitigation shall be accomplished in the jurisdiction in which the impact occur, where preferable* _____

Optional regional mitigation when preferable by the local government in which the development is located based on 5.a.(ii), below _____

4. Intergovernmental Compatibility

- a. *Demonstrate consideration of effects of local plan on development within adjacent and other affected local governments by demonstrating compatibility between local government ICE elements, including compatible:*

- identification of resources, facilities, and community characteristics _____
- definition of significant impacts _____
- description of mitigation criteria or standards _____

(i) Local governments can demonstrate compatibility by incorporation of any relevant portions of the SRPP including the three items mentioned in "a." above _____

The local government may also adopt the model element in the SRPP if one is included and if it is consistent with the requirements in 9J-5.016 (4)(a)1., 2., and 3. _____

(ii) Local governments can demonstrate compatibility by submitting a joint resolution executed by the local government and one or more other local governments certifying that the ICE elements are compatible _____

(iii) Local government can demonstrate compatibility by completing the cross acceptance negotiation process established by the applicable regional planning council _____

b. If compatibility is not demonstrated, then upon submittal, documentation must be presented which clearly demonstrates that during the preparation of the ICE element, adequate opportunity was provided for other local governments to review and comment on the element and that the final proposed element was submitted to the other affected local governments _____

5. Development Review Process

- a. The ICE shall establish a development review process which:
- is to be implemented by the local government in which the development is located _____
 - determines if development proposals would have significant impacts on the identified resources, facilities, or community characteristics _____
 - mitigates the impacts _____

Process should be incorporated in the regular development review process _____

Changes to a plan of development which are likely to result in significant impacts shall be subject to the development review process _____

A local government can adopt the model development review process in the SRPP if there is a model. A development review process must meet the following standards.

(i) Shall include an impact analysis by the local government for significant impacts on all identified resources, facilities, and community characteristics _____

An impact analysis must be completed for all development proposals, except for those deemed in the ICE not to cause a significant impact _____

The definition of significant impact used in the impact analysis shall be the definition contained in the SRPP or the local government's comprehensive plan where the resource, facility or community characteristic is located _____

(ii) If the local government determines, based on the impact analysis, that a development proposal will not result in significant impacts, then this finding shall be included a listing of development applications. The listing shall include a general description of the project and its location and be transmitted to adjacent and other affected local governments for review. If an adjacent or other affected local government disagrees with the findings, the conflict is settled using dispute resolution _____

(iii) If the local government determines, based on the impact analysis, that a development will likely result in significant impacts, then a description of the development proposal and any proposed mitigation conditions shall be transmitted for inter governmental review, including a general description of the development proposal and the location. Adjacent and other affected local governments that review and comment on the proposal are encouraged to involve appropriate state, regional, and local agencies _____

(iv) If agreement cannot be reached between the local government and the adjacent or other affected local governments concerning the mitigation of impacts, then the matter shall be subject to dispute resolution _____

(v) Based on intergovernmental review, the conditions for mitigation of significant impacts shall be included in the local government's development order and shall be consistent with the provisions and criteria of the SCP, the applicable SRPP, the local comprehensive plans of adjacent and other affected local governments in which the impacts occur, and the other elements of the local comprehensive plan of the issuing jurisdiction _____

(vi) The ICE shall identify the monitoring and enforcement procedures used to ensure the identified mitigation is provided _____

b. If a local government opts to retain the DRI process, then the DRI process may be used in lieu of the ICE development review process _____

9J-5.015(4)(b)

ICE Dispute Resolution Process

- 1. The ICE shall incorporate the dispute resolution process of the applicable regional planning council established pursuant to Section 186.509, F.S., into the local government's dispute resolution process _____*
- 2. The local comprehensive planning dispute resolution process may include additional dispute resolution alternatives which are not included within the applicable regional planning council process, provided the alternatives are consistent with and further the regional resolution process _____*

Reference

Description

3. *The permitting local government petitioned by an adjacent or other affected local government must respond in writing to any petition, indicating its willingness to participate in the dispute resolution process within 15 days of receipt of the petition* _____

9J-5.015(4)(c)

The ICE shall establish a process for modification of development orders issued pursuant to Section 380.06 _____

9J-5.015(4)(d)

The ICE shall include a provision for the local government to render to DCA every development order and accompanying supporting documentation for developments which meet or exceed the thresholds established by Section 380.0651, F.S. and Rule 28-24, F.A.C. and amended development orders _____