



## In-Lieu Sidewalk Program Application

### APPLICATION SUBMISSION PROCESS:

Applicants seeking to qualify for the In-Lieu Sidewalk Program shall complete an application before submitting the second 10-Set for review and consideration, if denied the first time based on a lack of sidewalks. Submittals for the 10-Set review will not receive final approvals until payment for the In-Lieu Sidewalk Program has been received by the Tax Collector Department.

Applicants completing Preliminary Site Development Plans, In-Fill Developments, defined for the purposes of this Application to be a maximum of 3 adjacent lots in an existing development, and/or Planned Unit Development Applications shall submit the In-Lieu Sidewalk Program Application as part of these review submittals. All other applicants shall submit the In-Lieu Sidewalk Program Application directly to:

City of Jacksonville  
Planning & Development Department  
214 N. Hogan Street 3<sup>rd</sup> Floor  
Jacksonville, FL 32202  
Attn: Bicycle/Pedestrian Coordinator, In-Lieu Sidewalk Program Application

### APPLICANT INFORMATION:

Please complete all items, and provide site plan, letter that explains hardship, and all other necessary materials to verify applicant's ability to qualify for the In-Lieu Sidewalk Program. Sign application.

Date of Request: \_\_\_\_\_ City Development Number (CDN): \_\_\_\_\_

Project Name & Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Name & Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### APPLICANT SIGNATURE:

**I have read and understand the contents of this application. I am requesting consideration to participate in the In-Lieu Sidewalk Program. To the best of my ability, I have provided adequate and accurate information to support the requested relief from required development regulations. If approved, I agree to follow the In-Lieu Sidewalk Program guidelines regarding street frontage where sidewalks would have otherwise been required.**

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

**10-SET WILL NOT BE APPROVED UNTIL IN-LIEU SIDEWALK PAYMENT IS RECEIVED**



## In-Lieu Sidewalk Program Application

The City of Jacksonville (COJ) is committed to applying the guidelines of complete streets per Resolution 2019-653. COJ requires that new development and redevelopment projects include adequate pedestrian access via the construction or reconstruction of sidewalk infrastructure. The goal of this policy is to ensure that all modes of transportation are taken into consideration when designing road improvements. Furthermore, it is ensuring that a complete sidewalk network is provided throughout the City, while also recognizing that sidewalks are not feasible in all circumstances due to unforeseen or uncontrollable situations.

Sidewalks shall be provided within all proposed development and redevelopment in accordance with the City's Land Development Procedures Manual. If the Developer is unable to construct sidewalks based on the criteria selected, upon City approval, a contribution to the In-Lieu Sidewalk Program shall be paid as a substitute to constructing a sidewalk. The failure to construct a sidewalk shall not cause or contribute to a safety hazard as determined by the City. Closing critical gaps in the sidewalk network and being the first to initiate development in an area or along a corridor are valid reasons to provide sidewalks and contribute to an effective countermeasure for the safety of pedestrians.

**EXPLORE ALTERNATIVES FIRST:** Prior to applying for the In-Lieu Sidewalk Program, alternative options of accommodating sidewalks shall be considered and documented including but not limited to:

- |                        |                                     |   |
|------------------------|-------------------------------------|---|
| • Meandering sidewalks | <input type="checkbox"/> Considered | <input type="checkbox"/> Does Not Apply |
| • Easement acquisition | <input type="checkbox"/> Considered | <input type="checkbox"/> Does Not Apply |

### REVIEW & ASSESSMENT:

Upon submission of an official Application, each request will be reviewed by the City Bicycle and Pedestrian Coordinator, Development Services, Right of Way and Stormwater Maintenance Division, and Traffic Engineering to assess compliance with the below criteria. The City Engineer shall review recommendations and comments prior to making a final determination. If the applicant qualifies, they will receive written notice approving their In-Lieu Sidewalk Program Application with payment amount. If the applicant does not qualify, a written explanation shall be provided. If a payment is requested, it must be submitted payable to the City of Jacksonville. **Once the Tax Collector Department receives the payment, approval for 10-set will be completed.** The review process can take up to 15-business-days.

### PAYMENT CALCULATION:

Criteria for Qualification section specifies if a project is eligible for the In-Lieu sidewalk Program. The In-Lieu Sidewalk Program final amount will be calculated by square feet of property frontage (excluding driveway width). Applicants are to provide the total number of square feet being submitted to the In-Lieu Sidewalks Program, which will be confirmed as part of staff review. If approved, the official letter will have the final payable amount and the specific rate at which the applicant was set based on COJ development areas.

**APPEALS:** Applicants seeking to appeal decisions of the In-Lieu Sidewalk Fee request should follow instructions outlined in Section 654.137 (c), Ordinance Code.



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### CRITERIA FOR QUALIFICATION:

In situations where the construction of a sidewalk is not feasible, select projects may qualify for the option of making an In-Lieu Sidewalk Program payment as an alternative to constructing a sidewalk. The In-Lieu Sidewalk Program payment is not to be used as an option to reduce project costs.

To qualify for the In-Lieu Sidewalk Program payment option a project must meet at least one of the following criteria (**check all that apply**):

- 1. **EXCEPTIONAL SPECIMEN TREE** - Requires the removal of or will adversely impact the health of a significant tree or an exceptional specimen tree as defined by Section 656.1203 (bb) (3), Ordinance Code - Hardwood tree with a Diameter Breast Height (DBH) of 24 inches or greater.
- 2. **ROW** - Contains significant right-of-way constraints. If a project is constrained by the ROW, it shall obtain an easement to install a sidewalk. The easement shall be obtained prior to applying for the In-Lieu Sidewalk Program.
- 3. **DRAINAGE** - Requires significant drainage modifications. A certain level of drainage improvements shall be expected when installing sidewalks. In accordance with the Land Development Procedures Manual, installing drainage pipe is considered the minimum standard of making required site improvements, where Section 2.2.5 states, "In some instances installing drainage pipe to replace a drainage ditch may be required and should be considered in the preliminary design. As such, installing drainage pipe to replace an existing drainage ditch does not qualify as a significant drainage modification."
- 4. **REGULATORY HARDSHIP** – A regulatory hardship means an official action issued, in writing, by a governmental agency that prevents the applicant from sidewalk installation requirements. Such official governmental action may include but is not limited to a recommendation of denial of any permits or other required regulatory approvals such as building permits, environmental permits, administrative final orders, etc.
- 5. **CAPITAL IMPROVEMENT PROGRAM, DOWNTOWN COMMUNITY REDEVELOPMENT PLAN, JTA MOBILITY WORKS, OR BETTER JACKSONVILLE PLAN** - When Included as part of these documents, installing sidewalks may not be required when construction of sidewalks by the City or State is funded and provided in any of these two lists and when construction is scheduled to begin within two years.
- 6. **NO PEDESTRIAN ACCESS** - Building the sidewalk, in an existing non-residential or residential area, would not improve or add to any existing or future pedestrian access. The most common instance of this is an existing non-residential or residential development located directly adjacent to the end of a dead-end street where building a sidewalk toward the dead-end road does not provide pedestrian access to any building entrance, home, parking lot, or other activity area. In this case, sidewalk will not be required to be built between the dead end of the street and proposed development site.



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**ECONOMIC HARDSHIP:**

Consistent with Section 654.137 (a), Ordinance Code, an In-Lieu Sidewalk Program Application may not be granted solely based on economic hardship or if it would have the effect of nullifying the intent and purpose of these regulations.

**SUPPLEMENTAL INFORMATION:**

In an attachment, please provide a detailed description of how the above criteria prevent the construction of sidewalks as part of the proposed development. Include as much detail as possible to document the constraints, limitations, and impacts influencing your project, including but not limited to tree list, site plan, drainage survey, etc.

If approved based on criterion #5 of the Criteria for Qualification, the developer must post a sidewalk bond in case the sidewalk construction is canceled or delayed.

If sidewalk construction is canceled or delayed, the construction of the sidewalk is required and expected to start when the developer receives formal written communication by City Staff. After construction of the sidewalk, the bond will be returned following the guidelines of the COJ Planning and Development Services Department.

**Rate = \$30.00 x (Development Area Sidewalk Width in Feet) x (Sidewalk Length in Linear Feet)**

**ASSESSED PAYMENT CALCULATION:**

Below is the applicant’s estimate total number of the linear feet of property frontage (excluding driveway width) where sidewalks are required as part of the proposed project. The In-Lieu Sidewalk Rate is equal to \$30.00 multiplied by the proposed linear feet (LF) times the minimum sidewalk width by development area. The estimated linear footage and sidewalk width will be confirmed as part of the staff review.

**Proposed Linear Feet (LF) of Sidewalk:** \_\_\_\_\_

**Proposed Sidewalk Width (ft):** \_\_\_\_\_

**OFFICIAL USE ONLY:**

**Development Area:**

\_\_\_\_\_

**In-Lieu Sidewalk total payable amount:**

\$ \_\_\_\_\_

Development Area	Minimum Sidewalk Width (ft)*
Downtown	8
Urban Priority Area	8
Urban Area	6
Suburban Area	6
Rural Area	5

*\*To be determined On a case-by-case basis. The minimum width may need to match the width of an existing sidewalk connection. Source of table: Sec. 654.133*



## In-Lieu Sidewalk Program Application

**OFFICIAL USE ONLY**

**APPLICANT NAME:**

**DATE APPLICATION WAS RECEIVED:**

**ROUTING LIST:** Reviewers, upon completing your review please provide your recommendation by checking approve or deny along with any relevant comments to support your decision. Once complete return the application to the Bicycle/Pedestrian Coordinator, who will circulate to the City Engineer for final determination.

**Development Services** **Recommendation:**    **APPROVE**    **DENY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**Traffic Engineering** **Recommendation:**    **APPROVE**    **DENY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**ROW & Stormwater Maintenance** **Recommendation:**    **APPROVE**    **DENY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**Bicycle/Pedestrian Coordinator** **Recommendation:**    **APPROVE**    **DENY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**City Engineer** **Final Determination:**    **APPROVE**    **DENY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**CONFIRM ASSESSED PAYMENT CALCULATION:**

Length of Sidewalk (ft): \_\_\_\_\_ Approved Payment: \_\_\_\_\_

Width of Sidewalk (ft) : \_\_\_\_\_

Total sq ft: \_\_\_\_\_