



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: University-Controlled Utilities and Interconnections	Effective Date: 2/25/2021	Policy Number: 3-303.1	
	Supersedes: 3-303	Page 1	Of 5
	Responsible Authority: Director, Utilities and Energy Services		

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 1/4/2016

APPLICABILITY/ACCOUNTABILITY

This policy applies to all properties that are served by university-provided utilities.

BACKGROUND INFORMATION

University-controlled utilities and interconnections are governed by Florida Statutes, Florida Board of Governors (BOG) Regulations, and university policies and regulations. Adherence to the practices set forth in these statutes and regulations will reduce utility demands and the need for additional infrastructure and capacity.

Florida law requires Concurrency and Concurrency Management Systems (CMS) for monitoring and ensuring adherence to the adopted level-of-service utility standards, including the schedule of capital improvements and the availability of public facility capacity. Florida law also requires energy-efficient and sustainable buildings, and that campus development adheres to higher-density development best practices to effectively minimize heat gain and energy consumption and reduce dependence on the region's potable water. The UCF Campus Master Plan, Element 5.0 General Infrastructure and Utilities, sets the expectation that growth does not negatively impact the environment, and that infrastructure and university-provided utility services are not overburdened by unplanned development.

POLICY STATEMENT

The Department of Utilities & Energy Services (UES) is the point of contact, liaison, and clearinghouse for utility functions at all campus locations and has the authority to prohibit or restrict any users from providing utility services within the campus as defined by this policy. To avoid technical and financial risks, as well as capacity constraints associated with overburdening the university's generation, distribution, and transmission systems, future campus development plans must be reviewed by UES. UES is responsible for ensuring that capacity is available prior to issuance of a development permit and that existing utility infrastructure and generation assets will be optimized. Construction projects on university property that may require upgraded or new utility services may not commence until approved by UES. All individuals requiring new connections or expansion of an existing connection must initiate a request through UES per the procedures outlined in this policy.

Failure to comply with this policy will result in delayed, denied, or disconnected utility service. Continued or intentional noncompliance with this policy may result in disciplinary action, up to and including termination of employment, or dissolution of an agreement or contract with the university.

DEFINITIONS

Concurrency. A set of land use regulations, required by the Florida Legislature, that ensure local governments have enough infrastructure and services capacity to serve each proposed development. State and local concurrency requirements include sanitary sewer, solid waste, drainage, potable water, roads and mass transit, schools, and parks. UCF extends the concurrency requirement to include chilled water, reclaimed water, primary electric power, natural gas, and storm water.

Concurrency Encumbrance Letter. A non-binding document from UES indicating that upon payment, capacity will be encumbered for a certain timeframe.

Concurrency Information Letter. A non-binding document from UES stating whether capacity is available for a project.

Concurrency Reservation Certificate. A document issued by UES after payment for the desired capacity, ensuring such capacity will be available during a certain timeframe.

Development. The carrying out of any building activity, the making of any material change in the use or appearance of any structure or land, or the dividing of land into three or more parcels.

Utilities. Services such as electric, gas, chilled water, potable water, sanitary waste water, reclaimed water, and stormwater provided by a public or private entity; equipment such as lines, pipes, and infrastructure used to provide the services, whether owned, leased, or operated by UCF or a private entity; and all applicable easements. In some instances,

utilities may include underground, surface appurtenances, or overhead facilities, either singularly or in combination.

PROCEDURE

1. To initiate a request for interconnection of utilities for new development, construction, expansion of an existing building, or a replacement of the current land use (“Project”), applicants must submit an Application for Concurrency Review (“Application”), located at <https://energy.ucf.edu/application-for-concurrency-review/>. Applicants may request a Concurrency Information Letter, a Concurrency Encumbrance Letter, or a Concurrency Reservation Certificate (“Certificate”). Note that mere submission of an Application for Concurrency Review does not constitute approval from UES to move forward with a Project.
2. For inquiries about available capacity, UES will issue a Concurrency Information Letter.
3. Should the applicant desire to move forward with the Project, a new Application must be submitted to request a Concurrency Encumbrance Letter. UES will review the Application, taking into consideration the project’s impact and demand on exiting utility capacity for:
 - a. potable water
 - b. sanitary sewer
 - c. chilled water
 - d. reclaimed water
 - e. natural gas
 - f. electricity
 - g. district-provided heating hot water
 - h. stormwater
4. Upon approval of the application, UES will issue a Concurrency Encumbrance Letter within 30-45 days, depending on the completeness of the Application.
5. Once the applicant has paid for the encumbered capacity, UES will issue a Concurrency Reservation Certificate, ensuring capacity during the stated time frame. UES will coordinate the interconnections with the applicant. Should interconnections not be made within the stated timeframe, the Certificate will expire, and the applicant must apply for and be granted a new Certificate prior to moving forward with the project.
6. For denied Applications, UES will inform the applicant of the reason(s) that the Project may not move forward as planned.

RELATED INFORMATION

[Application for Concurrency Review](#)

[UCF Policy 3-111 Energy Sustainability](#)

[UCF Design and Construction Standards, Division 33 – Utilities \(Interconnection\)](#)

[Utility and Energy Services Work Request Form](#)

[Utility Rate Methodology and Billing \[FSP 2016 UES0001\]](#)

[Florida Statute – Title XI, Chapter 163, Concurrency \(ss. 163.3180\)](#)

[Florida Statute – Title XI, Chapter 163, Part II – Growth Policy; County and Municipal Planning; Land Development Regulation \(ss. 163.2511-163.3253\)](#)

[Florida Statute – Title XVIII, Chapter 255, Public Property and Publicly Owned Buildings 255.2575](#)

[Florida Statute – Title XLVIII, K-20 Education Code, Chapter 1013 Educational Facilities 1013.30\(3\)](#)

[Master Utility Level Disclosure \[UES INFO UTL 002\]](#)

[Rate Information \[UES INFO UTL 001\]](#)

[Service Request Forms – By Commodity](#)

[Subsurface Excavation in Accordance with Sunshine State One-Call \(Sunshine 811\) \[FS 2016 FS0022\]](#)

[Utility Inspection/Testing Request Form](#)

[Utility Outage Procedure \[FS 2015 FS0017\]](#)

[Florida Board of Governors Regulations, Chapter 21, Campus Master Plans](#)

CONTACT

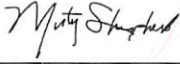
Utility and Energy Services
3528 Perseus Loop, P.O. Box 163644, Orlando, FL 32816-3644; 407-823-6789

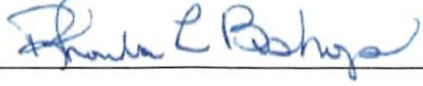
INITIATING AUTHORITY

Vice President and Chief Operating Officer

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-303.1

Initiating Authority:  Digitally signed by Misty Shepherd
Date: 2021.02.22
12:09:43 -05'00' Date: _____

University Policies and Procedures Committee Chair:  Date: 2/18/2021

President or Designee:  Date: 2/25/2021