University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida
Draft Policy Submission Cover Memo Form

Policy No. and Title: 3-303.2 University-Controlled Utilities and Interconnections

Initiating Authority: Duane Siemen, Sr. Associate VP and Chief Engineer

Initiating Authority Approval Date: Jon Varnell, VP for Operations

Date of Submission for Review: 7/23/26

Submitted by: Danielle Sarris, Administrative Operations Manager

Department: University Operations

☐ New Policy ☑ Existing Policy (5-year Review) ☐ Existing Policy (Out of Cycle Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

The proposed revision modernizes the policy, updates organizational responsibilities, removes outdated concurrency-related requirements and forms, and establishes a phased utility capacity review process tied directly to the UCF Campus Master Plan. The draft also strengthens authority for Utilities & Engineering Services (UES) to evaluate development based on infrastructure capacity, planning assumptions, and capital improvement strategies before projects move forward.

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Utilities and Engineering Services

Stakeholder feedback must also be requested from the Faculty Senate and the College Policy Liaisons. By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

☒ College Policy Liaisons ☒ Faculty Senate

Regulatory Requirements (if applicable)**:** (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

The draft policy removes reliance on Florida's concurrency framework and related Chapter 163 requirements, replacing it with a campus planning and infrastructure adequacy model grounded in Florida Statute 1013 and Board of Governors Campus Master Plan regulations.

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)

Duane Siemen, Sr. Associate VP and Chief Engineer, duane.siemen@ucf.edu

Draft - University-Controlled Utilities and Interconnections

Policy Number	3-303.~~1~~2
Responsible Authority	~~Director, Utilities and Energy Services~~ Senior Associate Vice President and Chief Engineer~~Chief Engineer~~
Initiating Authority	Vice President for ~~Administrative~~ Operations ~~and Chief Operating Infrastructure Officer~~
Effective Date	
Date of Origin	1/14/2016

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 requirements ensures that campus development occurs in a fiscally responsible manner, that adequate public facility capacity is available, and that the university's utility infrastructure is planned, funded, and operated consistently with adopted level-of-service standards.

The university's~~ies~~ infrastructure adequacy and capacity planning are addressed through the campus master planning process adopted pursuant to Florida Board of Governors regulations, rather than through local government concurrency management systems. Campus master plans establish projected growth, land use, infrastructure needs, and level of service expectations for utilities and other public facilities serving university property.

The UCF Campus Master Plan, including the General Infrastructure and Utilities elements, identifies existing and planned utility systems, capacity assumptions, and capital improvements necessary to support planned development. Utility planning and interconnections must be consistent with the adopted Campus Master Plan and associated utility master plans to ensure that development does not outpace available infrastructure capacity or create undue technical, financial, or operational risk to the university.

~~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~~ University Operations' ~~FBO's~~ Utilities & ~~Energy~~ Engineering Services (UES) department 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~~ by . UES ~~is responsible for reviews of campus development plans,~~ in order to ensur~~e~~ing 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.

Utility reviews conducted under this policy implement the university's campus master planning and infrastructure capacity management requirements for university-controlled utilities. ~~The Department of~~ Utilities & Engineering Services shall evaluate proposed development for consistency with available utility capacity, adopted planning assumptions, and planned or funded capital improvements identified in the Campus Master Plan and supporting utility master plans. Development may proceed only where adequate utility capacity exists or where capacity expansion is planned, funded, and scheduled in accordance with approved university planning and financial processes.

Failure to comply with this policy ~~will~~may 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.~~

Campus Master Plan. An adopted planning document authorized by the Florida Board of Governors that guides long-range campus development and infrastructure investment, including utility systems and capacity planning, to ensure development is coordinated with planned facilities and resources.

~~**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.

Encumbered Capacity. Utility system capacity that has been formally reserved by UES for a specific development through issuance of a Utility Encumbrance Letter, thereby reducing the amount of capacity available for other projects for the duration of the encumbrance.

Universities Infrastructure Adequacy. The condition in which existing or planned utility infrastructure has sufficient capacity, reliability, and redundancy to serve proposed development, consistent with the assumptions, ~~level-of-service~~service level expectations, and capital improvement strategies established through the adopted Campus Master Plan and supporting utility master plans.

Utilities. Services such as electric, gas, chilled water, potable water, sanitary ~~waste water~~wastewater, 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.

PROCEDURES

All development projects requiring new or changing utility services must ~~shall~~ undergo a phased utility capacity review led by UES beginning during the program phase and continuing through all design and construction phases. Projects with fewer phases must~~shall~~ incorporate the requirements of any omitted earlier phases into the next phase of design. Campus Master Plan (CMP) projects are considered pre-validated for utility capacity during the master planning process and therefore ~~should~~ require only confirmation-level review during program and schematic design, but will still require design and construction coordination and capacities and interconnection details are refined.

During the design and construction phases, utility review will progress from an initial high-level feasibility screening to increasingly detailed validation and coordination. Early reviews identify whether existing systems can generally support the project and highlight major constraints, infrastructure needs, risks, and rough interconnection costs. As the project advances, utility demands, connection strategies, upgrade needs, and cost responsibilities are refined through more detailed technical review. Final review confirms that the proposed utility services, connection points, and system assumptions are coordinated, constructible, and consistent with prior approvals, ensuring the project can be reliably supported as designed.

Throughout all phases, projects are expected to maintain alignment with the capacity assumptions identified earlier in design. Any significant changes in load, scope, or system approach must be re-evaluated by UES to avoid unforeseen impacts to campus infrastructure.

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"). 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)

Campus Utility Level Standards 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

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CONTACTS

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

History:

3-303 1/14/2016; 3-303.1 2/25/2021