



**CAPACITY ENHANCEMENT AGREEMENT (CEA) AND
CONCURRENCY MITIGATION AGREEMENT (CMA)
AMENDMENT SUBMITTAL REQUIREMENTS AND INFORMATION**

**2022
School Board
Meetings**

December 14, 2021

January 11, 2022

January 25, 2022

February 8, 2022

February 22, 2022

March 8, 2022

April 12, 2022

April 26, 2022

May 10, 2022

May 24, 2022

June 14, 2022

June 28, 2022

*July 12, 2022

**July 26, 2022

August 9, 2022

August 23, 2022

**September 13, 2022

September 29, 2022

October 11, 2022

October 25, 2022

November 8, 2022

** Tentative/Optional
school board meeting –
if needed*

***Budget Public Hearing*

*The School Board's
December 2022 - 2023
meeting schedule will be
available after November
15, 2022.*

To proceed with entering into a CEA and CMA amendment with OCPS, please provide the Department of Facilities Planning with the following, and initial each item to acknowledge:

_____ Completed application

_____ Application fee of \$600.00 (not applicable to CMA Amendments through Orange County Concurrency review)

_____ If in Orange County, a revised Capacity Encumbrance Letter (CEL)

_____ A written justification describing the request and need for the amendment

_____ Supporting documentation if ownership of Property has changed since the original agreement was executed:

_____ Agent Authorization

_____ Certificate of Title

_____ CEA or CMA Assignment(s)

_____ Relevant approvals granted since execution of original CEA (e.g., approved PD) with effective dates

_____ Proposed development plans

_____ Updated phasing plan

_____ Check made out to **Orange County Public Schools** for mitigation agreement fee:

CEA and CMA Extension or Amendment Fee	
1 to 50 units:	\$1,000.00
51 to 200 units:	\$1,500.00
201 to 500 units:	\$3,000.00
501 to 1000 units:	\$4,000.00
1001+ units:	\$5,000.00

After reviewing the draft, Applicant will return **three (3) signed originals** to Facilities Planning at least two weeks prior to the School Board hearing date, if applicable.

A check, made out to the Orange County Comptroller to cover the recording of the Agreement in the Public Records, must be provided to Facilities Planning prior to the School Board hearing date. Facilities Planning will provide you with the amount. (\$10.00 for the first page and \$8.50 for each additional page. Indexing - first four (4) names free and a charge of \$1.00 per additional name.)

CEA and CMA Amendments may be required to appear on one (1) of the School Board meeting agenda. Staff is required to submit materials, including a signed agreement, **at least two (2) weeks prior to the meeting date**, to secure a place on the agenda.