



# CONCURRENCY MITIGATION AGREEMENT (CMA) 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 CMA, 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 CMAs through Orange County Concurrency review)
- \_\_\_\_\_ If in Orange County, a copy of the Capacity Encumbrance Letter (CEL)
- \_\_\_\_\_ Title Commitment or an Owner & Encumbrance Report (O&E Report) **not older than 90 days**
- \_\_\_\_\_ Boundary Survey
- \_\_\_\_\_ GIS shape file matching the legal description based on a certified survey
- \_\_\_\_\_ Agent Authorization (if applicable)
- \_\_\_\_\_ Written confirmation that Applicant would like to proceed with the CMA must be provided within sixty (60) days of receipt of the CEL. Written confirmation can be provided via U.S. Mail or via E-Mail
- \_\_\_\_\_ Check made out to **Orange County Public Schools** for mitigation agreement fee:

CMA Mitigation Agreement Fee	
<b>1 to 50 units:</b>	\$1,500.00
<b>51 to 200 units:</b>	\$2,000.00
<b>201 to 500 units:</b>	\$4,000.00
<b>501 to 1000 units:</b>	\$6,000.00
<b>1001+ units:</b>	\$7,000.00

Facilities Planning will provide Applicant with a draft mitigation agreement following the School Development Review Committee's (SDRC) recommended approval of the draft agreement terms. Please review and provide comments within **two (2) weeks** of receipt of the draft mitigation agreement from Facilities Planning.

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.

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.)

CMAs are tri-party agreements and require approval by the School Board and the applicable local government. Staff is required to submit materials, including a signed agreement, **at least two (2) weeks prior to the School Board meeting date** to secure a place on the agenda.