

**CAPACITY RESERVATION FEE & MITIGATION FORM**

A Concurrency Mitigation Agreement (CMA) or Capacity Encumbrance Letter (CEL) may require property owners and developers to pay a Capacity Reservation Fee (CRF) and/or Proportionate Share Mitigation at some point in the development process prior to issuance of a building permit. This form must be completed and returned to the Department of Facilities Planning at Orange County Public Schools (OCPS) along with a check for the estimated Capacity Reservation Fees, and/or Proportionate Share Mitigation. This form must be completed and returned to the Department of Facilities Planning at Orange County Public Schools. Any questions regarding this form should be directed to the following:

**Contact:** Christopher Mills, AICP  
 (407) 317-3700 x2022391  
 Christopher.Mills@ocps.net

<b>SECTION 1: CMA/CEL INFORMATION</b>	<b>CMA \ CEL #:</b>
	<b>CMA \ CEL Title:</b>
	<b>Jurisdiction:</b>
	<b>Parcel ID(s):<sup>1</sup></b>
	<b>General Location:</b>
	<b>Development Permit Type:<sup>2</sup></b>

<b>SECTION 2: APPLICANT INFORMATION</b>	<b>Date:</b>
	<b>Applicant Name:</b>
	<b>Company:</b>
	<b>Address:</b>
	<b>Phone #:</b>
	<b>Email:</b>

<b>SECTION 3: DEVELOPMENT PROFILE</b>	<b>Plat/Site Plan Title.</b> <sup>3</sup>								
	<b>Project Name:</b>								
	<b>Phase:</b>								
	<b>Enter the # of units:</b>								
	<b>Single Family</b>					<b>Town- House</b>	<b>Multi- Family</b>	<b>Multi-Family High Rise</b>	<b>Total # of Units</b>
	< 2,000	2,000 – 2,499	2,500 – 2,999	3,000 – 3,999	> = 4,000				
	<b>Local Governmental Approval date of Plat/Site Plan:</b>								

<b>SECTION 4: PAYMENT SUMMARY</b>	<b>Capacity Reservation Fee Amount</b> (payable to the applicable local government)			
	<b>Installment:</b> <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> Remaining Balance			<b>Installment Amount \$</b> _____
	<i>A check made payable to the applicable local government must accompany this form. If the prepayment amount is correct and the form complete and sufficient, a Letter of Authorization will be prepared by OCPS to inform the Applicable Local Government to create a credit account. OCPS will forward the Letter of Authorization to the Applicable Local Government and copy the Applicant.</i>			
	1/1/2017 – 9/30/2021	Single Family \$8,784/unit	Multi-Family \$5,919/unit	Townhouse \$6,930/unit
	<b>Effective 10/1/2021- 1/31/2022</b>			
	Single Family < 2,000 sq. ft.	\$8,806.00/unit	Single Family > = 4,000 sq. ft.	\$9,184.00/unit
	Single Family 2,000 – 2,499 sq. ft.	\$9,148.00/unit	Townhouse	\$7,398.00/unit
	Single Family 2,500 – 2,999 sq. ft.	\$9,438.00/unit	Multi-Family (Non High Rise)	\$6,335.00/unit
	Single Family 3,000 – 3,999 sq. ft.	\$9,591.00/unit	Multi-Family (High Rise)	\$307.00/unit <sup>4</sup>
	Does this CMA / CEL require an additional contribution? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Identify the section of the CMA / CEL that requires the mitigation payment?				
<b>Proportionate Share Mitigation Amount</b> (payable to Orange County School Board) \$ _____				

<b>Applicant Checklist:</b>	
<input type="checkbox"/>	Capacity Reservation Fee check, payable to the applicable <b>Local Government</b> . (Deliver to OCPS)
<input type="checkbox"/>	Proportionate Share Mitigation check, payable to the <b>Orange County Public Schools</b> . (Deliver to OCPS)
<input type="checkbox"/>	11 X 17 copy of the site plan/plat associated with this request. (Attach to email)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Date

**CAPACITY RESERVATION FEE & MITIGATION FORM**

For OCPS Use Only:	
Reviewer : _____  Date Reviewed: _____	Received Stamp
<input type="checkbox"/>	Application Sufficient
<input type="checkbox"/>	Letter of Authorization Approved

**Footnotes:**

1. List all parcel identification numbers assigned to the parcels within the Preliminary Subdivision Plan (PSP), site plan, or plat boundaries that apply to this application. List parcel IDs in a separate attachment, if necessary.
2. Development permit type – state whether the credit will be applied to a plat, PSP, site plan, or other type of permit required by local government. Only one development permit type should apply. A separate Prepaid School Impact Fee Form must be completed for each development permit application.
3. State the title of the PSP, site plan or plat exactly as it appears on that document.
4. Multi-Family High Rise rate is effective June 22, 2021.