



6501 Magic Way, Building 200 · Orlando, Florida 32809 · (407) 317-3700 · www.ocps.net

**PRE-PAID SCHOOL IMPACT FEE & MITIGATION FORM**

A Capacity Enhancement Agreement (CEA) (f/k/a Public Education Agreement (PEA)) may require property owners and developers to pre-pay School Impact and Mitigation Fees at some point in the development process prior to plat approval or issuance of a building permit. This form must be completed and returned to the Department of Facilities Planning at Orange County Public Schools (OCPS) with a check payable to the applicable local government in the amount of the estimated pre-paid School Impact Fees, along with any applicable Capital Contribution payable to OCPS. Questions regarding this form should be directed to the following:

Cities/Towns  
 Christopher Mills, AICP  
 (407) 317-3700 x2022391  
 Christopher.Mills@ocps.net

County  
 Steven Thorp, AICP  
 (407) 317-3700 x2022139  
 Steven.Thorp@ocps.net

<b>SECTION 1: CEA INFORMATION</b>	<b>CEA #:</b>
	<b>CEA Title:</b>
	<b>Jurisdiction:</b>
	<b>Parcel ID(s) of property in this request:<sup>1</sup></b>
	<b>General Location:</b>
	<b>Development Permit Type:<sup>2</sup></b>
Please include copies of all transfers and/or assignments of units under the original CEA to the current property owner.	
<b>Acknowledge and Initial:</b> <input type="checkbox"/> _____	

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

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<b>SECTION 3: DEVELOPMENT PROFILE</b>	<b>Plat/Site Plan Title:</b> <sup>3</sup>				
	PD Title:				
	<b>Non-Vested/New Units (CEA Units)</b>				
		<b>Total # of Units</b>	<b># Single Family</b>	<b># Multi-Family</b>	<b># Townhome</b>
	CEA Units*				
	CEA Units in Request				
	CEA Units in Previous Plats				
	CEA Non-Vested Balance				
	<b>Vested Units (Leave blank if there are no vested units)<sup>4</sup></b>				
	Vested Units				
	Vested Units in Request				
	Vested Units in Previous Plats				
	Vested Balance				
	<small>*Please reference the number of "New Units" or "Non-Exempt Units" in your CEA. If you acquired New Units from an Assignment or Partial Assignment, please reference the number of units in your assignment, and attach a copy of the assignment to this submittal.</small>				

<b>SECTION 4: PAYMENT SUMMARY</b>	<b>Prepaid Impact Fee Amount (Payable to the Applicable Local Government) \$ _____</b>				
	<small>A check made payable to the Applicable Local Government must accompany this submittal. If the prepayment amount is correct and the form sufficient, a Letter of Authorization will be prepared and sent by OCPS to inform the Applicable Local Government to create a credit account.</small>				
	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>				
		<b># of Units</b>		<b># of Units</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>5</sup>
	Does this CEA require a Capital Contribution? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Identify the section of the CEA that requires the Capital Contribution:					
Status of the Capital Contribution: <sup>6</sup>					
<b>Capital Contribution Amount (Payable to Orange County School Board) \$ _____</b>					

<b>Applicant Checklist:</b>	
<input type="checkbox"/>	Prepaid School Impact Fee check, payable to the <b>Applicable Local Government</b> . (Deliver to OCPS)
<input type="checkbox"/>	If applicable, check for Capital Contribution, 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)
<input type="checkbox"/>	If applicable, copy of assignment and/or transfer of CEA credits to property. (Attach to email)

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

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

\_\_\_\_\_  
Date

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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 & Mitigation Form must be completed for each development permit application.
3. State the title of the PSP, site plan, master plan or plat exactly as it appears on that document. Include assigned case number if applicable.
4. Either the CEA or your Capacity Determination application signed by the Applicable Local Government will have the number of residential units that were vested from the capacity enhancement process. Please note that the payment schedule may be different for vested and non-vested units.
5. Multi-Family High Rise rate is effective June 22, 2021.
6. A CEA may require the payment of an additional contribution (Capital Contribution). Pursuant to a resolution adopted by the School Board on April 12, 2005, the additional contribution may have been waived for CEAs approved prior to this date. Please check with OCPS Facilities Planning to determine whether the additional contribution is applicable. The April 12, 2005 resolution is available at <http://planning.ocps.net>.