



**POLK COUNTY
PUBLIC SCHOOLS**

STUDENTS FIRST

Application Date/Time Received: _____

Application Complete: _____

School Board of Polk County

Application for Capacity Determination

Please submit completed application, map, site plan, and fee payment for each new residential project requiring a determination of school capacity. For Binding Concurrency Determination applications, you must also include the applicable county Level 2 or city Plat Review application case number. For projects with multiple phases of development, an application should be submitted for *each* phase. For assistance with completing this application, please contact the Facilities & Operations Planning Department at planning@polk-fl.net.

Applications must be complete and all additional documents submitted before Capacity Determination letters will be processed. Please verify the following is included in your application packet.

- Capacity Determination application
- 8 ½" x 11" vicinity map
- Site plan
- Notarized owner's authorization
- Fee (See Fee Review Schedule, page 2)

Application packets should be mailed to the **Planning & Concurrency Department, P.O. Box 391, Bartow, FL 33831**, or may be delivered in person to 1915 S. Floral Ave, Bartow, FL 33830.

APPLICATION TYPE

- Non-binding Concurrency Determination
- Binding Concurrency Determination
- Time Extension
- Mitigation Agreement

PROJECT INFORMATION

Case ID# for Binding Concurrency applications (Level 2/Plat Review): _____

Project Name: _____

Prior name(s) of project/development, if applicable: _____

Parcel IDs (attach additional sheet if needed): _____

Location of subject property: _____

Physical Address (if any): _____

DEVELOPMENT INFORMATION

Project Acreage: _____

Is this a phased project? ___ Phase: _____ Start Date: _____ Estimated End Date: _____

Units:

Single Family (SF)	Multi-Family (MF)	Mobile Homes (MH)	TOTAL UNITS

CONTACT INFORMATION

Applicant Name(s): _____
Agent/Contact Person: _____
Mailing Address: _____
Email Address: _____
Telephone: _____

FEE SCHEDULE

Check or money order should be made payable to **The School Board of Polk County** and include the project name.

Number of Units	Non-Binding	Binding	Extension	Mitigation	Appeal
4 - 50	\$150	\$100	\$500	\$750	\$5000
51 - 200	\$150	\$200	\$750	\$1500	\$5000
201 - 500	\$150	\$400	\$1000	\$2500	\$5000
501 - 1000	\$150	\$600	\$1500	\$4000	\$5000
1001+	\$150	\$800	\$2500	\$6000	\$5000

Developments of 3 units or less do not require capacity determination.

The determination of adequate capacity shall be valid for 18 months from the date the affected jurisdiction issues Level 2 or Plat Review approval.

I hereby certify the information contained in this application and any attachments submitted herewith are true and correct to the best of my knowledge.

Owner or Agent Signature

Date