



# SEQUOIA UNION HIGH SCHOOL DISTRICT

## Maintenance and Operations

1090 Mills Way, Redwood City, California 94063 (650) 369-1411 ext. 22203, 22290

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### SCHOOL DEVELOPER FEES Information & Instructions

**To:** Building Permit Applicants

**From:** The Sequoia Union High School District (SUHSD)

**CC:** SUHSD's Feeder Elementary School Districts - (Belmont-Redwood Shores<sup>1</sup>, Las Lomas, Menlo Park, Portola Valley, Ravenswood, Redwood City, San Carlos and Woodside.)

**Subject:** School Developer Fees

The following information is for applicants to understand the statutory provisions regarding developer fees and the process and procedures for obtaining a building permit from the building departments of the respective cities and counties.

Section 17620 (b) of the California Education Code provides that "a city or county, whether general law or chartered, the Office of Statewide Health Planning and Development **"shall not"** issue a building permit for **"any residential or commercial"** projects absent certification by the appropriate school district that any fee levied by the governing board of that school district has been complied with, or of the district's determination that the fee does not apply to the project. The school district shall issue the certification receipt to the applicant immediately upon compliance with the fee.

#### FAQ: What are Developer Fees and why do we need to pay them?

- Education Code Sections 17620, et seq., authorize a school district to levy a fee, charge or dedication on **all** residential and/or commercial/industrial of new construction, additions, remodels and renovation projects within the Sequoia Union High School Districts' (SUHSD) boundaries. Fees collected are utilized for the sole purpose of funding the construction or reconstruction of school facilities for both the high school and the elementary school districts;
- The continued growth of our community and additional students generated from new development will further strain the capacity of the District's school facilities. This increase will exacerbate the District's already existing capacity shortfall if new capacity is not added;
- Without the addition of new school facilities, and/or reconstruction of present school facilities, any further residential development projects or commercial or industrial development projects within the district will result in a significant decrease in the quality of education presently offered by the district;
- SUHSD shares developer fees with its feeder elementary school districts. The developer fee sharing arrangement between the districts is currently 40% of fees imposed and collected goes to the (SUHSD) and 60% goes to the elementary feeder school districts;

<sup>1</sup>The Sugarloaf Mountain area of the City of San Mateo lies within the jurisdictional boundaries of the Belmont-Redwood Shores Elementary School District.

## How to proceed, how are fees calculated and where do I go?

- For additions and remodels that are residential and/or commercial/industrial projects, we will accept your floor plans submitted by email in pdf format sent to either [shendrick@seq.org](mailto:shendrick@seq.org) and/or [aricci@seq.org](mailto:aricci@seq.org) or both. We do not need the entire set of plans, just the floor plan sheet(s) that shows the existing and the new proposed square footage.
- For all new construction, we require the full size, original drawings that are to  $\frac{1}{4}'' = 1'$  scale. We then calculate the square footage by measuring the outside perimeters of the framing walls. Please note, if you are demolishing an existing structure, you must contact the County Assessor's office to obtain a "unit appraisal record" and included when submitting your plans. The unit appraisal record is an official document that the district can accept as verification for the total square footage to be demolished. We use the total base area square footage as a credit and deducted from the total new square footage.
- Please submit your drawings to Maintenance and Operations located at 1090 Mills Way in Redwood City. Our office hours for impact fee review are Monday – Friday, 7:30 am to 4:00 pm. We require a minimum of two (2) business days (depending on the workload) to review your plans and calculate the fees due or determine if the project is exempt and no fee is due. Upon completion, we will either call you or send you an email letting you know that we have completed this process and what amounts are due, if any.
- You will need to bring two (2) checks with you for payment. One check is made payable to the Sequoia Union High School District (SUHSD) and the second check is made payable to the elementary school district within the boundaries of your project location.

## How much are the fees?

- On **April 15, 2020**, Resolution No. 1665, was APPROVED, PASSED AND ADOPTED by the Governing Board of the Sequoia Union High School District and became effective as of **June 15, 2020**. The rate for residential construction increased to **\$4.08** per sq. ft. and **\$0.66** per sq. ft. for commercial/industrial projects. Once the total square footage has been determined, fees are calculated as 60% of the fee goes to the elementary school district and 40% goes to the SUHSD. The Sequoia Union High School District collects fees for both districts.

## Are fees refundable?

- Yes. Please submit a letter from the building department printed on their letterhead, stating the date the project was cancelled, the owners name and address of the property and the reason why it was cancelled. We will process your refund within two weeks.

## Exclusions and Exemptions

### Exclusions:

- Covered but **not** enclosed space such as patios and walkways
- Garages and Carports
- Barns and Green Houses

### Exemptions:

- Church or temple sanctuaries.
- Governmental buildings.
- Private Schools.
- Senior citizen housing.
- Residential projects that are 500 square feet or less.