



Sequoia Union High School District

Maintenance and Operations
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SCHOOL DEVELOPER FEES Information & Instructions

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To: Building Permit Applicants
From: The Sequoia Union High School District (SUHSD)
CC: SUHSD's Feeder Elementary School Districts - (Belmont-Redwood Shores¹, Las Lomas, Menlo Park City, Portola Valley, Ravenswood City, Redwood City, San Carlos and Woodside.)
Subject: School Developer Fees

The following information is intended for applicants to better understand the statutory provisions regarding developer fees and the process and procedures for obtaining a building permit from the respective cities, counties and school districts.

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, additions, remodels and renovations construction 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;
- Overcrowding in the classrooms will impair the normal functioning and the quality of the districts' educational programs;
- The districts' facilities do not have adequate capacity at reasonable standards for present enrollment; in fact, two of SUHSD's four comprehensive schools have enrollments above their reasonable capacity;
- SUHSD shares developer fees with its feeder elementary school districts. The developer fee sharing arrangement between the districts is currently 40% of fees for the high school district (SUHSD) and 60% for the feeder districts;

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

School Developer Fees – Information and Instructions *(continued)*

- Also, if you are demolishing an existing structure, you are entitled to receive credit towards the new square footage of your project. In order to receive the credit, you are required to obtain a document from the County Assessor's office known as a "**unit appraisal record.**" This report must show the total base area square footage, which will be deducted from the total new square footage before calculating the fees. Their office is located at 555 County Center, on the 1st Floor in Redwood City.
- As of **June 03, 2018**, developer fee rates increased for residential construction to **\$3.79** per square foot and for commercial/industrial construction to **\$0.61** per square foot;
- The Districts periodically conduct a developer fee justification study for all schools based on, among other factors, current and projected enrollment within the school districts. This study determines the impact and effect such enrollment will have on the community.

What if my plans change?

- If changes are made to your original floor plans that were previously submitted, calculated and paid for, you **must** re-submit the revised plans for re-calculation. If the square footage increased you will only have to pay the difference. If the square footage decreased and you are due a credit, then you will receive a refund check from each school district. **(Please allow 2-3 weeks)**

How to proceed and where do I go?

- You are required to submit one (1) copy of the original floor plans for review to the SUHSD, Maintenance and Operations department located at **1090 Mills Way in Redwood City**. Floor plans submitted must be the original blue print drawing size and ¼" equals 1' scale. Office hours are Monday through Friday, 7:30 a.m. to 4:00 p.m. except legal holidays, winter and spring breaks.
- Submitted floor plans will be reviewed and fees will be calculated usually within two (2) business days. Upon completion and fees are determined, you will receive a phone call from our office to inform you. Fees must be paid with two checks. Please bring two (2) checks with you for payment of fees. One check is payable to the applicable elementary school district and the second check is payable to the Sequoia Union High School District.

Are fees refundable?

- Yes. Developers are entitled to a refund for any fees paid for projects that are cancelled or abandoned. You must request from the building department of the applicable building or town to write a brief explanation that confirms the cancellation of the project and submit it to the SUHSD. We will then process your refund request including the refund from the elementary school district. **(Please allow 2-3 weeks)**

School Developer Fees – Information and Instructions *(continued)*

Exclusions and Exemptions:

Exclusions:

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

Exemptions:

- Residential and/or Commercial additions of 500 square feet or less (Ed. Code 17620, subd. (a)(I)(C)(i).)
- Modification or expansion of existing residential housing if the purpose of such modification is to increase access for a severely and permanently disabled person. (Ed. Code 17620, subd. (a)(I)(C)(ii).)
- Reconstruction of a structure damaged or destroyed by fire, earthquake, landslide, mudslide, flood, tidal wave, etc., where the replacement structure is equivalent to the original structure. **However, the district may charge fees for any net increase in square footage that arises from the new construction. (Ed. Code 17626.)**
- Facilities used **exclusively** for religious purposes that are thereby exempt from property taxes. (Gov. Code 65995, subd. (d).)
- Facilities used **exclusively** as a private full-time day school (including only grades between K-12). (Gov. Code 65995, subd. (d).)
- Facilities owned and occupied by any federal, state, or local government agency. (Gov. Code 65995, subd. (d).)
- State-owned housing for migrant farm workers, which is subject to a contract ensuring compliance with Section 50710, et seq. of the Health and Safety Code.



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Developer Fee Schedule / Rate Increase - Effective June 3, 2018

Serving the following cities within our boundaries: Atherton, Belmont/Redwood Shores, East Palo Alto, Menlo Park,
 Portola Valley, Redwood City, San Carlos and Woodside.

Note: On April 4, 2018, the Sequoia Union High School District Board of Directors adopted Resolution No. 1622, adjusting developer fees as allowed by the State Allocation Board. This resolution becomes effective on June 3, 2018. As agreed, the elementary school districts can collect 60% of maximum fees allowed if the school district acts by providing their board of directors with a justification study, whereby adopting a resolution adjusting developer fees.

Elementary School Districts	Rate	ESD	SUHS	Rate	ESD	SUHS	Updated Rates	ESD	SUHS
	as of	as of	as of	as of	as of	as of			
	06/19/16	06/19/16	06/19/16	06/03/18	06/03/18	06/03/18	Resolution Approved		

Belmont - Redwood Shores (Last Resolution - #26 / Approved June 19, 2014 - Effective August 18, 2014)

Residential.....	\$3.48	2.016	1.464	\$3.79	2.016	1.774	no resolution		
Commercial.....	\$0.56	0.324	0.236	\$0.61	0.324	0.286	no resolution		

Las Lomas (Last Resolution - #1314-16:03-14 / Approved March 12, 2014 - Effective May 15, 2014)

Residential.....	\$3.48	2.016	1.464	\$3.79	2.016	1.774	no resolution		
Commercial.....	\$0.56	0.324	0.236	\$0.61	0.324	0.286	no resolution		

Menlo Park * (Resolution - #17.18.18 / Approved June 5, 2018 - Effective August 6, 2018)

Residential.....	\$3.48	2.088	1.392	\$3.79	2.088	1.392	\$3.79	2.274	1.516
Commercial.....	\$0.56	0.336	0.224	\$0.61	0.336	0.224	\$0.61	0.366	0.244

Portola Valley * (Resolution - #10-2018 / Approved April 25, 2018 - Effective June 24, 2018)

Residential.....	\$3.48	2.088	1.392	\$3.79	2.088	1.392	\$3.79	2.274	1.516
Commercial.....	\$0.56	0.336	0.224	\$0.61	0.336	0.224	\$0.61	0.366	0.244

Ravenswood (Last Resolution - #931 / Approved March 13, 2008 - Effective May 12, 2008)

Residential.....	\$3.48	1.780	1.700	\$3.79	1.780	2.010	no resolution		
Commercial.....	\$0.56	0.282	0.278	\$0.61	0.282	0.328	no resolution		

Redwood City * (Resolution - #11 / Approved October 17, 2018 - Effective December 16, 2018)

Residential.....	\$3.48	2.088	1.392	\$3.79	2.088	1.702	\$3.79	2.274	1.516
Commercial.....	\$0.56	0.336	0.224	\$0.61	0.336	0.274	\$0.61	0.366	0.244

San Carlos * (Resolution - #24:17/18 Adopted on March 22, 2018 - Effective May 21, 2018)

Residential.....	\$3.48	2.088	1.392	\$3.79	2.274	1.516	\$3.79	2.274	1.516
Commercial.....	\$0.56	0.336	0.224	\$0.61	0.366	0.244	\$0.61	0.366	0.244

Woodside * (Resolution #2018-09 - Adopted on June 5, 2018 - Effective August 6, 2018)

Residential.....	\$3.48	2.088	1.392	\$3.79	2.088	1.702	\$3.79	2.274	1.516
Commercial.....	\$0.56	0.336	0.224	\$0.61	0.336	0.274	\$0.61	0.366	0.244

Note: Mini-Storage: \$0.04 per square foot (Fees collected go to S.U.H.S.D. only)