



**INFORMATION REGARDING SCHOOL FACILITIES FEES  
FOR BUILDING PERMIT APPLICANTS**

1. In accordance with State legislation regarding school facilities fees, the Conejo Valley Unified School District currently levies a fee on development and construction projects in the amount of **\$3.36** per square foot for residential construction and **\$.54** per square foot for commercial/industrial and certain senior citizens construction. This fee applies to all projects within the boundaries of the Conejo Valley Unified School District unless exemptions are allowed under certain conditions by State legislation. The fee is payable directly to the Conejo Valley Unified School District through the District's Planning and Facilities Department. After payment, the applicant's Certificate of Compliance form will be signed by a District representative and issued to the applicant.
2. In order for the Conejo Valley Unified School District to calculate school facility fees for construction projects, the School District's Planning and Facilities Department requires ***each applicant to present the following items:***
  - a. ***A set of floor plans with area square footage calculations identical to those submitted to the City/County Department of Building and Safety;***
  - b. ***A completed building permit application form as signed by an authorized agent of the County/City indicating plans have been submitted for plan check and appropriate County/City fees have been paid by applicant.***
3. Remodeling or minor addition projects **may** be exempt from fee requirements. If the project does not result in a net increase in assessable space of 500 square feet or more, the project will be exempt from these fees. **To apply for a fee waiver, the applicant must bring all information listed in item #2 above to the School District's Planning and Facilities Department.**
4. Fees are based on the square footage of space within the exterior perimeter of the structure (excluding garages, walkways, patios and carports).
5. Dwelling units to be occupied by senior citizens may be eligible for a reduced fee. For senior citizens construction projects requiring a minimum of sixty-two (62) years of age, the fee may be \$.54 per square foot.

For developers of senior citizen housing projects requiring a minimum of fifty-five (55) years of age, the fee may be \$.54 per square foot providing the development is 150 units or more.

Both types of senior citizen residential construction require a recorded, binding legal restriction on the use of the residence **and** a provision will be required for a payment of the standard residential fee if there is a conversion to other than senior citizen restricted.

6. The Conejo Valley Unified School District's Planning and Facilities Department is located at the Conejo Valley Unified School District North, 750 Mitchell Road, 2<sup>nd</sup> Floor, Newbury Park, CA 91320. Office hours are 8:00 a.m. to 5:00 p.m.

**AN APPOINTMENT SHOULD BE MADE BY CONTACTING THE PLANNING TECHNICIAN  
AT 805-498-4557 x154**

**Payment by check – payable to Conejo Valley USD**

7. School facility fees are subject to revision as provided by State law. Appropriate public notices will be given should the School District decide to increase the fees.
8. For any questions regarding school facility fees, please contact the Conejo Valley Unified School District, Planning and Facilities Department (805) 498-4557, Extension 154.

Revisions to this document have been made as follows:

01-03-95; 06-23-97; 05-13-98; 2-9-00; 02-13-02; 02-11-04; 02-15-06; 02-20-08; 02-22-12; 07-05-14