



P.O. Box 513307, Los Angeles, CA 90051

PHONE (213) 241-6266 | **EMAIL** developerfee@lausd.net | **FAX** (213) 241-6874

Payment Information

1. Request the "Certification of Payment of School Impact Fees" form from your building and safety office. Complete Part I of the form and sign.
2. Be sure that Part II of the "Certification of Payment of School Impact Fees" form has been completed by the building and safety office. Your payment will not be processed if the building and safety office has not certified the square footage by completing Part II of the form.
3. To calculate the school impact fees that are due, multiply the rate by the square footage indicated in Part II of the form (to be completed by the building and safety office)

Example based on 1,000 square foot construction

Construction Type	Square Foot		Rate per Square Foot	Amount Due
Residential	1,000	x	\$5.17	\$ 5,170.00
Commercial / Industrial	1,000	x	\$0.84	\$ 840.00
Self-Storage	1,000	x	\$0.28	\$ 280.00
Parking Structure	1,000	x	\$0.39	\$390.00

Required Forms and Payment Methods

- a. Certification of Payment of School Impact Fees
- b. Acknowledgment of 90-Day Refund/Protest Policy for School Impact Fees
- c. Payment: check (personal or business), cashier's check, or money order. Payable to **Los Angeles Unified School District** or **LAUSD**.

In-Person Payment	Mailed Payment
Contact the office to make an appointment between 8:00 am and 3:00 pm. LAUSD Developer Fee Program Office 333 S. Beaudry Ave., 27th Floor Los Angeles, CA 90017	Send the completed certification form, refund policy form, and payment via USPS to: LAUSD Developer Fee Program Office P.O. Box 513307 Los Angeles, CA 90051

4. Return the countersigned Certification of Payment form and the green receipt to the building and safety office to obtain clearance for the permit.
5. If you decide to change your construction and modify the square footage after you have made a payment:
 - Obtain a new Certification of Payment form to reflect any additional square footage if there is an increase and submit payment, or
 - Contact our office to apply for a refund if there is a decrease in square footage or the project has been canceled.

Parking for in-person payment is available at the Visconti Apartments, located at 1221 W. 3rd St. Enter through the easternmost entrance on Miramar Street, west of Boylston Street/Huntley Drive. When you access the parking lot, please take a parking ticket, and bring it with you to have it validated.



Certification of Payment of School Impact Fees

Part I (To Be Completed By Owner / Applicant)

Owner / Developer / Agent _____ DBA (Optional) _____

Mailing Address _____ City _____ State _____ Zip _____

☐ Residential ☐ Commercial / Industrial ☐ Self-Storage ☐ Parking

Construction / Project Information:

Construction Address _____ City _____ Zip _____

The undersigned certifies under penalty of perjury that:

1. The above information is correct and true to the best of my knowledge and that I will file an amended certification of payment and pay the additional fee if request an increase in the square footage after the building permit has been issued or if the initial determination of assessable/chargeable square footage is found to be incorrect.
2. I am the developer/ owner of the above described project(s) or am authorized to sign on their behalf.

Print Name _____ Signature _____ Date _____

Email Address _____ Telephone No. _____

Part II (To Be Completed By Building and Safety Department)

I state to the best of my knowledge and understanding of applicable laws, in regards to the application for building permit submitted herewith that the square footage of the proposed project located at:

_____ AND _____
Construction Address Assessor's Parcel Number(s)

_____ Square Footage of **Residential** Assessable Area _____ ☐ SFD ☐ Duplex ☐ Apt ☐ Condo ☐ Twnhs
No. of Units

_____ Square Footage of **Commercial / Industrial** Covered & Enclosed Space

_____ Square Footage of **Self-Storage** Structure

_____ Square Footage of **Parking** Structure

Official Stamp Here

Agent for Building & Safety Department _____
Print Name Signature Date

Part III (To Be Completed By LAUSD)

This is to certify that the applicant listed in Part I has paid school impact fees based on the information presented above; this information may be subject to review for accuracy.
The payment of these fees are a prerequisite to the issuance of a building permit.

Agent for the District _____
Signature Receipt No. Date

To be valid, this certification must be accompanied by a validated LAUSD receipt showing the square footage of the amount paid.



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Acknowledgment of 90-Day Refund/Protest Policy for School Impact Fees

The Los Angeles Unified School District (LAUSD) has the authority to collect school impact fees in accordance with California Education Code 17620, et seq. and Government Code Section 65995, et seq. These fees provide funding for school construction costs. These fees must be paid before the Department of Building and Safety issues a building permit. The law allows for refunds of certain school impact fees. Owners/developers have the right to request an audit of school impact fees collected by LAUSD and have the right to file a written request for mailed notice of the LAUSD Board meeting to review the annual and five-year reports for school impact fees collected and expended. Reports are available for viewing at lausd.org/page/14335.

Requests for refunds or any other written form of protest of fees must be received by the Developer Fee Program Office within 90 calendar days after the payment of such fees. The request should include (1) the property address(es), (2) reason for the refund request, and (3) contact information. Only a written request is required within the 90-day deadline. The Developer Fee Program Office will contact you for the required documentation and information.

Possible Exemption Qualifications

- | | |
|---|--|
| <ul style="list-style-type: none">▪ Agricultural Structure▪ Canceled/Expired Permit * (no work must have commenced)▪ Church/Exclusive Religious Use▪ Demolition (partial refund) Note: only for the demolition of non-exempt structures.▪ Disaster Replacement | <ul style="list-style-type: none">▪ Government-Owned and Occupied Structure▪ Less than 500 sq. ft. (total assessable square footage)▪ Private School (K-12) Development▪ Reduced Square Footage▪ Senior Citizen Development Note: Single-family dwellings for the private use of a senior citizen do not qualify. |
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*If a permit issued by the City of Los Angeles Department of Building and Safety has been canceled or has expired, and a refund is necessary, please be advised that the request must be submitted to the City Clerk's Office within 90 days of the fee payment. Alternatively, if the 90-day period has lapsed, the request must be submitted to the District's Developer Fee Program Office within 36 months from the date of permit cancellation.

By signing below, I (or I have the authority to act on behalf of the owner(s) and will inform the owner(s)) acknowledge that I have read and been informed of the "Acknowledgment of 90-Day Refund /Protest Policy for School Impact Fees in accordance with Government Code section 66020. I understand this form is not an application for a refund of school impact fees. I understand failure to submit a written request or protest to the Developer Fee Program Office within 90 calendar days of payment of the school impact fees, or 36 months from the date of permit cancellation or expiration, waives my right (or owner's rights) to be eligible for any refund of such fees.

Additionally, I have been informed that I have the right to request an audit of school impact fees collected by LAUSD pursuant to Government Code Section 66023, and I have the right to file a written request for mailed notice of the LAUSD Board meeting to review the annual and five-year reports for school impact fees collected and expended (Gov. Code 66006(e)(1)).

Owner/Developer/Agent (print)

Signature

Date

Property/Construction Address(es)

Return the signed and acknowledged form to the cashier before payment of the school impact fees.