

**DUBLIN UNIFIED SCHOOL DISTRICT**

7471 Larkdale Avenue, Dublin, CA 94568

(925) 828-2551 ext. 8049 [Accounts Receivable/School Fees]

**CERTIFICATE OF COMPLIANCE FOR PAYMENT OF DEVELOPER FEES**  
[FORM MUST BE PROCESSED WITH ORIGINAL SIGNATURES]**SECTION 1:** This section to be completed by **Property Owner**

Parcel # or Address of Project:

Property Owner Name:

Address/Phone:

Contractor Name:

Contact Person:

Address/Phone:

E-Mail Address:

**DEVELOPMENT CATEGORY:**

Commercial/Industrial

**OR**

Residential

**TYPE OF CONSTRUCTION:**

New

**OR**

Addition/Remodel

*I am fully aware of my responsibilities as described below to coordinate the processing of this form. Further, I understand that it is my responsibility to contact the Dublin Unified School District ("School District") to find out about the basis for fees and fee increases or changes. I understand that the fees may only be paid at the School District Office. Completion of the form by both the City and School District Officials and payment to the School District of fees due are required as a prerequisite to the issuance of a Building Permit.*

**Signature of Property Owner****Date****SECTION 2: CITY'S CERTIFICATION** (This section to be completed by **City of Dublin**)

This is to certify that the above named Property Owner/applicant has a pending Building Permit that will require proof of payment of School Impact Fees as a prerequisite to the issuance of a Building Permit. The City Building & Safety Division has calculated the square footage and/or residential unit count as described below:

**BUILDING PERMIT #** \_\_\_\_\_ **Land Use Code** \_\_\_\_\_ **Tract #** \_\_\_\_\_**Subdivision / Project Name:** \_\_\_\_\_ **Parcel #(s)** \_\_\_\_\_**COMMERCIAL/INDUSTRIAL:** \_\_\_\_\_ square feet\*\***RESIDENTIAL:****New Residential:** \_\_\_\_\_ square feet\* **Residential Addition:** \_\_\_\_\_ square feet\* **Key Code:** \_\_\_\_\_**New Residential - # of Units by Category** \_\_\_\_\_ **Number of Units:** \_\_\_\_\_

Single

i.e., single family detached units on lots 4,000 square feet or greater in size.

Family/Low

Density

Medium Density

i.e., single family detached units on lots less than 4,000 square feet, **or** attached units with a gross density greater than 6 units / acre and less than or equal to 14 units per acre.

Medium High

Density

High Density

i.e., attached units with gross density greater than 14 units/ acres and less than or equal to 25 units/acre.

i.e., attached units with a gross density greater than 25 units/acres.

**Signature of City of Dublin Representative****Date**

\* Residential – Assessable Space: All of the square footage within the perimeter of a residential structure, not including any carport, covered or uncovered walkway, garage, overhang, patio, enclosed patio, detached accessory structure, or similar area. Assessable space includes the square footage of enclosed walkways, such as hallways inside the perimeter of a residential structure.

\*\* Commercial/Industrial – Chargeable Covered and Enclosed Space: Square footage of the covered and enclosed space determined to be within the perimeter of a commercial or industrial structure, not including any storage areas incidental to the principal use of the construction, garage, parking structure, unenclosed walkway, or utility or disposal area.

(See instructions on back). This completed form and payment must be delivered to the School District Office, at 7471 Larkdale Avenue, Dublin. You may call in advance to request a fee calculation from Accounts Receivable/School Fees: (925) 828-2551 ext. 8049. Requests made by 12 noon are typically issued the same day.

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**CERTIFICATE OF COMPLIANCE FOR PAYMENT OF DEVELOPER FEES**  
[FORM MUST BE PROCESSED WITH ORIGINAL SIGNATURES]

CERTIFICATE #

**SECTION 3: FEE CALCULATION**  
(This section to be completed by  
**Dublin Unified School District**)

(DUSD SEAL)

The following square footage or units are as certified by the City of Dublin in the City's Certification.

Commercial/Industrial:

# of sf:	at rate of \$	per sf	FEES DUE:	Fee Schedule Used
<u>Residential Addition:</u>				
<u>New Residential:</u> <i>(Fees calculated per sf unless calculation per unit is required by mitigation agreement)</i>				
<b>TOTAL: \$_____</b>				

EXEMPT (Reason)

Calculated By / Date

Amount Paid

Check #

Date of Payment:

This is to Certify that the above named Property Owner/Applicant has paid all school impact fees due to the School District in the amount calculated above. Payment of these school impact fees is a prerequisite to the issuance of a building permit by the City of Dublin.

*PURSUANT TO GOVERNMENT CODE SECTION 66020(d), PROPERTY OWNER/APPLICANT HAS A PERIOD OF 90 DAYS FROM THE DATE OF ISSUANCE OF THIS CERTIFICATE TO PROTEST THE IMPOSITION OF THESE FEES.*

**Date Of Issuance:**

**Signature of Dublin Unified School District Representative**

**INSTRUCTIONS / PROCEDURES FOR PROCESSING FEE REQUEST:**

1. After a submittal to the City of Dublin Building and Safety Division of the proposed project, the Building Official or designee will calculate and certify the square footage or residential unit counts on this form (page 1 of 2).
2. Upon completion of the City Certification, you will be notified by City staff to pick up this form. It is the Property Owner's responsibility to provide the form to the School District Office at 7471 Larkdale Avenue in Dublin. To simplify processing you may call ahead and obtain the amount of fees due in order to pay the fees and have the form certified on the same visit: (925) 828-2551 ext 8049, Accounts Receivable/School Fees.
3. Completion of this form and routing sign off by the School District serves as proof that School Impact Fees in effect at time of payment were paid. After payment the original form with authorized signatures (in ink) needs to be returned to the City, before Building Permits may be released.
4. The Building Permit cannot be issued without proof of School Impact Fees paid and signed off by the School District. The square footage and number of units shown in the Final Building Permit must be within 20 square feet of the amount certified by the Building Official in the City's Certification. If this has changed by more than that amount at the time of Building Permit issuance, Property Owner/Applicant must obtain from School District an updated Certificate of Compliance after Property Owner/Applicant's payment to School District of any additional School Impact Fees before the Building Permit can be issued.
5. All original signatures must remain on this form.
6. Special note regarding District Office Hours / Availability: Regular Counter Hours are weekdays (excluding Holidays) from 9:00 a.m. - 3:00 p.m. Twice each year the offices may be closed for an extended time – 1) The week of Thanksgiving; and 2) In December for the Christmas Holidays.