

To speak to School District staff

For any questions regarding school facility fees, please contact the Conejo Valley Unified School District, Planning and Facilities Department, (805) 497-9511, Ext. 271.

To schedule an appointment

Remember that it is necessary to make an appointment if you prefer to handle the plan check process with the School District yourself.

The Conejo Valley Unified School District's Planning and Facilities Department is located at the Conejo Valley Unified School District North Building C, 1400 East Janss Road, Thousand Oaks. Office hours are 8 a.m. to 5 p.m., Monday through Friday.



OUTSIDE AGENCIES (805 area code)

- Ventura County Fire Department----- 389-9733
- Conejo Valley Unified School District (ext. 271) - 497-9511
- Calleguas Municipal Water District----- 526-9323
- California American Water District----- 498-6770
- California Water Service ----- 497-2757
- Camrosa Water District ----- 482-4677
- Triunfo Sanitation District----- 658-4605
- Ventura County Sheriff Department----- 494-8256
- Ventura County Flood Control ----- 654-2001
- Conejo Recreation & Parks District----- 495-6471
- Ventura County Environmental Health ----- 654-2813
- Air Pollution Control District ----- 645-1400
- DigAlert/USA----- 1-800-227-2600

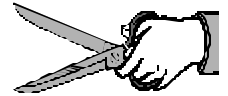
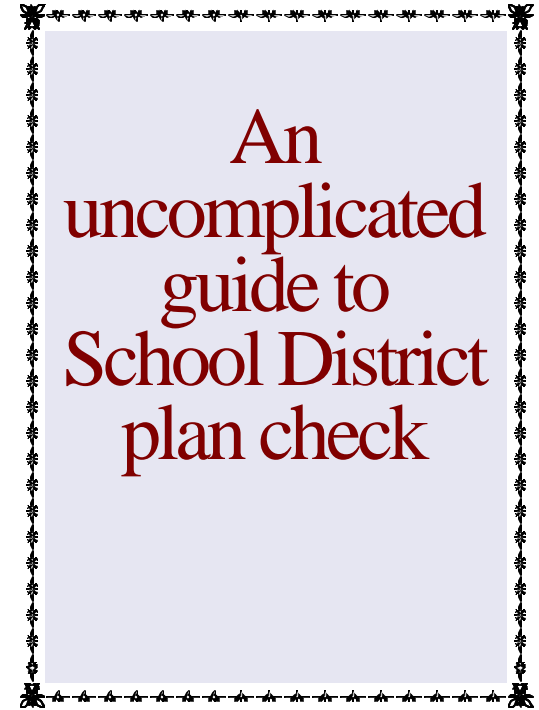


City of Thousand Oaks
Development Services
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362

805 Area Code
449-2323 Planning
449-2500 Building
449-2400 Public Works
www.toaks.org

In compliance with the Americans with Disabilities Act, those needing special assistance to read this publication should contact the Building Division, 805/449-2500. Notification will enable the City to make reasonable arrangements to ensure accessibility to the information in this publication.

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Permit Assistance

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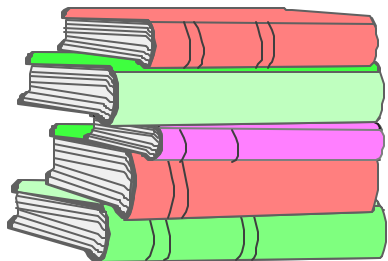
as a service to our customers
2100 Thousand Oaks Boulevard
Thousand Oaks, California 91362
(805) 449-2100



The California Education Code authorizes school districts throughout the state to collect fees on new construction. Fees collected are used to construct or reconstruct school facilities.

In the City of Thousand Oaks, the Conejo Valley Unified School District is the applicable agency collecting these fees.

City staff must verify that School District fees have been paid before issuing a building permit.



The proceeds collected are used for funding construction or reconstruction of school facilities.

A customer service enhancement

Effective August 1, 1998, building plan checks can be processed by the Conejo Valley Unified School District via City inter-office mail. This service is being added as a customer convenience. Currently, customers are issued building permits only after they make an appointment and then meet with School District representatives where District staff conduct a plan check and collect applicable fees.

How do I coordinate Plan Check?

Here's how the new system works:

- When submitting for City plan check, simply bring in an extra set of plans and fill out the School District transmittal sheet, available at the Community Development counter. Your plan will be sent to the District the same day, or, if after 11:00 a.m., the next day. District staff will review your plan, calculate the fee, and call you at the number written on the transmittal sheet to advise you of the fee amount. You may then mail a check to the District office, located at 1400 E. Janss Road, Thousand Oaks, 91362. Remember to write your building permit number on your check.
- As soon as the District office receives your check, they will confirm payment to the City' via fax. The entire process takes as little as three days.
- That's all there is to it!

It helps to plan ahead

Avoid building permit issuance delays by handling details such as paying school fees early in the process. If you have a very simple plan check—one which will be approved by the City “over-the-counter,” you may wish to call the School District directly to make an appointment. Otherwise, plan checks can be coordinated by the City and the School District so that your plans are checked by both agencies at the same time.

About School District Fees

School Facilities fees for residential construction are \$2.14 per square foot.

School Facilities fees for commercial/industrial construction are \$.34 per square foot.

School facility fees are subject to revision as provided by State law. Above fees are current as of February 2002.

BASIC STEPS:

- 1 Bring an extra set of plans when you submit for City plan check.
- 2 Fill out School District transmittal sheet.
- 3 Await call from School District staff advising you of applicable fee.
- 4 Mail check to:
Conejo Valley Unified School District
1400 E. Janss Road
Thousand Oaks, CA 91362

