



## Impact Fee Program Office

PHONE (213) 241-6266 | EMAIL [impactfee@lausd.net](mailto:impactfee@lausd.net) | FAX (213) 241-6874

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

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

The Los Angeles Unified School District (LAUSD) has the authority to collect impact fees (also known as *school impact fees* or *developer 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. Owners/developers have the right to request an audit of 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 impact fees collected and expended. Reports are available for viewing at [lausd.org/page/14335](http://lausd.org/page/14335).

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

#### Possible Exemption Qualifications

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| <ul style="list-style-type: none"><li>▪ <b>Agricultural Structure</b></li><li>▪ <b>Canceled/Expired Permit *</b> (no work must have commenced)</li><li>▪ <b>Church/Exclusive Religious Use</b></li><li>▪ <b>Demolition</b> (partial refund) Note: only for the demolition of non-exempt structures.</li><li>▪ <b>Disaster Replacement</b></li></ul> | <ul style="list-style-type: none"><li>▪ <b>Government-Owned and Occupied Structure</b></li><li>▪ <b>Private School (K-12) Development</b></li><li>▪ <b>Reduced Square Footage</b></li><li>▪ <b>Residential additions less than 500 sq. ft.</b> (total assessable space)</li><li>▪ <b>Senior Citizen Development</b> Note: Single-family dwellings for the private use of a senior citizen do not qualify.</li></ul> |
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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 Impact Fee Program Office within 36 months from the date of permit cancellation/expiration.

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 Impact Fees in accordance with Government Code section 66020. I understand this form is not an application for a refund of impact fees. I understand failure to submit a written request or protest to the Impact Fee Program Office within 90 calendar days of payment of the 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 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 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 impact fees.**