



School Facility Fees -the Guidelines 2008-2009



APS Capital Master Plan

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For additional information, check out our website at
www.apsfacilities.org

What is the School Facility Fee?

A school facility fee must be paid to the Albuquerque Public Schools for any person(s) applying for a building permit for construction of a new single or multi-family residential building(s) on lots platted within the City of Albuquerque after October 31, 2006. These fees will help with the construction and maintenance of new and existing schools within the APS district.

Whom does it affect?

The school facility fee applies to new residential construction for single-family houses, apartments, condominiums, townhouses, etc. This does not affect permits for non-residential commercial properties (office, retail, etc), additions, or renovations. For single or multi-family residential lots platted after October 31, 2006, you will have to pay a school facility fee for each residential unit being constructed. For single or multi-family residential lots platted on or before October 31, 2006, you will be exempt from the school facility fee. Note: If you are exempt, you will still have to obtain the School Facility Fee Payment Acknowledgement form (which will reflect your exemption of payment) for each building permit application.

If I am affected, how do I get my building permit?

In order to receive a building permit for a new single or multi-family residential building, you must present to the City of Albuquerque Building & Safety Division the original School Facility Fee Payment Acknowledgement from APS. Only the original form will be accepted by the City before the building permit can be issued. Copies will not be accepted.

One School Facility Fee Payment Acknowledgement form will be issued for each lot for which APS has received payment of the School Facility Fee. It is the responsibility of the contractor/home owner to keep this form in a secure place until he/she is ready to pull a building permit. APS and the City of Albuquerque are not responsible for any lost or misplaced School Facility Fee Payment Acknowledgement forms.

Where do I pay the School Facility Fee?

You can submit your payment to the APS Capital Master Plan Office, which is located at 915 Locust St SE, Suite 9, Albuquerque, NM 87106. A map to the office can be found at: <http://www.apsfacilities.org/capital/map.php> or on page 12 of this booklet.

What form of payment is accepted?

APS will only accept a cashier's check, money order, or company check.

To whom should checks be payable?

Checks should be made payable to Albuquerque Public Schools.

Why is there an expiration date?

Due to the graduated fee structure, the receipt of payment will expire on the day of the next scheduled increase.

What if I am collecting more than 25 building permits at one time?

If you are collecting 25 or more building permits at one time, APS will provide pre-filled School Facility Fee Payment Acknowledgement forms. Please allow at least 3 business days to receive your pre-filled School Facility Fee Payment Acknowledgement forms. Please contact the APS Capital Master Plan Office at 848-8830 for more information on how to receive your pre-filled forms.

Whom can I contact for more information?

For more information, please contact the APS Capital Master Plan Office at 848-8830 or go to our website at:
<http://www.apsfacilities.org/capital/>



School Facility Fee Structure

A school facility fee must be paid to the Albuquerque Public Schools for any person(s) applying for a building permit for construction of a new single or multi-family residential building(s) on lots platted within the City of Albuquerque after October 31, 2006. These fees will help with the construction and capacity enhancement of new and existing schools within the APS district. Collected fees will directly benefit the APS cluster that is affected by the new residential housing. (Note: APS organizes its schools into clusters of schools headed by a high school.)

Fee Structure Chart

Effective Date	Single-Family* (\$/unit)	Multi-Family* (\$/unit)
On or After 01/01/2007	\$1875	\$1125
On or After 07/01/2008	\$2425	\$1455
On or After 01/01/2010	\$2975	\$1785

*A single-family unit is defined as one single-family, detached dwelling unit. All other units are considered multi-family units.

School Facility Fee Guidelines

Any changes to the following will require a school facility fee:

- Zone change to residential
- Any project resulting in a net increase in residential units
- Any final plat changes that result in a net increase in residential units

Example 1

Property owner is converting a warehouse to lofts. The previous use was commercial but zoned for mixed use; hence residential uses are allowed. The project will be assessed a school facility fee for each new loft created on the property.

Example 2

The property owner is tearing down an existing house in order to build 5 new townhouses. Each new residential unit will be assessed a school facility fee. Therefore, one unit will be waived and 4 units will be assessed a school facility fee.



Reduced School Facility Fees for MRAs

Albuquerque Public Schools will reduce School Facility Fees for housing projects located within Metropolitan Redevelopment Areas (MRA) as designated by the City of Albuquerque.

- If a subdivision/project is located within an MRA at time of building permit:
 - APS will apply a reduced facility fee rate of 30% of the prevailing single-family rate and 30% of the prevailing multi-family rate.
 - The developer/builder of the project shall pay APS the reduced facility fee rate.
 - All revenues will be used only in the schools that the subdivision directly impacts.
- The following tables show the reduced school facility fee schedule for MRAs.

Reduced School Facility Fee Chart for MRAs

Effective Date	Single-Family* (\$/unit)	Multi-Family* (\$/unit)
On or After 01/01/2007	\$563	\$338
On or After 07/01/2008	\$728	\$437
On or After 01/01/2010	\$893	\$536

*A single-family unit is defined as one single-family, detached dwelling unit. All other units are considered multi-family units.

School Facility Fee Waivers

School Facility Fee Waivers for Technical Changes to Plats

Any changes to the final plat that does not result in a net increase in residential units will be waived from school facility fees. These changes could include:

- Lot line adjustments that would either increase/decrease the size of a lot
- Adding or removing easements
- Correcting the legal description to reflect existing conditions
- Correcting lot lines to reflect existing conditions
- Consolidating the number of lots
- Lot reconfigurations that do not result in additional lots/units

Waiver Example 1

The property owner is re-platting his/her property to consolidate three (3) lots into two (2) lots and plans to construct two new homes. Since the plat was originally platted before October 31, 2006 and the changes result in no net increase in the number of residential units, APS will waive school facility fees for the two new houses.

Waiver Example 2

The property owner is re-platting his/her property to reconfigure two (2) lots into three (3) lots. APS will waive the school facility fee for two of the three lots, but the third lot will require a facility fee agreement with Albuquerque Public Schools.

School Facility Fee Waivers for Affordable Housing

Albuquerque Public Schools will waive School Facility Fees for affordable housing projects under the following conditions:

- Developer of the project is a nonprofit charitable organization recognized by the IRS as a 501c(3); and
- Dwelling units that meet the definition of workforce housing (refer to the definitions in the City of Albuquerque Workforce Housing Opportunity Act § 14-9-3)

Note: A school facility fee will be assessed if the Area Median Income (AMI) exceeds 150%.

School Facility Fee Refund Policy

Albuquerque Public Schools will refund your school facility fee payment within 6 months of issuing the Payment Acknowledgement Form ("green form") under the following conditions:

- The City of Albuquerque is also refunding your building permit fees for the same building permits, and
- Your request for a refund is within 6 months of when your Payment Acknowledgement Form was issued.

Note: 5% of the original facility fee collected will be assessed as an administrative refund process fee.

Albuquerque Public Schools will not issue a refund of school facility fees after 6 months of issuing a School Facility Payment Acknowledgement Form.

How to Obtain a School Facility Fee Payment Acknowledgement Form

1. Obtain a School Facility Fee Payment Acknowledgement form, from the following APS office:

APS Capital Master Plan, Lincoln Building, 915 Locust St SE, Suite 9

2. Be sure to have your site address, and legal description (i.e. lot, block, and subdivision name) for each lot you will be developing. The staff at APS Capital Master Plan office will need this information to issue your Payment Acknowledgement form.

3. If your subdivision was platted before October 31, 2006 there will not be a fee attached to your site, however, if your subdivision was platted after this date, you will need to pay a School Facility Fee. To pay this fee you will need to have a cashier's check, money order, or company check payable to Albuquerque Public Schools or APS. The check can be made out for the total amount being submitted. (Note: You will still need to obtain paperwork from APS even if your subdivision was platted before October 31, 2006.)

4. The APS staff at the above address will issue you a Payment Acknowledgement form and accept payment if a fee applies to the address. You will still need to obtain a Payment Acknowledgement even if your subdivision was platted before October 31, 2006. There will not be a fee for subdivisions platted before the above date, however, you are still required to obtain a Payment Acknowledgement form from APS.

5. Bring the original Payment Acknowledgement form to the City of Albuquerque Building and Safety Division when you are ready to pull your building permits with the City of Albuquerque. The City will not accept a copy, ensure that you have the original copy of the Payment Acknowledgement form to submit to the City of Albuquerque.

Please call the APS Capital Master Plan Office at 848-8830 for more information on how to receive your form(s). Please see map on page 12 for office location.



Ventana Ranch Elementary School - Northwest Albuquerque



Driving Directions

1. From I-25 take the Lead/Coal Exit.
2. From Lead/Coal turn east (left) onto Coal Ave SE.
3. From Coal Ave SE turn south (right) onto Mulberry SE.
4. From Mulberry SE turn west (right) onto Hazeldine SE.
5. Hazeldine SE will turn into Locust St SE.
6. Follow Hazeldine/Locust into the Lincoln Complex parking lot.
7. The Capital Master Plan department can be found on the second floor of the Lincoln Complex in Suite 9.