



SFPD 4.08 (Rev. 10/04)

**PLAN SUBMISSION REQUIREMENTS FOR MODERNIZATION
PROJECTS**

Education Code Section 17070.50 requires the California Department of Education's (CDE) review and approval of construction plans for school facilities projects funded by the State Allocation Board (SAB). Construction plans for school facilities modernization projects that are not funded by the SAB may be submitted to CDE for review and approval. The required forms and instructions necessary for submitting modernization plans to CDE are located in this packet. The various components are listed in the following Contents.

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Submit plans and the required documents to the following address:
California Department of Education
School Facilities Planning Division
1430 N Street, Suite 1201
Sacramento, CA 95814

For more information, visit the School Facilities Planning Division Web site at <http://www.cde.ca.gov/ls/fa/> or call (916) 322-2470.

California Department of Education (CDE) Plan Review Requirements for Modernization Projects

Educational Specifications: California *Code of Regulations, Title 5*, Section 14010 and good planning practice require the preparation of educational specifications for school plans. As an alternative to comprehensive educational specifications, a summary of the scope of the project may be submitted on the SFPD 4.08C, Summary of Educational Specifications for Modernization.

Preliminary and Final Plans: The submission of schematic or preliminary plans is recommended as the CDE may recommend or require changes before final plan approval. For final plan approval, CDE reviews the working drawings. It is not necessary to submit construction specifications. If no changes were made from the preliminary plan submission, the local educational agency (LEA) need not submit a second SFPD 4.08C form with the final plans. Indicate in writing that no changes were made before submitting the final plans and submit an updated SFPD 4.08A, Project Information for Modernization and SFPD 4.08B, Local Educational Agency Certifications for Modernization. Do not include drawings, calculations, or plans for buildings not included in the modernization project.

Reduced Size Plans: Scaled or dimensioned plans on 11" x 17" paper may be submitted in place of 2A or 3A diagrams.

Project Tracking Number: The project tracking number (PTN) is a unique identifier that links application data used by the School Facilities Planning Division (SFPD), the Division of the State Architect, and the Office of Public School Construction (OPSC). Plans without a PTN will not be approved by the SFPD. A PTN may be obtained from the OPSC Web site at <http://www.opsc.dgs.ca.gov/default.htm> or the SFPD Web site.

Existing School Safety Certification: The LEA's review and certification of the California *Code of Regulations, Title 5* for school sites must be completed for all modernization projects on existing schools. These standards are listed in Section 2 of the SFPD 4.08B form.

Checklist for the Submission of Modernization Plans

Preliminary Plans Submission

- 1. SFPD 4.08A, Project Information for Modernization, including the project tracking number
- 2. Educational Specifications: The LEA's educational specifications document or SFPD 4.08C, Summary of Educational Specifications
- 3. Preliminary or Schematic Construction Plans:
 - Site plan with street designations, parking areas, and topography
 - Floor plans with dimensions and spaces labeled
 - Elevations – typical interior and exterior elevations
- 4. Reduced Size Plans (see Plan Review Requirements for Modernization):
 - Site plan with street designations and parking areas
 - Floor plans with dimensions and spaces labeled consistently with plans
 - Dimensions and area calculations

Final Plans Submission

- 1. SFPD 4.08A, Project Information for Modernization (updated), including the project tracking number and the construction cost estimate that the LEA will submit to the Office of Public School Construction
- 2. SFPD 4.08B, Local Educational Agency Certifications for Modernization (signed and dated)
- 3. Educational Specifications – Updated educational specifications document, or updated SFPD 4.08C, Summary of Educational Specifications for Modernization, or a letter indicating that no changes have been made to the educational specifications since the preliminary plan submission
- 4. Final Construction Plans (working drawings):
 - Site plan with street designations, parking areas, and topography
 - Floor plans with dimensions and spaces labeled
 - Elevations – a full set of interior and exterior elevations
- 5. Reduced Size Plans (see Plan Review Requirements for Modernization):
 - Site plan with street designations and parking areas
 - Floor plans with dimensions and spaces labeled consistently with plans
 - Dimensions and area calculations

Project Information for Modernization Projects

Local Educational Agency (LEA) Information

Project Tracking # [grid of 10 boxes]

LEA _____

School Name _____

LEA Contact

Name _____

Phone _____

Fax _____

E-mail _____

Architect Contact

Contact Name _____

Firm Name _____

Mailing Address _____

Phone _____

Fax _____

E-mail _____

Project Information

Plans are submitted for Preliminary Review Final Approval

Grade Levels _____ Grades in Class Size Reduction _____

Master Plan Site Capacity _____ Project Capacity (this phase) _____

Total Number of Teaching Stations to be Modernized _____

Total Project Area (square feet) _____ (this phase)

Site Acreage

Gross _____ Net _____ Additional Joint-Use Acres _____

Does the LEA plan to operate the school on a multitrack year-round education (MTYRE) schedule?

Yes No

Type of MTYRE Calendar _____

Construction Cost Estimate _____

Local Educational Agency Certifications for Modernization

(For final plans only)

County	Project Tracking Number
Local Educational Agency	School

1. California Environmental Quality Act (CEQA) Compliance: Per *Public Resources Code* sections 21000 et seq. and CEQA Guidelines sections 15000 et seq.

(Check one and fill in dates as applicable.)

The local educational agency (LEA) certifies that it has completed for this project all actions required pursuant to CEQA and determined that this project is:

- A. not a project for purposes of CEQA and that no CEQA action is required; *or*
- B. completely exempt from preparation of CEQA environmental documents either by statutory, categorical, or general rule exemption; *or*
- C. fully covered in a Negative Declaration/Initial Study adopted by the LEA; *or*
- D. fully covered in a Final Environmental Impact Report (EIR) adopted and certified by the LEA; *or*
- E. fully covered within another lead agency’s adopted CEQA document, and if necessary, the LEA has adopted a finding of no new impact.

Date the Final Environmental Impact Report or Negative Declaration was adopted: _____

Date the project was approved by the LEA governing board: _____

Date the Notice of Exemption or Notice of Determination was filed with the County Clerk: _____

2. Existing School Safety Certification

An LEA modernizing an existing school site must certify that it has reviewed the following California *Code of Regulations, Title 5* standards for this school modernization project and that the project will not create any new significant safety hazards or exacerbate any existing safety hazards to students.

California Code of Regulations, Title 5, Section 14010:

- (c) Powerlines/Electromagnetic fields
- (d) Within 1,500 feet of a railroad
- (e) Traffic noise
- (f) Active fault or fault trace
- (g) Flood or inundation area
- (h) Near an above ground water or fuel storage tank or within 1,500 feet of a pipeline, which can pose a safety hazard
- (i) Liquefaction/Landslides
- (l) Traffic/Pedestrian safety
- (m) Compatible existing and proposed surrounding land uses
- (q) Exposure to adverse light, wind, and air pollution
- (r) Easements restricting access or building placement
- (t) Within 2,000 feet of a significant disposal of hazardous waste

3. Classroom Telephones and Public Safety: Per *Education Code* Section 17077.10.

For permanent or portable classrooms in this project, the LEA has complied with *Education Code* Section 17077.10 by providing a telephone in each classroom that is a hard-wired or wireless connection to a public-switched telephone network.

(Check one)

- Yes
- No
- Not applicable, since there are no classrooms in the project

4. Urban/Security/Impacted Site:

For LEAs requesting additional funding pursuant to *State Allocation Board (SAB) Regulation* Section 1859.83(d), the CDE must certify to the SAB that the site size is 60% or less of the CDE-recommended site size for the current California Basic Educational Data System (CBEDS) enrollment of the site.

To request this increase, please complete Sections A and B below, and the CDE will compute the percent of the CDE-recommended site size and report this figure in the final plan approval letter for the project.

A. Usable Site Acres (is the sum of the following):

1) _____ Usable acres of existing school site. Exclude any portion of the project site that CDE has found to be unusable for school purposes, including but not limited to easements, steep terrain, and designated wetlands.

2) _____ Joint-use acres if the LEA has title to the property or signed a joint-use agreement with another public agency.

TOTAL USABLE ACRES

B. Site Capacity:

Does the school operate on a multitrack year-round education calendar? Yes No

If yes, enter the maximum enrollment on the site at one time (*State Allocation Board Regulation* Section 1859.2).*

Does the school operate single-session or double-session kindergarten classes? Single Double

For middle schools, does the educational program require football and track facilities? Yes No

For high schools, does the educational program require:

- 1) Swimming pool? Yes No
- 2) Diving pool? Yes No
- 3) Baseball field, including bleachers and dugouts? Yes No
- 4) Football field and track, including a stadium? Yes No

(LEA completion)

Grades	Kinder.	1 - 3	4 - 6	7 - 8	9 - 12	Nonsevere	Severe	Total
*Current CBEDS Enrollment of School (as adjusted for MTYRE if applicable)								

(CDE use only)

Nonsevere Special Education/ Severe Special Education Students								
Total Enrollment of School								
**CDE-Recommended Acres								

**Based on the Guide to School Site Analysis and Development, 2000 edition

Net Usable Acres as a Percent of
CDE-Recommended Acres

I certify, as the local educational agency representative, that the information reported on this form is true and correct and that the above named local educational agency has reviewed the Title 5 standards, cited in Section 2 herein, for this school modernization project and has determined that the project will not create any new significant safety hazards or exacerbate any existing safety hazards to students.

If a different California Environmental Quality Act process is pursued subsequent to this certification, the local educational agency shall notify immediately the School Facilities Planning Division and the Office of Public School Construction.

Name of Authorized Local Educational Agency Representative

Title

Signature of Authorized Local Educational Agency Representative

Date

SFPD 4.08C, PART ONE (Rev. 10/04)
Summary of Educational Specifications
 (Submit with preliminary and final modernization plans)

County	Project Tracking Number
Local Educational Agency	School
Summary of how the project supports the LEA's educational program:	
Description of the scope of work in the following areas: A. Technology (<input type="checkbox"/> Centralized Technology Laboratory <input type="checkbox"/> Dispersed Technology <input type="checkbox"/> Both <input type="checkbox"/> None)	
B. Science (indicate if the project includes science laboratories and if caustic and/or corrosive materials will be used)	
C. Heating, Ventilation, Air Conditioning	
D. Plumbing	

E. Lighting, Ceilings, Electrical

F. Floors, Doors, Walls, Windows

G. Cabinetry

H. Handicapped Accessibility

I. Other

SFPD 4.08C, PART TWO (Rev. 10/04)

Space Conversions (Complete only for spaces that will be altered in size or purpose)

County	Project Tracking Number
Local Educational Agency	School

Some modernization projects may include a change in the purpose and/or size of a particular space to provide for an environment suitable to the current and future educational program. If a space is altered significantly, complete this form. Removing a wall to create one large classroom out of two current classrooms would be significant. However, removing a stall in a restroom to make it handicapped accessible would be insignificant and not required on this form.

NOTE: Do not complete this section if teaching stations and support spaces are not being altered in size or purpose.

Column A Building Identification: Indicate the building identification by letter, number, or name.

Column B Type of Space and Educational Program: Label the type of space provided in each building under the column labeled "current." Indicate under the column labeled "planned" the type of space after modernization.

Column C Square Feet Per Space and Number of Spaces: Provide the current number of square feet per type of space to be converted and the number of spaces under the two columns under "current." Provide the square feet for the newly planned space and number of spaces under the "planned" column.

For example:

Current		Planned	
Square Feet	No. of Spaces	Square Feet	No. of Spaces
780	2	1,560	1

Column D Purposes: Provide a brief explanation of the educational purpose for the conversion. Example: A metal shop is converted to a simulation technology laboratory to provide students with exposure to various skills in operating robotics equipment and related computer programming.

A	B		C				D
Building Identification	Type of Space and Educational Program		Square Feet per Space and Number of Spaces				Purposes
	Current	Planned	Current		Planned		
			Square Feet	No. of Spaces	Square Feet	No. of Spaces	

Attach additional sheets if necessary