

# Creating & Editing Projects for Developers

This guide explains how to submit a project and pay developer fees as a developer using the Facilitron DevFees platform, providing step-by-step instructions to ensure a smooth and accurate submission process.

## Who is Considered a Developer in Facilitron?

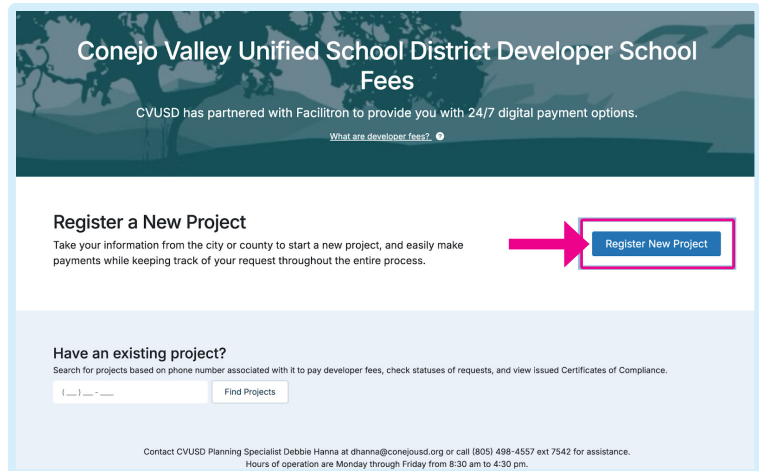
A “developer” in Facilitron DevFees is anyone submitting a request for a project that requires school impact fees, such as an owner, contractor, developer, or similar individual.

## Accessing DevFees

To access the DevFees site, either use the link provided to you by the district, or find the developer fee portal link on the district website. For help finding the developer fee portal for your district, please reach out to Facilitron support.

Upon accessing the link, you will land on a page similar to the one below. Click “**Register New Project**” to get started (see Figure A).

FIGURE A



## Registering a Project

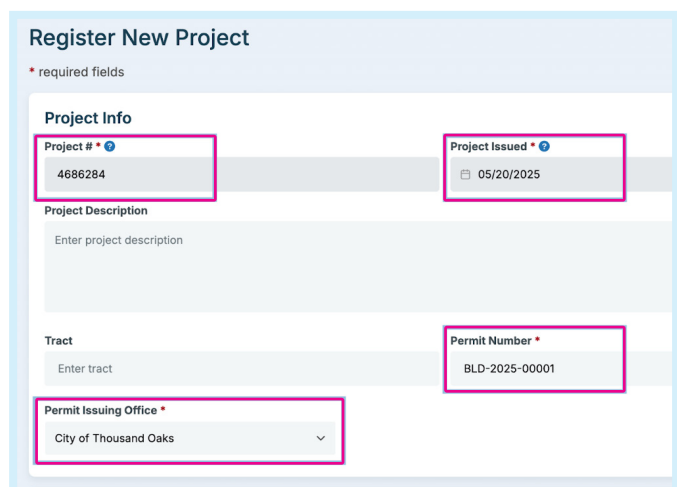
Please note that the district that you are registering a project in may include some/all of the following fields, and may include fields that are not shown in the example below.

### Part 1: Project Info

Enter your project details requested on the **Register New Project** form (see Figure B).

- **Project number:** This field is required, and this number will be used to identify your project. The project number may already be filled out and generated automatically. If it is not, you will need to enter the project number designated on your approval form.
- **Project issue date:** This is generated automatically, and is the date that your project was submitted on. Depending on the district where you’re registering your project, this may or may not be able to be updated.
- **Project Description:** This is an optional field. You can note any details related to your project in this section.
- **Tract Number:** This is an optional field. If you have your tract number, please enter it.
- **Building Permit Number:** This is a required field. Enter the building permit number issued to you for your development.

FIGURE B



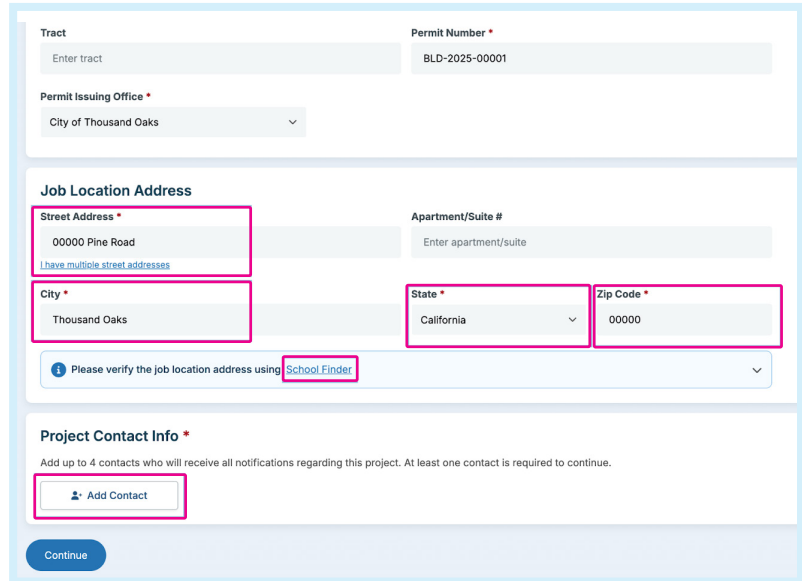
- **Permit Issuing Office:** This is a required field. Select the office from the dropdown from which your building permit/building permit number was issued.

## Part 2: Job Location Address

Beneath the “Project Info” section, you will be prompted to enter the address for where the work is taking place (street address, city, state, and zip code). These are required fields (shown in Figure C). For assistance with address verification, click the blue “School Finder” text.

- To enter multiple addresses on the same street, list each address number and separate by commas, then type the street name (for example: 123, 317, 548, 612 Main Street).
- If the addresses are on different streets, simply enter the word MULTIPLE in the Street Address field.

FIGURE C



The screenshot shows a web form for project information. The 'Job Location Address' section is highlighted with a pink box. It includes fields for 'Street Address \*' (with a link to 'I have multiple street addresses'), 'Apartment/Suite #', 'City \*', 'State \*', and 'Zip Code \*'. Below this section, there is a link for 'School Finder' and a 'Project Contact Info' section with an 'Add Contact' button.

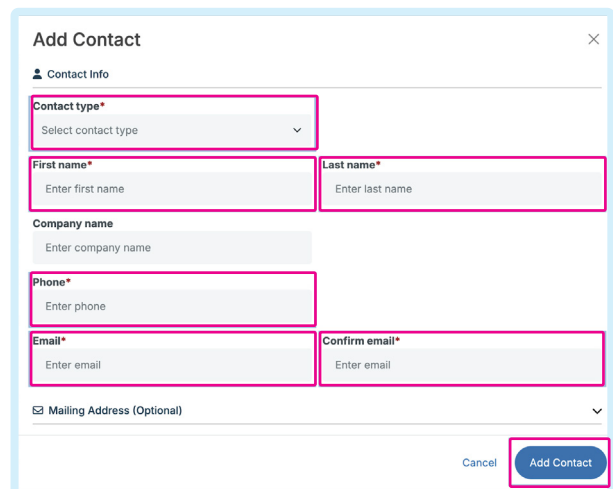
## Part 3: Project Contact Info

- Next, submit a project contact by pressing, “**Add Contact**” (see Figure D). This contact will receive updates regarding the project. Having a contact listed is required in order to submit the project.

### The following fields must be completed for listing the project contact:

- Contact Type: Please select “Developer”, “Owner”, “Contractor” or “Other”.
  - First Name
  - Last Name
  - Phone number: List the best phone number for the project contact. This can be an office or a cell phone number - whichever is preferred.
  - Email Address: List the email address preferred by the project contact.
  - Email Confirmation: Please type the email address in for confirmation purposes.
- An option to list a mailing address is also present. If your organization requires paper invoicing, please enter the address where the invoices should be sent here.
- After entering the contact’s information, click “**Add Contact**” to submit.

FIGURE D



The screenshot shows the 'Add Contact' form. It includes fields for 'Contact type\*', 'First name\*', 'Last name\*', 'Company name', 'Phone\*', 'Email\*', and 'Confirm email\*'. There is also an optional 'Mailing Address' section. The 'Add Contact' button is highlighted with a pink box.

- D. The contact submitted will automatically be selected as the default contact for the project. You can choose to add up to four contacts, as well as change the designated default contact. Click **“Continue”** after adding the contacts for your project (see Figure E).

## Part 4: Approval Forms

After adding your contact, you’ll need to add your approval form.

- A. Click **“Add Approval Forms”** to begin (see Figure F).
  - A pop-up allowing you to add developments and approval forms will open (see Figure G).
- B. Now, add your development. Click **“Add Development”**, and select the development type and construction type in the corresponding dropdowns. You will also be required to enter the square footage for the development.
  - You can add as many developments as needed for your project. After adding developments, upload your approval forms by pressing **“Browse”** in the **“Upload Documents”** section.
- C. Click **“Add Development”** to submit. If prompted, please add any additional documents requested (see Figure H).

FIGURE E

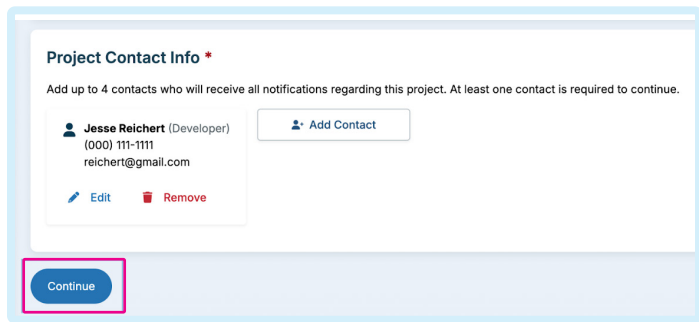


FIGURE F

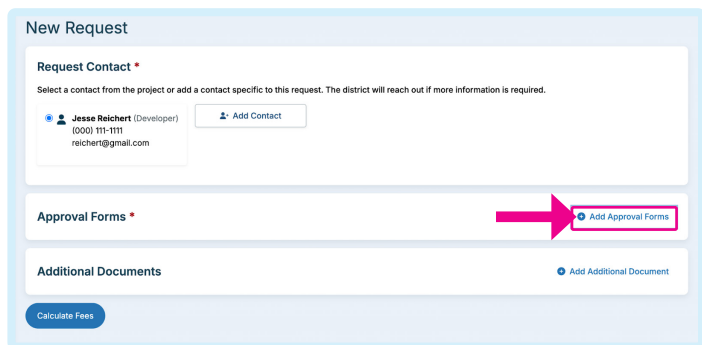


FIGURE G

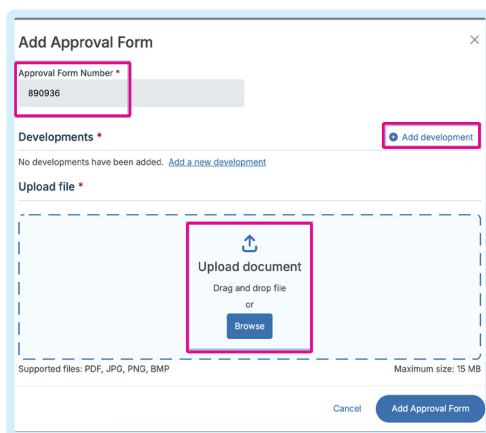
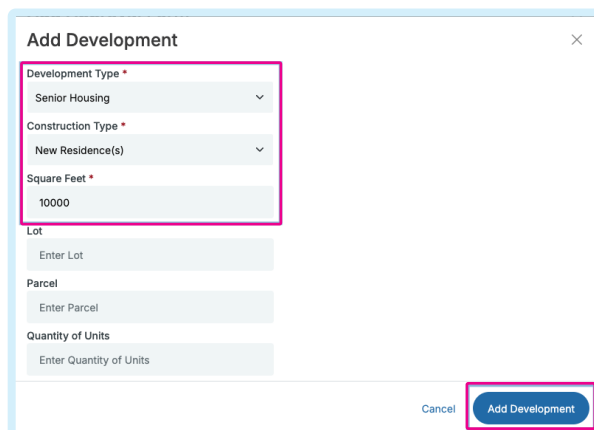


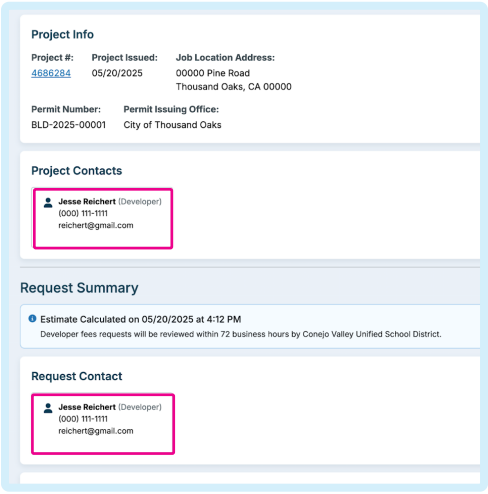
FIGURE H



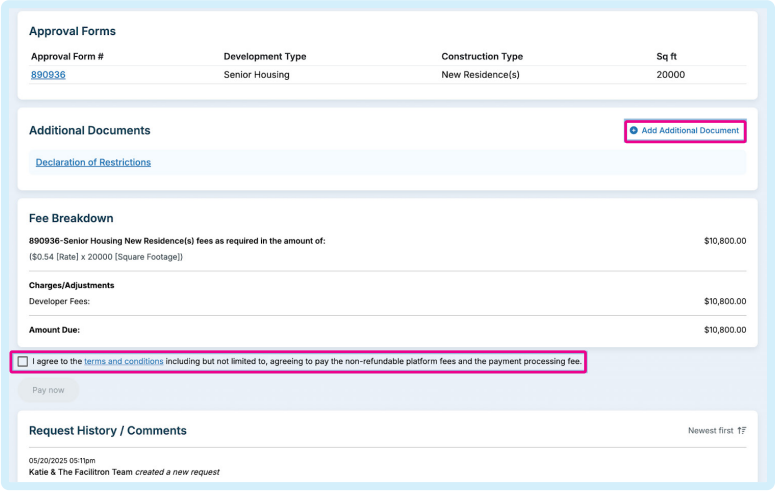
**Please note** that depending on the district, the Approval Form number may be generated automatically. If so, please note that this cannot be changed. If an Approval Form number does not generate, you will need to manually enter the Approval Form number provided by the district.

- D. After adding your developments and approval forms, press **“Calculate Fees”**. At this time, you will have the opportunity to review the information you have provided and make a payment (See Figure I).
- E. You will see an option to add additional documents. If you have other forms to upload, you can do so here. After reviewing, check the box indicating that you agree to the terms and conditions, and then click **“Pay Now”** (see Figure J). Please note that the “Pay Now” option will not be available until after agreeing to the terms and conditions.

**FIGURE I**



**FIGURE J**

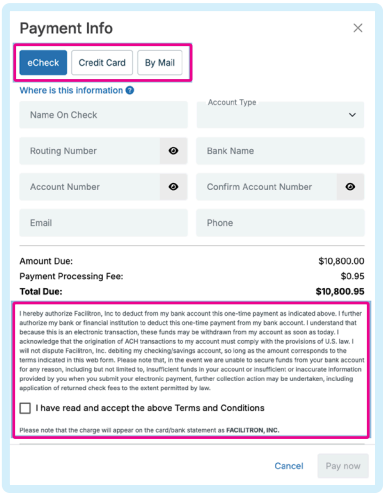


## Part 5: Making a Payment

After reading and agreeing to the terms and conditions for payment processing, you will be able to click **“Pay Now”** and submit payment.

- A. First select your preferred method of payment. You can choose to pay by eCheck, credit card, or by mail. Then follow the instructions that appear in order to submit the payment (see Figure K).
  - If you are paying via eCheck or credit card, you will see a confirmation that your payment has been submitted, and that an email receipt is being sent to the email address entered on the “Payment Info” screen.
  - Clicking **“Continue to Request Summary”** will close out the payment window and take you back to the project page in DevFees (see Figure L).
- B. After submitting payment online, your project will enter **“Waiting for Admin Review”** status. From there, the district will review the project, project forms, payment, and approve the project.
  - If you selected **“Pay By Mail”**, the project will go into **“Waiting for Admin Review”** status once payment has been

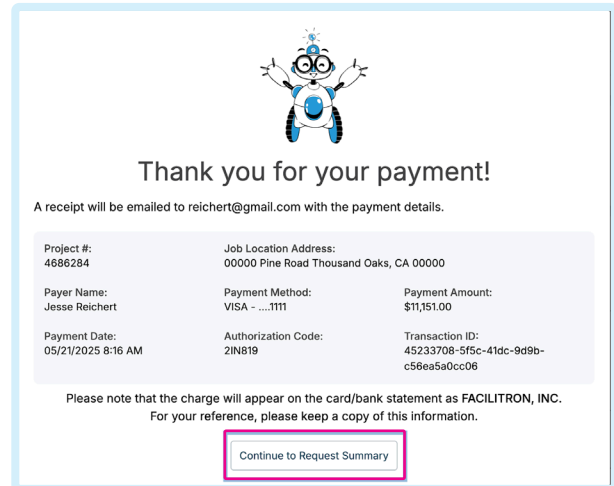
**FIGURE K**



received and processed.

- Please note that **approval times can vary according to the district's internal approval process**. Once an approval decision has been made and the project status is updated, you will receive an email notification. If the project has been approved, a copy of the Certificate of Compliance (COC) will be sent to the project contact via email.
- If you would like to leave a comment or follow up on your request at any time, you can do so in the **Request History/Comments** section of your project after the project has been submitted.

FIGURE L



Thank you for your payment!

A receipt will be emailed to reichert@gmail.com with the payment details.

Project #: 4686284	Job Location Address: 00000 Pine Road Thousand Oaks, CA 00000
Payer Name: Jesse Reichert	Payment Method: VISA - ...1111
Payment Date: 05/21/2025 8:16 AM	Payment Amount: \$11,151.00
Authorization Code: 2IN819	Transaction ID: 45233708-5f5c-41dc-9d9b-c56ea5a0cc06

Please note that the charge will appear on the card/bank statement as FACILITRON, INC. For your reference, please keep a copy of this information.

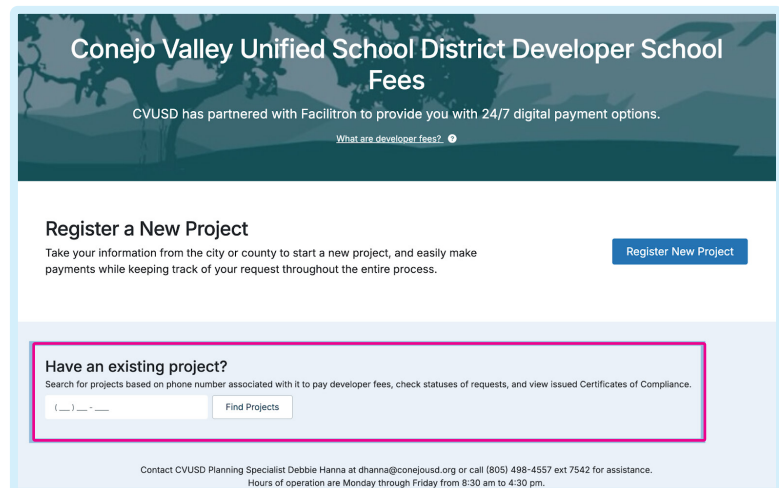
[Continue to Request Summary](#)

## Locating an Existing Project and a Certificate of Compliance (COC)

Districts have the option to configure the project search to respond to either the project contact's phone number or the project number. Please search using the indicated metric - either project number or phone number. If you are looking for an issued Certificate of Compliance, this search will help you locate this for an approved project (see Figure M).

- Please note that **only projects that have been created using the process flow shown previously, or that have been added to the Developer Fees platform otherwise, can be found using this search**. If you are looking for a COC, please check to confirm if your project has been approved by the district. If your project has not yet been approved, the COC will not yet be available. The COC will be sent to the contact provided for the project upon project approval.
- If you are unable to find a project, please reach out to the district directly for assistance with locating.

FIGURE M



Conejo Valley Unified School District Developer School Fees

CVUSD has partnered with Facilitron to provide you with 24/7 digital payment options.

[What are developer fees?](#)

**Register a New Project**

Take your information from the city or county to start a new project, and easily make payments while keeping track of your request throughout the entire process.

[Register New Project](#)

**Have an existing project?**

Search for projects based on phone number associated with it to pay developer fees, check statuses of requests, and view issued Certificates of Compliance.

Contact CVUSD Planning Specialist Debbie Hanna at dhanna@conejouisd.org or call (805) 498-4557 ext 7542 for assistance.  
Hours of operation are Monday through Friday from 8:30 am to 4:30 pm.

## Making Changes to Project Details

Once a project has been created, changes to the project details, such as the job location address or project contacts, can **only be processed by district administrators**.

- To request a change to project details, please leave a comment on your project with the requested changes, or reach out to Facilitron Support for assistance with changing these fields.

## Adding Additional Documents/Requesting Changes to a Request

### For Pending Requests:

- If there is at least one approval form that has not been verified on your request, you can comment, add additional documents, and add additional approval forms as needed.
- If all approval forms uploaded to your request have already been verified, you can only comment or add additional documents to the request. If you need to add additional approval forms, you can upload them as documents and leave a comment for the district requesting they be added as additional approval forms on the project. Once they have been added as additional approval forms, additional fees may be owed.
- If your request is approved and a COC has already been generated, you cannot make any changes or comments on the request. However, you can submit a new request associated with the same project if necessary.

FIGURE N

Fee Breakdown

184195-Senior Housing New Residence(s) fees as required in the amount of:

(\$0.54 [Rate] x 200000 [Square Footage])

Charges/Adjustments

Developer Fees:

Amount Due:

\$108,000.00

\$108,000.00

\$108,000.00

☐ I agree to the [terms and conditions](#) including but not limited to, agreeing to pay the non-refundable platform fees and the payment processing fee.

## Making a Payment on an Existing Request

Payment can still be processed from the project page after a project has been submitted. Anyone who searches the project can make a payment at any time, even if they aren't listed as a project contact.

- A. Below the “**Fee Breakdown**” section, you will see a checkbox next to a statement confirming that you agree to the terms and conditions for DevFees platform use, as well as the payment processing fee. To make a payment, check the box if you agree to the terms and conditions for payment (see Figure N).
- B. Once this box is checked, the “**Pay Now**” button will become available. Press “Pay Now” to submit your payment.

### For Approved Projects:

If the request has been approved and a COC has been generated, no edits may be made to the existing project. However, a new request for the same project can be submitted. Please note that there can only be one request submitted per project at a time. If there is an open/unapproved request, the unapproved project request needs to be edited instead of submitting a new project request.

## Need Help?

For additional assistance, please reach out to Facilitron Support at **(800) 272-2962**, or email us at [developerfees@facilitron.com](mailto:developerfees@facilitron.com)