



# SCHOOL CONSTRUCTION APPROVAL REQUEST

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

SCHOOL FINANCE AND ORGANIZATION

SFN 52304 (02-16)

### Application of:

Co. Name	Dist. No.	District Name
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### Please Check One:

<input type="checkbox"/> Request for Approval of Construction in Excess of \$150,000 but \$350,000 or less. (Facility Plan Not Required)
<input type="checkbox"/> Request for Approval of Construction in Excess of \$150,000 and also in Excess of \$350,000. (Facility Plan Required)

If your district has filed a facility plan with the Department of Public Instruction within the last three years, you need only to file forms 1,2,8,13, 18, and 19 with this request to update your plan on file.

Number of sections of land in district:	Taxable Valuation of the District:
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### Status of Approval: (DPI use only)

Please check one:

Approved  Not Approved

Nature of Project: (Give brief description and explanation as to why the project is needed – attach additional sheets if necessary)
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Emergency construction: Is this construction being requested due to the destruction of current buildings or facilities by fire, wind, or other acts of God?
<input type="checkbox"/> Yes <input type="checkbox"/> No

### Estimated Cost of Project:

Construction Materials	\$
Architect's Fees	\$
Site	\$
Furniture and movable equipment	\$
Contingent and incidental expenses	\$
TOTAL COST OF PROJECT:	\$

**Funds Available to District for this Project:**

Building Fund \$
Bonds \$
General Fund \$
Other Sources (Please identify) \$
TOTAL \$

**School Enrollment Numbers:**

Grade 1	Grade 7
Grade 2	Grade 8
Grade 3	Grade 9
Grade 4	Grade 10
Grade 5	Grade 11
Grade 6	Grade 12
Enrollment Total	

Explanation as to why the project is needed:

Will this project enhance or facilitate delivery of educational services in the district? Explain.

In the case of new construction or renovation affecting more than 50% of the existing structures square footage, describe the circumstances in your district that result in stable or increasing student population.

President's Signature	Business Manager's Signature:
Date:	Date:

***Attach school board minutes indicating project authorization.***

## School Construction Approval Process:

- 1) Approval is required for any project costing in excess of \$150,000.
- 2) Notify the Department of Public Instruction at least 45 days before submission of application for assistance.
- 3) File completed application with the Department of Public Instruction, School Finance Unit. If the project is over \$350,000 the district must complete the facilities plan and submit with application for construction approval.
- 4) The State Superintendent acts on the application within 45 days of receipt. The decision is based on:
  - a) The potential utilization of the project by a future reorganized district,
  - b) The need for the project,
  - c) Educational utility of the project, and
  - d) Capacity to pay for the project.
  - e) In the case of new construction or a renovation affecting more than fifty percent of an existing structure's square footage, demonstrates that circumstances within the district are likely to result in a stable or increasing student population.
- 5) The decision of the state superintendent may be appealed to the State Board of Public School Education. The State Board must act in 60 days.
- 6) The district must submit architectural plans to the Department of Public Instruction prior to commencement of approved construction.
- 7) Districts should review appropriate sections of North Dakota Century Code:
  - 1) 15.1-36 – School Construction
  - 2) 15.1-09-34 – Contracts by School Boards – Bids – Penalty
  - 3) 48-01.2 – Public Improvement Bids and Contracts
  - 4) 54-44.7 – Architect, Engineer, and Land Surveying Services