



## Land, Buildings and Real Estate

### GUP Entitlement Fee Implementation Guideline

#### *A Supplement to the GUP Entitlement Fee Policy*

**Summary** The GUP Entitlement Fee Policy was established September 1, 2001 to recover GUP mitigation costs through an entitlement fee on School and Department growth.

This guideline has been established to further define applicability and calculation of the GUP Entitlement Fee in accordance with the policy.

**GUP Entitlement Fee** All space movement that involves expansion or contraction as well as new construction within the academic growth boundary on the Stanford University campus is subject to this policy. This Fee is not necessarily based upon the usage of GUP square footage as reported to the County of Santa Clara, but rather it is levied on expanding schools and departments who are occupying increasing amounts of campus square footage.

Expanding Schools and Departments are consuming GUP square footage directly (by building new) and indirectly (by taking existing areas not previously occupied by them) and, as a result, are required to contribute to the costs of mitigation.

### Policy Application Guidelines

- All space moves (regardless of new construction or renovation or reallocation of space) will be reviewed for GUP Entitlement Fee applicability.
- Assessment of space moves commenced on September 1, 2001. Schools and Departments occupying space on that date created the space baseline. This baseline will

be used to measure future expansion and contraction. Once any expansion or contraction occurs and a fee or credit is assessed, the baseline will be updated accordingly.

- GUP Fee applicability will be based on an increase of square footage (expansion) by a School or Department regardless of whether or not the space used GUP 2000 square footage.
- The square foot expansion of Schools and Departments outside the boundaries of the Santa Clara County approved GUP will not be subject to the GUP Entitlement Fee.
- Space vacated as a result of a space move may be counted as a credit against an expansion if accepted as a credit. Vacated space that is deemed unusable may not be credited until the vacated space is absorbed or demolished.
- Space contraction may result in a GUP square footage credit that may be used in the future. It will not result in a cash payment.
- Temporary space (occupied for less than 2 years) will not be assessed a GUP Entitlement Fee.
- The minimum threshold subject to the policy is 500 gross square feet.
- The review, determination of applicability and calculation of the GUP Entitlement Fee will be made by Land and Buildings, as delegated by the Provost.
- The documentation of the GUP Entitlement Fee will be included in the Form 1 and the Funding Plan/Agreement.
- The GUP Entitlement Fee will be due and collected:
  - upon Board of Trustee *Construction Approval*
  - upon final Form 1 approval
  - or via the space allocation process

## **Authority**

These guidelines are approved by the Provost.