

**CHECKLIST FOR
DEVELOPER REIMBURSEMENT AGREEMENT
DRA #XX-XX**

(Water, Sewer, Storm and Street Facilities)

DATE APPLICATION RECEIVED: _____

INITIAL \$300 FEE PAID

- Initial \$300 due with the application and agree to pay remainder once calculated.
- Per parcel fee of \$5.00 (_____) = \$ _____ [Due once calculated.]

1. Name of Applicant Name and Address:

Telephone Number:

2. Improvement type and location:

3. Legal description of the property to be served.

4. Legal descriptions and names of the property owners that are contributing to the construction with proof of contribution.

5. Certified statement from a professional engineer containing the itemization of the total projected cost of the system improvements. Developer eligible if cost is over the amount of \$4,000 (adjusted by the Annual Average ENR Seattle Construction Cost Index for inflation, which was 5224 in 1992)

6. A copy of the design drawings and specifications.

7. Applicant in compliance with all City ordinances.

8. Are improvements a part of developer's abutting right-of-way and transitions required pursuant to City ordinance? If so, no agreement shall be signed, except for vertical and alignment changes.

9. Improvements consistent with comprehensive utility and/or transportation plans.

10. Is there capability and capacity to service proposed facilities?

11. Applicant agrees to an annexation covenant for property served outside City limits but no further than the UGA outside City.

12. Assessment reimbursement area is determined.

13. Current interest rate for LID warrants is _____%, which may be revised to the actual rate in effect at the time of recording. Length of period for reimbursement agreement is _____ years. (15 years max.)

14. Charges for benefited areas calculated based upon:

15. City Engineer develops preliminary determination

16. containing his analysis.

17. Preliminary Notice to properties in the assessment reimbursement area is developed and sent to the owners.

18. Notarized affidavit of mailing signed by the applicant and in file. Mail sent on _____.

19. Has anyone requested a hearing before the City Council? Must be within 20 days of mailing or _____

20. Public Hearing for City Council set on _____.

21. Notice of public hearing for City Council mailed _____ with affidavit of mailing _____ sent to benefited property owners.

22. City Council may approve, modify or reject assessment reimbursement area and/or charges. Results of hearing were _____

23. Reimbursement Agreement approved by City Engineer, but not signed, on _____.

24. Applicant authorized to begin work after obtaining all necessary permits and approvals.

25. Construction completed and accepted by the City on _____.

26. "As built drawings" received on _____ with all easements.

27. Applicant provide the City with a Maintenance Guarantee Bond or other approved assignment of savings in the amount of 10% or \$ _____ for one year period.

28. Final costs of improvements received from applicant and reviewed against original costs and changes can be made to the assessment. Applicant provide bill of sale for improvements to the City.

29. The reimbursement agreement and notice of agreements and charge shall be recorded in the Auditor's office within 30 days of final execution of the agreement by the applicant with a copy given the City.

30. Applicant provide affidavit of mailing copy of the agreement and notice to each owner of record of properties to be charged. Affidavit received on _____.

31. Beneficiary name and address is: _____

