



City of Leavenworth

DEVELOPER REIMBURSEMENT AND COLLECTION AGREEMENT APPLICATION¹

APPLICANT**

#1

Last Name: _____ First Name: _____ M.I. _____

Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

#2

Last Name: _____ First Name: _____ M.I. _____

Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

*** If there is more than one developer for a single project, all developers seeking reimbursement must join in the application for that project. Use additional sheet if necessary to provide information for all developers. Any developer not joined shall have that developer's contribution excluded from the calculation of the reimbursement charge and shall not be entitled to reimbursement. Developer(s), at the time of application, must include a signed, written statement from any developer that does not intend to seek reimbursement.*

ENGINEER:

Last Name: _____ First Name: _____ M.I. _____

Business Name: _____

State License Number: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

SURVEYOR:

Last Name: _____ First Name: _____ M.I. _____

Business Name: _____

State License Number: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

¹ This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

PROPERTY / PROJECT INFORMATION:

Type of Improvement (check **only one** - a separate application must be used for each improvement type):

- Water
- Sewer
- Stormwater
- Street Improvements

Address or Location of Project Property: _____

Existing Legal Description of Property: _____

Assessor’s Tax Parcel ID Number of Parcel(s): _____

FEES²:

- \$1,100 base fee (includes SEPA) is due at time of application submittal made payable to: City of Leavenworth
- In addition to the base fee, a charge of \$50.00 per hour will be assessed for each hour of staff time for reviewing the project, however, 50% of the base fee (in this case \$550.00) will be credited toward the total dollar amount of the staff hours billed to the applicant.
- The City may outsource work to agencies and/or consultants at its discretion. Costs for consultant work / review shall be fully reimbursed by the Applicant prior to finalization of the Agreement.
- Recording fees pursuant to Chelan County’s current fee schedule – made payable to: Chelan County Auditor. *Please be advised that all taxes and assessments, both current and delinquent, may be required to be paid prior to recording documents. Please contact the Chelan County Auditor prior to recordation.*

REIMBURSEMENT AND COLLECTION AGREEMENT REQUIREMENTS (in part):

- This application is made pursuant to Chapter 14.04 of the Leavenworth Municipal Code, all provisions and/or requirements of which are incorporated herein by reference. All improvements shall meet all of the applicable provisions of the Leavenworth Municipal Code, and separate permits and approvals may be required for the project. Submission of and receipt of this application shall not constitute a binding agreement, and the City reserves the right to refuse to enter into any developer reimbursement and collection agreement or to reject any application thereof. Please consult **Leavenworth Municipal Code Chapter 14.04** for complete information and requirements.
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REQUIRED DOCUMENTATION:

- All drawing(s) must be on paper capable of being folded for storage in a 9" x 14" file, and become the property of the City of Leavenworth.
- **Include all of the following information and applicable drawings with the application. Applications that do not include all the required information and drawings will not be accepted as complete and will be returned to the applicant. This may delay or nullify any Agreement.**

² Fees are subject to change without notice – please confirm with City prior to permit submittal.

For Built Projects:

The complete application must include the following.

1. A legal description of the developer's property approved by a state of Washington licensed engineer.
2. A legal description of the properties within the developer's proposed benefit/reimbursement area together with the name and mailing address of each owner of record of property within the proposed benefit area, together with the legal description, size and county assessor's tax number for each property, to be certified complete and accurate by the applicant and approved by a state of Washington licensed engineer.
3. Vicinity maps of developer's property.
4. The developer's proposed benefit / reimbursement area and location of the street system and / or utility system improvements approved by a state of Washington licensed engineer.
5. The developer's proposed allocation of the cost of construction to the individual properties within the proposed assessment reimbursement area and the method used for such allocation.
6. Commitment for Title Insurance issued within 30-days of application submittal which demonstrates the property to be clear of all encumbrances.
7. The applicant shall provide engineered plans, specifications and drawings, including rights-of-way and easement documents.
8. Agreement from each applicant, developer and/or land owner which states such party agrees to indemnify, defend, and hold-harmless the City of Leavenworth for any costs allocated with a start time of a project and/or development to accommodate the processing of the developer reimbursement and collection agreement.

Upon completion of the project:

9. Itemized cost approved by a state of Washington licensed engineer for the cost of construction.
10. Engineering "as-built" plans, specifications and drawings, including all necessary rights-of-way and easement documents. "As-builts" shall be produced and stamped by the engineer of record, based on the built and surveyed improvements. In addition, the city may require that the documents be provided on AutoCAD or another electronic format as specified by the city. The developer shall also deliver to the city reproducible copies of all plans, specifications and drawings, and shall comply with any other requirements imposed by city codes or adopted standards for engineering plans.

Other information may be requested by the City as needed for review of the application.

I/WE DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION PROVIDED ON THIS FORM/APPLICATION AND THE ATTACHED FORM(S)/APPLICATION(S) IS TRUE, CORRECT AND COMPLETE.

I/we hereby certify that I/we have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, approval may be denied or revoked.

I/we understand that final fees for this application will be based on the costs of the employee and/or consultant time spent processing the application per adopted City Fee Schedule. I/we understand that the initial fee is considered a deposit toward full cost for processing, that the final costs will be more than the initial fee deposit, and that I/we will be billed for the additional charges.

For pre-construction agreements, where applicable, I/we understand that receipt of approval of such agreement does not constitute an entitlement to begin work. Other approvals and/or permitting may be required from City departments and outside agencies. Additional fees may be assessed for these permits / approvals.

Signature³: _____ Date: _____

Signature: _____ Date: _____

³ The signature of each applicant is required per LMC 21.05.010 (B)(7). Use additional sheets as necessary.