



Application for Developer Reimbursement Agreement
(Application for Latecomers Agreement)

Amount Paid \$ _____
Date _____
Receipt No. _____
Received by: _____

PLEASE NOTE: Per Pasco Municipal Code (PMC) 14.25.030, this Application must be submitted prior to project approval by the City in the form of a permit, an executed Street/Utility System Extension Agreement, or other written authorization to proceed with construction. Failure to do so may result in waiving the right to enter into a Developer Reimbursement Agreement.

City Application Fee: \$100

Name of Applicant:				Date
Mailing Address:				
City:	State:	Zip Code:	Email Address:	
Telephone No.:		Fax No.:	Other:	

Improvement Type (check one):			
Water <input type="checkbox"/>	Sewer <input type="checkbox"/>	Street Facilities <input type="checkbox"/>	If applying for more then one Improvement, please fill out an application for each Individual improvement.

Legal Description of Developer's Property:

Please submit the following documents: (Checklist)
<input type="checkbox"/> Vicinity maps of Developer's property. <input type="checkbox"/> Map of Developer's <i>proposed</i> Assessment Reimbursement Area and general location of the system improvements to be included. <input type="checkbox"/> Legal description of the properties within the Developer's <i>proposed</i> Assessment Reimbursement Area together with the names and addresses of the owners of such property as shown on the records of the Franklin County Assessor's Office. <input type="checkbox"/> Developer's <i>proposed</i> allocation of the costs of construction to the individual properties within the proposed Assessment Reimbursement Area and the method used for such allocation. <input type="checkbox"/> Construction drawings or as-build drawings, as required by the Public Works Department.

Name of Licensed Engineer:				
Name of Firm:				
Mailing Address:				
City:	State:	Zip Code:	Email Address:	
Telephone No.:		Fax No.:	Other:	

Name of Contractor:			
Mailing Address:			
City:	State:	Zip Code:	Email Address:
Telephone No.:		Fax No.:	License No.:
Insurance Co. Name:		Insurance Co. No.:	Bond No.:
SIGN HERE →		Date:	

General Information:

Developer Reimbursement Agreements, also referred to as latecomers agreements, recovery contracts or reimbursement agreements, allow a property owner and/or a municipality who has installed street or utility improvements to recover a portion of the costs of those improvements from other property owners who later develop property in the vicinity and use the improvements. Two different statutes, chapter 35.72 Revised Code of Washington (RCW) for streets, and chapter 35.91 RCW for utilities, as well as PMC 14.12, govern these Agreements.

Developer Reimbursement Agreement charges are not to be confused with connection fees, also known as facilities charges or system development charges, for utilities under chapter 35.92 RCW and PMC Title 13. These fees or charges are a property owner’s equitable share of the cost of the entire utility system and not just for improvements that serve his/her property.

To provide reimbursement, for a period not to exceed up to 15 years for streets and 20 years for utilities, of a portion of the costs of the project by other property owners who: 1) are determined to be within an assessment reimbursement area; 2) are determined to have a reimbursement share; 3) did not contribute to the original cost of the street/utility project; and 4) subsequently develop their property within the 15/20-year period, and at the time of development are not required to install similar street/utility projects because they were already provided by the original developer.

Next Steps:

- Within twenty-eight (28) days after receipt of this request, the Public Works Department shall provide the Developer written notice whether the application is complete and, if incomplete, what must be done for the application to be considered complete.
- If the application is incomplete, within thirty (30) days from the written notice, the Developer shall respond and provide the information required to complete the application or, if unable to provide the information, provide a written explanation of why they cannot provide the information within the designated time period and provide a date that the requested information will be submitted. The City of Pasco Public Works Department may, at their discretion, grant an extension of up to sixty (60) days.
- Once the application is complete, the Public Works Department shall formulate a preliminary assessment reimbursement area and preliminary assessment for real property benefited by the street and/or utility system improvements.