CITY CHECKLIST FOR DEVELOPER REIMBURSEMENT COLLECTION AGREEMENT
DRCA#XX-XX
(Water, Sewer, Storm and Street Improvements)

DATE APPLICATION RECEIVED: _____ Initial $___ fee due with the application. PAID _____

☐ Per parcel fee of $___ (_____) = _____[Due prior to execution of the Agreement]

☐ 1% cost of construction fee paid. [Due prior to execution of the Agreement]

☐ 1. Applicant Name, Address, and Telephone:
_____
_____
_____
_____

    ☐ All developers seeking reimbursement included in application?

☐ 2. Legal descriptions and names of the property owners contributing to the construction with proof of contribution, including amounts and/or percentages.

☐ 3. Improvement Type and Location:
_____
_____
_____

☐ 4. Legal description of property served:
_____
_____
_____
_____

☐ 5. Construction completed; accepted by the City on _____. All terms of the Developer Extension Agreement, including receipt of all bills of sale, "as-builts", easements, etc., have been met.

☐ 6. Receive Maintenance Bond in accordance with Developer Extension Agreement Section 9(B)

☐ 7. Certified statement from a professional engineer itemizing the total final cost of system improvements. Developer eligible if cost is over $50,000.

☐ 8. Applicant provides proposed reimbursement area, including names, addresses, and legal descriptions of properties in proposed area (13.98.040)

    ☐ Method for calculating charges for benefited areas based upon _____
_____.

☐ 9. Public Works Director reviews/formulates preliminary determination of reimbursement area containing his/her analysis. See *General Process for Establishing Developer Reimbursement Areas*

☐ 10. Preliminary Notice to property owners in the reimbursement area sent via certified mail. Date notice sent_____

    ☐ City participating as developer? Plannning/Public Works mails notices. Complete affidavit of mailing.

☐ 11. Notarized affidavit of mailing signed by the applicant and in file.

☐ 12. Benefited owner(s) make written request for a hearing before the City Council within 20 days of mailing?

    ☐ Yes, schedule hearing

    ☐ No, proceed to step 17.

☐ 13. Hearing for City Council, if necessary, set on _____.

☐ 14. Notice of Hearing mailed on _____ to benefited property owners. Complete affidavit of mailing.

☐ 15. City Council approve, modify, or reject reimbursement area and/or charges. Council results: _____
_____

    ☐ Rejected, no further action necessary

☐ 16. Reimbursement area and/or charge changed?

    ☐ New notices sent out as in 10 and 11.

    ☐ Owners originally notified and unaffected by changes to area and charge *waived* right to hearing

    ☐ Hearing requested within 20 days, see steps 12 through 14.

☐ 17. If approved, Council directs City Manager to sign agreement. Approved on _____.

    ☐ City Attorney review agreement.
Initial _____ Date reviewed _____

☐ 18. Reimbursement agreement, final notice of reimbursement area map and charge recorded with the Auditor's Office within 30 days of signing the agreement. Copy given to the City on _____.

    ☐ City participation? City records. Originals filed at City Hall. Mail copy to developer.

☐ 19. Final notice, copy of reimbursement agreement, and attachments mailed via certified mail to each owner of record for the properties to be charged.

    ☐ City participating as developer? City mails notices. Complete affidavit of mailing.

☐ 20. Notarized affidavit of mailing signed by the applicant and in file. Date notice sent _____

☐ 21. All beneficiaries names, addresses, and telephone numbers on file. Give Finance contact information.

☐ 22. Planning/Public Works places "Holds" on all properties subject to the reimbursement area charges.

☐ 23. Reimbursement Area posted on Latecomer Map.

☐ 24. Planning/Public Works notifies Finance about the establishment of the reimbursement area and all affected properties.

    ☐ Finance gets copy of recorded documents.

☐ 25. Finance sets up a separate reimbursement account. Get reimbursement account number from Finance.

    ☐ BARS Code: _____

    ☐ Reimbursement period is _____ years. (max: 15 years or as allowed by statute). Fill in date in step 30.

☐ 26. Planning/Public Works prepares a Certificate of Payment and Release for each property owner who pays the reimbursement charge within the period. Owner to record with the Auditor and provide City with a copy within 15 days of recording.

    Certificate(s) prepared on _____
_____
_____
_____
_____

    Copy received on _____
_____
_____
_____

☐ 27. Finance distributes any charges collected within 60 days of receipt.

    ☐ Copy of disbursements given to Planning/Public Works. Place in file.

    Disbursements made on _____
_____
_____
_____
_____

☐ 28. Notify GIS to update Latecomer Map; release "hold" on property.

☐ 29. Each beneficiary update City with contact information as required?
    Yes, update contact information. Notify Finance of current information.
    Initial _____ Date notified _____

    No, See 13.98.140. Notify Finance and City Attorney.
    Initial _____ Date notified _____

☐ 30. Reimbursement Agreement expires on
_____.

☐ 31. Notify beneficiary in writing that Agreement has expired.
    Initial _____ Date notified _____

☐ 32. Notify Finance to close disbursement account and distribute any remaining funds.

☐ 33. Remove "holds" on unpaid properties.

☐ 34. Notify GIS; update map.

☐ 35. Close out file.

☐ 36. Public Works Director/designee signs off completed and closed file.
    Signature _____
_____
_____