

Street and Utility Latecomer Application

DATE: _____

A complete application must be submitted and paid for prior to the commencement of work

Reimbursement to be made to: _____

Current Mailing Address: _____

Telephone Number: Home: _____ Work: _____

E-mail: _____

Describe applicant's property:

Addition: _____ Block: _____ Lot(s): _____ Parcel #: _____

Site Address: _____

In order to develop the described property, applicant is required by City ordinance to construct utility improvements consisting of the following:

Paving: Street Name: _____ From: _____ To: _____ Length: _____

Water Main Street: _____ From: _____ To: _____ Length: _____

Sewer Main Street: _____ From: _____ To: _____ Length: _____

The total estimate cost of constructing the required improvements is: \$ _____

See attached checklist and information sheet for additional submittal requirements.

I certify that the information contained in this application is true and correct.

In consideration of the acceptance of this application, I hereby release, indemnify and hold harmless the City of Port Townsend from all claims of any nature, including property damage and personal injury, arising out of the execution, establishment, enforcement and implementation of the agreement for which I am applying.

I understand that this application will not be processed until all information has been provided and any applicable fees have been paid. I also understand that as a condition of approval of the agreement, I may be required to pay additional amounts to compensate the City for its actual costs of processing my application in excess of the application fee. I further understand that final construction figures and as-built drawings will be required to finalize the agreement.

Reimbursee

Date

Professional Engineer or Licensed Project Contractor

Date

Latecomer Checklist

- Completed Latecomer Application form (page 1)
- Latecomer application fee of \$336.00 and recording fees paid to Jefferson County
- Submit an **itemized** cost estimate prepared by a civil engineer or project contractor.

Only those costs that are directly related to the City main or the Public Street can be included in the latecomer. Costs related to **service connections** from the main line or **driveways, may not be included as part of the payback.** Do not include permit costs and fees.

- Submit a list of properties that will benefit from the improvements and that are subject to reimbursement. This information can be obtained from the Jefferson County website <http://www.co.jefferson.wa.us/954/Property-Tax-Parcel-Search> and must include:
 - Property Owner's Name
 - Mailing Addresses
 - Parcel Number
 - Property Legal description, including Addition, Block and Lot(s)
- Submit two 11 x 17 engineering plans to scale, stamped and signed by a licensed civil engineer showing the improvements.

Applicant must submit the latecomer application prior to beginning the work

Gravel driveways in the public right-of-way do not qualify for a payback.

Individual sewer pump systems in the right-of-way do not qualify for a payback.

If more than one utility is constructed AND the benefit area is exactly the same, one application may be used for multiple utilities. However, if the benefit area is not exactly the same, separate latecomer applications must be submitted and separate fees paid.

The application is not complete until all required items are submitted.

Within 90 days of completion of the work, submit copies of paid invoices, cancelled checks, etc. certifying that all costs being claimed on the latecomer agreement have been paid. This information is required in order to complete the latecomer agreement for recording. Final figures are limited to 10% over the estimates. Additional information on latecomer requirements is available in PTMC 13.04.



UTILITY & STREET LATECOMER AGREEMENT INFORMATION SHEET

Under certain circumstances as specified by City ordinances, an owner desiring to develop property may be required to construct water, sewer, storm drainage, or street improvements.

A latecomer agreement ("Agreement") is a 15- or 20-year contract between the property owner and the City, as authorized by Washington statute (RCW 35.72 and 35.91) and Port Townsend Municipal Code (Chapters 12.26 and 13.04).

Through a latecomer agreement, the owner who constructed the improvements creates the possibility of recovering a portion of the construction costs from owners of properties adjacent to the improvements. To be eligible for an Agreement, the costs of the improvements must be no less than \$2,500. An applicant must pay a non-refundable application fee of \$304.00 as specified by City Resolution 14-007.

Upon receipt of the completed application, the City will preliminarily determine the benefit area and a fair apportionment of the costs of construction, subject to a right of appeal. Based on the information provided by the applicant, notices will be mailed to the record owners of the properties advising them of the preliminary boundaries of the benefit area and cost apportionment, as well as the right to request a hearing.

Upon completion of the process required by law, the City Attorney's Office will send the approved Agreement to the address on the application. The applicant must then sign the Agreement in front of a notary public and return it to the City's Administrative Office, along with a check for the cost of recording the Agreement. City staff will record the Agreement with the Jefferson County Auditor and send the Applicant a copy.

Within 90 days of completion of the work, the Applicant must submit copies of paid invoices, cancelled checks, etc., certifying that all costs being claimed on the Agreement have been paid. An Agreement is not enforceable until it is signed, notarized, AND recorded. Additional information on latecomer requirements is available in PTMC 12.26 and 13.04.

CRITICAL INFORMATION:

The Latecomer application must be submitted prior to commencement of work

Latecomer fees will be payable when a benefitting property is developed.

It is the responsibility of the applicant to keep a current mailing address and phone number on record at all times with the City's Development Services Department to ensure proper forwarding of reimbursements. State law requires that the applicant provide the City with a current name, address, and telephone number every two years.

