

Latecomers Agreement Checklist

DISCLAIMER—This checklist is provided to applicant and consulting engineers for the express purpose of assisting them in compiling information for submittal to Pierce County Planning and Public Works. This checklist is merely a guide to assist in providing the minimum information required for a Latecomers Agreement. The County may require additional information not included on this checklist. This checklist may be revised from time to time and the design engineer should ensure that he/she has the most recent copy prior to compiling a design. **This form should be included with plans on the initial SWLE submittal.**

Completed by: _____ Date: _____

A. Property/Project Information

1. Project/Development Name: _____
2. Latecomers Agreement Applicant Name: _____
3. Is the Applicant requesting County participation in accordance with PCC 13.10? Yes No

B. Submittals

Done N/A

1. Accepted Sewer Line Extension Permit Application with supporting documents.
2. Submit an Engineer's cost estimate (signed, sealed, dated) showing an itemized breakdown of ALL costs eligible to be reimbursed. These costs are defined in PCC 13.10.050.E. This estimate should not be confused with the estimate required for the SWLE to set the amount of the performance bond.
3. If the Applicant is a corporation, company, partnership, etc., submit the Articles of Incorporation and the tax identification number. If the Applicant is an individual, submit the social security number.
4. Legal descriptions of all parcels that make up the Property referenced in the Latecomers Agreement. Provide this information in both electronic (e.g., MS WORD) and hardcopy form.

Done N/A

- a. Label descriptions as Exhibit A1, A2, A3, etc. depending on the number of parcels being described.
- b. If the Property has a project name, write the name and parcel number(s) at the top of the legal description.
- c. Include page numbering for the Property legal description (even if it is only one page, label the page as Page 1 of 1).
5. The Applicant may be required to provide additional survey to verify the extent of the Tributary Service Area Boundary. The County will create the draft Tributary Service Area map.

B. Submittals

Done N/A

6. The County will provide the Applicant with a list of all the property owners' name(s), site addresses, and mailing addresses for the properties that are adjacent to the proposed public sewer that will be subject to the Latecomers Agreement. The Applicant must contact each adjacent property owner to determine the desired location(s) of the side sewer stub for each adjacent property. Contact shall be, at a minimum, through a certified letter to the owner of record of the properties, as indicated by the County Assessor-Treasurer's records. A sample letter is attached. **Contact shall be made a minimum of three weeks prior to plan approval. Submit a copy of each Domestic Return Receipt from the US Postal Service once they have all been returned.**

The Side Sewer Stub Location Request form (attached) must be included with the certified letters along with a **stamped envelope** addressed to:

Pierce County Planning and Public Works
Sewer Division, Engineering Section
9850 64th Street West, University Place, WA 98467

7. Two weeks after the certified letters have been mailed, the County will return all the Side Sewer Stub Location Request forms it has received to the Engineer, so that the requested locations may be included on the plans prior to plan approval. Adjacent properties for which no Side Sewer Stub Location Request form has been received must still be provided with a stub. The length and location of each stub shall be designed to minimize the future impact on existing and future County road improvements at the time of connection of the property being served.
8. Within 120 calendar days from completion of construction, the Applicant shall provide itemized copies of all invoices for the eligible costs related to the Improvements subject to the Latecomers Agreement. These are limited to the costs described in PCC 13.010.050 (E) and itemized in the Engineer's Estimate. The invoices shall be numbered and labeled as to which item in the Engineer's Estimate they pertain. The Applicant shall submit a package containing the itemized invoice copies, the original Engineer's Estimate, and a summary comparing actual vs. estimated costs.

C. Additional Submittals for County Participation

Done N/A

9. The Applicant must submit a spreadsheet detailing how the connection charge credits (in R.E.'S) should be applied to the proposed lots. This must be submitted after the agreement is executed and approved before any sewer service permits are issued on the Property.
10. Prior to approval and recording of plat documents for the Development, or prior to issuance of any sewer service permit for the Development, the Latecomers Agreement amendment reflecting the final Total Eligible Construction Cost must be fully executed, or alternatively, the Applicant may provide a financial guarantee for the full amount of the connection charges credited for the Development. The financial guarantee must meet the subjective satisfaction of the Department. See the Assignment of Funds for Connection Charges form.

FOR PIERCE COUNTY USE ONLY

Accepted by: Initials _____ Date: _____ SWLE Permit No.: _____

Subject: Proposed Sanitary Sewer Line Extension located at

Dear

I am writing to you on behalf of _____, which is proposing a development known as _____ located at _____. In conjunction with the development, a public sewer line will be extended along _____ adjacent to your property. Construction of this public sewer line is scheduled to begin on _____.

As the owner of property adjacent to this proposed sewer line extension, you have the opportunity to request a preferred location for the side sewer stub that is required to be installed for your property in conjunction with this project.

The County currently does not require that the properties along a new public sewer line connect to the sewer system. However, if your septic system fails, or if you propose to expand the use of your property (e.g., turn a single family residence into a duplex, add an Accessory Dwelling Unit, etc.), you would be required to connect your property to the sanitary sewer system.

If you have a preferred location for your side sewer, please draw the location on the attached Side Sewer Location Request form and mail it to the County at the address on the attached stamped envelope within two weeks of receipt of this letter so that the preferred location can be incorporated onto the approved sanitary sewer plans.

If we do not receive the side sewer stub location request within 2 weeks of the date of this letter, the stub location will be located as determined by the project engineer.

If you have any questions, you can call me at _____, or if you wish to discuss your options with a County representative you can call _____ at _____.

Sincerely,

Project Manager

Enclosures: Side Sewer Location Request form w/ a stamped envelope

**PIERCE COUNTY PLANNING AND PUBLIC WORKS
SEWER DIVISION**

Side Sewer Stub Location Request

Below is a detail of the proposed sanitary sewer line extension plans for the development known as _____ . The detail shows the proposed location for a side sewer stub to serve your property (parcel number _____). If you would prefer a different location for this stub to facilitate future connection of your property to the public sewer system, please draw it on the detail below, sign the form (must be property owner), and mail this form to the address on the attached stamped envelope. Side sewer stubs must be located at least 10 feet from side property lines unless the appropriate private sanitary sewer easements are recorded and must be installed perpendicular to the sewer main unless they connect directly to a manhole.

Signature: _____ Date: _____

Property Owner