



COMMUNITY DEVELOPMENT DEPARTMENT
80 Columbia Avenue, Marysville, WA 98270
(360) 363-8100, (360) 651-5099 FAX

Recovery Contract Application Checklist

At the **option** of the city council, any party having constructed a public water or sewer mainline, storm drainage facilities, or road/signal improvements at its own expense may be allowed to enter into a recovery contract with the city. The application must be received within 30 days of the issuance of the 'letter of initial acceptance' of the utility by the city. A utility 'bill of sale' must also be filed and notarized and as-built drawings must be submitted.

Submit the following items together with this checklist to the Community Development Department for review and processing:

- Completed recovery contract application form;
- Provide name and title (individual or company) and address to be placed on the contract;
- Provide proof of signature authorization (Washington Secretary of State – Corporations);
- 'Letter of Initial Acceptance' from Construction Inspection Division or Public Works Dept;
- Notarized 'Bill of Sale' for utility (water/sewer/storm drainage);
- Supporting documentation (receipts/invoices) of costs incurred; provide breakdown (only offsite costs can be recovered - onsite cost vs offsite cost must be clearly indicated);
- Approved 'as-built' drawings;
- List of properties benefited - include addresses and tax parcel numbers;
- Processing fee of \$500 or 1% of project cost, whichever is greater (to be collected at time of signing).

Rev: Aug 2009