



## **Recovery Contract Checklist**

Any party having constructed a public water or sewer line or storm drainage facilities at its own expense, may be allowed to enter into a recovery contract with the City. The application must be received no later than the issuance of the 'Letter of Acceptance' by the City.

**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 Acceptance' from Construction Inspection Division or Public Works Dept;
- Submit all supporting documents within 30 days of 'Letter of Acceptance';
- Notarized 'Bill of Sale' for utility (water/sewer);
- Receipts for additional costs (engineering/construction staking);
- Approved 'Record Drawings' (as-builts);
- Processing fee of \$500 or 1% of recoverable amount, whichever is greater. \$500 due at application and remainder due at contract signing.