

Application for Utility Extensions

Town of Steilacoom

Date						T
		ect or Address of Se	'n	ice.		
		tequester Name:	, i V	7100.		
Developer Address:						
	·					
Dev	eloper Ph	one Number:				
	eloper en					
Util	ity extens	sions requested for	r (Chec	:k	all that apply):
	Electric					Streets, Curbs, Gutters or Sidewalks
	Water					Storm Sewer
	Sanitar	y Sewer				
Atta	achments	» •				
	Plans:	Number of Sheets:		_		
	Other:					
	Other:					
Reimbursable Charges for services by entities outside the Yes No Town staff (e.g. consultants) are anticipated:						
Tov	Town to complete this item before requester signature)					
I, the undersigned, do hereby acknowledge and agree to pay for actual time and expense incurred by the Town of Steilacoom in the design/review of plans and subsequent inspections and/or connection of the proposed extensions plus \$80.00 plus \$0.20 per lineal foot for each extension. I understand that the application fee of \$80.00 plus \$.20 per lineal foot for each extension is a "deposit" and covers only the Town's administration costs. I further understand that I will be billed the time and expense portion at the completion and acceptance of the extension.						
Prin	ited Name	2:				
Sign	nature:				_	

8. Upon receipt of: 1) Payment for the Town's time and expenses, 2) maintenance bond, 3) as-built drawings, and 4) the actual construction cost with supporting documentation, the Town will accept the extension. The requesting party shall sign and date the "Title Transfer of Public Improvements" form supplied for the transferring over of the extension to the Town. At this time, the Town (Town Administrator, Public Works Director, Operations Supervisor - Utilities, or Operations Supervisor - General Services) will release the performance bond.

Procedures to be Used When Utility Extensions are Requested or Required (Town/Internal)

- 1. A Utility extension may be either requested by the customer or required by the Town to provide service to a future customer and shall adhere to the following procedures.
- 2. If an extension is necessary to provide service, the requesting party shall complete and sign the attached application form, acknowledging the fees and intent of the forms. The requester will attach three copies of plans for the utility extensions for Town review. In all instances, the requester shall be informed if any reimbursable charges are anticipated. The requester will also be informed of and, if appropriate, provided a copy of the Latecomer Agreement procedures.
- 3. The requesting party shall pay the appropriate administrative fees as stipulated in the extension agreement (Application) before the review process can begin.
- 4. The payment shall be sent by the Public Works Department to the Finance Department with the form which includes the account codes for proper accounting of the revenues received.
- 5. Once the fees have been paid, the plans will be distributed and reviewed by all parties potentially affected as per "Plan Distribution" indicated on the Application Form.
- 6. Prior to approval of application, the requester shall provide a performance bond or similar Town approved security to ensure the site improvements are completed. The bond shall be no less than one hundred and ten percent (SMC 13.16.020 (b)) of the full estimated costs of all required improvements.
- 7. Upon receipt of the performance bond and approval of the plans, an approved copy of the application form will be returned to the requester and the construction work can begin.
- 8. Upon satisfactory completion of the project, the Town will calculate the time and expense of the design (if any), review of plans, and subsequent inspections and/or connection of the extension. The calculated amount will be the final billing.
- 9. The Public Works Department shall submit the bill to the Finance Department to be invoiced. Along with the submitted bill will be the form which includes the account codes for proper accounting of the revenues when the invoice is paid.

Utility E	xtension Agreer	nent		
Town o	of Steilacoom			Space
	Memo to:	Finance Departm	nent	
	From:	Public Works De	partment	
	Date:			
	Name of Ext	ension:		
	Developer N	ame:		·
	Address:			
	Telephone:			
	and/or connection the accounts	ection costs assoc esting party as def	n/review of plans and subsequiated with the above mention ined above. Upon receipt of e appropriate amounts and not the account.	ed extension. Pleas the payment, debit
[· · · · · · · · · · · · · · · · · · ·		Code	Amount:
	Sewer Utility	Acc. code:		
	Water Utility	Acc. code:		
	Electric Utilit			
ļ		Utility Acc. code:		
	Streets Acc.	code:		

Town of Steilacoom Title Transfer of Public Improvements

Name of Extension: Developer Name: Address: Telephone: On this date, the Town of Steilacoom accepts the extension as complete and releases the Performance Bond. I, the undersigned, do hereby transfer and convey all right, title, and interest in the above described extension to the Town of Steilacoom. I understand that I am liable for costs (labor, material, equipment, and other costs) associated with failures of the extension due to material failure, improper placement or installation for a period of two (2) years after the signing of this form. At the end of the two (2) year period, the Town of Steilacoom assumes all rights and responsibilities of the extension. I certify that I am the person authorized to convey this property to the Town of Steilacoom, to execute this document, and to accept the associated liability and responsibility. Printed Name: Date: Signature: Accepted By: (Town of Steilacoom representative) _____ Date: _____ Printed Name: Signature: State of Washington County of Pierce Signed and sworn to (or affirmed) before me on by ______(printed name) (signature) Title My appointment expires

Town of Steilacoom

Title Transfer of Public Improvements

Name of Extension:			
Developer Name:			
Address:			
Telephone:			
On this date, the To releases the Perforn	•	ts the extension as com	plete and
the above described liable for costs (labo failures of the exten- installation for a peri of the two (2) year p responsibilities of the convey this property	extension to the Town r, material, equipment, sion due to material failu od of two (2) years afte eriod, the Town of Steil e extension. I certify the	convey all right, title, and of Steilacoom. I unders and other costs) associative, improper placement the signing of this form acoom assumes all right at I am the person authorom, to execute this docoility.	stand that I am ated with t or a. At the end ts and orized to
Printed Name:			
Signature:		Date:	
Accepted By: (Tow	n of Steilacoom represe	ntative)	
Printed Name:		Date:	
Signature:			
State of Washingtor County of Pierce Signed and s	worn to (or affirmed) be		
(1-1-)	by	(
(date)		(ринцеи нате)	
		(signature)	
NA		tle	AND
My appointment ex	oires		

tility E	Extension Agreer	nent			
own c	of Steilacoom				
	Memo to:	Finance Departm	nent		
	From:	Public Works De	partment		
	Date:				
	Name of Ext	ension:			
	Developer N	ame:			
	Address:	-			
	Telephone:	· · · · · · · · · · · · · · · · · · ·			
	and/or conne bill the reque the accounts	ection costs assoc esting party as defi	n/review of plans and subsectiated with the above mention ined above. Upon receipt of appropriate amounts and refitted account.	ned extension. Fi the payment, de	Please ebit
ļ			Code	Amount:	
Ì	Sewer Utility				
	Water Utility	Acc. code:			
	Electric Utilit	y Acc. code:			
	Storm Drain	Utility Acc. code:			
	Streets Acc.	code:			

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Application for Utility Extensions

Town of Steilacoom

Date				
Name of Project or Address of Service:				
Developer / Requester Name:				
Developer A	.ddress:			
	hone Number:			
Developer e	mail:			
Utility exter	nsions requested fo	or (Chec	k <u>all</u> that apply):
Electr	C			Streets, Curbs, Gutters or Sidewalks
Water				Storm Sewer
Sanita	ry Sewer			
Attachmen	s:			
Plans:	Number of Sheets	S:		
Other:				
Other:				
L L L L L L L L L L		one` ag		
Other:	ole Charges for ser (e.g. consultants)a		-	entities outside the Yes No pated:
Other: Reimbursal Town staff	-	re a	antici	pated:
Reimbursal Town staff Town to co I, the undersexpense incomplication for and coverse	(e.g. consultants) and mplete this item be signed, do hereby accurred by the Town or inspections and/or of \$0.20 per lineal foot ee of \$80.00 plus \$.20 pt/s the Town's admits a consultant to the second sec	for kn f S on for 20 inis	owled teilaconection reach per lir	pated:
Reimbursal Town to co I, the undersexpense incomplex subsequent \$80.00 plus application from the coverse of the billed the coverse of the co	e.g. consultants)and mplete this item be signed, do hereby accurred by the Town or inspections and/or of \$0.20 per lineal foot ee of \$80.00 plus \$.20 per lineal foot the Town's admittime and expense per second statements.	for kn f S on for 20 inis	owled teilaconection reach per lir	ge and agree to pay for actual time and com in the design/review of plans and n of the proposed extensions plus extension. I understand that the real foot for each extension is a "deposit" n costs. I further understand that I will