



Application for Utility Extensions

Town of Steilacoom

Date	
Name of Project or Address of Service:	
Developer / Requester Name:	
Developer Address:	
Developer Phone Number:	
Developer email:	

Utility extensions requested for (Check all that apply):

<input type="checkbox"/>	Electric	<input type="checkbox"/>	Streets, Curbs, Gutters or Sidewalks
<input type="checkbox"/>	Water	<input type="checkbox"/>	Storm Sewer
<input type="checkbox"/>	Sanitary Sewer	<input type="checkbox"/>	

Attachments:

<input type="checkbox"/>	Plans:	Number of Sheets:	
<input type="checkbox"/>	Other:		
<input type="checkbox"/>	Other:		

Reimbursable Charges for services by entities outside the Town staff (e.g. consultants) are anticipated: Yes No

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.

Printed Name:	
Signature:	

Utility Extension Agreement

Town of Steilacoom

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 Extension Agreement

Town of Steilacoom

Memo to: Finance Department

From: Public Works Department

Date: _____

Name of Extension: _____

Developer Name: _____

Address: _____

Telephone: _____

Enclosed is a bill for the design/review of plans and subsequent inspections and/or connection costs associated with the above mentioned extension. Please bill the requesting party as defined above. Upon receipt of the payment, debit the accounts listed below in the appropriate amounts and notify the Public Works Department as to the status of the account.

	Code	Amount:
Sewer Utility Acc. code:		
Water Utility Acc. code:		
Electric Utility Acc. code:		
Storm Drain 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: _____

Signature: _____ Date: _____

Accepted By: (Town of Steilacoom representative)

Printed Name: _____ Date: _____

Signature: _____

State of Washington
County of Pierce

Signed and sworn to (or affirmed) before me on

_____ by _____
(date) (printed name)

(signature)

Title

My appointment expires _____

Town of Steilacoom
Title Transfer of Public Improvements

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