

**SAMMAMISH PLATEAU WATER AND SEWER DISTRICT
APPLICATION FOR
WATER AND/OR SEWER SERVICE
WATER AND SEWER CERTIFICATES OF AVAILABILITY &
ASSOCIATED DEVELOPER EXTENSION AGREEMENT**

PROJECT NAME: _____	
<u>APPLICANT</u>	<u>APPLICANT'S AGENT</u> (OPTIONAL INFORMATION)
Name: _____	Name: _____
Designate Applicant Status __ Corporation, __ Partnership __ Joint Venture, __ Sole Proprietorship __ LLC, __ Other: _____	Address: _____ _____ _____
Address: _____	e-mail: _____
	Telephone: _____
	Fax: _____
e-mail: _____	<u>APPLICANT'S ENGINEER</u> (OPTIONAL INFORMATION)
Telephone: _____	Name: _____
Fax: _____	Address: _____ _____ _____
Is Applicant the Property Owner: Yes/No If No: <u>OWNER</u>	
Name: _____	
Address: _____	e-mail: _____
	Telephone: _____
	Fax: _____
e-mail: _____	PRIMARY CONTACT
Telephone: _____	__ Applicant, __ Owner
Fax: _____	__ Agent, __ Engineer

PROPERTY INFORMATION

Tax Lot Number(s): _____ Attach legal description
Property Size: _____ Property Zoning: _____

**1510 – 228th Ave SE, Sammamish, WA 98075
(425) 392-6256, FAX (425) 391-5389**

Application Form including Number of requested ERUs, Legal Description, and Applicant Signature and Owner Signature (if Applicant is not the Owner) are all required to be considered a complete application.

District Use Only	Date Received _____
Legal Description Attached _____	ERUs Requested _____ Applicant and Owners Signed _____
cert-service-dea request process + applic fee 7-2009.doc	January 1, 2005 Page 1 of 2

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PROJECT INFORMATION

Project Name: _____							
Description of Proposed Project: _____							
Water & Sewer _____		Water & On-Site Septic _____			Water Only (Irrigation) _____		
New Service Only _____ Use for service _____							
Certificate Requested: _____ Building Permit; _____ Short Subdivision _____ Preliminary Plat; _____ Rezone; _____ Other _____							
Calculation of Equivalent Residential Units (ERUs)							
Meter Size	3/4"	1"	1-1/2"	2"	3"	4"	Total
# Existing Meters							
x ERUs/ size meter	1	2.5	5	8	16	25	
# Total Existing ERUs							
Meter Size	3/4"	1"	1-1/2"	2"	3"	4"	Total
# New Domestic Meters							
# New Irrigation Meters							
Total # New meters							
x ERUs/ size meter	1	2.5	5	8	16	25	
# Total New ERUs							
Fill in Total ERUs from calculations above	WATER SERVICE			SEWER SERVICE			
	EXIST	NEW	TOTAL	EXIST	NEW	TOTAL	
ERU Summary							

The following terms and conditions, including all other District Resolutions, policies and procedures, apply to this Application to the District for Water and/or Sewer Service, Certificates of Water and/or Sewer Availability and associated Developer Extension Agreement, if required by District:

1. This application is valid only for the real property referenced on this application.
2. This application is not transferable or assignable to any party.
3. The District makes no representations, express or implied, that the applicant will be able to obtain the necessary permits, approvals, and authorizations from the City of Sammamish, City of Issaquah, King County or any other governmental agency necessary before the applicant can utilize the utility service which is the subject of this application.
4. The District's receipt of this application creates no contractual relationship between the District and the applicant, and the receipt of this application does not imply or guarantee that water and/or sewer service, Certificates of Availability and/or Developer Extension Agreements will be approved and issued by the District. **District reserves the right to discontinue processing applications at any time without prior notice for any reason, including limited, diminished or lack of supply, and/or demand considerations.**

APPLICANT: (printed name) _____ Organization: _____ Title: _____ Signature: _____ Date: _____	OWNER: (printed name) _____ Organization: _____ Title: _____ Signature: _____ Date: _____
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**SAMMAMISH PLATEAU WATER AND SEWER DISTRICT
PROCESS TO OBTAIN
WATER AND/OR SEWER SERVICE
CERTIFICATES OF WATER AND/OR SEWER AVAILABILITY
AND ASSOCIATED DEVELOPER EXTENSION AGREEMENTS**

1. Obtain and fill out an Application for Water and/or Sewer Service, Certificates of Water and/or Sewer Availability and associated Developer Extension Agreement (“DEA”) from the District. [DEAs are required if the application is for a project of more than 1 Equivalent Residential Unit (“ERU”) or requires, in the District’s opinion, an extension or improvement to either water or sewer facilities to provide water or sewer utility service to the property which is the subject of the application.]
2. Applications will be accepted by the District during normal working hours, usually 8 AM - 4:30 PM, Monday - Friday, at the District’s office located at 1510 - 228th Avenue SE, Sammamish, WA 98075. Applications must be complete as determined by the District to be considered, including a description of the proposed project, the number of ERUs requested, property legal description, and applicant and property owner signatures.
3. Applications received shall be reviewed by District staff and, if determined to be complete, the District will inform the applicant of the expected conditions for obtaining the requested water and/or sewer service, certificate of availability or DEA. The identification of these conditions does not guarantee that the District Board of Commissioners will subsequently approve a DEA, if required, or approve the issuance of a certificate of availability.

SERVICE CONNECTION ONLY

4. The Applicant provides required fees and executes the documents necessary to receive service from the District. Water Meter and/or Side Sewer Permit Application required.

CERTIFICATES OF WATER AND/OR SEWER AVAILABILITY, WITH NO DEA REQUIREMENT

5. Applicant provides required fees to the District.
For Single Family Residential Projects the fees shall include, where applicable:
 - \$30 per ERU for Certificates of Water Availability.
 - \$30 per ERU for Certificates of Sewer Availability.
 - \$68 Agreement for Future Connection to Sewer. (for projects in the urban area using septic)
 - \$68 Agreement for Future Connection to Water.For Non Single Family Residential Projects the fees shall include, where applicable:
 - \$200 for a Certificate of Water Availability.
 - \$200 for a Certificate of Sewer Availability.
 - \$68 Agreement for Future Connection to Sewer. (for projects in the urban area using septic)
 - \$68 Agreement for Future Connection to Water.
6. District staff will prepare the Certificates of Water Availability, Certificates of Sewer Availability, Agreements for Future Connection to Sewer, and the Agreements for Future Connection to Water, and provide them to the Applicant. When Agreements for Future Connection are required, these agreements must be executed prior to provision of the Certificates.
7. If the Certificates are not submitted to the appropriate City or County having land use jurisdiction over the Project/Property within ONE (1) YEAR of their date of issuance by the District, as part of a complete project/land use application, the Certificate(s) shall be invalidated by the District and the Applicant shall be required to repeat the District application process.

When a Certificate(s) has been accepted by the City or County as part of a complete land use application, the Certificate(s) remain valid with the project/land use application through that process.

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DEVELOPER EXTENSION AGREEMENTS

8. Based on the information provided in the Application, District will prepare a DEA and provide it to the Applicant.
9. Applicant and Property Owner execute the DEA and return it to the District with applicable fees required by the District to enter into the DEA. The DEA and fees must be returned to the District within 60 days of the District providing the DEA to the Applicant. If Applicant fails to return the fully-executed DEA and fees to District within 60 days, Applicant shall be required to repeat the application process.
10. The fees include, at a minimum, a \$750 administration fee and partial payment of general facility charges of \$500 per ERU. These fees are charged for both water and sewer. If the project will have both water and sewer service, the DEA will include both water and sewer.
11. District staff will schedule consideration of the DEA for the next regular Board of Commissioner meeting, when approval of the DEA by Resolution will be considered by the Board.
12. If the Board approves the DEA, District will execute the DEA, prepare the Certificates of Water and/or Sewer Availability (if appropriate), and return the DEA and Certificates to the Applicant.
13. If the Certificates are not submitted to the City or County having land use jurisdiction over the project/property within ONE (1) YEAR of the date of their issuance by the District, as part of a complete land use application, the Certificate(s) shall be invalidated by the District. If the Applicant is unable to meet the 1 year deadline, the Applicant may request an extension, to be considered on a case by case basis by the Board of Commissioners.

When a Certificate(s) has been accepted by a City or County as part of a complete land use application, the Certificate(s) shall remain valid with the project/land use application through that process.
14. When the development proposal receives its first City or County approval for the land use process/procedure for which the Certificate was issued, or when the Design phase of the project for water and sewer begins, whichever is sooner, the remaining General Facility Charges are due and owing to the District.
15. The Design/Inspection phase of the DEA also has associated fees and charges which must be paid to the District as detailed in the Developer Extension Agreement. See the DEA for the remaining procedure for the DEA process which is provided in a checklist format.

All fees and charges provided in this process description are those in effect at the time this description was printed, and are subject to change at any time, without prior notice. The fees charged will be those in effect when the fees are paid to the District, or at the time of the District's final acceptance of the DEA extension improvements, whichever event is later, in accordance with District rules and regulations in effect at that time.

District offices are located at:
Sammamish Plateau Water and Sewer District
1510 – 228th Ave SE
Sammamish, WA 98075
(425) 392-6256, FAX (425) 391-5389