



DEVELOPER EXTENSION APPLICATION SUBMITTAL CHECKLIST

An application intake meeting is recommended with the District for each project, and all items on submittal list below should be prepared in advance.

Some items may be waived by the District if appropriate for the project.

Contact the District Engineer at 425-337-3647 for any questions on the DE application or process.

1. Nonrefundable application fee in accordance with SLWSD Code Chapter 9.05.
2. Completed application form signed by the Property Owner(s) and Developer(s). If needed, provide verification of signature authority.
3. Verification of property ownership (e.g. County tax records, current title report, deed, etc).
4. Project narrative including project description, land use and type of building construction as applicable (i.e. new detached SFR, attached townhouses, apartments, commercial, TI, etc).
5. Preliminary Engineering Plans drawn with an appropriate scale, including, but not limited to the following items. Plans should be submitted electronically in pdf format.
 - a. Proposed water and sewer plans that are a separate set from the land use agency, civil or architectural plans. Utility plans should be prepared in accordance with the District's online *DE Plan Preparation Requirements*.
 - b. Project site plan with number of units / lots / buildings, tracts, buffers, open space, etc.
 - c. Roadway and grading plans with a minimum 5-foot contour interval.
 - d. Storm drainage plan and profile sheets.
6. If available at time of application, Fire Marshal comments for required fire flow, hydrant locations, and type of fire protection system (i.e. sprinklers).
7. Any applicable permits and determinations from other agencies relative to water and sewer services (i.e. critical area restrictions, building setback requirements, etc).



DEVELOPER EXTENSION PHASES, SUBMITTALS AND FEES

DE Phase	Major Process Steps	Developer Submittals	District Fees / Charges
Application / DE Agreement	<ul style="list-style-type: none"> - Preliminary DE review - DE Agreement to Board 	<ul style="list-style-type: none"> - DE Application - Preliminary Plans - Signed DE Agreement when provided by District 	DE Application Fee (\$1,000 or \$1,500)
Plan Review	<ul style="list-style-type: none"> - District review and comment - Final plan approval 	<ul style="list-style-type: none"> - Construction Plans, see DE Plan Preparation Requirements on District website 	Consultant and legal costs as needed, billed monthly
Utility ROW Permits	District applies for County and/or WSDOT utility permits	Any required associated plans, bonds, or insurance to County or WSDOT	Actual agency permitting fees, billed monthly
Pre-Construction	Pre-construction meeting	<ul style="list-style-type: none"> - Insurance certificates - City permits if applicable - Material submittals 	<ul style="list-style-type: none"> - Deposit (\$5,000 or \$10,000) - DE Administration Fee (\$1,000)
Construction	District inspection of water and sewer construction activities	<ul style="list-style-type: none"> - Survey cut sheets - Compaction / inspection reports - Backflow inspection reports 	T&M for construction inspection and District support / crew work, billed monthly
Punchlist / Closeout	Complete all required District field construction and office paperwork items	<ul style="list-style-type: none"> - As-Built plans, see requirements on website - Bills of Sale, will be provided by District - Bonds, 2-year maintenance and performance - Easements, see form on website - Private property restoration releases, if any - Recording document (i.e. final plat) for review - Utility ROW permit release from County / WSDOT 	<ul style="list-style-type: none"> - All outstanding District and consultant fees / charges - Latecomer fees, if any
Service Connections	Submit applications for water meters and side sewer permits	Individual service permit applications	<ul style="list-style-type: none"> - Connection charges / GFC - Permit / inspection fees - Special connection fees, if any
2-Year Warranty	District inspection of in-use utility facilities	Repair field items as needed	Release deposit and maintenance bond



APPLICATION FOR
DEVELOPER EXTENSION AGREEMENT

APPLICATION FOR (CHECK ALL THAT APPLY)

Included in DE	DE Component
<input type="checkbox"/>	New water main extension, including fire hydrants
<input type="checkbox"/>	Relocation of existing water main
<input type="checkbox"/>	New sewer main extension
<input type="checkbox"/>	Relocation of existing sewer main
<input type="checkbox"/>	Installation of new sewer lateral(s) only
<input type="checkbox"/>	Sewer lift station
<input type="checkbox"/>	Work within WSDOT Right-of-Way
<input type="checkbox"/>	Offsite utility extension
<input type="checkbox"/>	Other:

- The undersigned party applies to the Board of Commissioners of the Silver Lake Water and Sewer District ("District") for a preliminary project review of terms and conditions that the District shall establish for a connection to the District's water and/or sewer system.
- Submission of this application begins administration of the District's Developer Extension process. However, the application is not a Developer Extension Agreement or a promise to enter into a Developer Extension Agreement. The application enables the District to identify terms and conditions for connection to the District's system. If this application is accepted, the District may enter into a Developer Extension Agreement incorporating all such terms and conditions.
- A submitted application is valid for one year from the date of the resulting Developer Extension condition letter. After the application expires, a new application, project information items and fee must be submitted unless otherwise approved by the District.
- The District may consider participating in a water or sewer facility extension such as oversizing of a main, offsite improvements not required for the development project, or other conditions that the District considers in excess of that normally required. District staff will help in determining if District participation is applicable.

A. PROJECT INFORMATION (CHECK ALL THAT APPLY)

Included in DE	Type of Development or Land Use
<input type="checkbox"/>	Detached Single Family
<input type="checkbox"/>	Duplex
<input type="checkbox"/>	Townhomes
<input type="checkbox"/>	Multi-Family (apartments)
<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Industrial
<input type="checkbox"/>	Other:

Included in DE	Type of Recording Document
<input type="checkbox"/>	Plat or Short Plat
<input type="checkbox"/>	Site Plan Approval
<input type="checkbox"/>	Unit Lot Subdivision
<input type="checkbox"/>	Condominium Map
<input type="checkbox"/>	Binding Site Plan
<input type="checkbox"/>	None
<input type="checkbox"/>	Other:

Project Name: _____

Site Address: _____

Tax Parcel No(s): _____

Number and Type of Residential Lots / Units: _____

Non-Residential Use / Activity: _____
(e.g. office, warehouse, manufacturing, medical / dental, food service, retail, school, religious, etc.)

Will this project require any offsite easements? Yes No Unknown

Will this project involve any extension work that could result in a Reimbursement Agreement request after final acceptance in accordance with District Code Section 6.15.030? Yes No Unknown

Will units / buildings have fire sprinklers? Yes No Unknown or N/A

Required fire flow demand (gpm) _____ Unknown or N/A

B. PROPERTY OWNER(S) INFORMATION (ATTACH ADDITIONAL SHEETS IF NECESSARY)

Property Owner: _____
(Print full name)

Signature: _____ Date

Address: _____

Phone No.: _____

E-mail: _____

C. DEVELOPER INFORMATION

Developer Information: _____
(Print full name)

Signature: _____ Date

Contact Person: _____

Address: _____

Phone No.: _____

E-mail: _____

D. AGENT INFORMATION

Agent Company Name: _____
(If applicable) (Print full name)

Contact Person: _____

Address: _____

Phone No: _____

E-mail: _____

Should District correspondence go to the Developer or Agent? Developer Agent Both