



# PAYBACK AGREEMENT APPLICATION

Updated  
Jan 2020

<b>Physical Address:</b> Auburn City Hall Annex, 2 <sup>nd</sup> Floor 1 E Main St	<b>Mailing Address:</b> 25 W Main St Auburn, WA 98001-4998	<b>Webpage &amp; Application Submittal:</b> <a href="http://www.auburnwa.gov">www.auburnwa.gov</a> <a href="mailto:applications@auburnwa.gov">applications@auburnwa.gov</a>	<b>Phone and Email:</b> Phone: (253) 931-3020 <a href="mailto:permitcenter@auburnwa.gov">permitcenter@auburnwa.gov</a>
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## PROJECT INFORMATION

Date: \_\_\_\_\_ FAC \_\_\_\_ - \_\_\_\_ GRA \_\_\_\_ - \_\_\_\_

Project Name: \_\_\_\_\_

Project Site Address: \_\_\_\_\_

\_\_\_\_\_

Project Parcel #(s): \_\_\_\_\_

## APPLICANT

Company Name: \_\_\_\_\_

Individual          Corporation          Partnership          LLC

Authorized Representative(s): \_\_\_\_\_

Title(s): \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## PROPERTY OWNER(S)

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## ENGINEER

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**REQUIRED SUBMITTALS**

For each Payback Agreement included with this Application, submit the Application fee and the following information electronically (in the specified format) to [applications@auburnwa.gov](mailto:applications@auburnwa.gov), and include the **FAC** or **GRA project number** in the Subject line:

	<b>Format</b>
<ul style="list-style-type: none"> <li>Estimated project expenses for the portion of the project included in the Payback Agreement: including construction costs (itemized bid proposal), contract administration costs, engineering costs (design, surveying, geotechnical, as-built drawings), and applicable City permit fee. (<b>Note:</b> final costs must be submitted within 120 days after City acceptance of all improvements constructed as part of the FAC.)</li> </ul>	Excel
<ul style="list-style-type: none"> <li>Map of proposed payback area showing both the development project's parcels and the parcels that benefit ("benefited properties") from the facilities included in the Payback Agreement</li> </ul>	JPG
<ul style="list-style-type: none"> <li>Legal description of development project's parcel(s), by tax parcel number</li> </ul>	Word
<ul style="list-style-type: none"> <li>Legal description of benefited properties, by tax parcel number</li> </ul>	Word
<ul style="list-style-type: none"> <li>Proposed payback methodology and estimated amounts for each benefited property</li> </ul>	Excel
<ul style="list-style-type: none"> <li>Current owner names and addresses of the benefited properties</li> </ul>	Word

**APPLICATION** (for each **eligible** utility or street)

	<b>Water</b>	<b>Sewer</b>	<b>Storm</b>	<b>Streets</b>
For each Payback Agreement that I am applying for (mark all that apply), I acknowledge and agree:				
<ul style="list-style-type: none"> <li>a) That the selected payback agreement(s) may extend for the indicated period (unless extended as provided for by statute), from the date the agreement is accepted and executed by the city.</li> <li>b) That the recovery of costs shall be assigned to run with the land.</li> <li>c) To waive any claims arising from or related to liability on behalf of the City in establishment and enforcement of payback agreements, and acknowledge that the City is not responsible for locating a beneficiary or survivor.</li> <li>d) To provide sufficient security to ensure the completion of the facilities that are the subject of the Payback Agreement.</li> </ul>	20 years	20 years	20 years	15 years

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I am either the owner of the property on this permit application or I represent the owner as signified above and am acting with the owner's full knowledge and consent

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# PAYBACK AGREEMENT APPLICATION LETTER OF AUTHORIZATION

Updated  
Feb 2019

**Physical Address:**

Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 E Main St

**Mailing Address:**

25 W Main St  
Auburn, WA 98001-4998

**Webpage & Application Submittal:**

[www.auburnwa.gov](http://www.auburnwa.gov)  
[applications@auburnwa.gov](mailto:applications@auburnwa.gov)

**Phone and Email:**

Phone: (253) 931-3090  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [ ] have not appointed anyone, or [ ] have appointed \_\_\_\_\_, to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

City and State where signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_