



CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

LATECOMER REIMBURSEMENT AGREEMENT SUBMITTAL CHECKLIST

For more information, refer to Snohomish Municipal Code (SMC) 15.17

ALL SUBMITTALS **MUST** BE COMPLETE

- Latecomer Reimbursement Application
- Three (3) copies of **Preliminary utility improvements design drawings**
- Three (3) copies of a **Vicinity Map** with the following requirements:
 - 22" x 34" in size, folded to 8½" x 11".
 - Drawn to 1" = 20' or 1" = 40' scale.
 - Must include a North arrow and the date of preparation.
 - Must be stamped by a licensed professional engineer or licensed civil surveyor
 - Must include size and dimensions for all parcels and Snohomish County Assessor's numbers for each tax parcel.
 - Must show evaluations for determining benefits, where necessary
- Two (2) copies of a **Title Report** for all parcels within the proposed reimbursement area
- Two (2) copies of an itemized **engineer's estimate** of total costs for the utility improvements, including an estimated percentage of costs to be assessed to the parcels in the proposed reimbursement area. Estimate must be prepared by a qualified licensed professional engineer.
- Two (2) copies of an **Applicant Narrative** describing the proposed method for calculating pro-rata reimbursement charges.