



Utility Latecomer Agreements allow a property owner who is required by Seattle Municipal Code to construct and pay for water, drainage, or sewer facilities as a condition of their development, to recover a portion of the costs of those improvements from property owners of designated benefitting parcels that develop and connect to these facilities in the future.

**SUBMIT YOUR APPLICATION** – Use one of the following options:

Only one Latecomer Agreement is allowed per system improvement. If multiple system improvements are required, you must submit additional Latecomer Agreement Applications.

- Email signed pdf copy: [SPUWaterAvailability@seattle.gov](mailto:SPUWaterAvailability@seattle.gov)
- Mail: Development Services Office, Seattle Public Utilities, PO Box 34018, Seattle, WA 98124

**PAY YOUR INVOICE**

In order for the Latecomer Agreement application to be valid, you must submit the application and pay the invoice **prior** to approval of infrastructure design or Water System Valve/Hydrant Contract execution.

After you submit your application and it is deemed complete and eligible for a utility Latecomer Agreement, you will receive a non-refundable invoice for \$1,090 via email. Payment instructions are located on the second page of the invoice.

**COMPLETE YOUR APPLICATION**

After the invoice payment has been processed, the following is required to complete the initial application process.

**Cost estimate.** Provide an itemized estimate of the total projected cost of the system improvements using [SPU's Cost Estimating Workbook](#).

**Benefitting parcels.** Provide a complete list of all parcels within the assessment reimbursement area using [SPU's Exhibit B – Benefitting Parcels](#). These are all the parcels adjacent to the new or reclassified main required for your project.

**Provide Proof of Property Ownership** – Please submit the following documentation:

**Individual Property Owner:** Provide either:

- Documentation from the [King County Department of Assessments](#) confirming ownership, OR
- Documentation of property ownership (e.g., copy of title insurance, title report, deed, etc.).
- **Property Owner is a Business:** Provide the company/entity name, the name of the authorized contract signatory (shown as the “Governing Person” on the [secretary of state website](#)), and documentation from the secretary of state website confirming the signatory is the “Governing Person.”

Visit [Latecomer Agreements](#) for more information.

**APPLICANT & PROJECT INFORMATION**

↓	Property Owner <sup>1</sup>	Financially Responsible Party <i>(If different from Property Owner)</i>	Project Contact <i>(If different from Property Owner)</i>
Company			
Name			
Mailing Address			
Telephone			
Email			

<sup>1</sup> The Preliminary and Final Latecomer Agreements must be signed by the **current** Property Owner.

**PROJECT INFORMATION**

\_\_\_\_\_  
Project Address(es)

\_\_\_\_\_  
King County Parcel Number(s)

Project is in the City of Seattle

Project is outside the City of Seattle

\_\_\_\_\_  
SDCI Building Permit Number(s)

\_\_\_\_\_  
Building Permit Number(s)

\_\_\_\_\_  
SDOT Street Improvement Permit Number(s), if applicable

\_\_\_\_\_  
Utility Permit Number(s), if applicable

Only one Latecomer Agreement is allowed per system improvement. If multiple system improvements are required, you must submit an additional Latecomer Agreement Applications.

**Type of Utility: Select One**

- Drainage
- Sewer or Combined Sewer
- Water

**Type of System Improvement: Select One**

- Water, Sewer, Combined Sewer, or Drainage Main Extension
- Valve Installation on Water Main
- Other Appurtenances

**Description of Project:**

**Description of Utility System Improvement:**

The Property Owner is required to submit final construction costs to SPU within 120 days of completion of the facility. **If the costs are not submitted within 120 days of completion of the facility, the utility Latecomer Agreement is void.** After SPU approves the final costs, SPU will record the latecomer agreement and an encumbrance on each benefitting parcel with the King County Recorder’s Office. After recording, benefitting parcel owners who connect to or use water or sewer facilities constructed or improved under the terms of the latecomer agreement will be required to pay the applicable latecomer fee to SPU, and SPU will distribute such fees to the Property Owner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Relationship to Financially Responsible Party