

**UTILITIES DEPARTMENT  
DEVELOPER EXTENSION AGREEMENTS**

4/18/02

You are responsible for submitting a Developer Extension Agreement, when required, to the Utilities Department prior to the engineering review of your project. If you have any questions concerning your application submittal, please visit or call the Utilities Department representative in the Permit Center (425-452-6864) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 to 4). Our TTY number is 425-452-4636.

**Background:**

State law has imposed certain time limits upon the review process for both the conceptual and the engineering phases of building projects. Developer Extension Agreements can no longer cover the time frame required to review both phases of a project. Developers should initiate Developer Extension Agreements just prior to submitting their projects for engineering review.

**Process:**

1. The Utilities Department will complete its **conceptual** review of a development project under the *same submittal* as the one being reviewed by the Department of Planning & Community Development. Examples of conceptual reviews include design reviews, conditional use applications, preliminary SEPA reviews, and planned unit developments.
2. During the initial review, the Utilities Department will determine if there is a need for a Developer Extension Agreement. When required, the Agreement(s) must be initiated immediately before the **engineering** review phase. Engineering reviews typically include building permits, plat engineering clearing and grading permits, or other similar applications.

**Billing:**

If review fees become due during the conceptual review process, Utilities will invoice them under the same application number as used by the Department of Planning & Community Development. Any Developer Extension Agreements will be invoiced, under their separate application numbers, when review fees exceed the deposit already paid. Billing periods run from the first through the end of each month. Invoices are mailed by the 10th of the month. You will receive detailed invoices from each reviewing department, for each **active application**.