



Execution of Water and Wastewater Agreement with the City of Coconut Creek PROCEDURAL GUIDELINES

I. PREREQUISITES:

- (i) A Certified Copy of the Deed(s) into the current title holder.
(ii) A Corporate Status Certificate* from the State of Florida reflecting that the corporate title holder set forth in the Deed(s) referred to in Item (i) above is currently duly incorporated in the State of Florida or authorized to do business in the State of Florida.
(iii) A Corporate Resolution*, signed by the corporate secretary, and affixing the corporate seal, authorizing the named signatory to execute any documents that may be required by the City.

II. GENERAL ITEMS:

- 1) Two (2) Original (notarized) Agreements need to be submitted.
2) All exhibits should have an 1" x 3" block on the top right hand corner for recording purposes.
3) Fees associated with execution of Agreement:
- Recordation Fee as stipulated in Section 16 of Agreement. (Check payable to City of Coconut Creek)
- Fee calculated as follows:
 1. First Page \$10.00
 2. Subsequent Pages of Agreement, each page of Exhibits, And Resolution (usually 2 pages).....\$8.50/per page
- Plan Review Fee is stipulated in Section 13-81(18) Land Development Code, Check payable to the City of Coconut Creek \$500.00
 Individual Homeowner/residence.....\$250.00

III. WATER AND WASTEWATER AGREEMENT (Specifics):

PAGE 1 (Paragraph I)

- 1) Leave date line blank
2) Insert Developer Corporate Name as shown on State of Florida Corporate Certificate.

SECTION 3: DEFINITIONS

Section 3(a)



- Insert Name of Development activity
- Insert previously agreed upon number of ERUs (contact City Engineer for verification of number of ERUs)

Section 3(b)

- Insert current Impact Fee per ERU
(contact Engineering Division for current fee, 973-6786)

Section 3(c)

- Supply a legal description and illustration of property as Exhibit A. The sketch should be on an 8 1/2" x 11" sheet. (Refer to General Items, No. 2 for exhibit requirements).

INITIAL ALL PAGES in which SECTION 3 information is inserted.

SECTION 6: DEVELOPER OBLIGATIONS

- Attach Exhibit C- Refundable Advances - *(if applicable)*.
(Refer to General Items, No. 2 for exhibit requirements).

INITIAL ALL PAGES in which SECTION 6 information is inserted.

SECTION 8: WATER AND WASTEWATER IMPACT FEE ADJUSTMENT FORMULA

- Insert current Construction Cost Index - Month and Year
- Insert current Construction Cost Index Figure
(Contact Engineering Division for current Index, 973-6786).

INITIAL ALL PAGES in which SECTION 8 information is inserted.

SECTION 12: DEVELOPER'S SCHEDULE OF CONNECTIONS

- Supply an Exhibit B - Estimated Connection Schedule - in accordance with Section 12. (Refer to General Items, No. 2 for exhibit requirements).

IV. EXECUTION OF AGREEMENT

- 1) Two (2) original Agreements are to be executed and returned to the City. One (1) original will be returned after recordation.
- 2) Both agreements are to be executed by the President of the Corporation with the Corporate Seal affixed and the Corporate Secretary attesting to the seal.
- 3) The name of the corporation is to be typed above the Corporation President's signature.
- 4) Each signatory's name and title is to be typed under their respective signature.
- 5) Notarize signatures on both agreements.

After all of the above is in the possession of the City, and has been approved by the necessary parties, a recommendation will be made to the City Manager to execute said Agreement on behalf of the City. After the Agreement has been signed by the City Manager, a fully executed copy will be returned to you.

Should you have any questions, please call the Engineering Division at 973-6786.

May 1999
November 2004
October 2009
October 2011
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