The City of Othello is committed to ensuring all buildings and structures erected within city limits are constructed in accordance with appropriate standards, regulations, and ordinances, and do not violate municipal code or county, state, and/or federal laws. The Commercial Building Permit Application and Development Guide is designed to provide a simplified, effective application and permitting process for owners, contractors, developers, and city personnel, by providing the information, forms, and requirements necessary to complete the City of Othello Building Permit Application. Please thoroughly review the Building Permit Application and Development Guide for specific requirements and information regarding your construction project, as specific permit requirements vary depending upon the size, type, and location of construction.

For questions or more information regarding the City of Othello Building Permit Application, please contact the City of Othello Community Development Department at (509) 331-2710.
All commercial construction work within the limits of the City of Othello generally requires a City of Othello Building Permit. Such work includes, but is not limited to, new commercial building structures, tenant improvements, mechanical (HVAC) or fire systems, and changes in occupancy. A City of Othello Building Permit Application is included in this guide, and can be obtained from the City of Othello Community Development office, at 500 East Main Street, or online, at www.othellowa.gov. For questions regarding the necessity of a Commercial Building Permit, please call the City of Othello Community Development Department, at (509) 331-2710.

The City of Othello Commercial Building Permit Application and Development Guide provides the information, forms, and requirements necessary to complete the Commercial Building Permit Application. Please thoroughly review the Commercial Building Permit Requirements, as they specify the required information, permits, and compliance items to be included upon application for a City of Othello Commercial Building Permit. Complete City of Othello Building Permit Applications must be submitted for review to the City of Othello Community Development Office at the address listed below. The timeframe for application and plan review completion can vary depending on the size and scope of each project. Application and plan reviews can be estimated to be completed between ten to 30 business days after the date of submittal.

**THE FOLLOWING INFORMATION IS REQUIRED TO OBTAIN A CITY OF OTHELLO COMMERCIAL BUILDING PERMIT:**

- Signed/Initialed City of Othello Building Permit Requirements
- Completed City of Othello Building Permit Application
- Site Plan (with Original Approval Signatures)
- Detailed Sets of Plans to Scale
  - Five (5) Detailed Sets of Plans to Scale (Commercial Building Only)
- Pay Building Permit Application Fee

**ADDITIONAL APPLICATIONS, PERMITS, AND COMPLIANCE ITEMS:**

- Right-of-Way Permit Application
- Water and/or Sewer Connection Application
- SEPA Checklist

For questions or information regarding City of Othello Building Permits or Public Works Standards, please contact the departments listed below. Additional contacts and information related to City of Othello Building Permits are listed on the following page.

City of Othello Community Development
Othello City Hall
500 East Main Street
Othello, WA 99344
(509) 331-2710
tphillips@othellowa.gov
ahenning@othellowa.gov
tunruh@othellowa.gov

City of Othello Public Works
111 North Broadway Avenue
Othello, WA 99344
(509) 488-6997
tclements@othellowa.gov
City of Othello
Community Development Department • 500 East Main Street • Othello, WA 99344 • (509) 331-2710
Public Works Department • 111 North Broadway Avenue • Othello, WA 99344 • (509) 488-6997

Commercial Building Permit Information

Building Permit Contact Information

Terri Phillips, Building and Planning Clerk ......................................................................................................................... (509) 331-2706
City of Othello Community Development
tphillips@othellowa.gov

Anne Henning, Community Development Director ............................................................................................................... (509) 331-2710
City of Othello Community Development
ahenning@othellowa.gov

■ Zoning Information

Tim Uhrun, Inspector ............................................................................................................................................................ (509) 488-5686
Adams County Building Inspector
tunruh@othellowa.gov
■ Building Permits and Plan Requirements
■ Inspections and Occupancy
■ Building Codes and Criteria

Terry Clements, Public Works Director ...................................................................................................................................... (509) 488-6997
City of Othello Public Works
tclements@othellowa.gov
■ Public Works Design Standards
■ Right-of-Way Permits
■ Water and Sewer Service
■ Inspections

Gary Lebacken, Fire Chief .......................................................................................................................................................... (509) 488-2951
Adams County Fire District No. 5
glebacken@acfd5.com
■ Fire Code
■ Code Inspections
■ Fire and Life Safety Information

Additional Contacts

Adams County Building and Planning Department .................................................................................................................. (509) 488-9441
Department of Labor and Industries ........................................................................................................................................... (509) 764-6900
Adams County Health Department ............................................................................................................................................. (509) 488-2031
Washington State Department of Labor and Industries (Moses Lake) .................................................................................. (509) 764-6900
Underground Utility Locating (Call Before You Dig) ................................................................................................................ 811
Application Requirements

Individuals or contracting agencies wishing to build or construct within city limits are required to submit the following information in order to obtain a City of Othello Building Permit. Please check all that apply and provide the additional information required. Supplemental permits, licenses and compliance items must be submitted to the Community Development Department, at 500 East Main Street, Othello, WA 99344.

### BUILDING PERMIT APPLICATION

A City of Othello Building Permit Application (pages 9-10) must be submitted in order to complete any commercial construction work within the limits of the City of Othello. Such work includes, but is not limited to, new commercial building structures, tenant improvements, mechanical (HVAC) or fire systems, and changes in occupancy. The City of Othello Building Permit Application must include the land parcel number, which can be obtained by contacting the City of Othello Community Development Department. Building Permit Applications submitted by any person other than the legal owner of the property must include documentation of legal agency on behalf of the registered property owner. See page 11 for City of Othello Building Design Criteria.

- [ ] A complete City of Othello Building Permit Application is attached.

Is the Building Permit Application being submitted by any person other than the legal owner of the property?

- [ ] If yes, please include documentation of legal agency on behalf of the registered property owner.

### DETAILED PLANS

All Commercial Building Permit applicants must submit five (5) sets of detailed plans to scale, of which must include one electronic copy. Detailed plans include foundation and floor plans, elevation view (all sides), sectional view, roof and floor frame (other framing schedules as needed), water/sewer lines and connections, and window and door schedules. U-value information must be submitted with detailed plans.

- [ ] Five (5) sets of detailed plans to scale are attached.

### MID-CONSTRUCTION INSPECTION(S)

All building project owners or contractors are required to request mid-construction inspections from the City of Othello Building Inspector throughout the construction process. Required mid-construction inspections include, but are not limited to, footings, foundation walls, plumbing, mechanical work, framing, insulation, and wallboard.

_______ (initial)  I have read and agree to the policy regarding Mid-Construction Inspection(s), as outlined above.

### FINAL INSPECTION APPROVAL AND CERTIFICATE OF OCCUPANCY

Upon completion, all building projects are required to receive final inspection approval by the City of Othello Building Inspector prior to being issued a Certificate of Occupancy. It is the responsibility of the owner or contractor to obtain final inspection(s) of completed work from relevant agencies before requesting a final inspection from the City Building Inspector, including but not limited to, connection to water and/or sewer service and road access/driveway approach inspection from the Public Works Department. Upon receiving final inspection approval from the City of Othello Building Inspector, it is the responsibility of the owner or contractor to obtain copies of final inspection approval forms and the Certificate of Occupancy for records purposes.
I have read and agree to the policy regarding Final Inspection Approval and Certificate of Occupancy, as outlined above.

### SITE PLAN

All Building Permit Applications must include a Site Plan that depicts the entire parcel of which construction will be completed. The minimum size scale of the Site Map shall be the equal to the preliminary plat map. Refer to the Site Map Plan Example on page 12. All Site Plans must be completed on the Site Plan form (page 13) and must include the following requirements:

- Cardinal directions must be indicated for recognition.
- All property lines and easements, including but not limited to, utility, road, flowage, flood plains, and drainage, and their respective distances from the structure.
- Location and distance between all existing structures, as well as the existing structures’ distance from the property line(s).
- Location and sizing of existing and proposed utilities, including water, sewer, storm drains, electricity, street lighting, gas, telephone and cable television lines, and curb and sidewalk.
- Existing natural features, and proposed improvements to said features, within and adjacent to the proposed subdivision.
- Topography of the area with a maximum two (2) foot contour interval.
- Present and/or proposed zoning classifications on and adjacent to the property.
- Proposed dedications for park lands (subject to the approval by the City of Othello Planning Commission).
- Name of owner of the proposed subdivision.
- SEPA checklist with proposed mitigations (see pages 15-26).
- Indicate critical areas.
- Deed restrictions, existing covenants, or proposed deed restrictions and/or covenants (may be attached in text form).
- Slopes within the parcel that meet or exceed 5%.
- City of Othello Project Location Map (page 33) with the indicated location of the project for which a Building Permit is requested.

It is the requirement of the owner or contractor of the building project to receive Site Plan form approvals from the City of Othello Community Development Department, Public Works Department, Adams County Fire District No. 5, and the Adams County Health Department (if applicable). Site Plan forms, complete with approval signatures, must be included with the City of Othello Building Permit Application.

- A complete, approved Site Plan form including the above listed information is attached.

### SIDEWALK, RAMP, AND DRIVEWAY INSPECTION(S)

All building projects that require construction and/or installation of sidewalk(s), ramp(s), and/or driveway(s) must be must be in accordance with current City of Othello Public Works Design Standards (pages 27-28). It is the responsibility of the owner or contractor to request inspection and receive approval of sidewalk(s), ramp(s), and/or driveway(s) driveway forms by the City Public Works Department prior to the pouring of concrete. All sidewalk(s), ramp(s), and/or driveway(s) must be in compliance with OMC 11.12-11.20 related to streets and sidewalks.

- I have read and agree to the policy regarding Sidewalk, Ramp, and Driveway Inspection(s), as outlined above.
### Commercial Building Permit Requirements

#### STREET ACCESS/DRIVEWAY APPROACH
All plans submitted in conjunction with a Building Permit Application must indicate both the driveway approach location and the location of the street access to the building for which a Building Permit is requested. All street access and driveway approaches must be in accordance with current City of Othello Public Works Design Standards (pages 29) and in compliance with OMC 11.12-11.20 related to streets and sidewalks.

- Street access and driveway approach locations are included in all attached plans.

#### RIGHT-OF-WAY
All building projects that include construction or installation of sidewalk(s)/driveway(s), and/or will require full or partial use and/or obstruction of public streets or city right-of-way must submit a Right-of-Way Permit Application (pages 30-31) to the City of Othello Public Works Department no later than five (5) business days prior to the proposed right-of-way use date.

Will the project include full or partial use/obstruction of public streets or city of right-of-way?

- Yes  
- No

If yes, a Right-of-Way Permit Application must be submitted no later than five (5) business days prior to the proposed construction date.

#### WATER/SEWER SERVICE
All building projects that require the establishment of new water and/or sewer services must request to tie-in to City of Othello water and/or sewer lines through the Application for Water and/or Sewer Service (page 32). The Application for Water and/or Sewer Service must be submitted to City Hall no later than ten (10) business days prior to the proposed connection date. It is the responsibility of the owner or contractor to connect and establish water and/or sewer service with the City of Othello prior to requesting final inspection from the Building Inspector.

Will the project include establishing new water and/or sewer service with the City of Othello?

- Yes  
- No

If yes, an Application for Water and/or Sewer Service must be submitted no later than ten (10) business days prior to the proposed connection date.

#### ACCESS ROADS AND PRIVATE DRIVEWAYS
All access roads and private driveways within city limits must allow access for emergency vehicles and must be graveled to within 150 feet of the most distant part of any building that requires a City of Othello Building Permit. Access roads within city limits are required to have a minimum width of 20 feet (20') (per Uniform Fire Code 902.1.1), a three inch (3") base course (of 2" minus pit run-minimum), with a two inch (2") top course (of 1.25" minus crushed), in compliance with Section 503.2.7 of the 2012 International Fire Code.

____________ (initial)  
I have read and agree to the policy regarding Access Roads and Private Driveways, as outlined above.

#### MOBILE HOMES
It is unlawful for mobile homes built prior to 1974 to be sited within city limits. Mobile homes built after 1974 may be sited in Mobile Home Parks within city limits and require approval from the Washington State Department of Labor and Industries. Manufactured homes and remodeled manufactured homes also require approval from the Department of Labor and Industries.

____________ (initial)  
I have read and agree to the policy regarding Access Roads and Private Driveways, as outlined above.
MANUFACTURED HOMES

All manufactured homes sited within city limits must be in compliance with RCW 43.22 regarding Manufactured Homes, WAC-150 regarding Manufactured Home Code, as well as requirements of the Othello Municipal Code. All manufactured homes must be in accordance with WAC 296-150I-0310 Manufactured Home Installation Guidelines (pages 34-36).

_________ (initial) I have read and agree to the policy regarding Manufactured Homes, as outlined above.

_________ (initial) I have read and agree to the policy regarding Mobile Homes, as outlined above.

DEVELOPER AGREEMENT

All commercial building project developers are required to review, complete, and sign the City of Othello Developer Agreement (pages 34-47). This agreement binds the project developer to construct water/sanitary/storm and roadway systems within the development in accordance with city standards and in anticipation of future development. The City of Othello Developer Agreement is comprised of the following six documents:

1. City of Othello Developer Agreement (pages 37-42)
2. City of Othello Developer Checklist (pages 43-44)
3. Developer’s Bond (pages 45-46)
4. City of Othello, Adams County Bill of Sale (pages 47)
5. Affidavit of No Liens (page 48)
6. Utility Easement (page 49-50)

☐ A complete Developer Agreement, including each of the above listed forms, is attached.

BUILDING PERMIT FEES

Building Permit Fees are calculated given square footage of the building. Owners and/or contractors may contact the Community Development Department for Building Permit Fees specific to each project.

CONDITIONS

The applicant, his/her agents and employees, shall comply with all the rules, restrictions and requirements of the City of Othello Building Codes governing location, construction and erection of the above proposed work for which the permit is granted. The City of Othello or its agents are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of the City of Othello Building Permit.

Buildings MUST conform with plans, as submitted to the City of Othello. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the building inspector not less than one day’s notice to perform such activities.

The permit is automatically void in the event construction is not commenced within 180 days of issuance of this permit. Cessation of work for a period of 180 continuous days shall also cause this permit to be void. Permits are not transferable.
I, __________________________________________________________ (Print Name), do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I certify that I understand the policies governing the proposed activity and that this application is made subject to the policies and rules established by the City of Othello. I certify that I understand the City of Othello retains the right to deny application, suspend, and/or revoke any City of Othello Building Permit to any owner, contractor, agent, or subcontractor found not in compliance with the regulations set forth in this application.

APPLICANT NAME (PLEASE PRINT)  SIGNATURE  DATE
APPLICATIONS, PERMITS, AND COMPLIANCE ITEMS

The table of contents below lists supplemental permits and provisions that are enclosed in this guide and may be required to be submitted in addition to the Building Permit Application. Please thoroughly review the Building Permit Application and Development Guide for specific requirements and information regarding your construction project, as specific permit requirements vary depending upon the size, type, and location of construction. Supplemental permits, licenses and compliance items must be submitted to the City of Othello Community Development Department, 500 East Main Street, Othello, WA 99344.

City of Othello Building Permit Application................................................................. Pages 9-10
City of Othello Building Design Criteria............................................................... Page 11
City of Othello Site Plan Requirements................................................................. Page 12
Site Plan Form........................................................................................................... Page 13
Site Plan Example...................................................................................................... Page 14
SEPA Checklist ......................................................................................................... Pages 15-26
City of Othello Sidewalk and Ramp Standard Details........................................ Pages 27-28
City of Othello Driveway Standard Details........................................................... Page 29
City of Othello Right-of-Way Permit Application .................................................. Page 30-31
City of Othello Application for Water and/or Sewer Service.................................. Page 32
City of Othello Project Location Map (for site map use)........................................ Page 33
Manufactured Home Installation Guidelines.......................................................... Pages 34-36
City of Othello Developer Agreement................................................................... Pages 37-50
BUILDING PERMIT APPLICATION

► PROPERTY INFORMATION

Project Address ____________________________________________

Building Type __________________ Occupancy ______________ Use Code _______________________

*Project Description__________________________________________

What is structure going to be used for?_________________________

SQ FT _____ ft X _____ ft = _______ Total Sq Ft. % of Lot Covered ______ Zone __________ Lot # _______

Block # __________ in ________________ Addition Parcel # 1-529-03-__________-

Legal Owner Name:___________________________________________ Phone Number: _________________________

Email Address:______________________________________________

Mailing Address:____________________________________________

**PROJECT VALUE $___________________________ COPY OF BID ENCLOSED □

(A DEPOSIT WILL BE REQUIRED ON SUBMITAL OF BUILDING APPLICATION)

Working in the right of way requires a ROW permit! ($40.00)

Owner Signature:___________________________________________ Date: ______________________

► CONTRACTOR INFORMATION

PRIMARY Contractor or SELF? __________________________ Contact Name ______________________________

Mailing Address __________________________________________ City ______________ Zip ___________

City Business License # __________________________ E-Mail ________________________________________

Phone Number Office/Home ___________________________ Cell __________________________ Fax __________

LIST ADDITIONAL CONTRACTORS ON 2ND PAGE

(PUBLIC WORKS WILL NEED TO INSPECT CONNECTIONS BEFORE BACKFILLING)

WILL YOU NEED NEW WATER SERVICES? ______ WHEN? ______________________________

OR WILL YOU CONNECT TO EXISTING? ______

WILL YOU NEED NEW SEWER SERVICES? ______ WHEN? ______________________________

OR WILL YOU CONNECT TO EXISTING? ______

**Value of Construction

The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the value is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official.
The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the Municipality and Building Codes governing location, construction and erection of the above proposed work for which the permit is granted. The Municipality or its agents are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of this permit.

Buildings MUST conform with plans, as submitted to the Municipality. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the building inspector not less than one day’s notice to perform such activities.

The permit is automatically void in the event construction is not commenced within 180 days of issuance of this permit. Cessation of work for a period of 180 continuous days shall also cause this permit to be void. Permits are not transferable.

---

FOR OFFICE USE ONLY

Sq Ft. X = Valuation

First Fee  X Additional Fee

Permit Fee X 65%  Plan Review + State Use Tax $4.50

GRAND TOTAL $ 

Please list additional contractors with contact information

<table>
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<th>NAME</th>
<th>CONTACT NUMBER/CELL</th>
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(Does your contractor have a City of Othello Business License?)

Please review for completeness prior to submittal

**FOUNDATION DEPTH:** Frost depth is 24” Below Finished Grade

**FOUNDATION HEIGHT:** 6” above any soil, 4” above grass/concrete or per code alternate

**SNOW LOAD:** options. 30 psf (roof snow load) engineered for drifts.

**SOIL BEARING CAPACITY:** 1500 pounds per square foot; engineered, if need more or indications of wet soil

**BASIC WIND SPEED:** 110 miles per hour (exposure C)

**SEISMIC ZONE:** C; Moderate Damage – Design professional required on all structures except for a single family home, duplex or accessory structure.

**CLIMATIC ZONE II:** AHDD 5858 WODT 2° SODT 102°

**WEATHERING:** Severe – protect concrete and masonry during curing (November through February)

**SEPA EXEMPT THRESHOLD:** 1) Five dwellings, 2) 6,000 SF building, 3) 20 parking spaces. Public notice required for all project exceeding SEPA threshold per title 19.

**STORM WATER:** All triplexes and larger and all commercial/industrial projects must contain 1” of run off from the entire site (except public right of way) or get approval from City to accept and dispose of storm water for property owner.

**WATER:** Minimum depth of service line must be 24” below finished grade. Water piping outside the building can be Schedule 40 PVC. Call City Hall 488-5686 for general facility fees and hook up costs.

**SEWER:** Minimum depth is 18” below final grade, clean-out 3’ max from building brought to ground level. Poly Vinyl Chloride (PVC) 3034 gravity sewer for yard drains is approved. Call City Hall for general facility fees and hook up costs.

**SETBACK:** Generally 20’ in front and 5’ on sides, zero at alley, all measured to property line, not the curb. Review the zone requirement for the area you are building in for details. The city does not review or enforce private covenants. Owner must show and insure compliance with all easements.

**PROPERTY LINE:** The property line may be about 13’ from the curb. Before building near the property line or minimum setbacks, it is your responsibility to locate the exact property line. The City may give you the right and responsibility to place and maintain plantings, grass, driveways, fence, mailbox, sidewalks, etc. between the curb and your property line or on easements, but remember, it can be excavated, destroyed, or damaged at any time without recourse. Do not plant trees within 15’ of curb, without city approval, on or over public right of way!

**PERMITS ARE REQUIRED FOR:** Any construction, including, but not limited to, new structures, fences, window replacement, gas appliance replacement or installation, driveways, signs, pools, hot tubs, pumps, new yard sprinklers, plumbing changes, wood or pellet stoves, shade roofs, storage sheds, conversions for new use, re-roofing, vehicle shelters, asphalted parking area, manufactured home placements, exhaust hoods, public sidewalks, septic systems, storm water discharge, all work within or impacting right-of-way, etc.
All Building Permit Applications must include a Site Plan that depicts the entire parcel of which construction will be completed. The minimum size scale of the Site Map shall be the equal to the preliminary plat map. Refer to the Site Map Plan Example on page 12. All Site Plans must be completed on the Site Plan form (page 13) and must include the following requirements:

- Cardinal directions must be indicated for recognition.
- All property lines and easements, including but not limited to, utility, road, flowage, flood plains, and drainage, and their respective distances from the structure.
- Location and distance between all existing structures, as well as the existing structures’ distance from the property line(s).
- Location and sizing of existing and proposed utilities, including water, sewer, storm drains, electricity, street lighting, gas, telephone and cable television lines, and curb and sidewalk.
- Existing natural features, and proposed improvements to said features, within and adjacent to the proposed subdivision.
- Topography of the area with a maximum two (2) foot contour interval.
- Present and/or proposed zoning classifications on and adjacent to the property.
- Proposed dedications for park lands (subject to the approval by the City of Othello Planning Commission).
- Name of owner of the proposed subdivision.
- SEPA checklist with proposed mitigations (see pages 14-22).
- Indicate critical areas.
- Deed restrictions, existing covenants, or proposed deed restrictions and/or covenants (may be attached in text form).
- Slopes within the parcel that meet or exceed 5%.
- City of Othello Project Location Map (page 29) with the indicated location of the project for which a Building Permit is requested.

It is the requirement of the owner or contractor of the Building project to receive Site Plan form approvals from the City of Othello Community Development Department, Public Works Department, Adams County Fire District No. 5, and the Adams County Health Department (if applicable). Site Plan forms, complete with approval signatures, must be included with the City of Othello Building Permit Application.
SITE PLAN

It is very important that you follow all of the instructions listed in the Site Plan section of the City of Othello Building Permit Requirements when making your drawings. Please use a colored pencil or pen that will contrast with the color of the grid on this page.

Site Address:________________________________________ Indicate Scale: Each Unit = ___________feet
Example only of a plot plat. Not to scale.

Legal Description
Lot Number
Short Plat Number and Parcel Number

Street or Road Name

Length of Property Line (in FT)

Drive Way (Include Width)

Well

FT (?)
Garage

FT (?)
Parking

FT (?)

FT (?)

FT (?)

Septic Tank

Drain Field

Easement Line

NOTE: ALL EASEMENTS MUST BE SHOWN AND IDENTIFIED.
Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words “project,” “applicant,” and “property or site” should be read as “proposal,” “proponent,” and “affected geographic area,” respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements —that do not contribute meaningfully to the analysis of the proposal.

A. BACKGROUND

1. Name of proposed project, if applicable:

2. Name of applicant:

3. Address and phone number of applicant and contact person:
4. Date checklist prepared:

5. Agency requesting checklist:

6. Proposed timing or schedule (including phasing, if applicable):

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

10. List any government approvals or permits that will be needed for your proposal, if known.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

B. ENVIRONMENTAL ELEMENTS

1. Earth
   a. General description of the site (circle one):
      Flat, rolling, hilly, steep slopes, mountainous, other _______________
   b. What is the steepest slope on the site (approximate percent slope)?
c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

3. Water

a. Surface Water:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water runoff (including storm water):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2) Could waste materials enter ground or surface waters? If so, generally describe.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

4. Plants

a. Check the types of vegetation found on the site:
deciduous tree: alder, maple, aspen, other
evergreen tree: fir, cedar, pine, other
shrubs
grass
pasture
crop or grain
Orchards, vineyards or other permanent crops.
wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other
water plants: water lily, eelgrass, milfoil, other
other types of vegetation

a. What kind and amount of vegetation will be removed or altered?

b. List threatened and endangered species known to be on or near the site.

c. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

d. List all noxious weeds and invasive species known to be on or near the site.

5. Animals
a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:
   birds: hawk, heron, eagle, songbirds, other:
   mammals: deer, bear, elk, beaver, other:
   fish: bass, salmon, trout, herring, shellfish, other ________

b. List any threatened and endangered species known to be on or near the site.

c. Is the site part of a migration route? If so, explain.

d. Proposed measures to preserve or enhance wildlife, if any:

e. List any invasive animal species known to be on or near the site.

6. Energy and natural resources
a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.
b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. Environmental health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.

1) Describe any known or possible contamination at the site from present or past uses.

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

4) Describe special emergency services that might be required.

5) Proposed measures to reduce or control environmental health hazards, if any:

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

3) Proposed measures to reduce or control noise impacts, if any:

8. Land and shoreline use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.
b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

d. Describe any structures on the site.

e. Will any structures be demolished? If so, what?

f. What is the current zoning classification of the site?

g. What is the current comprehensive plan designation of the site?

h. If applicable, what is the current shoreline master program designation of the site?

i. Has any part of the site been classified as a critical area by the city or county? If so, specify.

j. Approximately how many people would reside or work in the completed project?

k. Approximately how many people would the completed project displace?

l. Proposed measures to avoid or reduce displacement impacts, if any:

m. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

n. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:
9. **Housing**

   a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

   b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

   c. Proposed measures to reduce or control housing impacts, if any:

10. **Aesthetics**

    a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

    b. What views in the immediate vicinity would be altered or obstructed?

    c. Proposed measures to reduce or control aesthetic impacts, if any:

11. **Light and glare**

    a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

    b. Could light or glare from the finished project be a safety hazard or interfere with views?

    c. What existing off-site sources of light or glare may affect your proposal?

    d. Proposed measures to reduce or control light and glare impacts, if any:

12. **Recreation**

    a. What designated and informal recreational opportunities are in the immediate vicinity?

    b. Would the proposed project displace any existing recreational uses? If so, describe.

    c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:
13. Historic and cultural preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Is there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

14. Transportation

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?
g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

h. Proposed measures to reduce or control transportation impacts, if any:

15. Public services

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

b. Proposed measures to reduce or control direct impacts on public services, if any.

16. Utilities

a. Circle utilities currently available at the site:

- electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other __________

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

C. Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: ___________________________________________________________

Name of Signee: _______________________________________________________

Position and Agency/Organization: _______________________________________

Date Submitted: _________________________________________________________
D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

   Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

   Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

   Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

   Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?
Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.
NOTES:
1. CONTRACTION JOINTS SHALL BE PLACED PERPENDICULAR TO THE CURB AT 5' INTERVALS.
2. FULL-DEPTH EXPANSION JOINTS SHALL BE PLACED PERPENDICULAR TO THE CURB AT 20' INTERVALS.
3. PRE MOLDED JOINT FILLER SHALL BE 3/8" THICK MATERIAL AND BE PLACED FULL DEPTH.
4. SIDEWALK AND DRIVEWAYS SHALL BE BROOM FINISHED PERPENDICULAR TO THE CURB.
5. MAINTAIN A MINIMUM OF 5' OF CLEARANCE FOR SIGN, MAILBOX,UTILITY POLE, OR ANY OTHER STRUCTURES WITHIN THE SIDEWALK.
6. 4" OF COMPACTED CRUSHED SURFACING TOP COURSE IS REQUIRED UNDER ALL CONCRETE.
7. MINIMUM SIDEWALK THICKNESS:
   4" WHEN BEHIND CEMENT CONCRETE TRAFFIC CURB AND GUTTER.
   6" IN ALL DRIVEWAYS (TOP OF TAPER TO TOP OF TAPER)
8. ALL CONSTRUCTION AND MATERIALS SHALL MEET THE CITY OF OTHELLO'S DESIGN STANDARDS AND BE APPROVED BY THE CITY OF OTHELLO.
CITY OF OTHELLO
STANDARD DETAILS
SIDEWALK DETAILS

FIGURE S4-SHEET 3

28
NOTES:
1. ALL JOINTS SHALL BE CLEAN AND EDGED. TRANSVERSE
   DRIVeway JOINTS SHALL BE AS SHOWN OR AS DIRECTED
   BY THE CITY.
2. 4" OF COMPACTED CRUSHED SURFACING TOP COURSE
   REQUIRED UNDER ALL CONCRETE.
3. A CURING AGENT IS REQUIRED TO BE APPLIED TO ALL
   EXPOSED SURFACES IMMEDIATELY AFTER BROOMING
   SURFACE.
4. MAXIMUM OF ONE DRIVeway PERMITTED PER RESIDENCE OR
   ONE BUSINESS. UNLESS APPROVED IN WRITING BY PUBLIC
   WORKS.
5. WHERE DRIVeway EXCEEDS 15' IN WIDTH FROM TOP OF
   TAPER TO TOP OF TAPER A SCRIED JOINT SHALL BE PLACED
   ON CENTERLINE OF DRIVeway WITH 5' EQUAL SPACINGS THEREAFTER.
6. CONCRETE SHALL BE 6" THICK IN DRIVeway FROM TOP OF
   TAPER TO TOP OF TAPER.
7. DRIVeways SHALL BE BROOM FINISHED PERPENDICULAR TO
   THE ROADWAY.
8. THE SETBACKS WILL BE MEASURED FROM THE BACK
   OF THE EXISTING OR PROJECTED CURB.
9. ALL CONSTRUCTION AND MATERIALS SHALL MEET THE
   CITY OF OTHELLO'S DESIGN STANDARDS AND BE APPROVED
   BY THE CITY.
10. WHEN LANDINGS BEHIND DRIVeway SLOPES CANNOT BE
    ACHIEVED, OPTION B SHALL BE USED TO CONFORM WITH
    ADA REQUIREMENTS.

DRIVEWAY SePERATION
AS PER PUBLIC WORKS

DRIVEWAY WIDTH
RESIDENTIAL — 9' MIN.
27' MAX
OTHER — AS APPROVED
CITY OF OTHELLO
RIGHT-OF-WAY/EASEMENT WORK PERMIT APPLICATION
Public Works Department • 111 North Broadway Avenue • Othello, WA 99344 • P: (509) 488-6997 • F: (509) 488-3701

ALL APPLICATIONS FOR RIGHT-OF-WAY PERMITS MUST INCLUDE:

- Certificate of insurance evidencing current and valid commercial general and liability insurance of no less than one million dollars ($1,000,000) per occurrence and a commercial general liability aggregate of two million dollars ($2,000,000) with the City of Othello listed as “additional insured”.
- Current City of Othello Business License.
- Current WA State Contractor’s License (Department of Labor & Industries).
- One (1) traffic control plan including the proposed work within the public right-of-way or easement (see reverse side).

APPLICANT INFORMATION
Applicant (Property Owner, Company, etc.): ________________________________________________________________
Mailing Address: _____________________________________________
City: __________________________________________ State: ______ Zip: __________
Telephone: __________________________ Fax: _______________________

CONTRACTOR INFORMATION
Contractor/Organization Name (Individual, Company, etc.): __________________________________________________
Contact Name (if different from above): _________________________________________________________________
Mailing Address: _____________________________________________
City: __________________________________________ State: ______ Zip: __________
Telephone: __________________________ Fax: _______________________
City of Othello Business License No.: ____________________________ WA State Contractor’s License No.: ____________

SITE/PROJECT INFORMATION
Location (House Number, Road, Street): _________________________________________________________________
Anticipated Start Date: __________________________ Anticipated End Date: ___________________________
Type of Work to occur in Right-of-Way/Easement (check all that apply):

- Replace Residential Driveway
- New Residential Driveway
- Commercial Driveway Construction
- Other: ______________________________________________________

Provide a brief description of work to be performed and/or approved plans:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

*R-O-W PERMIT APPLICATIONS REQUIRE FIVE (5) BUSINESS DAYS NOTICE FOR PROCESSING AND APPROVAL*

PERMIT FEE: $40.00 (PERMIT NOT VALID UNTIL APPROVED AND PAID IN FULL. CASH OR CHECK ONLY.)
PLEASE SUBMIT PAYMENT TO: OTHELLO CITY HALL, 500 E. MAIN ST., OTHELLO, WA 99344 PHONE: (509) 488-5686

The above named applicant hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right-of-way or easement; or to close a city street. Alteration or removal may be required by the City at any time. The applicant further understands that this application does not guarantee a permit and understands that no work is allowed in the public right-of-way or easement prior to issuance of a permit.

Name of Applicant: __________________________ Title/Organization: __________________________
Signature: __________________________________ Date: __________________________

FOR OFFICE USE ONLY
- BUSINESS INSURANCE CURRENT WITH CORRECT MINIMUMS.
- CITY OF OTHELLO BUSINESS LICENSE IS CURRENT.
- CONTRACTOR’S LICENSE IS CURRENT.
- TRAFFIC CONTROL PLAN FOR PROJECT WITHIN R-O-W IS ATTACHED.
- HYDRANT WRENCH ISSUED WITH METER.

APPROVED BY: __________________________ DATE: __________________________ RECEIPT #: __________________________ PERMIT #: __________________________

COMMENTS:
TRAFFIC CONTROL PLAN WITHIN CITY OF OTHELLO RIGHT-OF-WAY

Please provide an illustration as to how traffic will be diverted around project and/or vehicles in City of Othello R-O-W (if applicable).
CITY OF OTHELLO
APPLICATION FOR WATER AND/OR SEWER SERVICE

DATE: ______________
REQUEST MADE BY: ____________________________________________ □ Owner  □ Developer
PHONE: _______________________________________________________
OWNER OF PROPERTY: ____________________________________________
Information Taken By:_______ Legal Description (lot & block):_________________________________________________

LOCATION AND TYPE OF SERVICES:
Physical Address:___________________________________________________________________________________
Other Identifier: ____________________________________________________________________________________
To Serve What Type of Structure:______________________________________(i.e. apartment, home, commercial bldg.)

WATER SERVICE:
Meter Size: __________________________ □ Inside City Limits □ Outside City Limits
Will the developer perform the water connection? □ Yes □ No
Will the City provide the meter and meter box? □ Yes □ No

OR
Will the City provide only the meter and the developer will install a meter box, according to Public Works Standards? □ Yes □ No
Is this a request to downsize an existing water meter? □ Yes □ No

IF SO
From __________ size of a meter to __________ size of meter?

SEWER SERVICE:
□ Inside City Limits □Outside City Limits
Will the developer perform the sewer connection? □ Yes □ No

IF SO
Is this a request for a sewer permit only? □ Yes □ No

COPY TO: CITY CLERK TO REQUEST AN INVOICE FROM THE FINANCE DEPT
CITY OF OTHELLO
PROJECT LOCATION MAP

Please indicate the location of the project for which a Building Permit is requested. The City of Othello Project Location Map must be completed and submitted with the Site Map Form.
Manufactured Home Installation Guidelines

What instructions are used for a manufactured home installation?

To the extent that the installation of a manufactured home is not covered by a manufacturer's, engineer's, or architect's instructions, the manufactured home shall comply with the installation requirements of this section.

(1) Installation of a new manufactured home.

(a) The initial manufactured home installation must be conducted according to the manufacturer's instructions.

(b) If the manufacturer's instructions do not address an aspect of the installation, you may request:

(i) Specific instructions from the manufacturer; or

(ii) Specific instructions from a professional engineer or architect licensed in Washington state.

For example:

• A manufactured home is installed over a basement and the manufacturer's instructions do not address this application;

• A manufactured home is installed on a site where the specific soil bearing capacity is not addressed in the manufacturer's instructions.

(c) All manufactured homes installed in Washington state must be permanently anchored except for those installed on dealer lots. On dealer lots, temporary sets are permitted without anchoring being installed. A manufactured home must be anchored according to the manufacturer's installation instructions or according to the design of a professional engineer or architect licensed in Washington state. Local jurisdictions may not prescribe anchoring methods.

(d) A manufactured home must have a skirting around its entire perimeter. It must be installed per the manufacturer's installation instructions or if the manufacturer is not specific, to the standards in this section. Do not enclose with skirting areas under recessed entries, porches or decks, (whether constructed as part of the home or added on-site) unless skirting is of the fully vented type and installed so as to allow water to freely flow out from under the home. Porch areas open to the crawl space area of the home must have ground cover removed; ground directly below the porch must slope away from the home. It must be vented and allow access to the under floor area per the manufacturer's installation instructions or per the standards below if the manufacturer's instructions are not available.

If the manufacturer's skirting and access instructions are not specific, skirting, ventilation and access shall be installed as follows:

(i) Skirting:

• Must be made of materials suitable for ground contact.

• Metal fasteners must be made of galvanized, stainless steel or other corrosion-resistant material.

• Ferrous metal members in contact with the earth, except those made of galvanized or stainless steel, must be coated with an asphaltic emulsion.

• Must not trap water between the skirting and siding or trim.

• Must be recessed behind the siding or trim.

(ii) Ventilation:
For homes sited in a flood plain, contact the local jurisdiction regarding proper skirting ventilation. Except for those manufactured homes sited in a flood plain, all skirting and vent openings must:

• Be covered with corrosion-resistant wire mesh to prevent the entrance of rodents. The size of the mesh opening cannot exceed 1/4 inch.
• Have a net area of not less than one square foot for each one hundred fifty square feet of under floor area.
• Be located as close to corners and as high as practical and they must provide cross ventilation on at least two opposite sides.

(iii) Access:
• The under floor area of a manufactured home must have a finished opening at least eighteen inches by twenty-four inches in size.
• Opening must be located so that all areas under a manufactured home are available for inspection.
• Opening must be covered and that cover must be made of metal, pressure treated wood or vinyl.

(e) A manufactured home site must be prepared per the manufacturer's installation manual or per ANSI A225.1, 1994 edition, section 3.

(f) Heat duct crossovers must be installed per the manufacturer's installation instruction manual or per ANSI A225.1 or the following instructions if the manufacturer's instructions are not available:

Heat duct crossovers must be supported at least one inch above the ground by strapping or blocking. They must be installed to avoid standing water. Also, they must be installed to prevent compression, sharp bends, and to minimize stress at the connections.

(g) Dryer vents must exhaust to the exterior side of the wall or skirting. Dryer ducts outside the manufactured home shall comply with the dryer manufacturer's specifications or shall be made of metal with smooth interior surfaces.

(h) Hot water tank pressure relief lines must exhaust to the exterior side of the exterior wall or skirting and must exhaust downward. The end of the pipe must be at least six inches but not more than two feet above the ground.

(i) Water heater pans are only required where the installation instructions are specific for warranty or the home was produced after June 2006. The pressure relief line must exit the skirting of the home as well as the relief line for any pan installed and not to be interconnected.

(ii) Expansion tanks are not required by the department; however, you may want to check with your local jurisdiction prior to installation of your water heater.

(i) Water piping must be protected against freezing as per the manufacturer's installation instructions or by use of a heat tape listed for use with manufactured homes and installed per the heat tape manufacturer's installation instructions.

(j) The testing of water lines, waste lines, gas lines, and electrical systems must be as per the manufacturer's installation instructions. If the manufacturer's installation instructions require testing of any of these systems, the local jurisdiction is responsible for verifying that the tests have been performed and passed. Electrical connections and testing are the responsibility of the electrical section of labor and industries except where a city has assumed the electrical inspection responsibilities for their jurisdiction. In that case, the city's electrical inspectors are responsible for the electrical connections and testing.

(k) During the installation process, a ground cover must be installed under all manufactured homes. The ground cover must be a minimum of six-mil black polyethylene sheeting or its equivalent (exception to ANSI A225.1 (3.5.2)). The ground cover may be omitted if the under floor area of the home has a concrete slab floor with a minimum thickness of three and one-half inches.
(l) Clearances underneath manufactured homes must be maintained at a minimum of eighteen inches beneath at least seventy-five percent of the lowest member of the main frame (I-beam or channel beam) and the ground or footing. No more than twenty-five percent of the lowest member of the main frame of the home shall be less than eighteen inches above the ground or footing. In no case shall clearance be less than twelve inches anywhere under the home (exception to ANSI A225.1 (4.1.3.3)).

(m) Heat pump and air conditioning condensation lines must be extended to the exterior of the manufactured home.

(2) Installation of a relocated manufactured (mobile) home.

(a) A relocated manufactured home installation should be conducted according to the manufacturer's installation instructions.

(b) If the manufacturer's instructions are unavailable, you may use either:


(ii) The instructions of a professional engineer or architect licensed in Washington state.

(c) If either (b)(i) or (ii) of this subsection is used, all of the requirements of subsection (1)(c) through (m) of this section must also be followed.

[Statutory Authority: Chapter 43.22A RCW and 2009 c 464 [564]. WSR 10-06-043, § 296-150I-0310, filed 2/23/10, effective 4/1/10. Statutory Authority: Chapter 43.22A RCW and 2007 c 432. WSR 08-12-040, § 296-150I-0310, filed 5/30/08, effective 6/30/08.]
CITY OF OTHELLO

DEVELOPER AGREEMENT

THIS AGREEMENT, by and between the City of Othello, a municipal corporation, hereinafter referred to as "City", and ________________, hereinafter referred to as "Developer":

WITNESSETH: That whereas the City of Othello, a municipal corporation, provides water/sanitary/storm and roadway service within this area, and the above-named Developer is preparing to construct an extension or modification or additions thereto, and said development is within the City limits.

WHEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Developer agrees to construct the water/sanitary/storm and roadway system, or additions thereto, to be connected to the City's infrastructure, and to maintain such additions until such time as the improvements are accepted by the City, with the agreements conditioned as set forth below. The improvements, extension, or additions thereto, shall be located within that area commonly referred to as ________________, which property is described in Exhibit "A" attached hereto and referred to hereinafter as "Premises".

2. As a condition precedent to City obligations under this agreement, the Developer shall construct the proposed water/sanitary/storm and roadway system, or additions thereto, within said premises in conformance with the minimum standards as set forth in the City's currently adopted Construction Standards, as adopted together with any amendments thereto hereinafter made, and further to conform with the City's comprehensive planning documents, which agreement shall include oversizing of mains necessitated by the comprehensive plan.

3. The developer agrees that the construction of any infrastructure items, or additions thereto, shall not commence until the following conditions have been fulfilled:
   a. The developer shall have the preliminary plat approved per OMC Code Chapter 16.
   b. The Developer shall submit detailed plans of the proposed improvements.
   c. The above plans shall require the review and approval by the City and its Engineer, and the cost of such review shall be at the Developer's own expense.
   d. Written approval from all regulatory agencies including SEPA shall be submitted.
   e. All improvements shall be fully staked to assist all parties involved in the proper location of utility services.
f. All contractors and subcontractors shall have a current Washington State Contractors License and a City Business License on file with the City.

g. All Insurance and Bonding is in place as required by the City.

4. The Developer's proposed improvements, or additions thereto, on Premises shall not be connected to the City system until authorized by the City, and such connection shall be performed only under the supervision and approval of the City.

5. For the purpose of applying RCW 4.24.115 to this Contract, the Developer and the City agree that the term "damages" applies only to the finding in a judicial proceeding and is exclusive of third party claims for damages preliminary thereto.

The Developer agrees to indemnify and hold harmless the City from all claims for damages by third parties, including costs and reasonable attorney's fees in the defense of claims for damages, arising from performance of the Developer's express or implied obligations under this Agreement. The Developer waives any right of contribution against the City.

It is agreed and mutually negotiated that in any and all claims against the City or any of its agents or employees by any employee of the Developer, any contractor or subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation hereunder shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Developer or any contractor or subcontractor under Workman's Compensation Acts, disability benefits acts or other employees' benefit acts. The City and the Developer agree that all third part claims for damages against the City for which the Developer's insurance carrier does not accept defense of the City may be tendered by the City by the Developer who shall, if so tendered by the City, accept and undertake to defend or settle with the Claimant. The City retains the right to approve claim investigation and counsel assigned to said claim and all investigation and legal work product regarding said claim shall be performed under a fiduciary relationship to the City. In the event that the City agrees or a court finds that the claim arises from the sole negligence of the City, this indemnification shall be void and the City shall be responsible for all damages payable to the third party claimant. In the event that the City and the Developer agree or a court finds that the claim arises from or includes negligence of both the Developer and the City, the Developer shall be responsible for all damages payable by the Developer to the third party claimant under the court findings, and, in addition thereto, the Developer shall hereunder indemnify the City for all damages paid or payable to the City under the court findings in an amount not to exceed the percentage of total fault attributable to the Developer. For example, where the Developer is 25% negligent, the Developer shall not be required to indemnify the City for any amount in excess of 25% of the claimant's total damages.
6. In the event the Developer in his operation damages or disrupts existing improvements, the repairs shall be made at the Developer's expense. In the event they are so damaged or the service disrupted and the Developer fails or is unable to immediately restore the service, then the Owners of the improvements may cause the repairs to be made by others and all costs for the same shall be at the Developer's own expense.

Where the construction crosses or is adjacent to existing utilities, the Developer shall exercise extreme care to protect such utilities from damage.

If any damage is done to an existing utility, the Developer shall notify the utility company involved, who will dispatch a crew to repair the damage at the Developer's expense. All costs for the same shall be at the Developer's own expense.

The Developer shall be aware that some existing City owned facilities are known to contain asbestos cement pipe. The Developer shall conduct all work related to existing asbestos cement pipe in strict accordance with current WISHA safety regulations and provisions contained within WAC 296-62-077. All costs related to work in compliance with established rules and regulations shall be the responsibility of the Developer. Demolition of existing asbestos cement pipe, if required, will be permitted only after the proper permits are obtained from the Puget Sound Air Pollution Control Agency. The Developer shall be responsible for all associated fees and permits required for asbestos removal and disposal. Work crews shall be provided with proper protective clothing and equipment. Hand tools shall be used, and the asbestos cement pipe shall be scored and broken in lieu of the sawing or other methods which release fibers into the atmosphere. Waste asbestos pipe shall be buried in the trench. Asbestos pipe to be abandoned in place shall not be disturbed, except as noted herein, and shall remain in its original position.

The Developer is cautioned that all existing drainage systems, whether open ditch, buried pipe, or drainage structures, are not on record. It shall be the responsibility of the Developer to repair or replace all such systems found during construction, which are damaged by the Developer's construction in a manner which is satisfactory to the City.

Where the Developer is allowed to use private property adjacent to the work, the property so used shall be returned to its original or superior condition. The Developer shall make all arrangements in advance with such property owners, to insure that no conflicts will ensue after the property is restored as described above. The Developer will be required to furnish the City with a written release from said private property owners, if the City deems it to be necessary to obtain such document.

7. The Developer herewith agrees to allow inspections and agrees to cooperate providing reasonable advance notice on his construction schedule during the various construction phases as requested by the City. The Developer further agrees
to reimburse the City for all engineering fees and expenses incurred by the City for such supervision.

8. The Developer's proposed improvements, or additions thereto, on Premises shall not be accepted for service and use until the same have been fully inspected and approved, and the following requirements have been performed:

   a. Submit to the City in Auto-CADD format, latest revision, the computer file supplied on a three and one half (3-1/2) inch disc accompanied by the original "fixed line" mylars, with all changes from the original design clearly marked to reflect the as-built conditions. The Developer's Engineer shall certify the accuracy of the record drawings and shall affix his seal and signature, plus two prints and the as-builts on mylar.

   b. Payment of all permit fees and equivalent assessment charges and any other applicable City charges required for Premises.

   c. Payment of all plan check and inspection fees and related fees.

   d. Prepare and furnish the required easements in accordance with City's standard form, and furnish same to the City for approval by the City Attorney, along with the necessary recording fees.

   e. Furnish the City with an affidavit warranting there are no liens against the improvements constructed on Premises by the Developers, this affidavit shall be in the form prescribed by the City.

   f. Furnish the City with a Bill of Sale conveying the water/sanitary/storm or roadway system to the City, which shall include a two-year guarantee that the conveyed systems or improvements or additions thereto shall be free of defects in labor and materials. Form shall be as prescribed by the City.

   g. Payment of all applicable bills, invoices, fees, etc., have been paid in full.

9. In the event any warranty repairs are required, the City agrees, whenever feasible, to provide the Developer with reasonable notice before directly undertaking such repairs. The City reserves the right, however, to effect emergency repairs as deemed necessary by the City. The City shall be reimbursed by the Developer for all costs thereof.

10. Upon performing all requirements, the City shall accept the water/sanitary/storm or roadway improvements, and agree therewith to operate and maintain said system.
SUBMITTED this ___ day of _____________, ___.

BY DEVELOPER: ____________________________

Printed Name

________________________

Signature

________________________

Date

State of Washington )

) ss.

County of Adams )

On this _____ day of ____________, ____, before, me the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared ____________________, to me known to be the person who executed the foregoing instrument, and acknowledged the said instrument to be his free and voluntary act and deed, for the uses and purposes therein mentioned, and acknowledged that he/she had the legal authority to execute said agreement on behalf of the "Developer".

WITNESS my hand and official seal affixed the day and year first above written.

________________________

Notary Public in and for the State

(INDIVIDUAL) of Washington, residing at _____________
CITY OF OTHELLO
DEVELOPER AGREEMENT
EXHIBIT "A"

PLAT NAME: ________________________________

DEVELOPER: ______________________________

LEGAL DESCRIPTION: ______________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
CITY OF OTHELLO

DEVELOPER CHECKLIST

NAME OF PROJECT/PLAT ________________________________

DEVELOPER/OWNER ________________________________

CONTACT PERSON ___________________ PHONE ____________

DEVELOPER'S ENGINEER _______________ PHONE ____________

CONTRACTOR ________________________ PHONE ____________

ZONE ________________________________

<table>
<thead>
<tr>
<th></th>
<th>Applies to Project</th>
<th>City Dept.</th>
<th>Dept. Initial</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pre Proposal Conference Subdivision</td>
<td>____</td>
<td>C.D.</td>
<td>____</td>
</tr>
<tr>
<td>2.</td>
<td>Plot Plan Received and Distributed to Staff</td>
<td>____</td>
<td>C.D.</td>
<td>____</td>
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<tr>
<td>3.</td>
<td>SEPA Checklist Received</td>
<td>____</td>
<td>C.D.</td>
<td>____</td>
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<tr>
<td>4.</td>
<td>D.N.S., M.D.N.S., or D.S. made</td>
<td>____</td>
<td>C.D.</td>
<td>____</td>
</tr>
<tr>
<td>5.</td>
<td>E.I.S. Required/Approved</td>
<td>____</td>
<td>C.D.</td>
<td>____</td>
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<tr>
<td>6.</td>
<td>City Staff's Preliminary Approval</td>
<td>____</td>
<td>C.A.</td>
<td>____</td>
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<tr>
<td>7.</td>
<td>Public Hearing</td>
<td>____</td>
<td>C.D.</td>
<td>____</td>
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<tr>
<td>8.</td>
<td>Planning Commission Approval</td>
<td>____</td>
<td>C.D.</td>
<td>____</td>
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<tr>
<td>9.</td>
<td>City Council Approval Preliminary Project</td>
<td>____</td>
<td>C.D.</td>
<td>____</td>
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<tr>
<td>10.</td>
<td>Plans received and Approved by Public Works Department</td>
<td>____</td>
<td>PWD</td>
<td>____</td>
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<tr>
<td>11.</td>
<td>Fire Department Review and Approval</td>
<td>____</td>
<td>F.D.</td>
<td>____</td>
</tr>
<tr>
<td>12.</td>
<td>Performance Bond Received, Reviewed and Approved by City Attorney</td>
<td>____</td>
<td>C.A.</td>
<td>____</td>
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<tr>
<td></td>
<td>Event Description</td>
<td>Approving Authority</td>
<td></td>
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<tr>
<td>13</td>
<td>Contractor Insurance Certificate Approved by City Attorney</td>
<td>C.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Permit Conference</td>
<td>C.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>County, State Permits Acq'd.</td>
<td>C.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>City Permit Issued</td>
<td>B.O.</td>
<td></td>
<td></td>
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<tr>
<td>17</td>
<td>Pre-Construction Conference</td>
<td>P.W.D.</td>
<td></td>
<td></td>
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<tr>
<td>18</td>
<td>City Staff Approval of Construction and As-Builts</td>
<td>C.A.</td>
<td></td>
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<tr>
<td>19</td>
<td>Plat and Certification Sheet Approved by City Staff</td>
<td>C.A.</td>
<td></td>
<td></td>
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<tr>
<td>20</td>
<td>City Council Final Plat Approval of Project</td>
<td>C.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Two year warranty period begins</td>
<td>C.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Service Agreements/Interlocal Agreements Completed &amp; Executed</td>
<td>C.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>First Building Permit can be Issued</td>
<td>C.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>20-Month Inspection and Condition Report, and Repairs Completed, if necessary</td>
<td>P.W.D.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Two Year Warranty Period Expires</td>
<td>C.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Final Acceptance of Improvements</td>
<td>C.A.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROJECT CLOSE OUT**

City Administrator

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* City Dept. Abbreviations:
  - C.D. – Community Development
  - C.A. - City Administrator
  - F.D. - Fire Department
  - P.W.D. - Public Works Director
DEVELOPER'S BOND

Developer: ______________________________
Surety: ______________________________
City: ______________________________
Amount: ______________________________
Development: ______________________________

KNOW ALL MEN BY THESE PRESENTS: Whereas the City of Othello, Adams County, Washington, has accepted an agreement by the Developer for the construction of an extension to the City's roadways and/or utility system(s) to serve the development, in accordance with the City's regulations governing developer extensions, which regulations are incorporated into this agreement by reference, and which require the Developer to furnish a bond for the faithful performance of the work, and completion of the project within 365 days (within twelve months) from the date of preliminary approval of the Developer's application.

NOW, THEREFORE, we, the Developer and surety, are held and firmly bound to the City of Othello in the amount named above for the payment of which we do jointly and severally bind ourselves, our heirs, personal representatives, successors, and assigns by these presents.

THE CONDITIONS OF THIS OBLIGATION are such that if the Developer, or the Developer's heirs, personal representatives, successors, and assigns shall well and truly keep all the provisions of the regulations of the City applicable to the work described in the Developer's Agreement, and pay all laborers, mechanics, subcontractors, and materialman, and all persons who shall supply such person or subcontractors with provisions and supplies for carrying on such work and shall indemnify and save harmless the City, its officers and agents, from any pecuniary loss resulting from the breach of said regulations, including the obligation of the Developer to replace or correct any defective work or materials discovered by the City within two years from the date of acceptance of the work, then this obligation shall become void; otherwise, it shall remain in full force and effect.

No change, extension of time, alteration or addition to the work to be performed by the Developer shall affect the obligation of the principal or surety on this bond, and the surety waives notice of any such change, extension, alteration, or addition thereunder.

This bond is furnished pursuant to the requirements of Chapter 39.08 of the Revised Code of Washington, and the regulations of the City, and in addition to the foregoing, is made for the benefit of the City, together with all laborers, mechanics, subcontractors, materialmen, and all persons who supply such person or subcontractors with supplies and
equipment for the carrying on of the work covered by this agreement, whether or not such work is deemed to be "public work" under the laws of the State of Washington.

In witness whereof, the principal and surety have caused this bond to be signed and sealed by their duly authorized officers or representatives this ____ day of ___________. ___.

________________________________________________________________________
Principal

By ______________________________________________________________________

________________________________________________________________________
Surety

By ______________________________________________________________________
CITY OF OTHELLO, ADAMS COUNTY

BILL OF SALE

KNOW ALL BY THESE PRESENTS that for and in consideration of the sum of One Dollar ($1.00) and other good and sufficient consideration, receipt whereof is hereby acknowledged, the undersigned grantor(s) do(es) by these presents hereby convey, set over, assign, transfer and sell to the City of Othello, Adams County, Washington, a municipal corporation, the following described water/sanitary/storm or roadway system and all appurtenances thereto, situated in the City of Othello, Adams County, Washington:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ALONG</th>
<th>FROM</th>
<th>TO</th>
<th>SIZE</th>
<th>LENGTH</th>
</tr>
</thead>
</table>

the said grantor(s) hereby warrants that he, they, it, is/are the sole owner(s) of all the property above described; that they have full power to convey all rights herein conveyed and agree to hold the City of Othello harmless from any and all claims which might result from execution of this document.

IN WITNESS WHEREOF the grantor(s) has/have executed these presents this _____ day of __________, ____. 

STATE OF WASHINGTON )
ADAMS COUNTY )

On this _____ day of __________, ____, before me the undersigned Notary Public personally appeared __________________, to me known to be the individual(s) who executed the within and foregoing instrument and acknowledged that___ he___ signed and sealed the same as ______ free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year in this certificate above written.

________________________________________________________________________

Notary Public in and for the State of Washington

Residing at _________________________________
AFFIDAVIT OF NO LIENS

STATE OF WASHINGTON )
) ss
COUNTY OF ADAMS )

Re: ___________________________________________________

The undersigned, being first duly sworn upon oath, depose and say:

I am the developer of a road and/or utility systems, or additions thereto, for the above-referenced project, and hereby certify as follows:

1. That there are no liens against or which may be filed against said project.

2. That all debts, labor bills, and the state sales taxes have been paid in connection with the above-referenced project.

__________________________________________
By:_____________________________________

SUBSCRIBED AND SWORN to before me this ___ day of ________, ____.

__________________________________________
Notary Public in and for the State of Washington, residing at

(Notary Seal)
UTILITY EASEMENT

THIS AGREEMENT, made this ________ day of ________________, ________ between ___________________________________________ -
hereinafter called the GRANTOR, and the CITY OF OTHELLO, a Municipal Corporation, hereinafter called the GRANTEE,

WITNESSETH:

For valuable consideration, receipt of which is hereby acknowledged, the Grantor, its successors and assigns hereby grants and conveys to the Grantee, its successors and assigns, A PERPETUAL UTILITY EASEMENT over, under, upon and through a portion of that certain real property situate and being in Adams County, State of Washington, more particularly described as follows:

PARCEL:

(INsert legal description of entire parcel)

PERMANENT EASEMENT:

(INsert legal description of easement)

TOGETHER WITH the right to enter upon, over and along said real property hereinbefore described, to construct, inspect, repair, alter, modify, replace, remove, and update the utility. The Grantor shall not place or construct any structure nor plant large shrubs or trees on the easement right-of-way.

The permanent rights herein granted to the Grantee shall continue with the land and be in force until such time as the Grantee, its successors or assigns, shall permanently abandon the same and upon such written removal or abandonment, all rights hereby granted shall terminate.

CONSTRUCTION EASEMENT:

Together with a temporary construction easement described as:

(INsert legal description of construction easement)

Said temporary construction easement to terminate upon completion of the initial construction of said

______________________________________________________

THE GRANTOR warrants that the grantor has good title to the above property and warrants the grantee title to the easement conveyed herein.
IN WITNESS WHEREOF, this instrument has been executed the day and year first above-written.

______________________________
______________________________
Witness

Grantor

______________________________
Grantor