



## **CITY OF BLACK DIAMOND DEVELOPMENT RIGHT CERTIFICATE APPLICATION INFORMATION SHEET**

This information sheet is to provide you with the information you need to provide the City the information it needs to process an application for the issuance of a Development Right Certificate (DRC). If you own property in the City of Black Diamond and you have received a Final Letter of Notification from the City, then you are eligible to apply for a Development Right Certificate.

A Development Right Certificate certifies the number of development rights that are available for you to sell to the owner of an eligible Receiving Site property. The issuance of the Development Right Certificate does not obligate you to sell any of your development rights. The Certificate is merely the document that gives official notice that you have development rights to sell. The Certificate is valid for 5 years from the date of issuance.

To process your application, you need to provide the following:

1. Name(s) and address(es) of the parcel owner(s) of the site;
2. Legal description and parcel numbers;
3. Copy of the parcel deed and title;
4. Application fee in the amount set forth in the City of Black Diamond's fee resolution;
5. Title report confirming that applicant is the owner of the parcel and has unrestricted legal right to transfer the development;
6. Mortgage and/or lien holder subordination and release. The mortgage and/or lien holder must provide an acknowledgment that a conservation easement will be placed on the parcel and that they agree to subordinate their interest in the parcel to the conservation easement;
7. Acknowledgment of intent to grant to the City of Black Diamond a conservation easement in a form provided by the city permanently restricting development uses to those allowed by the remaining development rights attached to the parcel, if any, and preserving the parcel's environmental/resource value;
8. A description of any changes in the parcel (development, dredging, clearing, etc.) occurring since the final letter of notification was issued; and
9. Acknowledgement of intent to grant a fee simple deed to the parcel or a public trail easement, if bonus development rights are requested.

In some cases, property owners are entitled to receive more or less development rights than are set forth in their Final Letter of Notification.

Please make sure you provide all the requested information and have all the property owners sign the application. If the application is incomplete and/or all required documents are not attached to the application, then your application cannot be processed.