



CITY OF BLACK DIAMOND
DEVELOPMENT RIGHT CERTIFICATE APPLICATION
INFORMATION SHEET

This information sheet is to provide you with the information you need in order 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. All information on the attached application must be provided, and the application must be signed by ALL of the property owners. If you own more than one tax parcel, a separate application must be completed and the application fee paid for each parcel.
2. The application fee of \$500.00 per tax parcel, and \$50.00 per development right shown on the Final Letter of Notification must be paid at the time the application is submitted to the City.
3. If there is a mortgage, deed of trust, or other similar lien on the property, then you must provide with your application a subordination agreement, in recordable form, from your lender/lien holder consenting to the potential transfer of the development rights and the placement of a conservation easement on your property at the time the development rights are sold.
4. A title certificate issued by a title insurance company within 30 days from the *date you submit your application which shows the names of the owners of record and the names of all lien holders* must be submitted with your application. An update to the title certificate will be required at the time the Development Right Certificate is issued.
5. The property legal description and a copy of the recorded deed that conveyed the property to you must be included with the application. Separate documents are not required if these are included with the title certificate.

Some **property** owners may be entitled to receive more development rights than are set forth in their Final Letter of Notification.

Please make sure you provide all of 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.