

Recapture Format Guidelines

Last Revised: 12/11/2015

Section One: Format of the Document

- a) 8.5 " x 11" document size, as a Pdf digital file provided on a CD along with any other submittal documents and paper copy(s).
- b) Titled "EXHIBIT "A" THE ESTIMATED COSTS / THE ACTUAL COSTS" at the top center of first page.
- c) Titled "EXHIBIT "B" THE PROJECTED BENEFITED PROPERTIES / THE BENEFITED PROPERTIES "at the top center of first page.
- d) Titled "EXHIBIT "C" MAP OF BENEFITED PROPERTIES at the top center of first page.

Section Two: Data Requirements

1. EXHIBIT "A", should contain the following information and broken down by:
 - a) Engineering Costs and Estimated Cost / Actual Cost \$_____ (½ the cost per linear foot)
 - b) Watermain Improvements and Estimated Cost / Actual Cost \$_____ (½ the cost per linear foot)
 - c) Sanitary Sewer Improvements and Estimated Cost / Actual Cost \$_____ (½ the cost per linear foot)
 - d) Storm Sewer/Curb & Gutter Improvements and Estimated Cost / Actual Cost \$_____ (½ the cost per linear foot)
 - e) Street Lights Improvements and Estimated Cost / Actual Cost \$_____ (½ the cost per linear foot)
 - f) Street Trees Improvements and Estimated Cost / Actual Cost \$_____ (cost per linear foot)
 - g) Sidewalk Improvements and Estimated Cost / Actual Cost \$_____ (cost per linear foot)
 - h) Pavement Improvements and Estimated Cost / Actual Cost \$_____ (cost per linear foot)
 - i) Supporting Documentation of the Engineering Estimates/Actuals per Engineering Department
2. EXHIBIT "B", should contain the following information for each benefited parcel:
 - a) Legal Description
 - i) Parcel Number
3. EXHIBIT "C", should contain the following information:
 - a) Recapture Data Table be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and contain the following information for all benefited properties:
 - i) Parcel Number
 - ii) Acres
 - iii) Improvement frontage (linear feet)
 - iv) Recapture Amount
 - v) Total Improvement frontage of project
 - vi) Total Recapture Amount

Section Three: Depicted on the Document

1. EXHIBIT "C" MAP OF BENEFITED PROPERTIES depicting the location with the parcel number and total improvement frontage in linear feet for each benefited parcel.

Section Four: Signature Certificates, Statements and Easement Provisions

[Click Here](#) for examples of these blocks

1. No signature certificates, statements and easement provisions are required on this Document.

Section Five: Most Common Mistakes

1. TBD