



C-PACER Project Checklist – Application (Step 1)

Applicant Checklist	<i>Please include this checklist with your application submittal - Applications will not be accepted without all necessary information compiled with a completed submittal.</i>	PDS Checklist
<input type="checkbox"/>	1. C-PACER Application Form (see pages 2-5) completed	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	2. Property Address a) Documentation of Property Address (Deed, Title Report, Assessor/Treasurer Record) b) Address location is within Whatcom County	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	3. Property Owner a) Documentation of Ownership (Deed, Title Report) b) Confirm property ownership names matches title report documentation If name(s) is different: provide one of the following: <input type="checkbox"/> Certified copy of personal/corporate name change <input type="checkbox"/> Certified power of attorney	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	4. Qualifying Property Documentation (Assessor/Treasurer official records, appraisal, zoning report, ground lease – if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	5. Qualifying owner Documentation (Certificate of LLC or LP formation, Trust agreement or certificate, valid driver’s license, power of attorney or corporate resolution authorizing representation) <i>If property is held by a limited liability company, general or limited partnership or a corporation, the applicant should include a copy of the certificate of formation, organization, incorporation or similar document and a good standing certificate/certificate of existence from the state or organization and, if not organized in Washington, a certificate of registration to conduct business in Washington as a foreign entity.</i> <i>If a trust, include a copy of the trust agreement or a trustees’ certificate. If an individual, include a copy of a valid driver’s license. If the application is to be signed by a party other than the applicant, then, in addition to the foregoing, include a power of attorney or corporate resolution authorizing said party.</i>	<input type="checkbox"/>
<input type="checkbox"/>	6. Capital Provider documentation a) If a federal or state-chartered bank, or credit union, the certificate of organization or similar document; OR b) If not an entity in a), evidence of registration as a C-PACE capital provider in two states; OR c) If not an entity in a), evidence of financing for at least one previous C-PACE transaction in another jurisdiction.	<input type="checkbox"/>



<input type="checkbox"/>	Certificate of Capital Provider Qualifications (see Program Guide, Exhibit 7)	<input type="checkbox"/>
<input type="checkbox"/>	7. Qualifying Improvement Certification a) Original and copy of Energy, Water & Resilience Compliance <u>Certificate</u> that is complete, signed, with accompanying documentation (see Program Guide, Exhibit 6)	<input type="checkbox"/>
<input type="checkbox"/>	b) Description of improvements and certifications for improvements sought, including documentation of the appropriate license/qualifications required by the Guidebook.	<input type="checkbox"/>
<input type="checkbox"/>	8. Lienholder Consent a) Lienholder Consent Form (must be substantially the same as Model form) (see Program Guide, Exhibit 5)	<input type="checkbox"/>
<input type="checkbox"/>	b) Form signed and notarized in appropriate places	<input type="checkbox"/>
<input type="checkbox"/>	c) Cross-check list of Lienholders from Title Report with Written Consents provided by Capital Provider	<input type="checkbox"/>
<input type="checkbox"/>	Additional written consent from any and all holders of affordable housing covenants, restrictions, or regulatory agreements	<input type="checkbox"/>
	IF CONSENT WILL BE EXECUTED AT CLOSING, CONDITIONAL APPROVAL IS GIVEN. IF CONSENTS ARE DELIVERED AT CLOSING, APPLICANT MUST HOLD COUNTY-EXECUTED CLOSING DOCUMENTS IN ESCROW UNTIL CONSENTS ARE OBTAINED. AT DISCRETION OF THIS OFFICE, THIS APPLICATION MAY BE AMENDED AND RETURNED WITH COPIES OF CONSENTS ATTACHED.	
<input type="checkbox"/>	9. C-PACER Application Fee – <i>See Unified Fee Schedule</i> <u>NOTE:</u> Fees will be assessed in accordance with the Whatcom County Unified Fee Schedule (UFS) in effect at the time of application submittal. Make checks payable to ‘Whatcom County’ or call Planning and Development Services to pay by credit card over the phone. Per UFS 2843 all permits and applications are subject to a Technology fee. The fee is calculated on the permit/application fees due.	<input type="checkbox"/>



C-PACER Project Checklist – Recordation (Step 2)

Applicant Checklist	<i>Please include this checklist with your application submittal - Applications will not be accepted without all necessary information compiled with a completed submittal.</i>	PDS Checklist
<input type="checkbox"/>	1. Assessment Agreement	<input type="checkbox"/>
<input type="checkbox"/>	2. Notice of Assessment Interest and C-PACER Lien	<input type="checkbox"/>
<input type="checkbox"/>	3. Assignment of the Notice of Assessment Interest and C-PACER Lien Assessment Agreement	<input type="checkbox"/>
<input type="checkbox"/>	4. Lienholder(s) Consent – if not already submitted with application	<input type="checkbox"/>
<input type="checkbox"/> N/A	5. Signatures a) All required applicant signatures b) All required County Executive signatures	<input type="checkbox"/> <input type="checkbox"/>
N/A	6. Letter to Applicant/Lender/Contact regarding documents ready to pick up for recordation	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	7. Provide recordation information to Planning & Development Services County Auditor, Recordation # _____	<input type="checkbox"/>
<input type="checkbox"/>	8. Project completion certification (see Program Guide, Exhibit 8) Date received: _____	<input type="checkbox"/>
C-PACER application complete		