

## Joint Sewer Service Agreement (JSSA) Form Instructions

1. The attached “Joint Sewer Service Agreement” form can be considered original.  
*Note: Changes or modifications to the “Joint Sewer Service Agreement” are not allowed unless first approved otherwise by the City of Loveland Utilities Department and City Attorney’s Office.*
2. The Parties shall complete the blank portions of the Agreement and have the Agreement Notarized in permanent ink.
3. The Parties shall return the following to the City of Loveland Utilities Department:
  - a. The original “Joint Sewer Service Agreement”
  - b. Check (payable to: City of Loveland) or cash in an amount specified by the Larimer County Clerk for recordation of each page included in the “Joint Sewer Service Agreement.” Recordation fees can be obtained by accessing Larimer County Clerk at [larimer.gov/clerk/recording](http://larimer.gov/clerk/recording)
4. After acceptance and approval by the City of Loveland Utilities Department, the original Agreement will be sent to the City Clerk for subsequent recordation through the Larimer County Clerk’s office. A final copy of the recorded document can be given to the Applicant if requested.