

Snohomish County
Public Drainage Easement
Applicant's Submittal Checklist

1. **Appointment** – Make an appointment with the Permit Assistance Coordinator who is currently processing the application.
2. **Drainage Easement** - The original Drainage Easement executed by all owners must be submitted. If an individual owns the property and is married, the spouse must **either** sign the easement **or** provide a recorded quit claim deed, together with all after acquired title, for the legal description of the property to be affected by the easement from the spouse to the owner. (See RCW 6.13.)
3. **Recording Fee** – Provide a check or money order (not cash) made payable to **Snohomish County Auditor** for the recording fee (\$32 for the first page and \$1 for each subsequent page) of the easement.
4. **Certificate of Title** - One copy of a certificate of title (Plat Certificate, ALTA Commitment for Title Insurance or Owner's Policy, for example) dated within 30 days of the submittal appointment, **together with one copy of each cited instrument and/or referenced documents** from the certificate.
5. **Proof of Authority** - In the case of a corporation, partnership, limited liability company or other entity owning the subject property instead of an individual/individuals, Proof of Authority for the individual who has signed on behalf of the entity must be submitted. This may come in the form of a certificate, minutes of a board meeting, articles of incorporation or some other written, signed document stating the individuals authority to sign. The layers of authority may be several deep depending on the way the entity was structured.
6. **Legal Descriptions** - In the approved easement form, **Exhibit A** is the legal description of the **entire parent parcel** on which the easement is to be located and **Exhibit B** is the legal description of the **easement area** itself. **Exhibit B must be signed and sealed by a Professional Land Surveyor.**
7. **Easement Detail Map** - A scaled drawing of the property and easement area with north arrow, bar scale and location of all structures, fences or other evidence of ownership or encroachment within 30 feet of the edge of the proposed easement must be included. It must also show that the easement will have public access from either another public drainage easement or a public road. **It is to be signed and sealed by a Professional Land Surveyor and must meet recording requirements**, as it will be recorded as part of the drainage easement.
8. **Risk Assessment** - Supply a copy of any appropriate reports the county needs for risk assessment on the land for presence of hazardous waste, unregulated fills and other environmental factors.
9. **Amended Easement** – If applicants modify the content of the county's standard easement form, it will be reviewed by the Snohomish County Prosecuting Attorney's office prior to approval and recordation. Proposed modified easements **must be submitted at least 30 days prior to when it is to be recorded**. Proposed changes to the approved form must be shown by one-line strikethroughs to show what words are being omitted and underlines to show what words are being added. Once received by PDS, a request will be processed to the Prosecutor's office to determine if the drainage easement is acceptable to Snohomish County.

County Intake Submittal Checklist

For

Drainage Easements

The Intake Specialist at the initial submittal appointment will use the following checklist:

- A. Confirm that the items from 2 through 8 above have been included in the submittal package.

- B. Scan the Easement and supporting documents to confirm:
 - i. It is the approved County form that is on the website, including the return address.
 - ii. No “white-out” has been used or erasures have been made.
 - iii. All of the blanks have been filled in correctly, including:
 - a. The County PFN at the top of the first and fifth pages.
 - b. The Grantor’s name or names match the title report verbatim.
 - c. The abbreviated legal description and Exhibits A and B have been filled in.
 - d. The quarter-quarter section, township and range have been filled in.
 - e. Reference Number(s) include the word “None” **OR** the AFN of the previously recorded drainage easement that is being superceded by the current submittal is filled in. If the latter is the case, be sure a copy of the previous recording has been submitted.
 - f. The Assessor’s Property Tax Parcel/Account Number(s) have been filled in and they are in the “new” format.
 - g. Each Grantor has initialed each page in the places provided.
 - h. The blanks on Pages 2 and 3 have been filled in correctly.
 - i. Page 4 is signed and dated correctly.
 - j. The appropriate acknowledgement(s) has (have) been used by the notary public. (For instance, if the grantor is a corporation, then the representative acknowledgement must be used.)
 - iv. Confirm with the applicant that the signature(s) of any lender, deed of trust holder or lien holder on the Consent To and Approval Of Drainage Easement is optional and left to the discretion of the applicant and/ or his lender, deed of trust holder or lien holder. Snohomish County will process the drainage easement either with or without such consent.
 - v. The legal description in Exhibit A either matches the legal description in the certificate of title **OR** it has been signed and sealed by a Professional Land Surveyor.
 - vi. The scaled drawing and Exhibit B legal description have been signed and sealed by a Professional Land Surveyor.

- C. Include a copy of this checklist that was used in the submittal appointment in the file.