



**Snohomish County**

**Public Works**

3000 Rockefeller Ave., M/S 607

Everett, WA 98201-4046

www.snoco.org

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## Snohomish County Department of Public Works (DPW) Rules Adopted Pursuant to the Rulemaking Requirements of Chapter 30.82 SCC

### Checklist for Statutory Warranty Deed and Supporting Documents

#### Statutory Warranty Deed

1. The Statutory Warranty Deed and all Exhibits should have clear, empty one (1") inch margins, with 3 inches on the top of the first page. All fonts should not be smaller than 8.
2. Reference Number must provide Planning and Development Services Project File Number (PFN).
3. Grantor must have the name of the individual owner(s), company or corporation(s) deeding the subject property for public right-of-way and should match the vesting on title exactly.
4. The first two lines after "The Grantor(s)" must read exactly the name(s) of the Grantor(s) in the Title Report. If it reads on the Title Report "State of Washington School District No. 5000, a Washington School District" then it should be written the exact same way on the Grantor(s) line.
5. Grantee should always read Snohomish County Washington, a political subdivision of the State of Washington.
6. Abbreviated Legal Description should have a description such as, "Portion of Lot 1 and a portion of Lot 2, Block 4, Alderwood Manor #5, S 24, T 27, R 05, Snohomish County, Washington". The Section, Township and Range are required unless the original parcels or lot were platted as part of a recorded subdivision. When the Legal description is very short, no more than 2 to 3 lines, it can be typed in full. However, an Exhibit A with the Legal Description, stamped and signed (in blue ink) is required to be submitted for review and recordation. Check the end of the title report for an abbreviated legal description to use.
7. All Assessor's Tax Parcel ID Numbers should read as example "Ptn. Of 270524-004-001-00".
8. Below the template paragraph is an empty blank space. In this space the applicant shall have typed or written the exhibit titles, i.e. See attached Exhibit A and Exhibit B.
9. The date and month must not be later than the dates on the notary signatures and should be the day the Deed is signed for the line with "Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_".
10. Above each signature line the Company or LLC shall be typed or printed. Print the name of the signor and title per the signing evidence. All members of an LLC are required to sign, unless signature authority to whomever signs the Deed is provided. Please highlight who has signing authority and where it states who can sign, and their title on the evidence of signature authority.
11. A copy of the Articles of Incorporation and operating agreement listing all members and officers of the LLC or Company.
12. The second page of the Statutory Warranty Deed are the signature/notary blocks. The first block is for the company and/or corporate officer signature and notarization, the second block is for private

individuals. This is also where the notary seal is placed. Where more than one company, corporate officer, or individual signs and notarized, additional signature sheets can be requested from Public Works at [Contact.pwSWD@snoco.org](mailto:Contact.pwSWD@snoco.org)

13. Evidence of signing authority for all signors must be provided by means of corporate by-law, etc.

### **Title Report**

1. The vesting must read exactly as stated on the face of the Statutory Warranty Deed.
2. If there are any Deeds of Trusts or Liens, any encumbrances, any taxes owed, the County cannot accept the property. The applicant must have the encumbrance partially re-conveyed (releasing the conveyance from the property being recorded) or the taxes paid. A supplemental title report is required to verify clear title exists on the area being deeded.

### **Exhibits A and B**

1. All exhibits, on 8 ½" x 14" paper, are initialed by the applicant(s) in blue ink. Keep the one (1) inch margin areas clear.
2. Legal Descriptions and Exhibits will not use the terms Dedicated or Dedication unless it is part of the current legal description of the subject property (prior to the pending deeding). The terms "To be Deeded" or "Deed" will be used in the Legal Description and the heading of Exhibits A and B.
3. On Exhibit A the Legal Description must read "Deed" and it and the Exhibit B drawing(s) are stamped and signed by a licensed surveyor with signatures in blue ink.
4. On Exhibit B (map) show the center line and existing half street dimensions of all roads/streets to which deeded right-of-way (ROW) will be added. Also show the parcel number(s) on, or within the boundary of the corresponding parcel(s) which will deed right-of-way, and of the parcels bordering it.
5. Call out the dimensions of right-of-way being deeded, example: "10' ROW to be Deeded" in front of the corresponding parcel(s).
6. Only show Section, Township and Range upon the Map depiction of the area being deeded (i.e. Exhibit B).
7. If more than two exhibits are needed, please label them alphabetically.

### **Real Estate Excise Sales Tax Waiver form**

1. A fillable PDF version is available at [https://dor.wa.gov/sites/default/files/2022-03/840001Ae\\_SingLoc\\_2022.pdf?uid=6287c698b603d](https://dor.wa.gov/sites/default/files/2022-03/840001Ae_SingLoc_2022.pdf?uid=6287c698b603d)
2. Instructions for completing the form are on page 5 of the fillable PDF.

### **Site Plan**

1. The site plan must be legible and shows dimensions.
2. The site plan must be either the site plan approved by Planning and Development Services (PDS), or the site plan submitted with construction plans to PDS and approved by PDS.