



Snohomish County Department of Public Works (DPW)
Rules adopted pursuant to SCC 30.66B.080 and Chapter 30.82 SCC 4221
Dedication, Deeding, or Establishment of Right-of-Way

The Statutory Warranty Deed to the County must be accompanied with the following supporting documents, completed per the instructions below. A complete submittal is necessary for initial review.

1. One original signed and notarized Statutory Warranty Deed
2. Exhibits A and B stamped and signed by the licensed surveyor
3. Approved Site Plan
4. Title Report
5. Lot Closure Calculation
6. Operating Agreement and Evidence of Signing Authority
7. Real Estate Sales Tax Waiver form, completed and signed

Instructions for completing the Statutory Warranty Deed and Exhibits A & B

A completed Statutory Warranty Deed which must be on 8 ½" by 14" (legal) size paper with clear one inch (1") margins and three inch (3") top margin on the first page only. All fonts should not be smaller than 8.

- Reference Number must provide Planning and Development Services Project File Number (PFN).
- Grantor must have the name of the individual owner(s), or company or corporation(s) deeding the subject property for public right-of-way and should match the vesting on title exactly. The Grantor(s) must read exactly the name(s) of the Grantor(s) in the Title Report. As an example, 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.
- Grantee should always read Snohomish County Washington, a political subdivision of the State of Washington.
- 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. Check the end of the title report for an abbreviated legal description to use. However, Exhibit A with the Legal Description, stamped and signed by a licensed surveyor (in blue ink), is required to be submitted for review and recordation.
- All Assessor's Tax Parcel ID Numbers should read as example "Ptn. Of 270524-004-001-00" (insert tax parcel number).
- Below the template paragraph shall be typed or written the exhibit titles i.e., See attached Exhibit A and Exhibit B.

- 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 ___.
- Above each signature line the Company or LLC shall be typed or printed. Print the name of the signor and title of the person signing, per the signing evidence. All members of an LLC are required to sign, unless signature authority to whomever signs the Deed is provided; **signature authority must be provided**. Please highlight who has signing authority and highlight where it states who can sign and their title on the evidence of signature authority.
- A copy of the Articles of Incorporation and operating agreement listing all members and officers of the LLC or Company.
- 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 sign and are notarized, additional signature sheets can be inserted.
- Evidence of signing authority for all signors must be provided by means of corporate by-laws, etc.

Exhibits

Exhibit A, on 8 ½” by 14” (legal) size paper, is the legal description of the area to be deeded for public right-of-way, bearing the seal of a registered land surveyor signed in [blue ink](#). The individual/grantor signing the Deed must also initial and date all attachments/exhibits, also in [blue ink](#).

Exhibit B, on 8 ½” by 14” (legal) size paper, is a legible scaled drawing of the area being deeded for public use, with enough ties to section lines or recorded plat lines to provide a means to verify legal description, bearing the seal of a registered land surveyor signed in [blue ink](#).

- All exhibits must be on 8 ½” x 14” paper, bearing the seal of a registered land surveyor, signed in [blue ink](#) and initialed by the applicant(s) in [blue ink](#). Keep the one-inch margin areas clear.
- 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 in the heading of Exhibits A and B.
- 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](#).
- 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. Show Section, Township and Range on the map depiction of the area being deeded and also show the parcel number(s) on, or within the boundary of the corresponding parcel(s) which will deed right-of-way, and the bordering parcels.
- Call out the dimensions of right-of-way being deeded, example: “10’ ROW to be Deeded” in front of the corresponding parcel(s).
- To ensure there are no ambiguities and that the legal description accurately describe the area required for public use, the language in the Exhibits must agree with the Deed.
- If more than two exhibits are needed, please label them alphabetically.

Approved Site Plan

One legible copy of the approved Site Plan or approved construction site plan on 8 ½" by 14" legal, or 11" x 17" ledger size paper. The site plan must be legible and shows dimensions and 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.

Title Report

One copy of a certificate of title (Title Report) with attached or hyperlinked documents, current to within 90 days of submittal to Public Works per section 4221.040 of the [DPW Rules](#). The title certificate must show in whose name the property is vested and include information concerning all encumbrances on the property. When the Title report contains Hyperlinks to access the supporting documents, the submittal alone is acceptable without individual supporting documents.

- The vesting must read exactly as stated on the face of the Statutory Warranty Deed.
- When 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, and/or the easement encumbrances are extinguished (releasing the conveyance from the property being recorded) or the taxes paid. Once the reconveyance or easement has been recorded, a supplemental title report will be required to verify clear title exists on the area being deeded.

Lot Closure Calculations

One copy of lot closure calculations confirming all dimensions on the scaled drawing of the area to be deeded for public right-of-way.

Operating Agreement and Evidence of Signing Authority

In the event a company, corporation, limited liability, partnership, or a non-profit organization is to be the signatory on the document, evidence of signing authority is required. **All members of an LLC are required to sign the Deed**, unless signing authority for an agent is also provided. When the Deed is signed by all members of the LLC or other corporate official, please provide documentation (articles of incorporation or other) listing all members and officers and highlight who has authority to buy, sell, and/or exchange real property on behalf of the LLC.

Real Estate Excise Sales Tax Waiver form

A completed and signed Real Estate Sales Tax Waiver form; printed on 8½" x 14" (legal) size paper. A fillable PDF version with instructions for completing the form (on page 5 of the fillable form) is available at https://dor.wa.gov/sites/default/files/2022-03/840001Ae_SingLoc_2022.pdf?uid=6287c698b603d.

Instructions for submitting the Statutory Warranty Deed to Public Works

Please ensure that you have a complete submittal with the following supporting documents and send via email to Contact.pwSWD@snoco.org.

1. One original signed and notarized Statutory Warranty Deed
2. Exhibits A and B stamped and signed by the licensed surveyor
3. Approved Site Plan
4. Title Report
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The Department of Public Works will confirm that a complete submittal has been received and will conduct an initial review of the information and route to Subject Matter Experts for final review, to ensure it meets the necessary criteria for recording.