



Snohomish County
Planning and Development
Services

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ONLINE INFORMATION
www.snohomishcountywa.gov/1190



This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.

Assistance Bulletin

Recording Instructions

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WWW.SNOCO.ORG

Keyword: Assistance Bulletins

Q: How do I record my document with the Auditor's office for Stormwater Facility Easements (SFEs), Landslide Hazard Area Covenants (LHACs), Critical Area Site Plans (CASPSs) and Full Dispersion Area Site Plans (FDASPs)?

A: In person: Due to COVID-19 restrictions, the Auditor's office is closed to the public. However, the Auditor will accept your document for recording each business day **promptly at 10 a.m.** in the breezeway between the Administration Bldg. E and Admin Bldg. W, address 3000 Rockefeller. Provide the document to be recorded with a check with the correct recording fee. Payment methods accepted: Check, money order, or cashier's check.

Online: To record your document online, you need to use one of the title companies that has an electronic account set up with the Auditor. Contact your title company (or other county-qualified eRecording submitter) to record your document online.

By mail: Submit documents with exact fee to:

Snohomish County Auditor's Office - Recording Division
3000 Rockefeller Ave M/S 204
Everett, WA 98201

Payment methods accepted: Check, money order, or cashier's check.

Notes:

See the following link for more information on recording, such as formatting requirements, fees, and eRecording: <https://snohomishcountywa.gov/1972/Record-a-Document>.

Please make sure your document is signed by both Snohomish County PDS staff and the property owner.

As of 10/13/2020 the Recording Fee is \$103.50 for the first sheet and \$1.00 for each additional sheet, see [Recording Fees](#) for current rates - "Standard Recorded Document"

Important: Once document is recorded, send email with recording number (s) and associated project file number(s) to: ePermitTech@snoco.org and the PDS Project Manager.

This bulletin is intended only as an information guide. The information may not be complete and is subject to change. For complete legal information, refer to Snohomish County Code.