

Condominium Checklist

The County Auditor is legally authorized to reject any surveys that do not meet these requirements. (58.09 RCW, 58.17 RCW, 332-130 WAC) AG Opinion AGLO 1980 No. 31 11/3/80. Enacted Ch 50, Laws of 1973 SNOHOMISH COUNTY CODE (SSC) 19A50.020

- File in Plat Book.
- Check to ensure name has not been used or reserved. If reserved, name reservation certificate must be presented.
- One sheet - standard size (18" x 24") with 2" margin on left edge and at least 1/2" margin on other sides.
- Legibility
 - all copies must be suitable for scanning - Uniform contrast (no dark light areas)
 - signatures and seals must be legible on prints
 - original signatures in black ink
 - no information on any copy should be obscured by cross-hatching or shading
 - dimensioning and lettering must be 0.08 inches or larger (seals, certificates and vicinity maps excluded)
- Auditor's Standard Certificate
- Surveyor's Standard Certificate
 - surveyor's name
 - surveyor's license number
 - surveyor's signature
 - date approved
- Name of owner requesting survey and notarized signature
- Title Block
 - name of surveyor or firm performing survey
 - sheet identification (i.e. sheet 1 of 5)
 - date prepared
- Surveyor's seal and signature on all pages (signature no longer required to be through seal)
- Legal Description, make sure it is in Snohomish County
 - Sections 1-36, Townships 27-32, Ranges 3-14.
 - If the Range is 3, check map on counter to ensure Snohomish County location.
 - Must include:
 - Section, Township, Range; 1/4-1/4(s)
OR
 - Section, Township, Range; approximate 1/4-1/4(s); appropriate Gov't Lot designation
OR
 - Township and Range; appropriate Gov't Lot designation
AND, when applicable
 - Lot and Block, Plat Name; Recording Data

Please note that there is on-line access to [property information](#) including the full legal description which can be copied and pasted into documents.

- No adhesive material on the surface of the recorded document
- Declaration MUST be recorded at same time as the condo is filed with a new declaration at each phase.

