

**PUBLIC WORKS PROJECTS
CONVEYANCE DOCUMENT REQUEST FORM**

Complete form below and return to:
City of Bellingham

DATE OF REQUEST ___/___/___/

Attn: _____
(Name of **City Project Engineer** coordinating the development project)
104 W. Magnolia Street, suite 109
Bellingham, WA 98225
Public Works, Engineering

Please check every box and fill in items! Put **NA If question does not apply.**

1. SUBMITTED BY:
Name: _____ Organization: _____
Phone: _____ Email: _____
Property **Owner** Address: _____, _____, _____
(City) (State) (Zip Code)
2. DOCUMENT Purpose (Easement/waterline, Drainage Release, Modification, Etc.): _____
3. Grantor's Name(s): _____
Vested Status: Married _____ Single _____ Corporate _____ Partnership _____
(If married Include status and manner property is held. For Entities: List The Type of Entity And State Of Formation: If A Partnership Provide Agreement Showing Signatory.)
4. A Copy of a Recent Title Policy (no older than 1 month) Or Plat Certificate **Must** Be Provided!!!
Note: Outstanding Loans, Liens, Etc., Will Require a Subordination, Or Partial Release
5. Site Address: _____
- 6 Abbreviated Legal Description: Lot _____, Block _____, Name of Subdivision: _____
(Platted Legal Supersedes Sectional Description And Must Be Used As The Abbreviated Legal)
OR If **Not** Platted: _____ 1/4 _____ 1/4, Section _____, Township _____, Range _____
7. Assessor's Tax/Parcel Number(s): _____
8. Auditor's File Number(S) of Related Documents: _____
(**Only** Required If Document Modifies, Releases Or Affects Another Document.)
9. City Of Bellingham Engineering Project Name/Number: _____
10. City Of Bellingham Public Development Contract # (PFC) _____
11. Attach Legal Description of Subject Parcel (1" Clear Margins required) Label: "**Exhibit A**"
If a **Deed, or Drainage Release**; use Legal Description of conveyance area and label: "**Exhibit A**"
12. If an Easement: Also Attach Legal Description of Proposed Area and Label: "**Exhibit B**"
If a **Deed for row or Drainage Release**, Attach Map of Proposed Area and Label: "**Exhibit B**"
13. If an **Easement** Attach Map Titled "**Exhibit C**"

(ALL MAPS REQUIRE - Auditor's Recording Standards (See attached))

Exhibit Map Standards

ON MAP: CLEARLY IDENTIFY:

PARCEL BORDERS, ENCUMBRANCES (I.E. EASEMENTS) AND NEW SUBJECT AREA, WITH: DIMENSIONS, NORTH ARROW, SCALE, UNDERLYING SECTIONAL INFORMATION AND SUBDIVISIONS

IF LEGAL & MAP ARE PREPARED BY A PROFESSIONAL OFFICE, THE INITIAL EXHIBITS SHOULD BE LABELED DRAFT, AND WHEN APPROVED MUST HAVE AN ORIGINAL PROFESSIONAL STAMP & SIGNATURE! (Survey and legal descriptions should be signed by a surveyor and other legal documents should be signed and stamped by the appropriate authority.)

Please note that exhibit maps should follow recording standard guidelines.

To further clarify the intent of the exhibit we are asking for the following:

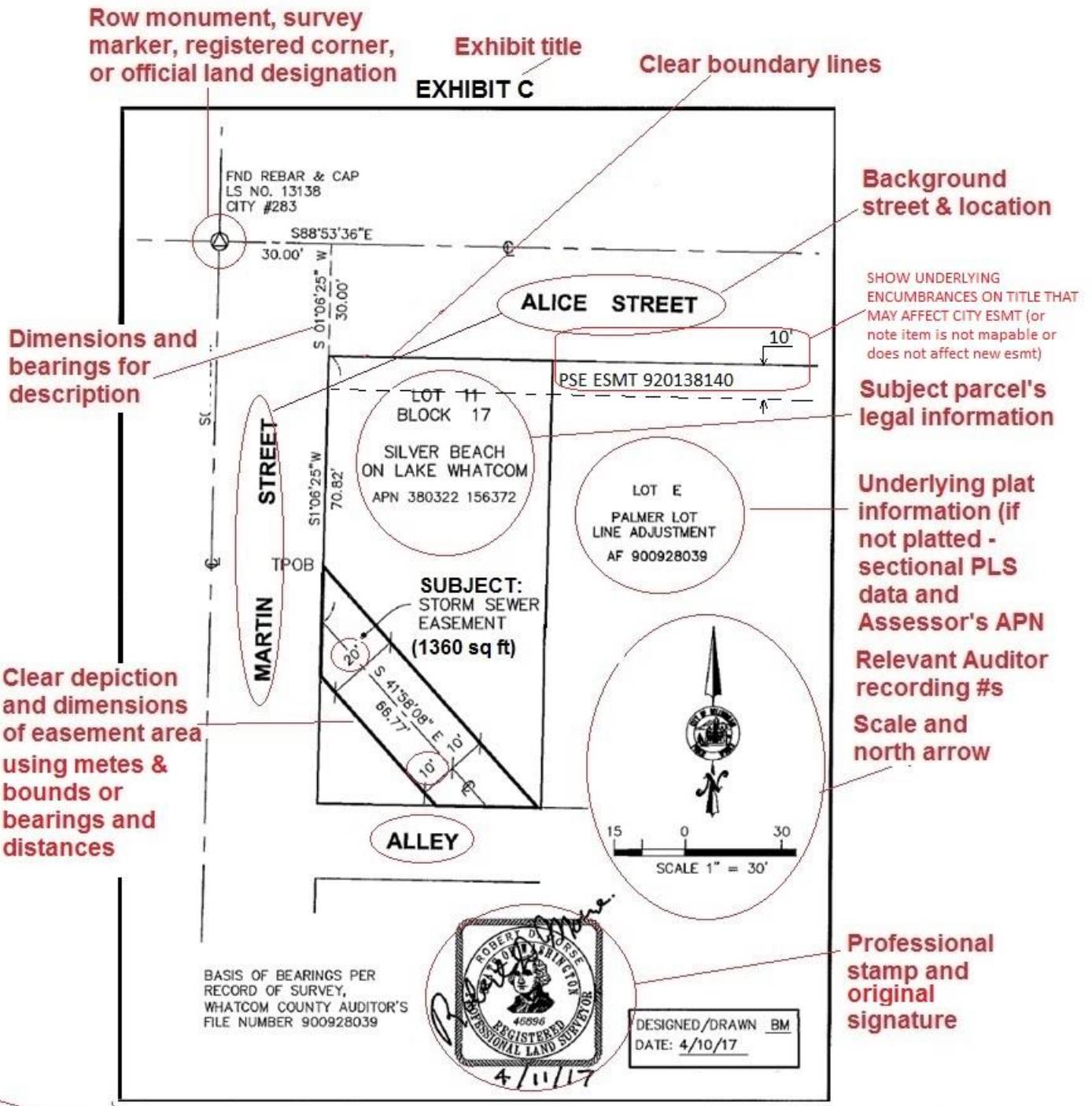
1. Letter or legal size sheet with **1 inch margins**
2. Map of reasonable size with #s and dimensions clearly shown **8 point** or larger
3. Clearly identified project area dimensions shown (matching the legal description.)
4. Surrounding subdivisions, lots, etc., roads, centerlines and monuments - as may be appropriate.
5. When existing, underlying plat, lots, or legal (otherwise s,t,r) should be shown
6. North arrow (and scale, if to scale)
7. Title Label on Map (Exhibit B or corresponding designation)
8. City project # - if applicable
9. Survey standard conventions, such as, no cross hatching that obscures #s, if present or easily available, (or in the legal description) ¼ corners identified, bearings, monuments, etc. Uniform density that will allow even scanning.
10. Location of existing structures, streets and/or landforms **if** they can clarify the affected area and its orientation
11. **If the exhibit is supplied by a professional office, (i.e., surveyor, engineer, etc.) the appropriate registrant's signature and seal MUST be placed on the appropriate map or document per RCWs 18.43.070 and 58.09.030.**

In those cases where the exhibit is not expected to be of survey standards, it should still accurately depict and enhance the identity of the affected area and further support the document, in particular, the controlling legal description of the document.

(Include Closing Report, If Applicable.)

<https://bellingham.municipal.codes/BMC/23.36.040>

Maps submitted as a Draft should be so labeled and the seal should say PRELIMINARY



Complete one inch margins surrounding document
No undetectable grey scale, no type smaller than 8 point, no aerials, no obscured information, or disruptive cross hatching, engineering data, topographical lines, shading, or proposed or distracting project features.