



Return by email or mail to:
City of Bellingham – Public Works
Attn: Property Acquisition and Survey Services
104 W. Magnolia Street, Suite 109
Bellingham, WA 98225

DEDICATION OF EASEMENT/ROW FORM

pwpermits@cob.org

DATE SUBMITTED

1. Dedication Type (select all that apply):¹

- ☐ Utility (☐ Water/☐ Sewer/☐ Storm)
☐ Drainage Release (☐ Covers entire property or ☐ Defined easement on property)
☐ Right-of-Way
☐ Other or additional information: _____

2. Related City of Bellingham Project/Permit Number (e.g. PFC, BLD): _____ ☐ Does not apply

3. Project Area Assessor's Tax/Parcel nos.²: _____

4. Does the proposed easement encumber land owned by a third party³? ☐ No ☐ Yes, list third party owner and parcel nos.: _____

5. Grantor Name(s): _____

6. Grantor Vested Status:

- ☐ Individual/Married
☐ Corporation. Entity Type: _____ State: _____
☐ Partnership. *Please attach an agreement showing signatory.*

7. Contact Name: _____ Phone: _____ Email: _____

8. Owner Name: _____ Phone: _____ Email: _____

9. Additional email addresses to receive project communication: _____

_____ ☐ Does not apply

10. Anticipated date/project phase that recorded easement are needed (e.g., before permit issuance, to be recorded with plat, after as built, 1/1/2023): _____ ☐ Not sure at this time⁴

11. Do you anticipate any project changes, such as new property owners, easements, or lenders in the next 3 months? ☐ No ☐ Yes, list changes anticipated:

12. Provide the following:

- ☐ Title Report or Subdivision Guarantee⁵, include: ☐ Less than 30 days old ☐ Underlying documents
☐ Exhibits⁶ (label title of exhibits, Exhibits A-D, in the order below)
☐ Legal Description of Burdened Property (required for all easement types)
☐ Legal Description of Development Property (if different than the Burdened Property, but not required for Rights-of-Way or Drainage Releases)
☐ Legal Description of Easement Area (required for all easement types (right-of-way, water, sewer, storm), except drainage releases that cover entire property)
☐ Survey Map of Easement Area (required for all easement types)

¹ **DEDICATIONS.** Property dedicated to the City of Bellingham (COB) for ROW or other easements must be free of encumbrances unless special allowance is made by the City. The grantor is responsible for removing all disallowed encumbrances, including security interests, prior to dedication of easement. Outstanding loans, liens, etc., will be identified by COB, who will provide a subordination agreement document to be signed and notarized by the lender(s). All easements must be defined on the exhibit map. Easements will need to be located that are well defined and potentially released if encumbering the proposed COB easement. COB will provide the proposed COB easement for the applicant to provide the utility company, who will create and record the release. Releases are a separate process done by the utility company, so it is important to factor their timeframes into your project.

² **MULTIPLE OWNERS.** Separate exhibits (legal descriptions and maps) are needed, if your project has multiple parcels with different property owners, corporations, or partnerships. If you anticipate an ownership change during this review process, it's encouraged to submit separate exhibits upfront.

³ **THIRD-PARTY EASEMENTS.** If your project contains a third-party easement, COB cannot issue a construction permit until the third-party easement, which will be provided by COB, has been recorded. Third party can be individuals OR companies. If the company is different but owned by the same individual(s), it is still considered third party.

⁴ **TIMEFRAMES.** Forms are reviewed in order of receipt. Checking this box does not mean your project will be placed in a certain order. This question ensures that we reach out to an applicant if it is known that a timeframe can't be met, assist us in setting certain reminder emails for the applicant based on their desired timeframe and helps us better understand applicant expectations of the dedication process and how we may improve. We also encourage you to apply only when you believe you are ready to record the dedication. If you submit your form too early (construction hasn't begun, but you are waiting until getting an as-built to record), it may result in additional costs for subdivision guarantee updates and additional time due to multiple review cycles. COB aims to review initial submittals and revisions within 14-21 days. 1-2 revision cycles are common. Once the exhibits are approved and we have the original, signed document back, it takes an additional 2-4 weeks for City signing and recording.

SAMPLE TIMEFRAME

Task	Timeframe (estimated)
City reviews form and requests revision	14-21 days
Applicant prepares revision	14 days
City reviews revision & approves & provides final documents for signature	14 days
Applicant obtains original signatures on documents	21 days
City routes for signature	14-28 days
City records document(s)	1-2 days
PROJECT TOTAL TIME W/CITY	43-65 days (6-9 weeks)
PROJECT TOTAL TIME FRAME ALL	78-100 days (11-14 weeks)

⁵ **TITLE REPORTS/SUBDIVISION GUARANTEES.** Multiple updated subdivision guarantees (date downs) may be required for a project depending on the length of time to approval. If a revision is requested, a new update must be provided if the last one is over 30 days old. ***An update (or "date down") will be required when the original, signed, and notarized documents are delivered to ensure no additional encumbrances have been added to title since the original document date.***

⁶ **EXHIBITS.** See next page.

All exhibits must meet Whatcom County Auditor's [Recording Standards](#) **AND** match current property conditions at time of recording. Changes to the project after exhibit approval and prior to recording (e.g., easement location, ownership, lenders, additional easements) will result in revisions to the dedication document and/or exhibits and additional subdivision guarantees (date downs). Dedication documents may only be recorded by a representative of the COB, unless instructed otherwise.

EXHIBIT STANDARDS:

- Letter or legal-size paper, 1-inch margins
- Must be legible and capable of being scanned (e.g., font size 8 point or larger, no aerial imagery, grey scale, shading, cross hatching, topo lines, engineering data, or obscured text)
- Professional Stamp: legal descriptions and maps prepared by a professional official shall use "preliminary" over the professional stamp and when approved, have an original professional stamp, signature, and date per RCWs 18.43.070 and 58.09.030.
- Exhibit title lettering shall be as follows:

Easement Dedicated by Project Owner

Exhibit A – Legal Description of Burdened Parcel

Exhibit B – Legal Description of Easement Area

Exhibit C – Survey Map of Easement Area

Easement Dedicated by Neighboring (Third Party) Property Owner

Exhibit A – Legal Description of Burdened Parcel

Exhibit B – Legal Description of Development Parcel

Exhibit C – Legal Description of Easement Area

Exhibit D – Survey Map of Easement Area

MAP STANDARDS (EXAMPLE ON NEXT PAGE):

- Standard map elements: north arrow, scale
- City project #, if applicable
- Parcel borders, underlying section, township, and range lines, subdivision, and lot lines (including surrounding)
- Roads, centerlines, and monuments, as appropriate
- Location of existing structures, streets and/or landforms IF they clarify/orient the affected area
- Survey standard conventions, such as ¼ corners identified, dimensions (matching legal description) and bearings.
- Include closing report, if applicable
- Show existing encumbrances (e.g., easements) and proposed easement area. All easements must be located if not defined in the easement document and shown on map unless far outside project area. If excluding easements away from the project area that are on the burdened site, please include the statement:
 - "Easement Note: Any previously recorded easements shown on this exhibit are based upon a subdivision guarantee prepared by _____ and indexed under order no _____, with a commitment date of _____. Only those recorded definable easements which overlap, are coincident and in relevant proximity to the easement being granted herein are depicted."

