



Public Works - Engineering Division  
Attention: Lance Rexroat  
104 W. Magnolia Street, Suite 109  
Bellingham, WA 98225

## RIGHT-OF-WAY DEDICATION SUBMITTAL

### NOTICE

1. Property dedicated to the City of Bellingham for right-of-way purposes 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. To expedite review, please provide a copy of the most recent title report(s) or commitment(s) for the property. Copies of the recorded releases or reconveyances that remove any encumbrances, must be provided to the Public Works Department along with the executed Right-of-Way Deed form. *The deed form will be provided by the City following preliminary approval of the proposed dedication of right-of-way.*
2. Right-of-Way Deeds may only be recorded by a representative of the City of Bellingham. Please do not attempt to record these documents on your own. Thank you.

### ITEMS NEEDED

***To start the process, submit the following:***

1. This submittal form.
2. Title report (or commitment) for parcel(s) from which proposed right-of-way will be dedicated.
3. Preliminary legal description of proposed right-of-way.
4. Preliminary map or sketch of proposed right-of-way.

***Following City's preliminary approval of proposed dedication, submit the following:***

5. Completed Right-of-Way Deed (on City-standard form).
6. Legal description of right-of-way (marked as "Exhibit A" to Deed).
7. Map of the right-of-way (marked as "Exhibit B" to the Deed).
8. Release or reconveyances of any encumbrances.
9. Title insurance (when required by City).
10. Recording fee.

### PETITIONER INFORMATION

Petitioner: \_\_\_\_\_

Name of grantors dedicating  
right-of-way (exactly as they  
appear on title): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

**SITE INFORMATION**

**Tax Parcel Number(s)**

Parcel(s) from which right-of-way is being dedicated:

\_\_\_\_\_  
\_\_\_\_\_

**Abbreviated Legal Description:**

*If platted:* Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_

*If not platted:* \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_

**PROJECT INFORMATION** *(if applicable)*

City Engineering Project Name/Number: \_\_\_\_\_

City Public Development Contract Number: \_\_\_\_\_

**EXHIBIT MAP STANDARDS**

CLEARLY IDENTIFY: PARCEL BORDERS AND RIGHT-OF-WAY AREA, WITH DIMENSIONS, NORTH ARROW, SCALE, UNDERLYING SECTIONAL INFORMATION AND SUBDIVISIONS.

LEGAL & MAP MUST BE PREPARED BY A PROFESSIONAL OFFICE AND MUST HAVE AN ORIGINAL PROFESSIONAL STAMP AND SIGNATURE.

FOLLOW RECORDING STANDARDS PER RCW 65.04, INCLUDING:

1. Letter or legal size sheet with 1 inch margins;
2. Map of reasonable size with numbers and dimensions clearly shown 8 point or larger;
3. Identify larger parcel(s) upon which right-of-way is being dedicated
4. When existing, underlying plat, lots, or legal (otherwise s,t,r) should be shown;
5. North arrow (and scale, if to scale);
6. Title (Exhibit B);
7. Survey standard conventions, e.g., no cross hatching that obscures #s; if present or easily available, or in the legal description, ¼ corners identified, bearings, monuments.
8. Location of existing structures, streets and/or landforms if they can clarify the affected area and/or its orientation;

**SUBMITTED BY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name, Title