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. A subordination agreement will be required for any mortgage or deed of trust recorded against the property. 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 (and subordination agreement form, where applicable) 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) (no older than 1 month) from which proposed right-of-way will be dedicated.
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 the burdened property (marked as “Exhibit A” to Deed)
7. Legal description of right-of-way (marked as "Exhibit B" to Deed).
8. Map of the right-of-way (marked as "Exhibit C" to the Deed).
9. Release or reconveyances of any encumbrances.
10. Subordination agreement for any mortgage or deed of trust recorded against the property.
11. Title insurance (when required by City).
12. 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 ________________________________