

PUBLIC WORKS PROJECTS

STORM DRAINAGE EASEMENT REQUEST FORM (4-12-16)

Instructions: Complete form below and return to:
Please fill in every item, or put NA
If the question does not apply.

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

1. SUBMITTED BY:

Name: _____ Organization: _____

Phone: _____ Email: _____

2. PURPOSE OF EASEMENT (e.g. stormwater release, access across property, etc.):

3. GRANTOR(S) List names of all property owners **EXACTLY AS THEY APPEAR ON TITLE**, including marital status; ***A COPY OF THE MOST RECENT TITLE POLICY OR PLAT CERTIFICATE MUST BE PROVIDED!!!***

*For entities: please list the type of entity and state of formation:

NAME: _____ **STATUS:** _____

(Enclose partnership agreement showing signatory, if entity is a partnership.)

ADDRESS: _____, _____, _____
(City) (State) (Zip Code)

4. ABBREVIATED LEGAL DESCRIPTION

Lot _____, Block _____, name of Subdivision _____

(PLATTED LEGAL SUPERSEDES sectional description and must be used as the abbreviated legal)

(If not Platted:) _____ 1/4 _____ 1/4, SECTION _____, TOWNSHIP _____, RANGE _____

5. ASSESSOR'S TAX/PARCEL NUMBER(S):

6. AUDITOR'S FILE NUMBER(S) OF RELATED DOCUMENTS: _____

(Only required if document modifies, releases or affects another document.)

7. CITY OF BELLINGHAM ENGINEERING PROJECT NAME/NUMBER: _____

8. CITY OF BELLINGHAM PUBLIC DEVELOPMENT CONTRACT # _____

9. ATTACH LEGAL DESCRIPTION OF WHOLE PARCEL (Must have 1" clear margins and be titled "**EXHIBIT A**").

10. ATTACH MAP OF AREA WITH STORM DRAINAGE DIMENSIONS **IF NEEDED**, LABEL AS "**EXHIBIT B**"

(Must be to AUDITOR'S recording standards (1 inch margin, no cross hatching, 8pt type or larger, etc.)

ON MAP: CLEARLY IDENTIFY: PARCEL BORDERS AND EASEMENT AREA, WITH DIMENSIONS, NORTH ARROW, SCALE, UNDERLYING SECTIONAL INFORMATION AND SUBDIVISIONS, (REMEMBER, IF THE LEGAL & MAP ARE PREPARED BY A PROFESSIONAL OFFICE, THEY MUST HAVE AN ORIGINAL PROFESSIONAL STAMP AND SIGNATURE!

Exhibit Map Standards

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 in exhibit B.) AND SURROUNDING SUBDIVISIONS, LOTS, AS APPROPRIATE.**
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 or corresponding designation)
7. City project # if applicable
8. Survey standard conventions, such as, no cross hatching that obscures #s, if present or easily available, (or in the legal description) $\frac{1}{4}$ corners identified, bearings, monuments, etc.
9. Location of existing structures, streets and/or landforms **if** they can clarify the affected area and its orientation
10. **If the exhibit is supplied by a professional office, (i.e., surveyor, engineer, etc.) their stamp and seal must be placed on the legal & the face of the map.**

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.