



Stormwater Facility Easement Submittal Checklist for Projects Vested on or after September 30, 2010

1. **Appointment** – Make an appointment with an Intake Specialist who is currently processing the application.
2. **Stormwater Facility Easement** - The original Stormwater Facility Easement executed by all owners must be submitted to PDS. If an individual owns the property and is married, the spouse must **either** sign the covenant **or** provide a recorded quit claim deed, together with all after acquired title, for the legal description on the property to be affected by the covenant from the spouse to the owner. (See RCW 6.13.)
3. **Certificate of Title** - One copy of a certificate of title (Plat Certificate, ALTA Commitment for Title Insurance or Owner's Policy, for example) dated within 30 days of the submittal appointment, **together with one copy of each cited instrument and/or referenced documents** from the certificate.
4. **Proof of Authority** - In the case of a corporation, partnership, limited liability company or other entity owning the subject property instead of an individual/individuals, Proof of Authority for the individual who has signed on behalf of the entity must be submitted. This may come in the form of a certificate, minutes of a board meeting, articles of incorporation or some other written, signed document stating the individuals authority to sign. The layers of authority may be several deep depending on the way the entity was structured.
5. **Amended Easement** – If applicants modify the content of the county's standard easement form, it will be reviewed by the Snohomish County Prosecuting Attorney's office prior to approval and recordation. Proposed modified covenants in this easement must be submitted to PDS **at least 30 days prior to when it is to be recorded**. Proposed changes to the approved form must be shown by one-line strikethroughs to show what words are being omitted and underlines to show what words are being added. Once received by PDS, a request will be processed to the Prosecutor's office to determine if the easement form is acceptable to Snohomish County.