



Drainage Facility Maintenance Covenant Submittal Checklist

1. **Appointment** – Make an appointment with the Permit Assistance Coordinator who is currently processing the application.
2. **Drainage Facility Maintenance Covenant** - The original Drainage Facility Maintenance Covenant executed by all owners must be submitted. 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. **Vicinity Map** - A vicinity map or sketch for the property to be encumbered by the covenant. Note that **the map will not be recorded** and, therefore, does not need the clarity or margins required by the Auditor for recording. It is to assist staff in locating the property the covenant will encumber. It may be as simple as a copy of the Assessor's Parcel Map with the property highlighted with a highlighter.
6. **Amended Covenant** – If applicants modify the content of the county's standard covenant form, it will be reviewed by the Snohomish County Prosecuting Attorney's office prior to approval and recordation. Proposed modified covenants 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 covenant is acceptable to Snohomish County.

County Intake Submittal Checklist
For
Drainage Facility Maintenance Covenants

The Intake Specialist at the initial submittal appointment will use the following checklist:

- A. Confirm that the items from 2 through 6 in the Applicant's Submittal Checklist have been included in the submittal package.

- B. Scan the Covenant to confirm:
 - i. It is the approved County form that is on the website, including the return address.
 - ii. No "white-out" has been used or erasures have been made.
 - iii. All of the blanks have been filled in correctly, including:
 - a. The County PFN at the top of the first and fourth pages.
 - b. The Grantor's name or names match the title report verbatim.
 - c. The abbreviated legal description and Exhibit A have been filled in.
 - d. The quarter-quarter section, township and range have been filled in.
 - e. Reference Number(s) include the word "None" **OR** the AFN of the previously recorded covenant that is being superceded by the current submittal is filled in. If the latter is the case, be sure a copy of the previous recording has been submitted.
 - f. The Assessor's Property Tax Parcel/Account Number(s) have been filled in and they are in the "new" format.
 - g. Each Grantor has initialed each page in the place provided.
 - h. All three other blanks on Page 2 have been filled in correctly.
 - i. Page 3 is signed and dated correctly.
 - j. The appropriate acknowledgement(s) has (have) been used by the notary public. (For instance, if the grantor is a corporation, then the representative acknowledgement must be used.)
 - iv. Confirm with the applicant that the signature(s) of any lender, deed of trust holder or lien holder on the Consent To and Approval Of Drainage Maintenance Covenant is optional and left to the discretion of the applicant and/ or his lender, deed of trust holder or lien holder. Snohomish County will process the covenant either with or without such consent.
 - v. The legal description in Exhibit A either matches the legal description in the certificate of title **OR** it has been signed and sealed by a Professional Land Surveyor. Note that the entire property must be included in the covenant, not just the pond area or the piped/ditched drainage system.

- C. Include a copy of this checklist that was used in the submittal appointment in the file.