



**Snohomish County**  
Planning and Development  
Services

Visit us at :

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3000 Rockefeller Avenue  
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425-388-3311  
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ONLINE INFORMATION  
[www.snohomishcountywa.gov/1190](http://www.snohomishcountywa.gov/1190)



This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.

Assistance Bulletin

# Recording Instructions

# #99

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[WWW.SNOCO.ORG](http://WWW.SNOCO.ORG)

Keyword: Assistance Bulletins

As part of the permitting process, you might need to record documents. Common types include, but are not limited to:

- Critical Area Site Plans (CASP)
- Stormwater Facility Easements (SFE)
- Landslide Hazard Area Covenants (LHAC)
- Full Dispersion Areas Site Plans (FDASP)
- Boundary Line Adjustments (BLA)
- Land Use Permit Binders
- Easements
- Owner Occupancy Forms
- Final Plats
- Airport Influence Area Disclosure Notice

Document types cannot be grouped together; each type must be recorded separately. Some documents require a stamp from the Treasurer's Office, indicating taxes or fees have been paid, before they can be recorded with the Auditor's Office.

Below are tips on how to file your documents with the Auditor's Office.

## Q: Are there formatting requirements for recorded documents?

**A:** Yes. All documents submitted for recording in Washington State must follow certain formatting requirements. Some maps, plans and surveys may have additional requirements. The links to the formatting requirements can be found on the following web page: [Record A Document](#)

## Q: How do I record my document with the Auditor's office?

**A:** You may file in person, online, or by mail.

**In person:** The Auditor's Office is located in the County Administration West Building at 3000 Rockefeller Ave, Everett, WA. Bring your document to be recorded along with payment for the correct recording fee (see below). See the [Auditor's Office website](#) for hours of operation.

**Online:** To record your document online, you need to use a county-qualified eRecording submitter (a fee may be charged for using their service). More information can be found on the following web page: [Record A Document](#).

**By mail:** Submit the documents to be recorded with a check for the exact fee to:  
Snohomish County Auditor's Office - Recording Division  
3000 Rockefeller Ave M/S 204  
Everett, WA 98201

This bulletin is intended only as an information guide. The information may not be complete and is subject to change. For complete legal information, refer to Snohomish County Code.

**Q: What is the cost to record a document and how do I pay?**

**A:** The Recording Fee is \$203.50 for the first page and \$1.00 for each additional page or side (see [Recording Fees](#) for current rates for a “Standard Recorded Document”). The Auditor’s Office accepts Visa, Mastercard, checks, and money orders.

**Q: What should I do after I record my document?**

**A:** Once your document is recorded, send an email with the recording number(s) and associated project file number(s) to: [ePermitTech@snoco.org](mailto:ePermitTech@snoco.org) and the PDS Project Manager assigned to your project.

**Q: Who should I contact if I have questions?**

**A:** You may contact us if you have any questions by calling our Customer Support Center at 425-388-3311.

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