



# EASEMENTS AND DEDICATIONS

**Community & Economic Development**

City of Arlington • 18204 59<sup>th</sup> Avenue NE • Arlington, WA 98223 • Phone (360) 403-3551

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- 1) The applicant shall submit to the Permit Center, one (1) copy of the easement and/or dedication documents. This submittal will be in conjunction with the first round of the as-built review or prior to the final planning documents being recorded.
  - A legal description prepared and stamped by a Professional Engineer or Surveyor licensed in the State of Washington.
  - A survey map, supporting the basis of the legal description.
  - Title Report showing the current ownership of the property.
  - Information identifying who will be signatory on the legal documents (deed or easement).
  - **Note:** The City will be preparing the standard easement and dedication documents, should the applicant have any special considerations please provide that information.
- 2) Upon receipt, the information will be forwarded to the appropriate City Staff for review.
  - Comments will be due back to Permit Center within one (1) week of the date of circulation.
- 3) If the information is reviewed and approved with no corrections then the following final approval process will be as follows:
  - The Permit Center will arrange the preparation of the Council packet. When the packet is complete it will be scheduled for the next available City Council Agenda.
  - If accepted by the City Council, the Permit Center will prepare the legal document intended for signatures.
  - The Permit Center will contact the applicant to obtain the necessary signatures.
  - After the documents have been signed, they will be submitted to the City Attorney for recording.
  - Once the documents have been recorded the applicant will receive a copy of the recorded document for their records.
- 4) Should your documents not be approved upon the first submittal, corrections must be made and documents re-submitted. The re-submittal will follow the initial process until approved.