

OUTLINE OF PROCESS TO GRANT the CITY OF SEATTLE
EASEMENTS and SUBORDINATION AGREEMENTS
FOR DEVELOPER-INSTALLED WATER SYSTEM FACILITIES (WSF)
THAT WILL GIVEN TO THE CITY OF SEATTLE (COS)

This Process DOES NOT apply when the Developer-Installed Water System Facilities ARE LOCATED within a dedicated City of Seattle Street under the jurisdiction of Seattle Department of Transportation. If the SPU Delivery Service Team ascertains that no easements are needed, then SPU Real Property Services should not be included in the process.

This Process DOES apply when the Developer-Installed Water System Facilities ARE NOT LOCATED within a dedicated City of Seattle Street under the jurisdiction of Seattle Department of Transportation.

If the Developer-Installed Water System Facilities are transferred to the COS for ownership, maintenance, and operation ARE NOT LOCATED within a dedicated City of Seattle Street under the jurisdiction of Seattle Department of Transportation , the City of Seattle must be granted an easement, acceptable to SPU, to guarantee SPU's right to access, operate, maintain, repair, alter, and reconstruct the WSF.

WSF include all infrastructure and appurtenances required to operate and maintain the WSF; examples are: mains, lateral connecting lines, hydrants, meters, valves, vaults, cathodic systems, etc.

EASEMENT AREA REQUIREMENTS:

Unless approved otherwise by SPU:

1. Water main easements must be at least 20 feet in width; 10 feet on each side of the centerline of the water main.
2. Hydrant easements require five feet of clearance from the center stem of the hydrant; the connecting lateral water line easement must be at least 10 feet in width; 5 feet on each side of the centerline of the water main.
3. SPU requires that the water main shall be located to provide 10 feet minimum distance from existing or planned future utilities; and shall be installed in accordance with engineering and operational requirements as specified by the affected utilities.
4. Easement areas must be accessible via a drivable roadway surface.

SPU SERVICE DELIVERY TEAM SHALL PROVIDE TO REAL PROPERTY SERVICES

1. Real Property Services - Request Form; find at <http://spuwebcms/SPUWEB/finance/Forms/index.htm>
2. Activity Number to charge for Real Property staff time
3. Any information needed in order for REAL PROPERTY SERVICES to prepare legislation
4. Development Plans, showing the Water System Facilities in relation to all property lines
5. AS-BUILT Development plans at the completion of the project and acceptance of the Water System Facilities by the City of Seattle

SPU REAL PROPERTY SERVICES SHALL PROVIDE TO THE SERVICE DELIVERY TEAM

1. A review of the Plans to determine SPU Real Property concerns and needs

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2. Estimate of charges by SPU Real Property Services
3. Easement Agreement document, which includes standard Terms and Conditions. However, the Terms and Conditions may be modified to reflect the specific project
4. Provide Subordination Agreement documents and stipulate conditions.
5. Record the Easement Agreement and Subordination Agreement(s)
6. Prepare and submit Legislation (Ordinance)

DEVELOPER / PROPERTY OWNER (GRANTOR) SHALL PROVIDE

1. Contact Information.
 - a. Name, mailing address, email address, and telephone number of contact person
 - b. Corporation and Proof of Ownership Documentation
 - c. Incorporation documents, corporate minutes, and State of Washington Secretary of State documentation that confirms ownership and signatory authority for the property owner
 - d. Current Title report that proves current ownership of the property; and all lien-holders
2. Legal Description
 - a. Legal Description and Map of the Easement Area prepared and stamped by a Surveyor, licensed in the State of Washington
 - b. The Legal Description and Map must be provided in an electronic PDF and Word formats
 - c. The Legal Description and Map must meet King County recording requirements (See <http://www.kingcounty.gov/business/Recorders/OnlineFormsandDocumentStandards.aspx>)
 - d. The Map must include a north arrow, and clearly show all points, bearings and distances used in the written legal description.
 - e. The Legal Description and Map shall be on 8 ½ by 11 inch paper. If the map in recordable form cannot be clearly shown on one of more sheets of 8½ x 11 inch paper, contact Real Property Services to receive approval of an alternate format..
 - f. In some cases appropriate permanent monuments must be placed at each survey point that touches, or is within, the easement area.
3. Executed Documents
 - a. Obtain notarized signature(s) of the grantor on the easement document(s)
 - b. Obtain notarized signature(s) of the lien holder(s) on the subordination document(s)
 - c. Return all executed documents to Real Property Services for recording
 - d. Recording costs are an additional cost, not covered in Real Property Services Cost Estimate
4. Copy of the complete plat application, if applicable

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SPU Real Property Services may be reached at the numbers listed below.

All initial requests for service should be directed to Judith Cross. She will assign the project to one of the Sr. Real Property Agents.

Director, Facilities and Real Property Services

Judith L. Cross	206-386-1814	judith.cross@seattle.gov
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Senior Real Property Agents

Bob Gambill	206-684-5969	bob.gambill@seattle.gov
Teri Hallauer	206-684-5971	teri.hallauer@seattle.gov
Carolyn Johnson	206-684-8385	carolyn.johnson@seattle.gov
Pree Carpenter	206-386-9754	pree.carpenter@seattle.gov
Dewayne Ticeson	206-684-7563	S-Dewayne.Ticeson@seattle.gov

(Primarily drainage, wastewater, and solid waste)