



CITY OF KENT
DEVELOPMENT ASSISTANCE
BROCHURE

1-1A

SUBMITTAL REQUIREMENTS FOR LEGAL DOCUMENTS

The City of Kent Development Engineering Division has prepared this *City Of Kent Development Assistance Brochure (hereinafter referred to as DAB)* to provide the Applicant and the Applicant's design engineer (or other qualified design professional), with the minimum requirements for all **legal document submittals** to the City of Kent Development Engineering Division that require recording with King County.

1. Easements may be required to facilitate utility, fire hydrant, sewerline, or waterline access for maintenance and operation of public utility systems. Stormwater Covenants ensure that private storm drainage facilities are maintained by the development/property owners.
 - A. Submittal requirements for all Easement and Stormwater Covenant documents include:
 1. City of Kent Easement or Stormwater Covenant form, filled out except for signatures.
 2. Exhibit A – legal description of area stamped by a Professional Land Surveyor
 3. Exhibit B – graphical depiction of area
 4. Title Report with all supplementals and special exceptions
 5. Proof of signing authority (see DAB 1-1A Exhibit A on page three)
 6. Electronic disc in state plane coordinate system NAD 83/91 of map exhibit for easements (for inputting into the City's GIS). Not required for stormwater covenants.
2. ROW Dedications are to provide the city with access for the maintenance and operation of the street, street lighting, and utility systems:
 - A. Submittal requirements for ROW Dedication documents include:
 1. City of Kent Quit Claim Deed Form
 2. Executed Excise Tax Affidavit
 3. Legal description of area stamped by a Professional Land Surveyor (label Exhibit A)

4. Graphical depiction of area map (label Exhibit B)
 5. Title Report with all supplemental and special exceptions
 6. Proof of signing authority (see DAB 1-1A Exhibit A on page three)
 7. Electronic Disk on state plane coordinate system NAD 83/91, for inputting into the City's GIS
3. Please prepare all documents with the legal description stamped by a professional surveyor (Exhibit A) and an exhibit showing the graphical depiction of the easement (Exhibit B). First submittals should not be signed, but the name of the person that will be signing along with the documentation authorizing the signature should be included. Please note that failing to submit the required items will delay review and approval and the ultimate recordation of the document
 4. Once the city has approved the document, the document should be signed and notarized and returned to the city for recording. Recording fees must be paid before any document is sent to King County for recording. If there is an open permit in the KIVA permit tracking system, the fees will be added to the fee balance on that permit, and can be paid at permit issuance. If there is no open permit, the City will provide a fee listing whereby payment can be made through the Permit Center and/or the Customer Service counter on the 1st Floor.

“DAB 1-1A EXHIBIT A”

AUTHORIZATION TO SIGN DOCUMENTATION

Any party signing in a representative capacity must submit a full copy of the managing agreement and minutes from the most recent company meeting; or a resolution created out of a corporate board meeting authorizing the party to sign on behalf of the property owners/grantors.

An alternative to surrendering full copies of managing agreements is to provide a Summary including entity filing information, the name of the LLC, trust, joint venture, or partnership, etc., the date of filing, the Empowerment section that authorizes specific parties to represent the entity and tells the scope of powers; the last page where parties creating the document have signed. Any amendments should be accounted for in the summary, or a final dated and signed statement that there are no amendments to the document should be provided.

Absent a Summary: please provide the first page that shows the name of the LLC, trust, joint venture, or partnership, the dated page, the naming and authority page for whomever will sign, and the signature page. The same information would be required for any amendments to the agreement. Also include a copy of the current status of a corporation.