

DEVELOPMENT RIGHT-OF-WAY DEDICATION HANDOUT



The following requirements are intended to provide information necessary to dedicate public right-of-way to the City of Auburn for development projects when required per ACC 12.64A. All required public right-of-way dedications shall be dedicated to the City prior to start of construction, for development projects with the exception of plats and short plats, which will be done with the recording of the final plat.

1. A title report dated within 30 calendar days of application shall be provided with the initial civil site improvement submittal. The civil site improvement plans shall also depict the required right-of-way dedication along with any required street improvements.
2. The initial civil site improvement submittal will be reviewed to ensure the limits of right-of-way dedication depicted on the plans are in conformance with the City's Engineering Design Standards and Auburn City Code 12.64A. Once the limits depicted on the civil plans are approved by City of Auburn the applicant shall provide legal description and depiction exhibits of the dedication that meets the following requirements:
 - Provide an 8.5x11 legal description of the proposed dedication area, labeled "Exhibit A Right of Way Dedication Legal Description", with minimum 0.1" tall text stamped, dated and signed by a Professional Land Surveyor licensed in the State of Washington
 - Provide an 8.5x11 depiction exhibit showing the dedicated area, labeled "Exhibit B Right of Way Dedication Depiction" and stamped, dated and signed by a Professional Land Surveyor licensed in the State of Washington .
3. The title report will be reviewed to confirm property ownership and to examine the portions of the property dedicated as right-of-way and/or easements for any title encumbrances inconsistent or in conflict with the intended purpose of the dedications.
4. The applicant is responsible for clearing all encumbrances the City determines to be inconsistent or in conflict with the intended purpose of the dedications.
5. A commitment to provide title Insurance Policy shall be provided, naming the City as the insured party, for right-of-way dedications in the amount of \$50.00 per square foot of right-of-way area dedicated, or other amount as proposed by the Developer and accepted by the City Engineer.
6. Once all encumbrances the City determines to be inconsistent or in conflict with the intended purpose of the dedications are cleared, a pro-forma title report shall be provided showing all the identified encumbrances cleared and a commitment to provide title insurance to the City of Auburn in the amount identified above.
7. Once the City verifies the current title report is satisfactory and the right-of-way dedication exhibits are acceptable, the City will prepare the necessary right-of-way dedication document and e-mail it to the applicant.
8. The applicant will prepare the Real Estate Excise Tax Affidavit (REETA) and e-mail it to the City. The City Engineer will sign the REETA and send the signed REETA back to the property owner.
9. The property owner will work with their title company to sign the REETA, sign and notarize the right-of-way dedication, and record the documents with King or Pierce County.
10. Once the right-of-way dedication is recorded a copy of the dedication shall be provided to the City of Auburn along with the recording number and the title insurance policy. Notice to Proceed for the project shall not be issued until the recorded dedication and title insurance policy are received by the City.