

## INSTRUCTIONS FOR THE RIGHT-OF-ENTRY AGREEMENT

*Please read the following information carefully. The attached Right-Of-Entry document must be completed with all the necessary information. Failure to complete the document properly will result in the document not meeting the Auditor's recording requirements and will be returned without it being recorded. As per Ordinance 91-153 Section 11.02.050 B, the Owner of Record shall provide the County a copy of the agreement with the County Auditor recording number stamped on it before the application will be deemed complete.*

### ***What is the Right-of Entry used for?***

The right-of-entry agreement is an agreement that allows County to enter onto the Owner's parcel in order to inspect and verify that the storm drainage system is operating and being maintained as designed and approved.

### ***What sections on the document need to be completed?***

The following is a list of the information that must be completed on the Right-of-Entry document:

1. Parcel number(s)
2. Site address
3. Legal Description\*
4. Grantor(s) name(s)
5. Signature(s)
6. Notary

\* If the area designated for the legal description is not large enough, attach to the right-of-entry document an additional sheet of paper with the extended legal description.

### ***Once completed, what do I do with the right-of-entry document?***

The right-of-entry document should be submitted to the County along with the credit application. Once the credit application has been reviewed and if a credit has been approved for the parcel(s), then the right-of-entry will be signed by a Pierce County Prosecuting Attorney and the Pierce County Executive. Once their signatures have been obtained, the right-of-entry document will be returned to the Owner. The Owner will have thirty days for the document to be recorded at the Auditor's office and returned to Pierce County Surface Water Management. If the documentation is not received within that time frame, the credit will be revoked.

**ENCLOSED IS A COPY OF THE NEW RECORDING REQUIREMENTS. FOLLOW THEM CAREFULLY. THERE SHOULD BE NO WRITING OR MARKS OF ANY KIND IN THE MARGINS, THIS INCLUDES THE NOTARY STAMP.**