



LETTER OF INTENT TO DEDICATE PUBLIC RIGHT OF WAY

PLEASE NOTE: To expedite the City’s review please provide the following required documentation together with this completed form to the Seattle Department of Transportation, Real Property Services: (i) the legal description of the dedication area, including an exhibit map depicting the dedication area stamped by a licensed surveyor; (ii) a copy of a title report on the property no more than 3 months old; (iii) and a copy of the site plan. If the property is under corporate ownership, please also include (iv) a copy of the operating/llc agreement, corporate resolution, bylaws, or such other organizational document(s) that designates the name and title of the person(s) authorized to sign the conveyance on behalf of the corporate entity.

Property dedicated to the City shall be free of encumbrances. The owner is responsible for removing all encumbrances, including any security interests such as: deed(s) of trust, construction loans, easements, leases, etc. If you have any questions about how to remove an encumbrance(s), please consult with your attorney, lender, or title company.

Please be advised that the current property owner is the only party that can dedicate its property and sign this LOI. If the property is sold prior to the recording of this dedication, a new LOI will need to be completed by the new owner and the due diligence review process will begin again. Once we are in receipt of the requested information, resolved all outstanding issues, and concluded our due diligence review we will issue a deed for the property owner to sign.

Attention: SDCI will not approve the zoning on any building permits associated with the dedication until the dedication has been recorded.

Name on Deed: _____, owner of the property commonly known as

Address: _____, Tax Parcel Number(s): _____, declare my intent

to dedicate the real property to The City of Seattle for: _____ alley _____ street _____ purpose:

1. The legal description of the full development site is:

2. The property to be dedicated is legally described as:

Please refer to the legal description and exhibit map depiction prepared and stamped by a licensed surveyor attached as Exhibits A and B to this LOI.

- 3. The SDCI Project Number is:
- 4. The SDCI land use planner assigned to this project is:
- 5. The SIP review number:
- 6. The SIP reviewer assigned to this project is:
- 7. The site address referenced in the SDCI project number is (if different from current address):

8. I may be contacted at:

Company Name:

Address:

Phone:

E-mail:

Signature:

Date:

Name:

Title:

Please *mail or email* the Letter of Intent to Dedicate, together with the legal description and exhibit map depiction prepared and stamped by a licensed surveyor, a copy of a title report no more than 3 months old (with links to the documents if emailed), a site plan, and if the property is under corporate ownership the corporate documentation referenced above for proof of signing authority to:

Mail

SDOT Real Property Services
c/o Gretchen M. Haydel
700 5th Avenue, Suite 3800
P.O. Box 34996
Seattle, WA 98124-4996

or

Email: gretchen.haydel@seattle.gov

Phone Number: (206) 233-5140