

LETTER OF INTENT TO DEDICATE AN EASEMENT

**Note:** To expedite the City’s review, along with this completed form, please provide Seattle Department of Transportation (SDOT Real Property) a copy of a title report no more than 3 months old, copies of all documents listed in Schedule B in the title report, a copy of the plat(s) referenced in the legal description for the dedication area, and a copy of the site plan identifying the dedication area. If the property is under corporate ownership a copy of the operating agreement or a corporate resolution with the name and title of the person authorized to sign for the corporation. An easement will be provided by SDOT Real Property upon receiving the completed Letter of Intent from the developer and evidence the easement area is clear of all encumbrances.

Property dedicated to the City shall be free of encumbrances. The owner is responsible for removing all encumbrances, including any security interests e.g. deed of trust, or construction loans or securing a subordination agreement from the lender as part of the easement document. Copies of the recorded releases, or reconveyances that remove any encumbrances shall be provided to SDOT Real Property before SDOT Real Property will provide the easement. For deeds of trust appearing on title, A subordination agreement will be prepared as part of the easement unless otherwise instructed. If you have any questions about how to remove encumbrances, please consult an attorney.

**Please note: SDCI will not approve the zoning on any building permits associated with this dedication until the dedication has been recorded.**

\_\_\_\_\_, owner of the property commonly known  
(please print name as shown on deed)

as \_\_\_\_\_, \_\_\_\_\_, declare my  
(address) (Tax Parcel Number)

intent to dedicate an easement to the City of Seattle for sidewalk purposes:

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

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

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 or the SIP number

Address: \_\_\_\_\_

8. I may be contacted at:

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

Print or Type Name: \_\_\_\_\_

Title: \_\_\_\_\_  
(please print name of title)

9. Please mail the Letter of Intent to Dedicate an Easement, a copy of a title report no more than 3 months old, copies of all documents listed in the schedule B in the title report, a copy the plat(s) referenced in the legal description for the dedication area, if the property is under corporate ownership a copy of the operating agreement or a corporate resolution with the name and title of the person authorized to sign for the corporation. A copy of the site plan identifying the area to be dedicated to:

SDOT Real Property Section c/o Gretchen Haydel 700 5 <sup>th</sup> Avenue, Suite 3900 P.O. Box 34996 Seattle, WA 98124-4996	or	Gretchen.Haydel@seattle.gov
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