

**INSTRUCTIONS TO OWNERS
FOR EXECUTING COVENANT RUNNING WITH THE LAND WITH
ACKNOWLEDGEMENT AND ACCEPTANCE OF RISK, DUTY TO INFORM, NEED
FOR INSURANCE, INDEMNITY AND WAIVER:
(POTENTIAL LANDSLIDE AREA COVENANT)**

1. All owners of record must sign a Covenant. If ownership has changed since 1991, DPD will be able to verify ownership online with the King County Recorder's office. But if the property was purchased before 1991 or in the last 30 days, please be prepared to present a title report or other evidence to DPD showing that, as of the date of the execution of the covenant, all owners of record have signed the covenant. If any of the owners is an association, partnership, corporation or other entity, or if a person other than an owner is signing as a representative of the owner (Examples: a corporate officer, a guardian pursuant to court order, or a person with a power of attorney for the owner), be prepared to provide DPD with written proof of the authority of that person to sign this document in a representative capacity, i.e., bring with you copies of corporate minutes, court order, power of attorney, etc., or other document that provides this authority.

2. **THE KING COUNTY RECORDER'S OFFICE WILL NOT RECORD THE DOCUMENT UNLESS EACH PAGE HAS A ONE-INCH MARGIN; PLEASE DO NOT WRITE, TYPE OR PLACE ANYTHING IN ANY OF THE MARGINS, i.e., OUTSIDE OF THE BOX AROUND EACH PAGE.**

3. Cover Sheet:
 - a. Print legibly or type in the complete name(s) of each of the owner(s) in the blanks for "Grantors," using a different line for each owner. Print legibly or type the name as it appears in the ownership records. If there are more than three owners, put a check in the "Additional on page" box and fill in page number 7. Then attach another page with page number 7 in the lower center (with at least a one inch margin on all sides); title the page Additional Owners/Grantors and list the complete names of the other owners/grantors.

 - b. Print legibly or type in the Legal Description of all parcels covered by the permit application.
 - 1) If the entire legal description of the property fits here, print legibly or type it in. Make sure the complete legal description is also provided on Exhibit A.

 - 2) If the entire legal description is too long to fit in the area provided:
 - a) Abbreviate the legal description (including the subdivision or plat, if possible,(e.g., Lot 10, Block 41, A. A. Denny's 6th Addition, as

recorded in vol. 1 of plats, pg. 99, or E20' of N ½ NW ¼ SW ¼ SW ¼ S22, T24N, R4E, W.M.);

- b) Make sure the complete legal description is provided on Exhibit A.
 - c. Print legibly or type in the Street Address.
 - d. Print legibly or type in the Assessor's Tax Parcel ID number(s) for the parcel(s) for which the permit application is made.
 - e. Print legibly or type in the DPD Permit application number(s).
4. Page 1: Add the street address and Tax Assessor Parcel Number to Page 1 in the spaces provided.
5. Page 5, Exhibit A: Print legibly or type the entire legal description of all parcels covered by the permit application on Exhibit A, p. 5.
6. Page 6, Exhibit B: This section to be completed by City Staff only.
7. Signature page(s): Each owner must sign and date each signature.
- a. Each owner who is an individual should date, sign your name, print your name, and complete one signature block (on the "Individual" signatures page) in front of a notary public. Complete one block for each owner. If there are more than 2 individual owners, make enough copies of the signatures page before executing so that there is one signature block and notary form for each individual owner to sign. Have the notary public fill in the information requested in the notary block. At the bottom of the first page of signatures, put number 6 in the blank after "Page." Number any other signature pages with successive numbers.
 - b. 1) If any owner is an association, partnership, corporation or other entity, or if a person other than an owner is signing as a representative of an owner (Examples: corporate officer, a guardian pursuant to court order, or a power of attorney), use the signature blocks on the page entitled "(Corporate Owner, Partnership Owner, Limited Liability Company Owner/Other Legal Entity Owner)."
 - 2) Use one signature block for each entity owner or for each owner for which someone is signing in a representative capacity. If there are more than 2 entity owners or signors signing in a representative capacity or any combination thereof that equals more than 2, make enough copies of the page before signing so that there is one signature block and notary form for each entity owner and persons signing in a representative capacity.

3) For each owner, type or print in the name of the owner entity or the owner for whom someone will be signing in a representative capacity. Whoever is signing should:

a) sign and date the form in front of a notary public,
b) print legibly or type in the name of the person signing the form,
c) print legibly or type in after “Its” the office held or authority for signing in a representative capacity. (Examples: President or CEO of Named Owner Corporation, Partner, Attorney in Fact or Guardian of an individual owner, etc.)

4) At the bottom of the page, fill in the appropriate page number for the last page of the document, and if more than 1 page of entity signatures, number them consecutively as the last pages of the document.

c. Notary Public: The signature of each owner’s representative must be acknowledged by a Notary Public. Have the notary public complete the information requested in the notary block.

8. **Return the form to DPD for completion and recording, preferably by mail or hand delivery to the reviewer requesting the document.** If you want a copy of the form before it is filed, make a copy for yourself prior to returning it to DPD. After recording, you may obtain a copy of the recorded document either online or in person from the County Recorder’s office, or you may ask DPD to make a copy for you at its normal copy charge rate.