

<b>CITY OF BREMERTON</b>		<b>RECORDED DOCUMENTS</b>
<b>INDEX</b> General Administration 2-30-13	<b>EFFECTIVE DATE:</b> 2/13/12	<b>APPROVED</b> <hr/> Patty Lent, Mayor

**1.0 PURPOSE**

To effectively and efficiently streamline the process for recording documents from the City with the Kitsap County Auditor’s office (Auditor); and to satisfactorily maintain control over recorded documents. This will improve turn around time on recorded documents and allow monthly billing to be paid by the City Clerk’s office saving staff time and resources.

**2.0 SCOPE**

The policy applies to all documents required to be recorded with the Auditor by or for the City.

**3.0 PROCEDURE**

**3.1 Recording Documents:** A *Recording Document* form must be completed and attached to the Kitsap County Auditor Indexing form(s) and documents. The form is located on COBweb under Documents/Forms: City Clerk. Upon completion of the form, the package shall be routed to obtain necessary signatures and approvals. The City Clerk shall be the final person routed before recording. Upon receiving the package the City Clerk’s office will forward all properly executed documents for recording to the Auditor.

If it is determined that a document is entitled to a **RUSH** priority and must be hand delivered to the Auditor for recording, the completed *Recording Document* form must be forwarded to the City Clerk with an explanation under COMMENTS, the number of pages being recorded and the cost to record the document. Any fees or costs associated with the rush delivery above the standard recording fees may be recovered by the Clerk’s Office from the initiating department in addition to the standard Charges for Services below.

The City Clerk will pay for all City obligated recorded documents by monthly billing from the Auditor out of the General Fund. The General Fund will be reimbursed for the cost of recording through the standard Charges for Services established each year by the budget process.

**3.2 Recorded Documents:** All recorded documents received by the City must be sent to the City Clerk’s office. The City Clerk’s Office will laser fiche and maintain files of all recorded documents.

# RECORDING DOCUMENT

## Routing Form

**PROJECT NAME:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_

ITEM(S): \_\_\_\_\_ Annexation  
\_\_\_\_\_ Easement  
\_\_\_\_\_ Grinder Pump Service Agreement  
\_\_\_\_\_ Improvement Agreement  
\_\_\_\_\_ Outside Utilities Agreement  
\_\_\_\_\_ Public Utility Construction Agreement  
\_\_\_\_\_ Reimbursement Agreement  
\_\_\_\_\_ ROW  
\_\_\_\_\_ Utility Lien Notice  
\_\_\_\_\_ Other \_\_\_\_\_

ROUTING: Route Sign  
Order Off  
\_\_\_\_\_  Director  
\_\_\_\_\_  Legal  
\_\_\_\_\_  Mayor  
**Final**  City Clerk

COMMENTS:  
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### CLERK'S OFFICE USE ONLY

Date Received \_\_\_\_\_ Date Mailed \_\_\_\_\_ Date Returned \_\_\_\_\_

Document	BARS Code 514.3013-54910 Recording #	Cost
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____