



801 – 228<sup>th</sup> Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • web: [www.sammamish.us](http://www.sammamish.us)

## Mechanical Agreement Letter Instructions

1. **Complete Mechanical Agreement Letter**
  - a. Signed by Grantor (neighbor)
  - b. Signed by Grantee (owner installing mechanical unit in setback)
  - c. DO NOT WRITE IN MARGINS
  
2. **Record Mechanical Agreement Letter and Site Plan showing location of unit with King County Recorder's Office** *see next page for format requirements*

### To be Recorded on BOTH Parcels

King County Recorder's Office  
500 Fourth Ave., Suite 430  
Seattle, WA 98104

#### Directions:

I-90 West  
I-5 North  
Take first exist – James street  
Left at light  
Go under I-5 through light  
Right into parking garage  
KC Recorders office is located in KC Administrative Building  
*across the street – north of light*

3. **Return recorded documents to City of Sammamish prior to permit issuance**

**If you have questions,  
contact the Permit Center @  
425-295-0531**

# Standard Formatting Requirements for Recording Documents

(Pursuant to RCW 36.18.010 and 65.04.045)

Beginning 1/1/1997 all documents submitted for recording in the State of Washington must conform to standards required by RCW 36.18 and 65.04. A cover sheet is required for documents that do not contain the necessary index fields or margins on the 1<sup>st</sup> page.

**For Documents signed after 1996, all pages must have a 1" clear border in order to use a cover sheet.**

1) **ALL PAGES:**

- a) Documents submitted for recording must be able to be digitally scanned and reproduce a legible copy, including notary seals (raised notary seals must be smudged prior to recording). **Documents that contain illegible portions will not be accepted for recording.**
- b) Nothing may be affixed to pages (no item can be taped, stapled, etc. – no cut and paste)
- c) Page must be 8 ½" x 14" or less
- d) Font size must be at least 8-point (This is 8-point type)
- e) Paper and ink color must be **capable of being imaged**. Watch for color of highlighting, some colors copy dark, obscuring text. *Dot-matrix printers generally produce unacceptable results.*

2) **MARGINS:**

- a) 1<sup>st</sup> page 3" top margin, 1" sides and bottom margin – or 1" on all sides with a cover sheet.
- b) The 3" top margin left-hand side of the page shall contain the name and address to whom the instrument will be returned
- c) Subsequent pages of same document must have 1" margin on all sides
- d) *Incidental* writing and notary seals in margins are allowed.

3) **FIRST PAGE:**

- a) Title
- b) Reference # for assignments and releases
- c) Grantor(s) and Grantee(s)
- d) Legal description (not needed on assignments, releases, etc.)
- e) Tax parcel ID# required if there is a legal description (not needed on assignments, releases, etc.).

4) Certified copies of previously recorded or filed documents may be recorded with a completed cover sheet.

5) **EXCEPTIONS:**

- a) The following exceptions for formatting standards can be recorded without a cover sheet:
  - i) IRS Tax Liens and releases
  - ii) UCC terminations in which the original UCC fixture filing was completed prior to January 1, 1997 and the termination statement is on the fixture filing
  - iii) Documents previously recorded (in any recording office) may have recording information in the margins.
- b) The following exceptions for formatting standards can be recorded with a properly completed cover sheet (RCW 65.04.047):
  - i) Documents which are formatted to meet court requirements (filed documents)
  - ii) death certificates
  - iii) documents signed prior to 1997
  - iv) military discharges
  - v) National UCC Forms
  - vi) Marriage certificates from outside the state of Washington
  - vii) Any document, one of whose original signer is deceased or otherwise incapacitated
  - viii) Documents executed outside of the United States
  - ix) Certified copies of documents

**RECORDING FEES:**

See current Fee Schedule: [http://www.metrokc.gov/recelec/records/docs/recording\\_fee\\_schedule.pdf](http://www.metrokc.gov/recelec/records/docs/recording_fee_schedule.pdf)

PLEASE RETURN TO:  
CITY OF SAMMAMISH  
801 228<sup>th</sup> Ave SE  
Sammamish, WA 98075

**Date:** \_\_\_\_\_

**Title:** APPROVAL FOR INSTALLATION OF RESIDENTIAL MECHANICAL UNIT

**Grantor Name:** \_\_\_\_\_

**Grantor Address:** \_\_\_\_\_

\_\_\_\_\_

**Tax Parcel ID#:** \_\_\_\_\_

**Grantee Name:** \_\_\_\_\_

**Grantee Address:** \_\_\_\_\_

\_\_\_\_\_

**Tax Parcel ID#:** \_\_\_\_\_

Dear Sir or Madam,

The City of Sammamish guidelines states the following:

*Air Conditioning, heat pump and generator units may not be installed within the interior setback without recorded agreement from adjacent property owner prior to permit issuance.*

To address this requirement, we, the undersigned adjacent property owners, hereby agree that the grantee may install an air conditioning unit within the interior setback of the property referenced above. We have no reservations or opposition as to this installation.

Sincerely,

\_\_\_\_\_  
Grantor(s)

\_\_\_\_\_  
Grantee (s)