

Return Address:

“NOTICE TO TITLE”
FILED FOR THE RECORD AT THE REQUEST OF KITSAP PUBLIC HEALTH DISTRICT
NOTICE FOR MONITORING AND MAINTENANCE REQUIREMENT
KCBOH ORDINANCE 2008A-01 AND WAC 246-272A

DATE _____ TAX ASSESSOR’S ACCOUNT # _____

LEGAL DESCRIPTION:

Additional Legal Description Can Be Found On Page ____ Of Document
ON-SITE SEWAGE SYSTEM: MONITORING & MAINTENANCE REQUIREMENT OF
THE KITSAP PUBLIC HEALTH DISTRICT.

The residence or facility on this property utilizes an alternative method of sewage disposal, which requires regularly scheduled monitoring and maintenance. Monitoring and maintenance is required to be performed by a person certified by the Health District as specified in the Kitsap County Board of Health Ordinance 2008A-01 and WAC 246-272A.

Signature of property owner/grantor

Print name

Signature of property owner/grantor

Print name

Signature of person *recording* notice to title/grantor

Print name or company name

Additional Signatures Can Be Found On Page ____ of This Document

NOTICE TO TITLE INSTRUCTION SHEET

Enclosed is a copy of the document for recording the “Notice to Title” (NTT). In order to record this document properly, please follow the directions below:

- Fill out the NTT form completely including Tax Assessor’s Account Number and Legal Description. Legal descriptions can be found on property tax statements, the Kitsap County Official website <http://www.kitsapgov.com> or call the Assessor’s office at 337-7160.
- Do not write in the margins of the document. Writing in the margins will cause the document to be returned and require a new submittal.
- There is a **return address** in the upper left corner, which **must** be filled out for the document to be recorded. Print the name and address of the person or company to whom you wish the document returned after it is recorded.
- Attach additional pages of the legal description, and/or additional signature pages to the form and indicate the page numbers in the spaces provided.
- Sign **and** PRINT your name in the space provided. If you are the owner and are recording the document yourself, you must **also** sign and print your name in the space for “person recording notice to title.”
- There is a fee for recording the Notice to Title. Check with the Auditor’s Office for the current fee. Make checks payable to: **Kitsap County Auditor’s Office.**
- You may record the NTT in person for “same day” service or by mail at: Kitsap County Auditors Office, 619 Division Street, Mail Stop 31, Port Orchard, WA 98366. If you are recording by mail you will need to allow 5 working days for processing the document. Their office hours are 8:00 am-4:30 pm and the phone number is 360-337-4935.
- A copy of the **recorded** Notice to Title **must be provided** to the Health District to proceed with your application.

NOTE: If the “Notice to Title” form is lacking any information, or if any information provided is incorrect, the document will be returned to the sender.

ENVIRONMENTAL HEALTH DIVISION
360-728-2235 FAX 360-813-1379