

INSTRUCTIONS FOR COMPLETING PROTECTIVE COVENANTS FOR PRIVATE AND PUBLIC WATER SUPPLIES

Declaration of Covenant

If you are the owner of all or part of the area where the well is located, you must complete the Declaration of Covenant Form, have the document **NOTARIZED**, and then delivered to be **RECORDED** at the Auditor's Office. The Auditor's Office does not provide notary services.

The first blank lines are filled in with the **COMPLETE** legal description of the property where the well is located. The complete legal description can be found on the property deed or at the Assessor's Office. A complete legal description looks like the following: Lot 2 of Short Plat 1234, recorded under Auditor's File No. 12345467 or section 24 township 32 range 1E of SE quarter of the SW quarter or Plat of Parkwood East lot 24 of block 3 records of Kitsap County, Washington. Because legal descriptions can be very lengthy, an abbreviated legal description can be used and a complete legal description added as an attachment to the covenant. Write in the tax account number for the well property in the blank line below this section.

The second group of blank lines is filled in with the **PRECISE** well location and the abbreviated legal description. For instance: 50 feet south and 100 feet east of the northwest corner of Lot 2 of Short Plat 1234. Although not required, it may also be helpful to attach a map of the well location. Write in the tax account number for the well property in the blank line below this section.

Restrictive Covenant

When portions of the protective well radius (50 feet for private wells, 100 feet for public supplies) encumber other property near the well lot, then a Restrictive Covenant must be obtained from the property owner of the encumbered lot. This document must also be **NOTARIZED**, and then delivered to be **RECORDED** at the Auditor's Office. The Auditor's Office does not provide notary services.

The first blank lines are filled in with the **COMPLETE** legal description of the property that is granting the Restrictive Covenant, i.e., the property that is encumbered by the well radius. The complete legal description can be found on the property deed or at the Assessor's Office. A complete legal description looks like the following: Lot 2 of Short Plat 1234, recorded under Auditor's File No. 12345467 or section 24 township 32 range 1E of SE quarter of the SW quarter or Plat of Parkwood East lot 24 of block 3 records of Kitsap County, Washington. Because legal descriptions can be very lengthy, an abbreviated legal description can be used and a complete legal description added as an attachment to the covenant. Write in the tax account number for the encumbered property in the blank line below this section.

The second group of blank lines is filled in with the **PRECISE** well location and the abbreviated legal description. For instance: 50 feet south and 100 feet east of the northwest corner of Lot 2 of Short Plat 1234. Although not required, it may also be helpful to attach a map of the well location. Write in the tax account number for the well property in the blank line below this section. This is the same information that can be found in the second section of the declarative covenant.

If you have any questions, please contact the Kitsap County Health District Drinking Water Program at 360-337-5235.

EXAMPLE

Well Location Map

Legal Description: Section 15, Township 23 North, Range 1E

Lots 1 & 2 of Large Lot No. 181, recorded in Volume 1, Page 225 or Large Lots, Auditor's File Nos. 9701210125/0126.

