

*Return Address:*

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**“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.**

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ENVIRONMENTAL HEALTH DIVISION  
360-337-5235 FAX 360-337-5291