



San Juan County Community Development & Planning

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POLICIES & PROCEDURES

NOTICES TO TITLE

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Deputy Director/Chief Building Official

Issued: June 21, 2010
Number: BP2010-03_Recording-NTT

ISSUE: It has been departmental practice to record Notices to Title for Land Use Permits, Owner Builder Exemptions, and others. Most of these Notices to Title are not mandated or required by code. In the past the Auditor did not charge County Departments for recording of these Notices. Due to State requirements, the Auditor now charges for recording these Notices.

ANALYSIS: This practice incurred a cost to the Department of \$1,745.00 within a five month period and has become too costly to continue. N:\LAND USE\Reference Files\Policies & Interpretations\Building & Planning\BP2010-03_Recording-BPX.doc

POLICY: Effective immediately CD&P shall no longer record Notices to Title unless specifically required by Code or when required as a condition of permit approval. When Notices to Title are required, the cost of recording such Notices shall generally be the responsibility of the applicant.