



KLICKITAT COUNTY
PUBLIC WORKS DEPARTMENT



228 W. MAIN ST., MS-CH 19, GOLDENDALE WASHINGTON 98620 • FAX 509 773-5713 • VOICE 509 773-4616
GORDON J. KELSEY; PE: PUBLIC WORKS DIRECTOR

Guidelines for donating Right of Way to Klickitat County

This process is for individuals interested in donating right of way for an existing public road in the county's current road system. All costs associated with right of way donations shall be the responsibility of the applicant. All research, warranty deed and excise tax document preparation shall be the responsibility of the applicant.

What you need to do:

1. First, complete the attached Right of Way donation form and a map from the Klickitat County mapping system that shows the road and parcel effected by this land donation. The printed map should show the land proposed for donation.
2. If your application is approved you will need to supply a draft Right of Way Warranty Deed, including acreage of right of way, for review.
3. Once the Warranty Deed is approved you will need to supply the completed Real Estate Excise Tax Affidavit forms. When completing this form the applicant should use WAC 458-61A-205 (4) as the reason to claim a fee exemption (Box 7 on the form). The minimum fee shall apply and a check, made out to the Klickitat County Treasurer for the minimum fee shall be submitted with the form to Public Works.
4. The applicant shall submit a check, made out to the Klickitat County Auditor, for the amount required to record the Warranty Deed. The applicant is responsible to determine the amount required to record the Warranty Deed. The applicant shall contact the Auditor's office to determine the required document format and fees (Auditor's phone number: 509-773-4001).

What Public Works Does

- Review and Process your application and notify you of the next steps.
- Review all existing documents to determine if any can be used to describe that portion of the road, evaluate the need for a survey of the road.
- Review the applicant's draft Warranty Deed.
- Review and sign the Real Estate Excise Tax (REET) Affidavit.
- Prepare a Resolution and schedule an agenda item to request that the Board of County Commissioners accept the donated Right of Way.

- **Once the Right of Way is accepted by the County Commissioners:**
 - **Verify the Warranty Deed and Real Estate Excise Tax Affidavit form with the County Assessor.**
 - **Submit the REET form and check to the County Treasurer.**
 - **Submit the Warranty Deed and check for recording to the County Auditor.**
 - **File the original documents in the appropriate Road file (in the vault).**
 - **Provide a copy of the change to GIS for mapping update.**
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Request to donate Right of Way to Klickitat County

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1. Name(s) of legal owners:

2. Reason for the Right of Way donation:

3. What Public Road is this Right of Way for: _____

4. What is the Parcel Number of the land being donated: _____

5. The applicant shall use the Klickitat County mapping system to provide a map highlighting the land to be donated.

(<http://imap.klickitatcounty.org>)

Signature

Mailing Address

Telephone Number

City, State, Zip Code

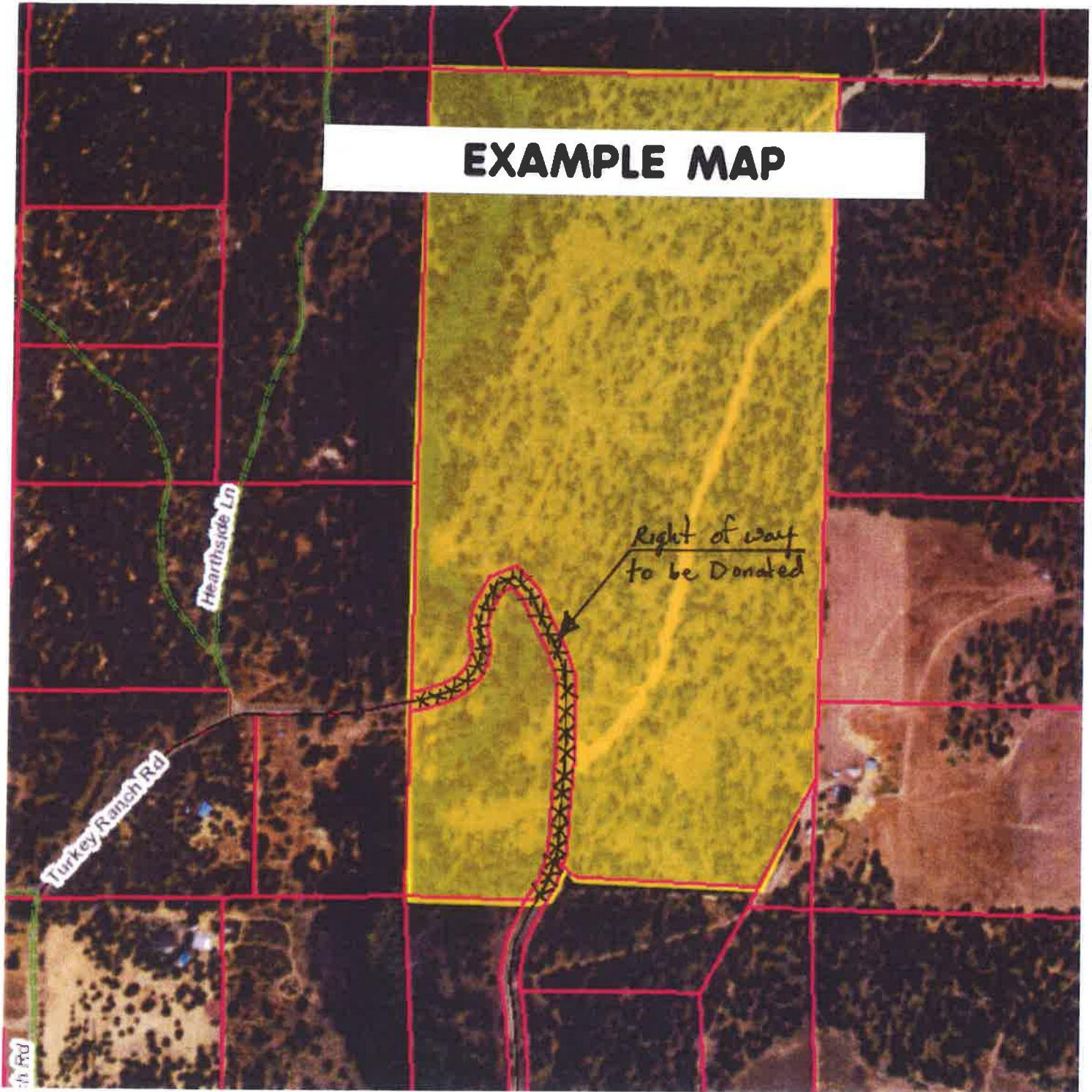
Email Address

Public Works will review and process your request.

Klickitat County Map

Parcel #05152200001600

EXAMPLE MAP



Legend

County Boundary

Towns (Points)

City Limits

Roads

- City
- County
- Other Govt
- Private
- State

Parcels



500 ft



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