



Title Notice Worksheet

Planning & Development Services · 1800 Continental Place · Mount Vernon WA
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This worksheet is designed to assist in title notice requirement determination. Skagit County’s iMap can help you answer questions 2, 3, and 5. If it’s determined a title notice is required, you will be emailed the documents needed along with steps for completion prior to permit issuance.

1. Accessory Dwelling Unit (ADU)

Are you proposing a new or modified ADU?

- No. Nothing further required. Go to question 2.
- Yes. You will receive a title notice to complete.

2. Airport Environs Overlay (AEO)

Q1. Is your parcel within the Airport Environs Overlay?²

- No. Nothing further required. Go to question 3.
- Yes. What is your Airport Compatibility Zone (ACZ)?
 - ACZ 1. No recordings are required. Go to **Q2**.
 - ACZ 2-6. You must record certain title notices with the County Auditor. The Port of Skagit County will assist you with these notices and pay for the recordings. Call the Port at 360-757-0011 to schedule an appointment at the Port Administration Office. Provide the Auditor’s File Number(s) for the documents that they record:

Q2. If your project is anywhere in the AEO, does your proposed building height impede the contours shown on the AEO FAA Aeronautical Review Map? (Layer List = AEO FAA Aeronautical Review Contours)

- No. Nothing further required. Go to question 3.
- Yes. Submit online a Notice of Proposed Construction or Alteration (FAA Form 7460-1) to the FAA at least 45 days before the proposed start date of the proposed construction or alteration, and attach proof of your form submission (e.g., an email receipt).

3. Pipeline Safety

Is your parcel wholly or partially within 100 feet of any hazardous liquid or natural gas transmission pipeline as depicted on the Skagit County’s pipeline map?³

- No. Nothing further required. Go to question 4.
- Yes. Choose one:
 - Provide the Auditor’s File Number of the document already recorded: _____; or
 - You will receive a title notice to complete.

4. Special Flood Hazard Areas (SFHA)

Is your project area wholly or partially within SFHA (Zone A, A1-30, AE, AH, A0, A99, V, V1-30 and VE)?

- No. Nothing further required. Go to question 5.
- Yes. Choose one:
 - Provide the Auditor’s File Number of the document already recorded: _____; or
 - You will receive a title notice to complete.

5. Natural Resource Lands (NRL)

Q1. Are you proposing a new primary residence on land zoned Agricultural—Natural Resource Land (Ag-NRL)?

- No. Go to question **Q2**.
- Yes. Is your parcel size greater than 1 acre?
 - No. Nothing further required. Go to question **Q2**.
 - Yes. You must demonstrate three years of income from **your own** commercial agricultural production on the parcel averaging at least \$100 per acre per year for the last three years.¹ You will receive an Affidavit Certifying Accessory Use to Commercial Agricultural Production and a Notice of Development Activity on Designated Agricultural Land.

Q2. Is your parcel **outside of and immediately adjacent** to natural resource land zoning, which includes Agriculture, Industrial Forest, Secondary Forest, Rural Resource, or Natural Resource Industrial?

- No. Nothing further required.
- Yes. Are you proposing a new building **within 200 feet** of natural resource land zoning?
 - No. Nothing further required.
 - Yes. Choose one:
 - Provide the Auditor’s File Number of the document already recorded: _____; or
 - For Secondary Forest, Rural Resource, and Natural Resource Industrial, you will receive a Waiver of 200’ NRL Setback for SF-NRL, NRI, and RRC-NRL Zoning.
 - For Agriculture and Industrial Forest, you will receive a Waiver of 200’ NRL Setback for AG-NRL and IF-NRL Zoning and;
 - Will need to obtain adjacent landowner’s approval on the title notice; or
 - Leave the adjacent landowner section blank and submit a letter stating that you were unable to obtain landowner’s approval and the reasons why including dates and methods of contact.

¹ AOI August 25, 2009, revised May 14, 2010. Rental income is not considered agricultural income.

² SCC 14.16.210

³ SCC 14.16.835