

**INSTRUCTIONS FOR COMPLETING PROTECTIVE COVENANTS  
FOR PRIVATE AND PUBLIC WATER SUPPLIES**

**Protective Covenants for properties being encumbered by a neighboring well.**

If a 50' well radius (100' for public supplies or dug wells) encumbers neighboring property(ies) a Protective Covenant is required. Complete the appropriate Protective Covenant form, have the document **NOTARIZED**, and then **RECORDED** at the Auditor's Office.

*The Auditor's Office does not provide notary services.*

The following sections describe the information needed to be filled in on the Protective Covenant form:

1. The grantor – the person(s) who own the property being encumbered by the 50' well radius (100' for public supplies).
2. Tax Assessor's Account # - This is the Tax Assessor's Account # for the property being encumbered by the neighboring well. You may retrieve tax assessors account number from the KitsapCounty.gov website.
3. Legal Description – This is the full legal description of the property that is being encumbered by the 50' well radius (100' for public supplies).
4. Exact location of protective covenant: This is the exact location of the well and the full or partial portion of the 50' protective covenant (100' for public supplies). For example, this may be a written description: The well located 30 feet south and 100 feet east of the northwest corner of Lot 2 of Short Plat 1234, and any portion of the 50 foot radius surrounding the well on said property.

Although not required, it may also be helpful to attach a map of the well location. If you providing a drawing of the well location, refer to it as Exhibit A, and on the drawing include the Tax Assessor's Account # of the lot with the well as well as the full legal description of the well lot.

**ADDITIONAL SITUATIONS WHEN A PROTECTIVE COVENANT IS REQUIRED.**

**Protective Covenants for 2-party and public wells.**

Properties that have a 2-party or public water supply well located directly on them are required to have a Protective Covenant. Complete the appropriate Protective Covenant form, have the document **NOTARIZED**, and then **RECORDED** at the Auditor's Office.

*The Auditor's Office does not provide notary services.*

The following sections describe the information needed to be filled in on the Protective Covenant form:

1. The grantor: the person(s) who own the property where the well is located.
2. Tax Assessor's Account #: This is the Tax Assessor's Account # of the property where the well is located. You may retrieve tax assessors account number from the [KitsapCounty.gov](http://KitsapCounty.gov) website.
3. Legal Description: This is the full legal description of the property where the well is located.
4. Exact location of protective covenant: This is the exact location of the well and the full or partial portion of the 50' protective covenant (100' for public supplies). For example, this may be a written description: The well located 30 feet south and 100 feet east of the northwest corner of Lot 2 of Short Plat 1234, and any portion of the 50 foot radius surrounding the well residing on said property.

Although not required, it may also be helpful to attach a map of the well location. If you providing a drawing of the well location, refer to it as Exhibit A, and on the drawing include the Tax Assessor's Account # of the lot with the well as well as the full legal description of the well lot.

If you have any questions, please feel free to contact the Health District at 360-728-2235, and ask to speak with the Drinking Water & Onsite Sewage Program inspector of the day.

**EXAMPLE DRAWING**

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, Nos. 9701210125/0126.

