Amendment Requirements
Port Management Agreement (PMA)
See also Washington Public Ports Association Port Management Agreement Handbook, Section 3

- A letter to the Department of Natural Resources Ports Program to request an amendment to the PMA

- Revised complete Exhibit A – must conform to RCW 58 and WAC 332-130 standards, plus DNR specifications
  - Exact legal descriptions and surveys for all PMA parcels
  - Three views of each parcel that clearly delineate:
    
    **View 1**
    PMA parcel boundaries
    Existing physical shoreline
    Assessors parcel numbers, boundaries, legal ownership of the abutting PMA upland

    **View 2**
    Fill material locations and ownership
    Outfall locations on state and abutting port land

    **View 3**
    Upland street names and addresses
    Port names of upland areas, i.e. terminal numbers
    Physical improvement locations, both state or port owned
    Easement locations, size, purpose, and grantee within PMA

- Revised complete Exhibit B
  - List of any state owned improvements
  - List of Planned Improvements that includes square foot measurements of structures

- Revised complete Exhibit C
  - List of fills placed on each parcel
  - Statement of ownership of fill material
  - Port ownership of fill documentation

- Revised list of all leases and subleases in PMA

- For amended parcel
  - Copies of permits, including any discharge permits (NPDES) for outfalls on or adjacent to state land
  - Copies of the title and legal proof of current ownership or management control of all associated upland parcels
  - Identification of all nonwater-dependent uses with rent calculations