PMA Exhibit Format Guidelines

HEADING OF EVERY PAGE
PMA Number
Port Name
Date Exhibit assembled
Exhibit Page number
Recording number
Effective Date of Amendment
Initial boxes for Port and DNR representatives
Letter of Exhibit (i.e. A, B, C)

Each Exhibit should begin on a separate page
EXHIBIT A

Written legal description adequate for survey
Cross-reference with PMA parcel number

Separate submission of 2 complete boundary surveys, comprehensive exhibit in full size 18” by 24” and one 8.5” by 11”
Surveys are recorded separately from the Exhibit document
Meet the requirements of Title 58 RCW and Chapter 332-130 WAC.
DNR has a list of Survey Guidelines (see appendix ?)

Separate submission of 2 complete surveyed comprehensive exhibits in full size 18” by 24” and one 8.5” by 11”
Surveys are recorded separately from the Exhibit document

Each category of data should be developed as a separate layer in electronic format. If multiple parcels are involved a macro view should demonstrate the relationship of the parcels within the area.

Three views of each parcel that clearly delineate:
View 1
PMA parcel boundaries
Existing physical shoreline
Assessors parcel numbers, boundaries and name of legal owner of the abutting upland parcel cited as eligibility for PMA.
View 2
Fill material locations and ownership
Outfall locations on state or abutting port land
View 3
Upland street names and addresses
Upland areas designations by Port, i.e. terminal numbers
Physical improvement locations, both state owned and port owned
Easement locations, size, purpose, and grantee within PMA parcel
List of Planned Improvements listed by PMA parcel that includes square foot measurements of structures
   The port will also submit SEPA reviewed most recent Port Master Plan, Strategic Plan and/or Harbor Area Improvement Plan

List of any state owned improvements listed by PMA parcel
   Any improvements that the port does not have clear documents of ownership
   Includes drainage and utility infrastructure systems
   Exact measurements of state owned improvements
   Confirmed in comprehensive exhibit
Exhibit C

Specifically required under 1995 PMA

List of fills placed on each parcel
   As best as can be determined by historic records
   Approximately boundaries to be represented on comprehensive exhibit
   Date of fill placement
   Entity placing fill (i.e. Corp, Port, private)

Port documentation of ownership of fill
   Bulkhead construction contracts
   Correspondence
   Dredging contracts
   Lease assignments
   Material delivery records
   Permits
   Other relevant documentation
Port Management Agreement
Exhibit Requirements

- A copy of a resolution of the port commission that directs the port district to seek a management agreement

- **Exhibit A**
  Each category of data should be developed as a separate layer in electronic format. If multiple parcels are involved a macro view should demonstrate the relationship of the parcels within the area.
  - 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 and name of legal owner of the abutting upland parcel cited as eligibility for PMA.
    - **View 2**
      - Fill material locations and ownership
      - Outfall locations on state or abutting port land
    - **View 3**
      - Upland street names and addresses
      - Upland areas designations by Port, i.e. terminal numbers
      - Physical improvement locations, both state owned and port owned
      - Easement locations, size, purpose, and grantee within PMA parcel

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

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

- Most recent Port Master Plan, Strategic Plan or Harbor Area Improvement Plan
- List of all leases and sub-leases
- Copies of any discharge permits (NPDES) for outfalls on or adjacent to state land
- Current 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