

**KITSAP COUNTY  
DEPARTMENT OF PUBLIC WORKS**

**PROCESSING REQUESTS FOR SALE OF COUNTY-OWNED LAND  
PROCEDURE**

Policy Number: PW 2475 PRO  
Effective Date: 2/8/2008

Approved: RWC  
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**PW 2475 PRO - This procedure applies to the processing of requests for the sale of tax title land and other county-owned land by the Department of Public Works.**

**1.0 DEFINITIONS**

- 1.1** “County-owned land” is defined as real property owned by Kitsap County (i.e. tax title land, general property).
- 1.2** “Park and Recreation Advisory Board” is identified as a citizen board established by the Kitsap County Board of County Commissioners (Resolution No. 021-2005) to advise the Board on all matters concerning open space, parks, and greenways.
- 1.3** “Appropriate staff from the County and other jurisdictions” refers to staff from the following Kitsap County departments and other agencies or jurisdictions that may have an interest in the land.
- 1.3.1** Department of Public Works
    - 1.3.1.1** Right of Way Division
    - 1.3.1.2** Road Division
    - 1.3.1.3** Surface and Storm Water Management Division
    - 1.3.1.4** Waste Water Division
    - 1.3.1.5** Survey Division
    - 1.3.1.6** Transportation Division
  - 1.3.2** Department of Community Development
  - 1.3.3** Treasurer’s Office
  - 1.3.4** Facilities, Parks, and Recreation
  - 1.3.5** Any Junior Taxing District in the affected area

**2.0 APPLICANT**

- 2.1** The applicant shall submit a completed application to the Department of Public Works. The submission will include the following:
- 2.1.1** A Kitsap County approved application form including the applicant’s name, mailing address, and telephone number, an accurate legal description of the subject property, and the County Assessor’s Tax Parcel Number, if applicable.

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- 2.1.2 An Assessor's map showing the location of the subject property and the adjacent property owned by the applicant, if applicable.
- 2.1.3 Payment of fees as established by Kitsap County Ordinance current at time of submittal.
- 2.1.4 Notification to all adjacent property owners by certified mail of the proposed requests with return receipts being submitted to the Department Public Works.
- 2.1.5 If required by the Department of Public Works, a commitment for title insurance from a title insurance company (paid by the applicant) indicating County ownership of the requested property. **Note- If the title report indicates Kitsap County is the owner of the property in question, the County will pay for this expense.**

**3.0 DEPARTMENT OF PUBLIC WORKS**

- 3.1 The Department of Public Works shall process the application by completing all of the following steps:
  - 3.1.1 Verify the ownership of the property as owned by Kitsap County.
  - 3.1.2 Distribute a complete packet including the application, legal description of the property desired, an Assessor's map indicating the location of the land, a vicinity map, a plat map if applicable, and documents showing Kitsap County ownership to the appropriate staff from the County and other jurisdictions. These entities will review the packets and provide comments and/or recommendations to the Department of Public Works.
  - 3.1.3 Confirm that the petitioner has notified all adjacent property owners of the requested property via certified mail. The requestor will provide either originals or copies of the returned certified cards. The address for contacting the Department of Public Works and the deadline (up to 15 days before the Board's public hearing) for submitting to Public Works any comments or recommendations on the application will be included in this mailing.
  - 3.1.4 Notify the Commissioner in whose district the land is located of the specifics of the application.
  - 3.1.5 Coordinate with the Clerk of the Board the work-study session and public hearing dates when Department of Public Works will present the application to the Board for consideration. The Department of Public Works will make every

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effort to expedite requests for the sale of County-owned land in an appropriate time frame.

**3.1.6** Take into consideration the comments submitted within the deadline and prepare an agenda submittal on the application for the Board's consideration. The agenda submittal will include all remarks received within the deadline and provide a clear recommendation and justification for the Board to either:

**3.1.6.1** Deny the application for specified reasons; or

**3.1.6.2** Approve the application and provide the recommended minimum bid for the County-owned land using procedures specified in 3.1.7 below.

**3.1.7** If the Department of Public Works recommends that the Board approve an application to sell County-owned land, the Department of Public Works shall use the following process to develop the recommended acceptable bid for the requested land.

**3.1.7.1** The recommended bid shall be the current assessed value of the County-owned land.

**3.1.7.2** If the County-owned land does not have an assessed value, a Washington State General/Residential Certified Appraiser employed by Kitsap County shall provide an opinion of value. Or, as an alternative, Kitsap County Assessor's Department shall provide an opinion of value as the recommended minimum bid.

**3.1.7.3** The Department of Public Works shall prepare an agenda submittal for the Board's approval, including the Order of Sale Resolution and recommended value as set forth in 3.1.7.1 or 3.1.7.2 above to be used as the minimum bid for County owned property to be sold.

**4.0 BOARD OF COUNTY COMMISSIONERS**

**4.1** The Board of County Commissioners shall hold a public meeting to consider the application and recommendations provided by staff and other jurisdictions. The requestor and all property owners listed in the application and those owners who have written a specific request to be notified shall be notified of the meeting directly by mail. The Clerk of the Board shall publish an appropriate public notice of the meeting in accordance with Washington State statutes. The Board will consider the recommendations and comments from

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appropriate staff and other jurisdictions, Parks and Recreation Advisory Board, and various other departments.

- 4.2** If the Board approves the sale of County-owned land, the County Treasurer's Office shall compile all relevant material for the property to be put up for public auction at the recommended minimum acceptable bid price or to be sold through a private negotiated sale, depending on the circumstances in RCW 36.35.150. If prepared for public auction, the Treasurer's Office will send a letter to the petitioner, informing the requestor of the date, time, and location where the County shall auction the land. The Treasurer shall then advertise the sale, hold the auction and dispose of the land.
  
- 4.3** If the Board denies the sale of the land, the Department of Public Works will notify the petitioner in writing and state the reasons for the denial.