



King County
Executive Branch
Public Records Program

To our customers: A few words about requesting Property-Related Environmental Public Records

King County’s property-related environmental records are among the most often requested records of county government. A table of the most often sought categories of environmental records appears below, with notations for each. Rest assured that any requests made through the King County Executive Branch’s Public Records Program will be coordinated among all King County Executive Branch departments and workgroups likely to have responsive records. A single request through this program will be coordinated through the following workgroups as appropriate to ensure a thorough and timely response. The request form is attached. There is no value in making individual requests to the organizations listed immediately below, as they are included in the coordinated response. A coordinated request typically takes 3 weeks to a month to complete. Please submit all requests to Public.Disclosure@KingCounty.gov

Public Health – Seattle and King County (PHSKC)

- Environmental Health Program

The Department of Natural Resource and Parks (DNRP)

- Stormwater Services Section (SWS)
- Industrial Waste Program (IW)
- Local Hazardous Waste Management Program (LHWMP)
- Brownfields Program

The Department of Permitting and Environmental Review (DPER)

| Records Category | Program(s) | Information needed to search | Notes (including potential records sources) |
|--------------------------------------|----------------------------|--|--|
| Permitting | DPER | Address and/or parcel number | City if within city limits |
| Hazardous Materials | LHWMP, PHSKC, IW, SWD, SWS | Address and/or business name, and parcel number | City if within city limits; Washington State Department of Ecology |
| Environmental Enforcement Activities | LHWMP, PHSKC, IW, SWD | Address and/or business name, and parcel number | City if within city limits; Washington State Department of Ecology. This category will not include pestilence records. |
| Brownfields Records | SWD | Address and/or business name, and/or parcel number | |
| Septic System Records | PHSKC | Address and parcel number | |
| Records of Wells | PHSKC | System Name or State ID | |
| Restaurant Inspections | PHSKC | Address and/or business name | Database of inspection records is available online: http://info.kingcounty.gov/health/ehs/foodsafety/inspections/search.aspx |
| Underground Storage Tanks | DPER | Address and/or parcel number | Washington State Department of Ecology has more info available: http://www.ecy.wa.gov/programs/tcp/ust-lust/2011/06-other-info.html#Home-heating |
| Solid Waste Records | PHSKC | Address and parcel number(s) | |



PUBLIC RECORDS ACT REQUEST FORM

| | | | |
|----------------------|--|------------|--|
| Today's Date: | | | |
| Name: | | Phone No.: | |
| Mailing Address: | | Fax No.: | |
| Email Address: | | Org Name: | |

A. General Records Request

If you are seeking environmental and/or property records, please advance to **Section B**. For all other requests, please specify the records that you are seeking. Clear, date-bound requests for records (and not information generally) will facilitate an efficient response.

B. Property-Related Environmental Records

Indicate the property or properties about which you are seeking records. To facilitate the most thorough and timely possible search process, please include as many pieces of information as you have in the spaces provided below: street address, parcel number and business name(s). Property research databases are available on King County's website at the following link: <http://kingcounty.gov/operations/GIS/PropResearch.aspx>. From here you can search a property address to find a corresponding parcel number or vice versa. We encourage you to take this extra step to help us provide the most meaningful and timely response possible.

| | |
|-----------------------|--|
| Property Address(es): | |
| Parcel Number(s) | |
| Business Name(s) | |

Indicate the category(ies) of records you are seeking for the above identified property or properties.

| | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Hazardous Materials* | <input type="checkbox"/> Brownfields | <input type="checkbox"/> Wells** |
| <input type="checkbox"/> Septic System | <input type="checkbox"/> Underground Storage Tank | <input type="checkbox"/> Solid Waste |
| <input type="checkbox"/> Drainage and Water Quality | <input type="checkbox"/> Restaurant Inspections | <input type="checkbox"/> Permitting |
| <input type="checkbox"/> Environmental Enforcement Activities* | <input type="checkbox"/> Other (please describe): | |

* An adequate search can be conducted using only the property address.

**Well records require a system name or state ID.

All other categories require a parcel number.

Use the space below to provide any additional detail that might aid in a timely and complete response to your request. You can also specify in this space provided other records categories you are seeking:

You may make an appointment to inspect the responsive records free of charge. If you wish to obtain copies, pursuant to RCW 42.56.070(8) and RCW 42.56.120, we charge \$0.15 per page, plus the cost of postage if the records are mailed to you.