

Form C - City Census Summary Information

Form C is used to report the final summary of population and housing from a special city census. The form is required by the Office of Financial Management (OFM) to complete the certification of a special city census pursuant to RCW 43.62.030.

A printed signed copy of Form C is required to be submitted with the documents listed in the checklist below. Electronic signatures cannot be accepted at this time.

Very few instructions are imbedded in Form C. All cities conducting a census are required to conform to the rules and practices of OFM as outlined in the Census Administrator Manual and Census Enumerator Manual and expected to understand the definitions and terminology (See: <http://www.ofm.wa.gov/pop/annex/forms/default.asp>). If you have any questions regarding the census procedures contact OFM immediately at 360-902-0599 or email to pop.estimate@ofm.wa.gov.

Most of the information reported on Form C is data summarized from census enumeration or tabulation sheets. Information for Section A, New Structures and Units Permitted, should come from the permit issuing authority. Information for Section E, Municipal Boundary Changes, should come from the planning office.

Documentation Checklist

The following documents are also required for census certification. Please mark an X in the box besides each item to indicate that it is included with the information provided to OFM.

- 1. Census master control map
- 2. All field enumeration sheets
- 3. All block tabulation sheets
- 4. All block group tabulation sheets
- 5. Form C (this form)
- 6. Supplemental information

2016 Population Census Certification

Municipality:	
County:	

Household Population:	
Group Quarter Population:	
Total Population:	

Total Housing Units:	
Occupied Housing Units:	
Household Size:	
Occupancy Rate:	

Comments:	

<p style="text-align: center;">Census Administrator or Contact Person</p> <p>Name: _____</p> <p>Phone number: _____</p> <p>Email: _____</p> <p>Days/Hours of Operation: _____</p>	<p>Signed: _____</p> <p style="text-align: center;">(Mayor) (Date)</p> <p>Attest: _____</p> <p style="text-align: center;">(City/Town Clerk or Census Administrator) (Date)</p>
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Census Population and Housing Unit Summary

Structure type	Total Housing Units	Vacant Housing Units	Occupied Housing Units	Population	Household Size	Occupancy Rate	Vacancy Rate
1-unit structure (Detached)							
2-unit structure (Duplex)							
3-unit structure (Triplex)							
4-unit structure (Fourplex)							
5-or-more unit structures							
Manufactured homes							
Special housing							
Total:							

**Section A: New Structures And Units Permitted From April 2,
2015 Through April 1, 2016**

Structure type	Number of new housing structures permitted	Number of housing units associated with these permits	Number of completed units associated with these permits	Number of non-completed Units
1-unit structure (Detached)				
2-unit structure (Duplex)				
3-unit structure (Triplex)				
4-unit structure (Fourplex)				
5-or-more unit structures				
Accessory dwelling unit				
Total:				

