

REQUEST AND INSTRUCTIONS FOR PREPARATION OF STORM WATER FACILITIES MAINTENANCE AGREEMENT

Provide the following information, to enable PDS to prepare the “STORMWATER FACILITIES MAINTENANCE AGREEMENT, WITH EASEMENT AND COVENANTS”:

Done Information to be inserted

- [1] County staff document custodian to receive document after recording will be:

Name of Custodian	Mail Stop
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- [2] Provide applicable Project **Reference Number(s)**:

Tentative Map:	TM/ PDS20XX-LDPIIP- _____
Tentative Parcel Map:	TPM _____
Grading Plan / Grading Permit:	L/PDS20XX-LDGMJ- _____
Major Use Permit:	MUP _____
Site Plan:	STP/PDS20XX-3500- _____

- [3] Provide EXACT **name of Owner** [This must be word-for-word, letter-for-letter identical to vesting title information]:

Name of Owner

- [4] Indicate the status of the Owner:

- a natural person; or
- a business entity.

If the Owner is a business entity, then please indicate what type ("a California Corporation", "a [other state] Corporation", "a California General Partnership", "a California Limited Partnership" or "a California Limited Liability Company"):

Type of Owner's Business Entity

- [5] Create and attach an “Exhibit A”, which is an accurate Legal Description of the property involved in the entire project
- [6] Provide brief Description of Type of Project [E.g. "a 100-unit residential subdivision"]:

Project Description

- [7] Provide official name, number and date of plan or drawing which shows the BMPs in detail [“Improvement Plans”, "Site Plan", "Grading Plans" etc.]:

Type of Plan	Plan Number	Plan Date
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- [8] Create and attach an “Exhibit B”, using the format of Attachment 2 (“BMP MAINTENANCE PROGRAM”) as an example.
- [9] Create and attach an “Exhibit C”, which shows the Project Site Vicinity; the Project Site Map; and a map for each BMP and it’s Drainage Management Area. Samples of each of these map types are shown in Figure I.11-1 through Figure I.11-4.
- [10] Provide Name and Address of the person who the Owner designates as his/her/its Agent for administration of the Agreement and receipt of notices:

Name: _____

Address: _____

- [11] Advise us whether or not the project is a **Common Interest Development**:

No Yes

- [12] Provide the Name(s) and title(s) of **persons who will sign** agreement for the Owner:

Name

Title

If the Owner (see #3 above) is a natural person, County Counsel will assume that person will sign the agreement, and will so provide in the signature block. If the Owner is a business entity, please indicate the names and titles of all persons who will sign on behalf of the business entity.

A sample signature block for a corporation would look like:

"Clean Water, Inc., a California Corporation

By: _____
John Q. Adams, President Date

By: _____
Adam Q. Johns, Secretary Date"

