

PWA Checklist

ITEMS NEEDED FOR PROCESSING
PUBLIC WORKS SECURED OR INSPECTION AGREEMENTS

NOTE: INCOMPLETE PACKAGE WILL BE RETURNED

1. **NEW REQUIREMENT** – For all Corporations, Companies, LLC's and Partnerships, provide proof of current status with The Maryland Department of Assessments and Taxation.
2. **STATE OF MARYLAND LAND INSTRUMENT INTAKE SHEET (FORM AOC-CC-300, 6/95)**. Forms and the instruction booklet are available from the Courthouse at Church Circle, Room 101, Annapolis, Maryland 21401. If you have any questions, call Dorsey Hile at (410) 222-1425. **This form must be completed and submitted with agreement package.**
3. **COVER LETTER** – indicating who is the Developer under the PWA, their address & phone number, indicate State of Origin and name & title of person authorized to sign the agreement. IF A LIMITED LIABILITY COMPANY (LLC), THEN TWO (2) COPIES OF THEIR ARTICLES OF ORGANIZATION AND OPERATING AGREEMENT MUST BE SUBMITTED. IF A PARTNERSHIP, LP OR LLP, THEN TWO (2) COPIES OF THEIR PARTNERSHIP AGREEMENT MUST BE SUBMITTED.
4. **CERTIFIED TITLE INFORMATION** must be current, any information over six months old is not acceptable (includes legal description of property, plat references, owner information, Liber/Folio reference, paid tax statement, applicable mortgage/deeds of trust, and name(s) of mortgagee/trustee). (See sample format)
5. **LEGAL DESCRIPTIONS** of any dedicated rights of way, widening strips, floodplain or easements labeled Exhibit A and a 8 2" x 11" mylar plat labeled Exhibit B, if dedications are not on a Recorded Plat with Metes and Bounds descriptions. Rights of Ways, Floodplain and Easement descriptions should be separate descriptions with their own Being Clause. Descriptions and Plat must be signed and sealed by a Professional Land Surveyor. **TAX ACCOUNT NUMBER(S) MUST BE ON ALL DESCRIPTIONS.**
6. **NINE (9) COPIES OF RECORDED PLATS** folded white side out and marked as Exhibit B (see Sample Title Sheet), with street trees, monuments and markers, street lights, and traffic control devices shown on prints. Areas to be dedicated should be outlined in red (solid lines for fee simple; dashed lines for easements).

7. **FOUR (4) SETS OF APPROVED ROAD AND STORM DRAIN PLANS** folded white side out and marked as Exhibit A, (see Sample Title Sheet) with area of construction outlined in red.
8. **ITEMIZED COST ESTIMATES** signed and sealed by an engineer and approved by Anne Arundel County, Planning and Zoning review engineers. Roads, Storm Drains, Street Trees and Monuments and Markers are included in the total project cost.
9. **TRAFFIC ENGINEERING COST ESTIMATE** for street lights and traffic control devices or a memo from them stating none are needed.
10. **ONE (1) COPY OF TREE PLANTING PLAT** with approval signature from Planning and Zoning
11. **COPIES OF ALL APPLICABLE PERMITS** (SHA Access Permit, Dept. of Natural Resources, Grading Permit number, Building Permit number etc.) or permit applications.
12. **IF THERE ARE PUBLIC UTILITIES** (water and/or sewer), a utility agreement package is required.
13. **THREE (3) COPIES OF THE APPROVED TRAFFIC CONTROL PLAN** or memo from Traffic Division stating not applicable.

WHEN CONVERTING AN INSPECTION AGREEMENT TO A SECURED AGREEMENT, THE FOLLOWING WILL BE NEEDED:

- a. Certified title information must be current, any information over six months old is not acceptable (includes legal description of property, plat references, owner information, Liber/Folio reference, paid tax statement, applicable mortgage/deeds of trust, and name(s) of mortgagee/trustee). (See sample format)
- b. Legal descriptions of any dedicated rights of way, widening strips, floodplain or easements labeled Exhibit A and 8 2" x 11" mylar plat labeled Exhibit B, if dedications are not on a Recorded Plat with Metes and Bounds descriptions. Rights of Ways, Floodplain and Easement descriptions should be separate descriptions with their own Being Clause. Descriptions and Plat must be sealed by a Professional Land Surveyor. **TAX ACCOUNT NUMBER(S) MUST BE ON ALL DESCRIPTIONS.**
- c. When using Bonds for security, three (3) sets of recorded plats folded white side out and marked as Exhibit B (see Sample Title Sheet), with street trees, monuments and markers, street lights, and traffic control devices shown on

prints. Areas to be dedicated should be outlined in red (solid lines for fee simple; dashed lines for easements).

- d. When using Bonds for security, three (3) sets of road and storm drain plans folded and marked as Exhibit A (SEE SAMPLE TITLE SHEET), with area of construction outlined in red.
- e. Itemized approved cost estimates (roads, storm drains, street trees, monuments and markers) for the remaining work to be secured.
- f. There will be a \$200.00 administrative fee.

FOR CHANGES DUE TO INCORRECT TITLE INFORMATION, OR SETTLEMENT OF PROPERTY, THERE WILL BE A \$200.00 ADMINISTRATIVE FEE FOR DOCUMENT CHANGES.

THE SECURITY WILL ONLY BE REDUCED ONE TIME.

NO WORK WILL COMMENCE UNTIL AGREEMENT IS EXECUTED AND A PRE-CONSTRUCTION MEETING IS HELD.

QUESTIONS:

Traffic - Jim Schroll - 222-7331

Monuments & Markers - Jeffrey Bathras - 222-7040