

New PWA process – Checklist Effective May 12, 2005

ITEMS NEEDED FOR PROCESSING
PUBLIC WORKS/UTILITY SECURED 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 only if AA County is taking an easement or right of way.**
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 A COPY OF THEIR ARTICLES OF ORGANIZATION AND OPERATING AGREEMENT MUST BE SUBMITTED. IF A PARTNERSHIP, LP OR LLP, THEN A COPY 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. Make sure each written description has the Tax Account Number and the "Being Clause" referencing the recorded Deed on them. If the dedications are not tied down on the plat with metes and bounds, then an 8 1/2" x 11" mylar plat, labeled Exhibit B, must be approved and signed by Planning and Zoning and submitted with the PWA package. 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.

6. **NINE (9) COPIES OF PROPOSED SUBDIVISION 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 – Road/Stormdrain Plans”, (see Sample Title Sheet) with area of construction outlined in red.
8. **EIGHT SETS OF APPROVED UTILITY PLANS**, with area of construction highlighted in red (label all un-metered fire lines, private fire hydrants with numbers, and standard water meter details) Folded white side out and marked as “Exhibit A – Utility plans” (see Sample Title Sheet).
9. **ITEMIZED COST ESTIMATES** signed and sealed by an engineer and approved by Anne Arundel County, Planning and Zoning review engineers. Roads, Storm Drains, Driveway Aprons, Street Trees and Monuments and Markers are to be included in the total road and stormdrain project cost. Water/Sewer Mains, manholes, oversized water meters, water vaults and public fire hydrants are to be included in the utility project cost. **PLEASE MAKE SEPARATE COST ESTIMATES FOR ROADS/STORMDRAINS AND UTILITY WORK.**
10. **TRAFFIC ENGINEERING COST ESTIMATE** for street lights and traffic control devices or a memo from them stating none are needed.
11. **ONE (1) COPY OF TREE PLANTING PLAT** with approval signature from Planning and Zoning
12. **COPY OF INSURANCE POLICY** that identifies Anne Arundel County as an additional insured with minimum limit of \$1,000,000.00 coverage per occurrence.
13. **COPIES OF ALL APPLICABLE PERMITS** (SHA Access Permit, Dept. of Natural Resources, Grading Permit number, Building Permit number etc.) or permit applications.
14. **THREE (3) COPIES OF THE APPROVED TRAFFIC CONTROL PLAN** or memo from Planning and Zoning, Development Division stating not applicable.
15. **WASTE WATER DISCHARGE PERMIT APPLICATION** – for any industrial or commercial user of the public sewer system. **These forms must be completed and submitted with the agreement package.**

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 1/2" x 11" mylar plat labeled Exhibit B, if dedications are not shown on the 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 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 and/or utility 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 and utility) 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:

Permit Application Center – Agreement Section – (410) 222-7551

Street Lights and Signs – Mary Lamb – 410-222-7331

Monuments & Markers - Jeffrey Bathras – 410-222-7040

Public and Private Hydrant Numbers – DPW Drafting – 410-222-7049