

DEEDS SUBMITTAL CHECKLIST

The following lists the minimum submission requirements for submitting deeds of easement and maintenance agreements for storm drain and stormwater management facilities in Frederick County. Easement packages will not be routed for review until all required information has been provided.

- ☐ Title Opinion Letter to validate lien holders and other appropriate parties of interest tied to the subject property.
- ☐ Project name, as it appears on the approved construction plans, including section numbers, lot numbers and road names as applicable. This information is to be listed at the top left hand side of the front page of the deed.
- ☐ The subdivision or site plan number that has been assigned by Planning and Zoning.
- ☐ The applicant's or owner's name, address and phone number.
- ☐ The contact person's name, address and phone number. This is the person who will be contacted for corrections or for more information.
- ☐ The property tax identification number must be listed on the top right hand side of the front page of every deed. The number can be obtained from the Maryland Department of Assessment and Taxation Real Property Data Website at www.dat.state.md.us.
- ☐ A Sketch Plan is to accompany Exhibit "A" that delineates the proposed easements. Sketch Plan is to be no larger than 8-1/2" x 14", match the approved plans and have the appropriate facility name, facility number, subdivision section, etc. clearly noted on the Sketch as it appears on the approved plans.
- ☐ Deed language needs to be updated. See DPDR Engineering's Website to review updated documents under the heading of Legal Documents and Easements.
- ☐ Deed language needs to be updated as follows:
 - ☐ Main Body of Deed.
 - ☐ Exhibit "A"
 - ☐ Exhibit "B"
 - ☐ Other

*See the Frederick County Division of Permitting and Development Review (DPDR) Engineering's Website to review updated documents under the heading of Legal Documents and Easements.

Please add the missing information outlined above and resubmit the complete package to the Division of Development Review Engineering (301-600-1137) located at 30 North Market Street, Frederick, Maryland 21701.