

## BMP AGREEMENTS

*(Acknowledge that you have checked the following by initialing)*

**Project:** \_\_\_\_\_

<b>Applicant Initial:</b>	<b>Planner Initial:</b>
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|-------|-------|--|
| _____ | _____ | The Tax Map No. is listed at the top of the document.  |
| _____ | _____ | The Tax Map No. on the BMP Agreement must be the same as on the plans.   |
| _____ | _____ | Owners name on documents <b><u>must</u></b> match name on plans and match the name as shown on the recorded deed where the owner acquired title.   |
| _____ | _____ | Agreement must list the title of the plan, not the plat.   |
| _____ | _____ | If there is an off site encroachment – does the developer have in hand an easement or permit.  |
| _____ | _____ | If there is a revision date on the plans it must be listed on the BMP Agreement.   |
| _____ | _____ | The title of the plans must match the title of plan referred to in the BMP Agreement.  |
| _____ | _____ | The name of the company who prepared the plan must match the name of the company shown on the BMP Agreement.   |
| _____ | _____ | Signature block must match the owner:<br><br>_____ Individual Owner<br>_____ Corporation/Partnership/LLC<br>_____ Title of authorized person signing for the Corporation/Partnership/LLC                     |
| _____ | _____ | If the person is signing for a Corporation – the person signing must be an officer (Pres, V-Pres, Secretary or Treasurer) of the corporation.  |
| _____ | _____ | If the person is signing for a LLC – the person signing must be a Member, Manager or a Managing Member. If signing otherwise, must provide a certified copy of document that authorizes that person to sign. |
| _____ | _____ | If the person is signing for a Partnership, the person signing must either be a Partner or General Partner.  |

**BMP AGREEMENTS**  
*(Continued)*

**Applicant  
Initial:**

**Planner  
Initial:**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | The signatures must be notarized in the capacity in which the person signed the BMP Agreement. The title must match the title listed in the notary clause.   |
| _____ | _____ | The Notary must provide his/her commission expiration date.  |
| _____ | _____ | The Notary must provide his/her registration number.   |
| _____ | _____ | If sealed, whether by hand-held or stamp, the notary seal must be able to be reproduced by photocopy   |
| _____ | _____ | The Notary should print his/her name under his/her signature and/or the signature should be legible.   |
| _____ | _____ | Documents must have a signature block for the County Attorney to approve as to form.   |
| _____ | _____ | Make sure all paragraphs shown on the County's form are included in the submitted document.  |
| _____ | _____ | The magisterial district listed on the BMP agreement and plans must match.   |
| _____ | _____ | The date of the plans and any revisions listed on the BMP agreement must match those dates on the plans.   |
| _____ | _____ | If there is a maintenance/inspection schedule/plan attached to the BMP Agreement the following language must be added under item 1 and item 3:<br><br>"See attached maintenance/inspection schedule identified as Exhibit A and incorporated herein by reference." |