

BMP AGREEMENTS

(Acknowledge that you have checked the following by initialing)

Project: _____

**Applicant
Initial:**

**Planner
Initial:**

- | | | |
|-------|-------|--|
| _____ | _____ | 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 <u>must</u> match name on plans and match the name as shown on the recorded deed where the owner acquired title. |
| _____ | _____ | Provide organizational documents that note signatory authority of the person signing the BMP Agreement. |
| _____ | _____ | 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:

_____ Individual Owner
_____ Corporation/Partnership/LLC
_____ 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, see "Filling out the new BMP agreement" instructions schedule attached to the BMP Agreement items 3 and 4. |

Insert the following after Section 1 and 3b accordingly:
"See attached maintenance/inspection schedule identified as Exhibit A and incorporated herein by reference."