The following shall be supplied by the property owner to the City. These submittals are required for City staff to prepare the required legal documents.

**To be supplied by Property Owner:**

- Property Owner Name.
- Signatory Party Name and Title.
- Easement Area Legal Description (Word or text document format)
  - The easement is required to be a minimum of 10 feet in width and shall extend from the structural stormwater BMP to the boundary of the parcel and terminate at said boundary at a location providing for reasonable access (e.g. abut to existing approaches) from the adjoining public right-of-way onto the easement.
  - The easement shall be a minimum of 10 feet in width from the edge of the structural stormwater BMP and include all pre-treatment BMPs (e.g. sumps). In the case of surface ponding BMP’s, the easement shall be a minimum of 10 feet in width from the Normal High Water Level.
- 11 x 17 Map with easement area location and written easement legal description.
- Maintenance Plan for each type of structural stormwater treatment practice;
- The City will obtain Owners & Encumbrance Report to verify owner information and mortgage information.

Upon submission of required documentation:

- City’s Legal Department will prepare documents. Documents will be sent to the property owner for signatures and required return date.
- Payment for recording documents will be requested; the amount will be provided by the City.
- Upon receipt of returned document(s) and payment, City staff will forward the documents to the County for recording.
- Copy of recorded documents will be sent to owner by City.