



## Checklist for Staff's Review of Maintenance Plans and Agreements for Stormwater Control Measures

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

File no.: \_\_\_\_\_

### Maintenance Plan

- Is the plan on the Murfreesboro template?
- Was the plan submitted on paper, with proper signatures in right places – OR – if submitted electronically, is the e-mail submittal sent from the business e-mail of a proprietor, partner or officer of the owner, with the certification language above the signature block?
- Are all questions of the template answered?
- Are the necessary attachments attached?

### Maintenance Agreement

- Is the Agreement on the City form (prepared by David Ives; latest revision, 10-2012)? Note that City form is 8 ½ x 14 inch paper.
- Are the property identification blocks completed? Are they correct?
- Is the MWSD file no. indicated? Is the SWMP no. indicated? (Same as MWSD file no.) (This may be obtained from Michele Pinkston, Robert Haley, or Josh Upham in the Water and Sewer Engineering Dept.)
- Is the project name and associated information complete?
- Is the owner name also written on the owner line in the first paragraph of text?
- Has the form been signed – with notarized signature – by proprietor or by partner or officer of partnership or corporation/LLC/company?
- If a creditor of the property holds a promissory note on the property, etc. (item 14.), has the creditor's representative also signed the documents, with notarized signature?
- Attachments to the Agreement
  - Is a legal description of the property attached to the Agreement as Exhibit A?
  - Is a legible, uncluttered drawing (plan-view, bird's eye view) of the site (or subdivision) attached, showing the property boundaries; footprint of pavement, building, access drives, location and shape of storm water infrastructure and stormwater control measures, with storm water features labeled. See example on the Murfreesboro stormwater web page.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_