



### INSTRUCTIONS FOR SUBDIVISION STORMWATER MAINTENANCE AGREEMENT (FORM ENG-SWMASD)

PAGE 1: Complete all fields, **except** “ \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ ”...  
(This will be completed when the City executes its portion)

PAGE 2: Complete all blank fields.

PAGE 3: Complete all blank fields indicating the Engineer of Record, # of pages the plans contain, the job number appearing on the plans and the date of the plans.

PAGE 4: Complete all blank fields indicating Tract information and City Project Number.

PAGE 6: Complete the blank field indicating along which roadway a wall will be constructed.

PAGE 9: The authorized representative of the Developer shall sign in front of **two** witnesses and **have notarized**. If any field is incomplete, the agreement will be rejected.

PAGE 10: The authorized representative of the Association shall sign in front of **two** witnesses and **have notarized**. If any field is incomplete, the agreement will be rejected.

PAGE 11: Exhibit “A” - Legal Description of the Properties

PAGE 12: If the property is currently mortgaged, you must have the banking institution complete Part I and Part III. Do not complete Part II.

If the property is owned without debt, skip Part I and complete Part II and Part III

**★ AGREEMENTS NOT PROPERLY COMPLETED WILL BE REJECTED ★**