

March 10, 2021

Mr. «Dev\_Contact\_Name»

«Dev\_Name»

«Dev\_Address»

SUBJECT: «Plat\_or\_SDP\_Name»

Developer Agreement and Right of Entry No. «F\_or\_SDP\_»/«WS\_»

Private Access Place Agreement No. «F\_or\_SDP\_»

Forest Conservation Agreement No. «F\_or\_SDP\_»

Declaration of Covenants and Maintenance and Right of Entry Agreement No. «F\_or\_SDP\_»

Dear Mr. «Dev\_Contact\_Name»:

Under the provisions of the Howard County Code, the **Choose one** is required to execute the above referenced agreement(s) for construction and/or maintenance of the improvements located within the subdivision or on the site. In addition, the **Choose one** is required to post all securities and/or fees prior to the recordation of the original final plat in the Land Records of Howard County or signature approval on the Site Development Plan.

Please refer to the attached Checklist and accomplish all of the items marked relative to the execution of documents, required securities, and outstanding fees.

After completion of the Checklist, all documents and fees are to be returned to the Real Estate Services Division for execution by the County. When the executed documents are ready to be returned, please contact the Real Estate Services office at (410) 313-2330 and ask to schedule a meeting time with Choose an item.. At that time, the documents will be reviewed, and a receipt will be issued indicating compliance with the requirements of Real Estate Services. Additionally, the receipt will be required to submit the final subdivision plat to the Department of Planning and Zoning for recordation, or signature approval on the Site Development Plan.

Feel free to contact our office with any questions regarding this project.

Sincerely,

Choose an item.

Real Estate Services Division

Attachment

cc: File

# CHECKLIST FOR THE EXECUTION OF LEGAL DOCUMENTS

**«Plat\_or\_SDP\_Name»**

**TO DO/DONE: Please perform the following when executing the attached documents.**

**DEVELOPER AGREEMENT/LEGAL DOCUMENTS:**

1. The Developer, the Owner(s), and the Mortgage Company (when applicable) must sign each of the following:
   * Developer Agreement and Right of Entry.
   * Developer Agreement for Forest Conservation Agreement.
   * Maintenance Agreement for Private Storm Water Management Facilities
   * Maintenance Agreement for Public Storm Water Management Facilities
   * Declaration of Right of Access And Maintenance Obligations For Private

Access Place

* + Declaration of Covenants and Maintenance and Right of Entry Agreement for

Private Storm Water Management Facilities

* + Deed of Easement
  + Deed and Release of Deed of Trust
  + Deed and Partial Release of Deed of Trust
  + Deed of Preservation Easement (On-Site)
  + Deed of Preservation Easement (Off-Site)
  + Deed of Forest Conservation Easement (On-Site)
  + Deed of Forest conservation Easement (Off-Site)
  + Deed (Road Widening)
  + Deed (Open Space/Preservation Parcel)
  + Deed Of Shared Sewage Disposal Facility Easement
  + Deed Of Preservation And Shared Sewage Disposal Facility Easement
  + Declaration Of Covenants, Conditions, Right-Of-Entry, And Restrictions

For A Shared Sewage Disposal Facility

* + Deed (Preservation Parcel/ Shared Sewage Disposal Facility)

**NOTE**: Execution on behalf of a Corporation should be accomplished by the President or Vice President. If any other officer or attorney-in-fact is authorized to execute legal documents, including developer agreements, on behalf of the Corporation, please attach a copy of the Board Resolution or Power of Attorney granting such authorization. These signatures must be attested by the Corporation Secretary or Assistant Secretary. If an individual is executing on his own behalf or on behalf of the Partnership, the signature must be witnessed.

**SECURITY:**

1. Attach the original Choose security type.
   * Developer Agreement and Right of Entry:

Performance Security in the amount of **$«DA\_Perf\_Amt\_numerical»**

Labor and Material Payment Security in the amount of **$**Enter Amount

This performance security amount **Choose an item.** landscaping.

* + Private Storm Water Management Facilities Developer Agreement:

Performance Security in the amount of **$«DA\_Perf\_Amt\_numerical»**

This performance security amount **Choose an item.** landscaping.

* + Private Access Place Improvements and Landscaping Developer Agreement:

Performance Security in the amount of **$**Enter Amount

Labor and Material Payment Security in the amount of **$**Enter Amount

This performance security amount **Choose an item.** landscaping.

* + Shared Sewage Disposal Facility Developer Agreement:

Performance Security in the amount of **$**Enter Amount

Labor and Material Payment Security in the amount of **$**Enter Amount

This performance security amount **Choose an item.** landscaping.

* + **Choose an item.** Forest Conservation Agreement:

Performance Security in the amount of **$«FC\_Perf\_Amt\_numerical»**

* + Memorandum of Understanding Agreement:

Performance Security in the amount of **$\_** Enter Amount

**FEE(S):**

1. Attach a check made payable to the Director of Finance, Howard County, for each of the following fees. Shown on approved Construction Cost Estimate & Engineering Fee attached.
   * Engineering fee(s) of **$\_\_\_\_\_\_\_**, **$\_\_\_\_\_\_\_**, and **$**Enter Amount s)
   * Street light charge of **$** Enter Amount
   * Fee-in-Lieu of Road Improvements of **$** Enter Amount

**INSURANCE(S): PLEASE INCLUDE THE PROJECT NUMBER(S) ON THE INSURACE CERTIFICATE**

1. Please provide copies of insurance certificates as evidence that the following insurance requirements have been met.
   * **Commercial General Liability Insurance** to be maintained by Developer and all of its contractors and subcontractors and issued by a company licensed to do business in the state of Maryland and having an AM Best rating of B+ or better with limits of $1,000,000 per occurrence, covering bodily injury or property damage, and naming “Howard County, MD, its elected and appointed officials, employees and authorized volunteers” as an additional insured.
   * **Worker’s Compensation Insurance** for all its employees and contractors performing work under this Agreement with limits of coverage as follows: Coverage A: Statutory, covering Maryland jurisdiction and Coverage B: $100,000. If the Developer does not have employees, written confirmation explaining this should be provided.
   * **Professional Liability/Errors and Omissions Insurance** to be maintained by Developer’s Engineer and issued by a company licensed to do business in the state of Maryland and having an AM Best rating of B+ or better with limits of $1,000,000 per claim, covering incidents occurring or claims made for a period of three (3) years after the date of Final Acceptance of the above referenced project.

When the executed documents are ready to be returned, **please call (410) 313-2330 and schedule a meeting time**. The documents, with all attachments, will be reviewed and receipt will be issued indicating that you have complied with this Department’s requirements to submit your final subdivision plat to the Department of Planning and Zoning for recordation or signature approval on your Site Development Plan.

cc: Choose Land Agent

Choose Dev. Agent

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| --- |
| **HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS**  **3430 Courthouse Drive. Ellicott City. Maryland 21043. 410-313-4400**  **RECEIPT**http://172.16.64.117/docs/images/HCINIT3.gif |

**P&Z File No. F-20-\_\_\_\_\_\_**

**Project Name: Ravenwood at Turf Valley (revision plat)**

**Developer Name: Mangione Enterprises of Turf Valley Limited Partnership**

**Received By: \_\_Juakita Rideout\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_7/30/20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEGAL DOCUMENTS** | | | | | | | | |
| **Type of Document** | **Amount (if applicable)** | | | | | **Accepted** | | |
| **Developer Agreement(s)** | Landscape Dollars **Choose an item.** Included: $ | | | | | **Yes/No** | | |
| **Forest Conservation Agreement** | $ | | | | | **Yes/No** | | |
| **Declaration(s)** | $ | | | | | **Yes/No** | | |
| **Other** | $ | | | | | **Yes/No** | | |
| **Preservation Parcel** | N/A | | | | | **Yes/No** | | |
| **Easements (Deed of Easement)** | N/A | | | | | **Yes/No** | | |
| **Open Space Deed** | N/A | | | | | **Yes/No** | | |
| **Road Widening Deed** | N/A | | | | | **Yes/No** | | |
| **Open Space Preservation Parcel** | N/A | | | | | **Yes/No** | | |
| **FINANCIAL SECURITY** | | | | | | | | |
| *(Legacy Account:**Balance Sheet Account 5251, Fund 613)* **SAP ACCOUNT: Fund: 1000096000 Business Area: 1300**  **Cost Center: 1300000000 General Ledger: 432715 Functional Area: PWPW000000000000** | | | | | | | | |
| **Description** | **Amount** | | | | **Check No.** | | | |
| **Performance** | | **Payment** | | **Performance** | | | **Payment** |
| **Dev. Agreement and Right of Entry** | $ | | $ | |  | | |  |
| **R/SW Facilities** | $ | | $ | |  | | |  |
| **Water and Sewer Facilities** | $ | | $ | |  | | |  |
| **Shared Sewage Facilities** | $ | | $ | |  | | |  |
| **PSWM Facilities** | Performance: $ | | | |  | | | |
| **Forest Conservation Agreement** | Performance: $ | | | |  | | | |
| **Memorandum of Understanding** | $ | | | |  | | | |
| **Other** | $ | | | |  | | | |
| **COST ESTIMATE ENGINEERING FEE** | | | | | | | | |
| *Legacy Account: 816-99J-4711-900D* **(DPW)** *Legacy Account: R-011-005-4205* **(DPZ)**  **DPW SAP ACCOUNT: Fund: 4010000000 WBS No. J0070.0.3100 Business Area: 3100**  **Cost Center: 3100000000 General Ledger: 432190 Functional Area: PWPW000000000000** | | | | | | | | |
| **DPZ SAP ACCOUNT: Fund: 1000000000 Business Area: 3000 Cost Center: 3000000000**  **General Ledger: 432220 Functional Area: PWPZ000000000000** | | | | | | | | |
| **Description** | | Amount | | | | | Check No. | |
| DPW | | DPZ | | |
| **Private Stormwater Management Facilities** | | $ | | $ | | |  | |
| **Memorandum of Understanding** | | $ | | $ | | |  | |
| **R/SW Facilities** | | $ | | $ | | |  | |
| **Private Access Place Improvements** | | $ | | $ | | |  | |
| **Site Development Plan Engineering** | | $ | | $ | | |  | |
| **Engineering Review, Administrative and Inspection** | | $ | | $ | | |  | |
| **Other** | | $ | | $ | | |  | |
| **Revisions/Amendments to DA** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Legacy Account: 011-009-5340)* **SAP ACCOUNT: Fund: 1000000000 Business Area: 3100**  **Cost Center: 3100000000 General Ledger: 430397 Functional Area: PWPW000000000000** | | | | | | | | |
| **Fee-in-Lieu of Road Improvements or Developer/County Shared Traffic Signalization**  Capital Project No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SAP ACCOUNT: Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WBS No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Area: 3100 Cost Center: 3100000000 General Ledger: 431900 Functional Area: PWPW000000000000** | | | | | | | | |
| **STREETLIGHTS/DISTRICT NO.** | | | | | | | | |
| **Hardware Installation** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Legacy Account: 5200, Fund 320)*  **SAP ACCOUNT: Fund: 4010000000 Business Area: 3100 Cost Center: 310000000**  **General Ledger: 432165 Functional Area: PWPW000000000000** | | | | | | | | |
| **Direct Labor** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Revenue Account No: 011-009-5316)*  **SAP ACCOUNT: Fund: 1000000000 Business Area: 3100 Cost Center: 3100000000**  **General Ledger: 420400 Functional Area: PWPW000000000000** | | | | | | | | |
| **Energy and Maintenance** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Revenue Account No: 011-009-0302-4221-0202)*  **SAP ACCOUNT: Fund: 1000000000 Business Area: 3122 Cost Center: 3122000000**  **General Ledger: 489900 Functional Area: PWPWHMRM00000000** | | | | | | | | |

cc: Bureau of Highways, DPW Construction Inspection Division, DPW Traffic Engineering Division, DPW

Transportation & Special Projects Division, DPW Development Engineering Division, DPZ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division of Land Development, DPZ Accounting Control, Finance

TAR\SERIES 729 Letter Receipt and Checklist