



# HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS

3430 Courthouse Drive

Ellicott City, Maryland 21043

410-313-4401

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FAX 410-313-3408  
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**June 10, 2021**

**To:** [Developer/Owner]  
[Address]  
**Via:**

**From:** Howard County Department of Public Works  
Real Estate Services Division  
Phone No: 410-313-2330

**Subject:** Information required for File No. [P&Z Project No.]  
[Project Name]

Please be advised that our office has started to receive information required for the preparation of agreements and/or easement documents for the above referenced project. Prior to the preparation of the legal documents, specific information from the Developer, Owner or their authorized agent(s), is needed. Additionally, the Developer and Owner are required to execute all agreements, post all sureties, and pay all fees prior to signature approval and recordation of the original final plat, or signature approval on the Site Development Plan. For this reason, assemble the requested documentation and make all administrative decisions carefully – the written responses are used to prepare legal documents. **If documents based on the information provided to our office are required to be revised, there will be a charge of \$400 per agreement, up to \$1,600.**

Please complete and provide this office with the following items as soon as possible:

1. **Instruction Letter(s)**: The *Instruction letter*\* includes information that will be used to prepare the legal agreement(s). Carefully consider the decision for each of the items listed on the form; all fields are required to be completed. All Owner(s), and Developer(s) if applicable, must be listed.

The security forms for the letters of credit and the bonds will be prepared and included in the developer's package. Likewise, the landscaping, if applicable, will be combined with the performance security of one of the agreements.

The security options are as follows:

- ☞ **Checks**:  
To be deposited in a non-interest bearing account by the County.
- ☞ **Bonds**:  
To be provided by a bonding company licensed to do business in Maryland, and rated A- or better by AM Best; or rated A or better by Demotech, Inc.
- ☞ **Letters of Credit**:  
Provided by a bank with a Maryland demand location.

2. **Entity Information Sheet(s)**: Provide an *Entity Information Sheet(s)*\* for each Owner and/or Developer, and all associated entities.

Listed below are the various types of entities, along with the corresponding form required. Each entity information sheet must be completed in its entirety. By the same token, any entity listed as an authorized officer, member, or partner, must also complete an entity form.

Furthermore, should an authorized signor not be available to execute the legal agreements, a copy of the recorded power of attorney, giving authority to the designated person, will be required.

|                                    |        |
|------------------------------------|--------|
| <u>Corporations</u>                | Form A |
| <u>Partnerships/Joint Ventures</u> | Form B |
| <u>Limited Liability Company</u>   | Form C |
| <u>Individual Owners and/or</u>    |        |
| <u>Sole Proprietors</u>            | Form D |
| <u>Miscellaneous and Trusts</u>    | Form E |

3. **Title Report**: A title report, effective within 30 days upon delivery to Real Estate Services, is mandatory in order to prepare all legal documents; the title report must include **any and all on-site and off-site areas affected**. Moreover, the title report must be a full 60-year title search that references the project name and P&Z file number. Similarly, the report shall adhere to the requirements as outlined in *Title Requirements for Developer Projects*\* page.

Contracts of sale and/or other legal agreements: Provide any/all copy(ies) of active, unrecorded legal documents affecting the property, including, but not limited to, contracts of sale and/or leases.

4. **Preservation Parcel(s)**: If the subdivision includes either an on-site or off-site reservation parcel, complete the appropriate *Preservation Easement Checklist*\* for each preservation parcel.

When the administrative decisions have been made and reviewed for accuracy, return the information requested, along with the title report, to [@howardcountymd.gov](mailto:@howardcountymd.gov).

Feel free to contact this office at 410-313-2330 with any additional questions regarding this project.

Thank you,

Enclosures

**\*Information Sheets, Preservation Easement Checklists, and the Instruction Letter form can be downloaded at <https://www.howardcountymd.gov/Departments/Public-Works/Real-Estate-Services-Division/Public-Works-Board>**

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

To: **Howard County Department of Public Works  
Real Estate Services Division  
3430 Court House Drive  
Ellicott City, Maryland 21043  
Phone No. 410-313-2330**

Name of Subdivision/Site: **[Project Name]**

Dear Agent:

The following is in response to your letter dated **June 10, 2021**.

1. The Developer\*\* is: \_\_\_\_\_  
↳ Signor: \_\_\_\_\_

The fee simple Owner\*\* of the property is \_\_\_\_\_  
↳ Signor: \_\_\_\_\_

My Security Option\*\* is: **(Check One):**

**BOND**                                       **LETTER OF CREDIT**                                       **CHECK**

If more than one of the above is checked, please explain: \_\_\_\_\_

2. The completed and signed Information Sheets are attached:                                       **Yes**                                       **No**

3. Amount of time needed to complete construction:                                       **3 Years**                                       **4 Years**  
**(If nothing is selected, the default will be 3 years.)**

4. Title Report: **(Check one):**  
 Report was previously submitted.                                       Report is attached.                                       Report is forthcoming.  
 Other/Explain: \_\_\_\_\_

5. A Contract of Sale\*\* and/or Lease is applicable.                                       **Yes**                                       **No**  
(Attach if applicable)

6. A Preservation checklist is applicable.                                       **Yes**                                       **No**  
(Attach if applicable)

\*\*The above responses are used to prepare legal documents; any revisions to the documents after they are prepared, and based off of the above information, will be charged \$400 per agreement, up to \$1,600.00.

**I solemnly declare and affirm under the penalties of perjury that the information contained within and attached hereto is true, correct and complete.**

Sincerely,

\_\_\_\_\_  
Signature

**HOWARD COUNTY INFORMATION SHEET  
CORPORATION**

**FORM A**

1. CORPORATE NAME: \_\_\_\_\_
2. CORPORATE ADDRESS: \_\_\_\_\_
3. PRINCIPAL BUSINESS OFFICE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
- TELEPHONE: (WORK) \_\_\_\_\_ (CELL) \_\_\_\_\_
- FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_
4. NAME AND ADDRESS OF RESIDENT AGENT: \_\_\_\_\_  
\_\_\_\_\_
5. DATE OF INCORPORATION: \_\_\_\_\_ STATE OF INCORPORATION: \_\_\_\_\_
6. IF INCORPORATED IN ANOTHER STATE, IS CORPORATION REGISTERED AND QUALIFIED TO DO BUSINESS IN THE STATE OF MARYLAND? YES \_\_\_\_\_ NO \_\_\_\_\_
7. IS CORPORATION IN GOOD STANDING WITH THE STATE OF MARYLAND? YES \_\_\_ NO \_\_\_
8. IS THIS A CLOSE CORPORATION? YES \_\_\_\_\_ NO \_\_\_\_\_
9. MD STATE ASSESSMENT REGISTRATION NO.: \_\_\_\_\_
10. TAXPAYER IDENTIFICATION NUMBER: \_\_\_\_\_

Legal documents must be executed by the Corporate President or Vice President and the signature must be ATTESTED, not witnessed, by the Corporate Secretary or Assistant Secretary except in the case of a close corporation in which the signature may be witnessed. If someone other than the President or Vice President executes, the documents must be accompanied by a copy of Corporate By-Laws or Corporate Resolution indicating authority of individual to bind corporation.

11. NAMES AND ADDRESSES OF ALL CURRENT OFFICERS (ATTACH ADDITIONAL PAGES, IF NECESSARY):  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_
12. NAMES AND ADDRESSES OF ALL CURRENT DIRECTORS (ATTACH ADDITIONAL PAGES, IF NECESSARY):  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**I solemnly declare and affirm under the penalties of perjury that the information contained within and attached hereto is true, correct and complete.**

\_\_\_\_\_  
(Authorized Signature) (Date)

\_\_\_\_\_  
(Type or Print Name) (Title)

**HOWARD COUNTY INFORMATION SHEET**  
**PARTNERSHIP OR JOINT VENTURE**

**FORM B**

1. PARTNERSHIP OR JOINT VENTURE NAME: \_\_\_\_\_

2. PRINCIPAL BUSINESS OFFICE ADDRESS: \_\_\_\_\_

TELEPHONE: (WORK) \_\_\_\_\_ (CELL) \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

3. NAME AND ADDRESS OF GENERAL PARTNERS (ATTACH ADDITIONAL PAGES, IF NECESSARY):

Each corporation, partnership, joint venture, or organization identified as a General Partner must be fully identified on its own Information Sheet. All agreements between Howard County and a partnership or joint venture are to be executed by the Managing Partner and a General Partner, which may be the same person or entity.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

4. NAME AND ADDRESS OF LIMITED PARTNERS (ATTACH ADDITIONAL PAGES, IF NECESSARY):

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

5. NAME OF MANAGING PARTNER: \_\_\_\_\_

6. DATE PARTNERSHIP WAS FORMED: \_\_\_\_\_ STATE OF CERTIFICATION: \_\_\_\_\_

7. MD STATE ASSESSMENT REGISTRATION NO.: \_\_\_\_\_

8. TAXPAYER IDENTIFICATION NUMBER: \_\_\_\_\_

9. IS PARTNERSHIP AGREEMENT RECORDED AMONG THE LAND RECORDS?  
YES \_\_\_\_\_ NO \_\_\_\_\_

**I solemnly declare and affirm under the penalties of perjury that the information contained within and attached hereto is true, correct and complete.**

\_\_\_\_\_  
(Authorized Signature) (Date)

\_\_\_\_\_  
(Type or Print Name) (Title)

**ATTACH COPY OF STATEMENT OF PARTNERSHIP AUTHORITY IF ONE HAS BEEN FILED WITH  
THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION.**

**HOWARD COUNTY INFORMATION SHEET**  
**LIMITED LIABILITY COMPANY (L.L.C.)**  
(Not to be used by Limited Liability Limited Partnership)

**FORM C**

1. L.L.C. NAME: \_\_\_\_\_
2. L.L.C. ADDRESS: \_\_\_\_\_
3. PRINCIPAL BUSINESS OFFICE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: (WORK) \_\_\_\_\_ (CELL): \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_
4. NAME AND ADDRESS OF RESIDENT AGENT: \_\_\_\_\_  
\_\_\_\_\_
5. DATE OF FORMATION: \_\_\_\_\_ STATE OF FORMATION: \_\_\_\_\_
6. IF ORGANIZED IN ANOTHER STATE, IS L.L.C. REGISTERED TO DO BUSINESS IN THE STATE OF MARYLAND? YES \_\_\_\_\_ NO \_\_\_\_\_
7. MD STATE ASSESSMENT REGISTRATION NO.: \_\_\_\_\_
8. TAX IDENTIFICATION NUMBER: \_\_\_\_\_

Each corporation, partnership, joint venture, or organization identified as a Member must be fully identified on its own Information Sheet. All agreements between Howard County and a Limited Liability Company (L.L.C.) are to be executed by a Member of the L.L.C. who is authorized to act as an agent of the L.L.C.

9. NAMES AND ADDRESSES OF MEMBERS WHO ARE AUTHORIZED TO ACT AS AN AGENT OF THE LIMITED LIABILITY COMPANY. **IF THE LLC HAS MORE THAN ONE MEMBER PROVIDE LEGAL DOCUMENTATION OF THE MEMBERS SIGNATURE AUTHORITY (ATTACH ADDITIONAL PAGES, IF NECESSARY):**  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_
10. NAMES AND ADDRESSES OF ANY OTHER MEMBERS OF THE LIMITED LIABILITY COMPANY (ATTACH ADDITIONAL PAGES, IF NECESSARY):  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**I solemnly declare and affirm under the penalties of perjury that the information contained within and attached hereto is true, correct and complete.**

\_\_\_\_\_  
(Authorized Signature) (Date)

\_\_\_\_\_  
(Type or Print Name) (Title)

**HOWARD COUNTY INFORMATION SHEET**  
**SOLE PROPRIETORSHIP (or Individual Homeowner(s))**

**FORM D**

SOLE PROPRIETOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: (WORK) \_\_\_\_\_ (CELL) \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**I do solemnly declare and affirm under the penalties of perjury that the information contained within is true and correct to the best of my knowledge.**

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Type or Print Name)

\* \* \* \* \*

IF APPLICABLE

BUSINESS OR TRADE NAME: \_\_\_\_\_

MD STATE ASSESSMENT REGISTRATION NO. (Business License): \_\_\_\_\_

**I solemnly declare and affirm under the penalties of perjury that the information contained within and attached hereto is true, correct and complete.**

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Type or Print Name)

**HOWARD COUNTY INFORMATION SHEET**  
**MISCELLANEOUS ORGANIZATION**

**FORM E**

THIS FORM IS NOT TO BE COMPLETED BY A CORPORATION, PARTNERSHIP, JOINT VENTURE, LIMITED LIABILITY COMPANY, OR SOLE PROPRIETORSHIP.

1. TYPE OF ORGANIZATION: \_\_\_\_\_
2. NAME OF ORGANIZATION: \_\_\_\_\_
3. OFFICE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: (WORK) \_\_\_\_\_ (CELL) \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_
4. MD STATE ASSESSMENT REGISTRATION NO. (Business License): \_\_\_\_\_
5. TAXPAYER IDENTIFICATION NUMBER: \_\_\_\_\_
6. TAX EXEMPT? YES \_\_\_\_\_ NO \_\_\_\_\_
7. NAMES AND ADDRESSES OF TRUSTEES, DIRECTORS, ETC. (THOSE EMPOWERED TO ACT ON BEHALF OF THE ORGANIZATION. ATTACH ADDITIONAL PAGES, IF NECESSARY):  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

If the authority to execute documents on behalf of the organization is not apparent in the Corporations and Associations Article of the Annotated Code of Maryland by virtue of the title an individual holds in an organization, written documentation of such authority must accompany the executed documents.

8. NAMES AND TITLES OF THOSE AUTHORIZED TO EXECUTE ON BEHALF OF THE ORGANIZATION:  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**I solemnly declare and affirm under the penalties of perjury that the information contained within and attached hereto is true, correct and complete.**

\_\_\_\_\_  
(Authorized Signature) (Date)

\_\_\_\_\_  
(Type or Print Name) (Title)



## **TITLE REQUIREMENTS FOR DEVELOPER PROJECTS\***

### **PURPOSE:**

The County must ensure that all legal documents transferring fee simple land and/or easement rights to the County are executed by the legal owners of the property.

### **DEVELOPER RESPONSIBILITY:**

- To request a title company to prepare a title report for each property affected by the proposed subdivision and/or site development.
- To provide the completed title report and/or reports to the Real Estate Services Division to initiate the preparation of the legal documents.

**TITLE COMPANY RESPONSIBILITY:** The title report must include the following information:

- 60 year title search
- An opinion letter and/or title report signed by an attorney that includes:
  - Run through date of report
  - Detail regarding all encumbrances
  - Detail regarding all exceptions
  - Detail regarding anything affecting title to the property in question
  - The following statement shall also appear in the title opinion:
    - **Fee simple title is good and marketable as vested of record in \_\_\_\_\_, as acquired from \_\_\_\_\_, by type of legal instrument dated \_\_\_\_\_ and recorded on \_\_\_\_\_ among the Land Records of Howard County, Maryland, in Liber \_\_\_\_ Folio \_\_\_\_\_."**
- **FULL copies** of all title deeds, encumbrances, easements, exceptions, etc. noted in the title report must be provided.

**\*Any deviation from the above requirements may result in a delay in the preparation of your developer's agreements.**