

## CHAPTER 102 PCSM RECORDING CHECKLIST

☐ Initial Recording

☐ Final Recording (NOT)

☐ HOA/Planned Community Declaration

Permittee Name: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Project Site Name: \_\_\_\_\_

Lot/Parcel ID(s): \_\_\_\_\_

INSTRUMENT RECORDING REQUIREMENTS		YES	NO	N/A	DEP/CCD
1.	Does the recording identify the type of PCSM SCM(s)?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2.	Does the recording identify the location of the PCSM SCM(s) on the lot?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3.	Does the recording include drawings identifying SCM dimensions, inlet and outlet structures, construction materials and media, and vegetation (planting plan), as applicable?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4.	Does the recording identify how access to the SCM is accomplished?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5.	Does the recording include a long-term operation and maintenance (O&M) plan for the SCM?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
6.	Does the recorded instrument identify the party responsible for long-term O&M?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7.	Does the party responsible for long-term O&M identified in the recorded instrument match the information provided in Section 5 of the NOT? ( <i>final recordings only</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does the instrument identify that the responsibility for long-term O&M of the PCSM SCM is a covenant that runs with the land and is binding and enforceable by subsequent grantees?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
9.	Does the instrument state that the instrument shall be incorporated by reference into any deed or other legal instrument by which the Grantor divests itself by sale, exchange, devise or gift of all or any portion of the property?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
10.	Does the instrument include a provision that requires notification and approval by DEP or the conservation district prior to any modifications to the SCM(s)?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
11.	Is proof provided that the instrument was recorded with the County Recorder of Deeds Office?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
12.	If modification to the approved plans were made after the initial recording, was the recording amended to reflect those changes? ( <i>final recordings only</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is the legal instrument consistent with DEP's Sample Instrument for the Declaration of Restrictions and Covenants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Is the maximum allowable impervious area for each lot identified on recorded plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DEP/CCD USE ONLY	
The recording is considered: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	
Comments:	
_____ Reviewer Name	_____ Date Reviewed