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| **CHAPTER 102 PCSM RECORDING CHECKLIST** |
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| **[ ]**  | **Initial Recording** |  | **[ ]**  | **Final Recording (NOT)** |  | **[ ]**  | **HOA/Planned Community Declaration** |
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| **Permittee Name:** |       |  | **Permit No.:** |       |
| **Project Site Name:** |       |  | **Lot/Parcel ID(s):** |       |
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| INSTRUMENT RECORDING REQUIREMENTS | YES | NO | N/A | DEP/CCD |
| 1. | Does the recording identify the type of PCSM SCM(s)? | **[ ]**  | **[ ]**  |  | **[ ]**  |
| 2. | Does the recording identify the location of the PCSM SCM(s) on the lot? | **[ ]**  | **[ ]**  |  | **[ ]**  |
| 3. | Does the recording include drawings identifying SCM dimensions, inlet and outlet structures, construction materials and media, and vegetation (planting plan), as applicable?  | **[ ]**  | **[ ]**  |  | **[ ]**  |
| 4. | Does the recording identify how access to the SCM is accomplished? | **[ ]**  | **[ ]**  |  | **[ ]**  |
| 5. | Does the recording include a long-term operation and maintenance (O&M) plan for the SCM? | **[ ]**  | **[ ]**  |  | **[ ]**  |
| 6. | Does the recorded instrument identify the party responsible for long-term O&M?  | **[ ]**  | **[ ]**  |  | **[ ]**  |
| 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? ***(final recordings only)*** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| 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? | **[ ]**  | **[ ]**  |  | **[ ]**  |
| 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? | **[ ]**  | **[ ]**  |  | **[ ]**  |
| 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)? | **[ ]**  | **[ ]**  |  | **[ ]**  |
| 11.  | Is proof provided that the instrument was recorded with the County Recorder of Deeds Office? | **[ ]**  | **[ ]**  |  | **[ ]**  |
| 12.  | If modification to the approved plans were made after the initial recording, was the recording amended to reflect those changes? ***(final recordings only)*** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| 13. | Is the legal instrument consistent with DEP’s Sample Instrument for the Declaration of Restrictions and Covenants? | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| 14. | Is the maximum allowable impervious area for each lot identified on recorded plans? | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
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| **DEP/CCD USE ONLY** |
| The recording is considered: | [ ]  | Complete | [ ]  | Incomplete |
|  |
| Comments: |
|  |
|  |
|  |  |  |  |  |
|  | Reviewer Name |  | Date Reviewed |  |
|  |