Operations and Maintenance Agreement Recording Process

1. Developer and LCSWCD agree on a specific agreement document to utilize for their Operations and Maintenance Agreement. LCSWCD has a draft O&M Agreement that can be utilized.
2. Developer submits a signed original Operations and Maintenance Agreement to Licking County Prosecutors office, with:

*ATTN: DEVELOPMENT NAME - Long-term Operations and Maintenance Agreement for Stormwater Infrastructure – For Review by Prosecutors Office*printed on the mailed packet.

1. Licking County Prosecutors Office will review the document for approval.
2. If found agreeable, they will then forward it on to Bev Adzic at LC Commissioners Office, who will then get it on the Commissioners Schedule for signature.
3. Once signed by commissioners, Operations and Maintenance Agreement will be sent back to Developer to then be recorded to the property at the LC Recorders Office.