

## **DEEDS SUBMITTAL CHECKLIST**

The following lists the minimum submission requirements for submitting deeds of easement and maintenance agreements for storm drain and stormwater management facilities in Frederick County. Easement packages will not be routed for review until all required information has been provided.

- [ ] Title Opinion Letter to validate lien holders and other appropriate parties of interest tied to the subject property. Title search shall be less than 30 Days Old on date of recordation
- [ ] Project name, as it appears on the approved construction plans, including section numbers, lot numbers and road names as applicable. This information is to be listed at the top left hand side of the front page of the deed.
- [ ] The improvement plan number i.e. PWxxxxxx.
- [ ] The applicant's or owner's name, address and phone number.
- [ ] The contact person's name, address and phone number. This is the person who will be contacted for corrections or for more information.
- [ ] The property tax identification number must be listed on the top right hand side of the front page of every deed. The number can be obtained from the Maryland Department of Assessment and Taxation Real Property Data Website at [www.dat.state.md.us](http://www.dat.state.md.us).
- [ ] A Sketch Plan is to accompany Exhibit "A" that delineates the proposed easements. Sketch Plan is to be no larger than 8-1/2" x 14", match the approved plans and have the appropriate facility name, facility number, subdivision section, etc. clearly noted on the Sketch as it appears on the approved plans.
- [ ] For SWM ESD easement document, Exhibit "A" can be the copy of approved improvement plans but no larger than 8-1/2" x 14".
- [ ] Deed language needs to be updated as follows:
  - [\*] Main Body of Deed.
  - [ ] Exhibit "A"
  - [ ] Exhibit "B"
  - [ ] Other
- [ ] Submissions must be printed as single-sided.

\*See the Frederick County Division of Planning and Permitting's Website to review updated documents under the heading of Legal Documents and Easements.

Example TOL

[insert date]

Kathy L. Mitchell, Sr. Assistant County Attorney  
Frederick County, Maryland  
Winchester Hall  
12 E. Church Street  
Frederick, MD 21701

RE: Deed of Easement [*or whatever the document is*]  
Lands of [insert owner name]  
Property Tax ID: [insert tax account number]  
[insert project name], Frederick County Contract No. [insert contract number]

Dear Ms. Mitchell;

I hereby certify I have examined the land and Circuit Court records of Frederick County, Maryland, for an examination period of not less than sixty years through [insert date], with reference to the above-mentioned real estate, being all and the same real estate which was conveyed unto ABC Land Holdings, LLC, a Maryland limited liability company, from Mary and John Smith, husband and wife, by deed dated January 1, 2000, and recorded among the land records of Frederick County, Maryland, in Liber 0000, folio 000 (the "Property"). Based on this examination, it is my opinion that ABC Land Holdings, LLC is possessed of good and marketable fee simple title to the Property.

I find the following liens, judgments, mortgages or deeds of trust affecting the property:

1. Deed of Trust from ABC Land Holdings, LLC to Mark Jones, Trustee, for the benefit of Hometown Mortgage Corporation, dated January 1, 2000, and recorded among the land records of Frederick County, Maryland, in Liber 0000, folio 0000.
2. Mortgage from ABC Land Holdings, LLC to Big City Loans, dated June 1, 2000, and recorded among the land records of Frederick County, Maryland, in Liber 0000, folio 000.

No contracts of sale or leases for the Property were found in the above-stated records for the title examination period, nor am I personally aware of the existence of any such contracts or leases, having made reasonable inquiry with ABC Land Holdings, LLC and [*if applicable*] XYZ Engineering Associates.

This letter is intended solely for the use of the addressee and may not be relied upon by any other person without prior written approval of [insert your firm name].

[insert your firm name] assumes no liability for any loss or damage caused by errors and omissions attributed to the office of the Clerk of the Circuit Court and/or the office of the Register of Wills, including, but not limited to, erroneous indexing of documents and/or decrees, failure to index documents and/or decrees presented to said offices, and failure to file and/or maintain documents and/or decrees in the proper location.

[*optional information*] This opinion is based on an abstract of title provided by [insert abstractor name] for the title examination period stated herein.

/s/