



# HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS

3430 Courthouse Drive ■ Ellicott City, Maryland 21043 ■ 410-313-4401

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**From:** Howard County Department of Public Works  
Real Estate Services Division  
Phone No: 410-313-4419 or 410-313-0588

**Subject:** **Project Name:** \_\_\_\_\_ **Project Number:** \_\_\_\_\_

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 Owner or their authorized agent(s) (collectively the "Owner"), is needed. Additionally, the Owner is 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

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.
- 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 **Howard County, Real Estate Dept.**

Feel free to contact our office at 410-313-4419 or 410-313-0588 with any additional questions regarding this project.

Thank you,

Developer Team  
Encls

**\*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/Preservation-Checklists>  
<https://www.howardcountymd.gov/Departments/Public-Works/Real-Estate-Services-Division/Information-Sheets>

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

To: **Howard County Department of Public Works**  
**Real Estate Services Division**  
**3430 Court House Drive**  
**Ellicott City, Maryland 21043**  
**Phone No. 410-313-4419 or 410-313-0588**

RE: **Project Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

Dear: **Developer Team**

The following is in response to your letter dated: \_\_\_\_\_

1. The fee simple Owner\*\* of the property is \_\_\_\_\_  
↳ Signor: \_\_\_\_\_
2. The completed and signed Information Sheets are attached: Yes No
3. Title Report: (**Check one:**)  
 Report was previously submitted.  Report is attached.  Report is forthcoming.  
 Other/Explain: \_\_\_\_\_
4. A Contract of Sale\*\* and/or Lease is applicable. Yes No  
(Attach if applicable)
5. A Preservation checklist is applicable. Yes No  
(Attach if applicable)

\*\*The 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**