



Operations and Maintenance Agreement Recording Process

1. Licking County Soil & Water Conservation District (Soil & Water) reviews the Operations and Maintenance Plan (the "Plan") during Technical Review Committee. If the Plan is acceptable, Soil & Water will approve the Plan, and return the Plan to the Developer.
2. The Developer submits the Operations and Maintenance Agreement (the "Agreement") and the Plan as a Word document to the follow via electronic mail:
 - a. Kristy Hawthorne at KristyHawthorne@LickingSWCD.com;
 - b. Kyle Seitz at KyleSietz@LickingSWCD.com; and
 - c. Joe Jarvis at JoeJarvis@LickingSWCD.com.

A scaled down version of the Plan set is acceptable (11" x 17"). Please compile the Plan and Agreement into an 8.5" x 11" document.

3. Soil & Water submits the Agreement to Licking County Prosecutor's Office for review. The Prosecutor's Office will return the documents with revisions or approve the Agreement as to form. The Licking County Prosecutor's Office will return the documents to Soil & Water. Soil & Water will return the Agreement to the Developer.
4. Developer signs and sends the Agreement and Plan to Soil & Water by email to the individuals identified in step 2, or in the alternative, by mail to Licking County Soil & Water, 771 East Main Street, Suite 100, Newark, Ohio 43055.
5. Soil & Water submits the Agreement and Plan to the Licking County Commissioners for final review and approval during a regularly scheduled meeting. After the meeting, the Licking County Commissioners will approve and return the Agreement, Plan, and final approval (if applicable) to Soil & Water.
6. Soil & Water contacts the Developer to arrange a time and date for the Developer to pick up the documents, which shall occur during Soil & Water's normal business hours at 771 East Main Street, Suite 100, Newark, Ohio 43055.
7. The Developer records the documents at the Licking County Recorder's Office, 20 South Second Street, Newark, Ohio 43055. The Developer is responsible for ensuring that the documents are properly recorded. The Developer is responsible for any applicable fees associated with recording the documents. The fee schedule for recording these documents is attached hereto.
8. Notify Soil & Water by email to the individuals identified in step 2 that recording has been completed.

If you have any questions, do not hesitate to contact Soil & Water at (740) 670-5330.