



Operations and Maintenance Agreement Recording Process

1. Licking County Soil & Water Conservative 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 a hard copy of the Operations and Maintenance Agreement (the "Agreement") and the Plan as a single document (Agreement should be at the beginning of document) to the Soil & Water office, 771 East Main Street, Suite 100, Newark, OH 43055. The Agreement must be from the template provided with appropriate margins, have original signature page and be notarized (Soil & Water has a notary available Mon-Fri. 9 am – 2 pm).
Please note: The Post Construction Water Quality Operation and Maintenance Plan can include both a written report on 8.5" x 11" and a drawn engineer plan. If the engineering plan is included, it must be scaled to an 8.5" x 11" size for recording purposes.
3. Soil & Water submits the Agreement and Plan 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 route the document back to Soil & Water. If revisions are needed, Soil & Water will work with the Developer to correct the Agreement. If it is approved as to form, Soil & Water will route the document to the Licking County Commissioners.
4. Soil & Water submits the Agreement and Plan to the Licking County Commissioners for final review and approval during a regularly scheduled meeting. After approval, the Licking County Commissioners will sign and return the Agreement, Plan, and Commissioners Resolution to Soil & Water.
5. 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 from 8 am – 4:30 pm Monday - Friday at 771 East Main Street, Suite 100, Newark, Ohio 43055.
6. 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 can be found here: <https://lickingcounty.gov/depts/recorder/default.htm>.
7. Notify Soil & Water by email to the individuals below that recording has been completed.
 - a. Kristy Hawthorne at KristyHawthorne@LickingSWCD.com;
 - b. Kyle Seitz at KyleSietz@LickingSWCD.com; and
 - c. Joe Jarvis at JoeJarvis@LickingSWCD.com.

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