

Stormwater Retention Device
Maintenance Agreement and Exhibit
Information for Completion and Recording

The Maintenance Agreement certificate must be filled out correctly prior to being recorded as a legal document. The applicant must inform the City of Asheville if they are one of the following designations, an Individual, Corporation, Limited Liability Corporation (LLC) or a Limited Liability Partnership (LLP) prior to the pre-construction meeting.

The document must be typed or legibly printed with the following information:

- Project Name
- Permit Number
- Property Owner Name, designation and mailing address.
- Physical Address of the project (No PO Boxes)
- Property Identification Number (PIN) of the project
- Deed Book and Page Number for the project
- Description of the Device to be Maintained
- Operation and Maintenance guidelines for the device

Sheet 2 of the Maintenance Agreement must have the following legible information:

- Property Owner Name, designation and signature(s)
- Notary Public Seal and information
- Signature of City of Asheville Stormwater Services Manager or Director of the Public Works Department.

****The Maintenance Agreement must be recorded with an Exhibit “A”.**
Exhibit “A” is a site drawing clearly depicting the location of the device.

The Exhibit for the Maintenance Agreement must be a CAD drawing on an 8 ½” X 14” clean white sheet of paper. It must have ½” borders on all sides and the following information must be included:

- Location of the device clearly shown
- Reference to the two (2) closest property corners
- Depiction and name of the Road the property has frontage to
- Adjacent property information closest to the device.
- Property owner information
- Project Number
- Property Address, PIN and Deed Book and Page Number.
- Map Statement:
 1. ***THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT***

A check in the correct amount (Contact Buncombe County Register of Deeds for current recording fees) made payable to the Buncombe County Register of Deeds must accompany the Maintenance Agreement and the Exhibit “A”. It will be recorded as a legal document once it has been reviewed and approved by the Stormwater Services Staff. You are advised to check with the Buncombe County Register of Deeds for current recording fees.