

Baltimore County
Department of Permits Approvals and Inspections

PUBLIC WORKS AGREEMENTS - DRAFT SUBMITTAL REQUIREMENTS

1. _____ A transmittal indicating contents of the submittal and a contact person.
2. _____ One copy of the public works agreement, unsigned but showing name and title of the person authorized to sign.
3. _____ One (1) copy, if required, of the originally signed PWA estimate sheets.
4. _____ One copy of the **APPROVED** Development Plan or CRG plan with all public improvements highlighted.
5. _____ Title certification. Certification must be submitted on **title company's or attorney's LETTERHEAD only**. Limits of the liability insurance must be a minimum \$500,000. All information requested on county form must be included on the title certificate.
6. _____ All signature lines, including witness lines, must have the name of the person signing typed below the line. If the person is signing for a company, partnership etc., the company name must be typed above the signature line and the person's position/title must be typed next to their name under the signature line.
7. _____ Corporate documents and evidence of authority of signatories to execute the PWA. The County will require evidence that proposed signatories have the legal authority to execute the PWA on behalf of corporate entities. Such evidence shall include, for all corporate entities appearing on the signature page, as appropriate, a corporate board resolution (accompanied by Secretary's Certificate), a Certificate of Members or a Certificate of Partners. The required certifications, at a minimum, shall:
 - a. Include corporate documents (by-laws, articles of organization, operating agreements, partnership agreements) as an attachment and certify that the documents are in full force and effect and have not been amended. (Use Corp. Secretary's Certificate, LLC Certificate and Agreement or Partnership Certificate and Agreement)
 - b. State the names of individuals authorized to sign on behalf of the entity and,
 - c. State that the certificate has been signed by all members, all partners or appropriate officers.

Sample forms are available on this website or from the Department, however additional certifications may be required upon review of the submitted corporate documents. ***The applicant may submit drafts of these Certifications for review with the draft PWA, however the final executed Certifications must be dated the same date as execution of the PWA.***

Please submit the above to room 123 in the County Office Building. The draft submittal will be reviewed and returned with any comments and instructions for making a complete submittal.