

Baltimore County
Department of Permits Approvals and Inspections
PUBLIC WORKS AGREEMENTS - FULL SUBMITTAL REQUIREMENTS

NOTE: This checklist is to be completed and included with the full PWA submittal.

1. _____ A transmittal indicating contents of the submittal and a contact person.
2. _____ Five (5) copies of the public works agreement, each bearing original signatures, dated and witnessed.
3. _____ Three (3) copies, if required, of the originally signed PWA estimate sheets. Do not attach these to the PWA.
4. _____ One (1) copy of the **APPROVED** Development Plan or CRG plan with all public improvements highlighted.
5. _____ Security: Letter of Credit, Cash or Certified Check
NOTE: security is required on all projects that will not have water or sewer main extensions.
6. _____ Title certification (**original only**) Certification must be current (within 45 days), clearly state the name, address and phone number of the certifying attorney. **Certificate must be submitted on Title Company's (or attorney's) letterhead only.** Limits of the liability insurance must be a minimum of \$500,000. All information requested on county form must be included on the certificate.
7. _____ All signature lines, not 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.
8. _____ 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, 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 all members, all partners or appropriate officers have signed the certificate.

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.***