

Effective: 1/1/2016

**PUBLIC WORKS AGREEMENT  
Private Roads (A) - Residential  
CHECKLIST**

Subdivision Name:

**PUBLIC WORKS AGREEMENT**

- \_\_\_\_\_ A. PWA # - given by Engineering Division (see Road Construction Agreement Coordinator) prior to submittal of PWA package
- \_\_\_\_\_ B. Date – PWA is submitted to the Engineering Division
- \_\_\_\_\_ C. Subdivider
- \_\_\_\_\_ D. Subdivider's Address

**AGREEMENT**

**1. Subdivision**

- \_\_\_\_\_ E. Town -- Recognized by Post Office
- \_\_\_\_\_ F. Election District -- 1st, 2nd, 3rd
- \_\_\_\_\_ G. Subdivision Name, Phase, Section, etc.
- \_\_\_\_\_ H. Plat Recordation Reference -- Liber/Folio
- \_\_\_\_\_ I. Lot Numbers -- Building Permits under this Public Works Agreement
- \_\_\_\_\_ J. Lot Numbers – Building Permits that require a Private-A Public Works Agreement

**2. Roads**

- \_\_\_\_\_ a. Road Name -- If phased project and part of the street was previously constructed, the street should be designated as an "Extension"
- \_\_\_\_\_ b. Length -- Length of road to be constructed
- \_\_\_\_\_ c. Station Nos. -- Should correspond with the approved road plans
- \_\_\_\_\_ d. Location -- N-S-E-W from nearest existing County or State road

**3. Road Construction**

- \_\_\_\_\_ K. Road Plan Identification – Subdivision, Section, Phase, Part, etc.

**4. Road Construction Bonding**

- \_\_\_\_\_ L. Bonding Method

**8. Improvements and Amenities**

- \_\_\_\_\_ M. Preliminary Approval Letter Date
- \_\_\_\_\_ N. Check applicable Improvements and Amenities

**13. Duration of Agreement**

- \_\_\_\_\_ O. Expiration Date of the Public Works Agreement and Bonding (Minimum 3 years from date of submittal)  
*Submitted: 2/1 – 6/30                      Expiration: 7/1*  
*Submitted: 7/1 – 7/31                      Expiration: 7/31*  
*Submitted: 8/1 – 8/31                      Expiration: 8/31*  
*Submitted: 9/1 – 1/31                      Expiration: 8/31*

**15. Binding Effect**

- \_\_\_\_\_ P. PWA # -- as given by DPW and shown on Page 1
- \_\_\_\_\_ Q. Individual Developer, Partnership Developer, Limited Partnership Developer, Limited Liability Company Developer, Corporate Developer  
*MUST exactly match "Developer" on Page 1*  
Subdivider's Phone Number -- including area code
- \_\_\_\_\_ R. Authorization to Enter into Public Works Agreement

**Temporary Easement**

- \_\_\_\_\_ Complete Temporary Easement to include instrument preparation certification in accordance with Section 3-104(f)(1) of the *Real Property Article* of the Maryland Annotated Code, Schedule A

**EXHIBITS**

**Exhibit 1**

- \_\_\_\_\_ Schedule of Costs – Road Construction -- Preferably, previously approved by Engineering
- \_\_\_\_\_ Schedule of Costs – Stormwater Management -- Preferably, previously approved by Engineering
- \_\_\_\_\_ Attach Additional Cost Estimates – if applicable
  - \_\_\_\_\_ Stormwater Management
  - \_\_\_\_\_ Interior Street Trees
  - \_\_\_\_\_ Recreational Area Facilities
  - \_\_\_\_\_ Focal Point Plantings
  - \_\_\_\_\_ Sidewalks
  - \_\_\_\_\_ Trails
  - \_\_\_\_\_ Road Signs/Pavement Markings
  - \_\_\_\_\_ Other

**OTHER INFORMATION TO BE SUBMITTED WITH PWA PACKAGE:**

- \_\_\_\_\_ Road Construction Bonding – on forms approved by Calvert County
- \_\_\_\_\_ Amenities and Improvement Bonding – if applicable – forms approved by Calvert County
  - \_\_\_\_\_ Stormwater Management
  - \_\_\_\_\_ Interior Street Trees
  - \_\_\_\_\_ Recreational Area Facilities
  - \_\_\_\_\_ Focal Point Plantings
  - \_\_\_\_\_ Sidewalks
  - \_\_\_\_\_ Trails
  - \_\_\_\_\_ Road Signs/Pavement Markings
  - \_\_\_\_\_ Other
- \_\_\_\_\_ Approved Road Plans – 5 sets, folded (if phased, each set must be red-lined)
- \_\_\_\_\_ Stormwater Management Agreements -- if applicable
  - \_\_\_\_\_ Inspection & Maintenance of Private On-Site SWM Facility Agreement
  - \_\_\_\_\_ Grant of SWM and/or Storm Drainage Easement and R/W toBOCC
- \_\_\_\_\_ Copy of Preliminary Approval Letter
- \_\_\_\_\_ Copy of Widening Strip Deed – if applicable
- \_\_\_\_\_ Recorded Subdivision Plat
- \_\_\_\_\_ Recorded Access and Maintenance Agreement for Shared Access Easements/Shared Driveways
- \_\_\_\_\_ Copy of Roadway Buffer Receipt from Planning & Zoning
- \_\_\_\_\_ Copy of Approved State Highway Access Permit -- one (1) copy, if applicable
- \_\_\_\_\_ Grant(s) of Easement,– Declaration of Easement and Maintenance Site Amenities, if applicable (i.e., sidewalk, lighting, etc), to be recorded upon execution of the agreement
- \_\_\_\_\_ Authorization of Signature (Authorized Person Assignment) Letter