



Engineering Division

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Menlo Park, CA 94025
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INSTRUCTIONS FOR RECORDING THE STORMWATER TREATMENT CONSTRUCTION, OPERATIONS AND MAINTENANCE AGREEMENT

After the City' Public Works Director has signed the Agreement it must be recorded at the San Mateo County Recorder's Office. It is the owner or developer's responsibility to pick up the document from the City and record it.

Information on how to record a document may be obtained from the San Mateo County Recorder at: <http://www.smcare.org/>. Click on "Records and Fees" near the top of the page, then scroll down to "Recording Documents."

Here is the link to fee information: <http://www.smcare.org/records/fees.asp>

The Recorder's office is located at:

555 County Center, First Floor
Redwood City, CA 94063-1665
Phone: (650) 363.4500
Fax: (650) 363.4843
E-mail : recorder@smcare.org

Once the agreement has been recorded it will run in perpetuity with the property. The Recorder will return a conformed paper copy to the City Clerk.

The developer or owner shall return a conformed electronic copy to the Engineering Division. Please email it to Virginia Parks at vkfparks@menlopark.org.

After receipt of the electronic version of the recorded Agreement, the City can issue the building permit.