

RECORDING INSTRUCTIONS FOR STORMWATER OPERATION AND MAINTENANCE AGREEMENTS

- Record four original agreements at the Chester County Recorder of Deeds office located at:
313 W. Market Street
West Chester, PA 19380

The recorder will return one copy to the property owner within two weeks of recording. The property owner should return three stamped copies of the Agreement to the Township.

Recording Hours: 8:30 AM – 4PM

Recording Fees:

- Recording Fee Schedule and information is available online at:
<https://www.chesco.org/DocumentCenter/View/73043/Updated-Free-Brochure---AOPC-Fee---August-2023?bidId=>
 - Stormwater agreements are considered miscellaneous documents
 - \$40.50 includes up to four pages, four names, and one UPI#
 - Each additional page is \$2.00
 - Each additional UPI is \$20.00
 - Each additional name is \$0.50
 - Map pages are \$5.00 each
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- To save time, include a self-addressed stamped envelope for the return of the recorded document.
 - If the document states that an exhibit is attached, it must be attached or it will be rejected.
 - On the first page of the document, at least one homeowner's full name must be written exactly how it is listed on the deed. If multiple homeowners, full names should be written separately (e.g., John Smith and Jane Smith, not John & Jane Smith). Signatures must match the property owner name(s) as listed on the first page.
 - A full acknowledgement for the current homeowner and township is required. The municipality should include full name, title, and name of municipality.