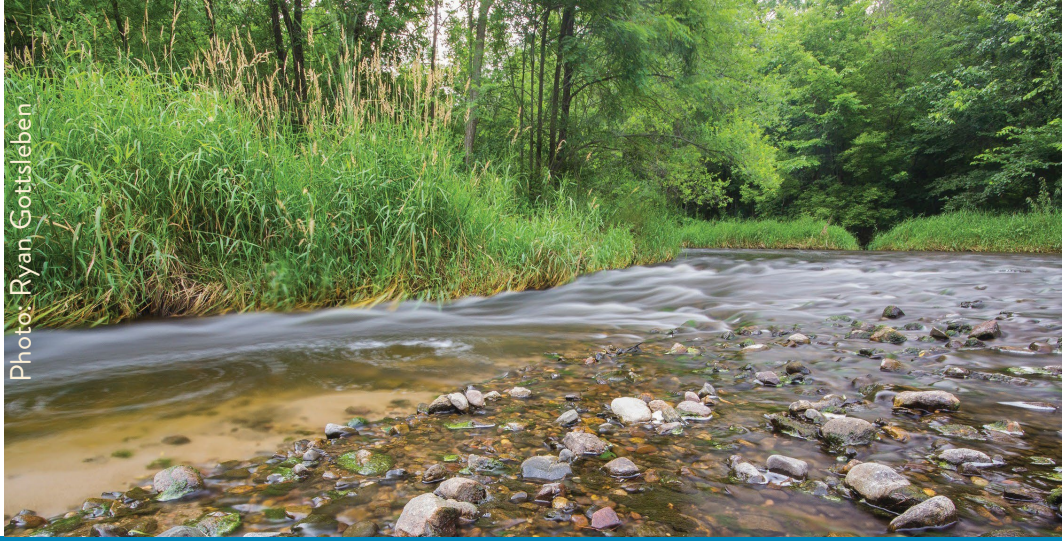




Photo: Ryan Gottsleben



This guide references rules

4.3.5, 3.4.7, 6.5

Maintenance Declarations

Importance:

Maintenance declarations help ensure infrastructure for stormwater infiltration (most common), wetland buffers (less common) and waterbody crossings (least common) are maintained. When a maintenance declaration is required for a watershed permit, follow these steps:

Drafting:

- A. Download the maintenance declaration template for private entities from <https://www.ninemilecreek.org/permits/>
- B. Follow directions and fill in blanks to the best of your ability
- C. Send to NMCWD for a check of the draft. NMCWD staff will correct any issues and send back to you. Do not move on to signing and notary steps until a draft is approved by NMCWD staff.

Signing and Notary:

- There will either be 1 or 2 pages that need to be signed and notarized. These are often the 2nd to last, and possibly 3rd to last pages.

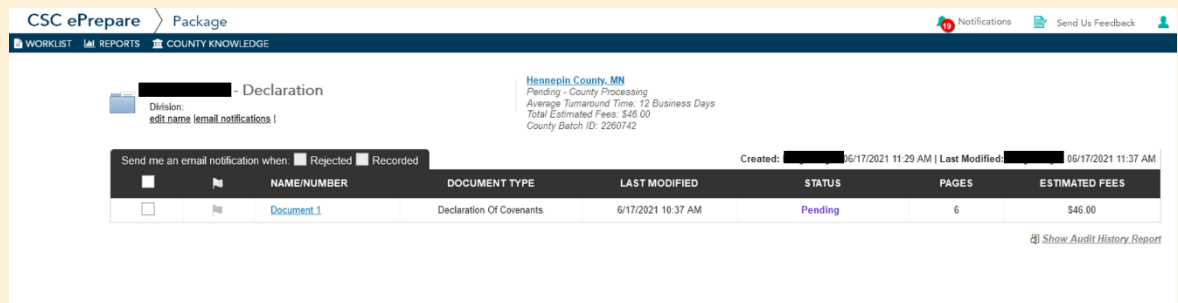
continued

Record with Hennepin County:

- Recording on the property's deed can be done either by mail or e-recording:
 - Mail: Follow directions, mailing address, and payment requirements here: <https://www.hennepin.us/residents/property/real-estate-recording-information>
 - E-record: contact a local title company for recording

Prove Recording:

- Send NMCWD one of the following:
 - Receipt from Hennepin County
 - Email from Hennepin County staff confirming document is recorded
 - Link to list of documents recorded on the property that shows maintenance declaration
 - Screen shot (from title company with e-recording) showing the maintenance declaration is received or pending with Hennepin County. Example below:



The screenshot shows the CSC ePrepare web interface. At the top, there is a navigation bar with 'WORKLIST', 'REPORTS', and 'COUNTY KNOWLEDGE'. The main content area displays a document record for a 'Declaration' with a redacted name. The document is currently 'Pending - County Processing'. A table below the document details the record:

NAME/NUMBER	DOCUMENT TYPE	LAST MODIFIED	STATUS	PAGES	ESTIMATED FEES
Document 1	Declaration Of Covenants	6/17/2021 10:37 AM	Pending	6	\$46.00

Additional information visible in the screenshot includes: 'Hennepin County, MN', 'Average Turnaround Time: 12 Business Days', 'Total Estimated Fees: \$46.00', and 'County Batch ID: 2260742'. The document was created on 06/17/2021 at 11:29 AM and last modified on 06/17/2021 at 11:37 AM. There are also options to 'Send me an email notification when' (Rejected or Recorded) and a 'Show Audit History Report' link.

- For single family home projects, the proof of recording is not required until permit closeout