

## **Instructions for Completion of Stormwater Treatment Device Access & Maintenance Agreement**

(This agreement is available electronically in the Forms section of city's web page at [www.ci.camarillo.ca.us](http://www.ci.camarillo.ca.us))

In order to ensure a smooth recording process the following recommendations are advised:

1. All pages should maintain at least a ½ to 1 inch margin (no writing in the margin either).
2. All typing/writing should be legible and in ink (preferably typed) in size 10 or 12 font.
3. A notary page should be attached separately (8 ½ x 11) behind the signature page. Effective 1/1/08 the following wording must be included on the Certificate of Acknowledgment form:

*State of California  
County of Ventura*

*On \_\_\_\_\_ before me, (here insert name and title of the officer), personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.*

*I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.*

*WITNESS my hand and official seal.*

*Signature \_\_\_\_\_ (seal)*

4. The Legal Description and Map should be readable and within the boundaries of above noted margin. Do not submit dark background maps.
5. Exhibit C Instructions:
  - A. Only include the treatment devices listed on Exhibit C on the recorded document that is applicable to your project as identified on Page 1, Section 1.C of the maintenance agreement.
  - B. Depending on the size of Exhibit C, you may have to adjust the page numbering system for the agreement.
6. Return one signed and notarized original and one copy to the City. The City will arrange for recordation.

**Any questions, please call Anita Kuhlman, City of Camarillo Stormwater Coordinator, at 805-383-5659.**