

## Stormwater Maintenance Agreements

1. The information corresponding with your tax map number can be found on the GIS website at <https://gis.beaufortcountysc.gov/Publicworks/index.html>
2. The Property Owner, page 1 MA (Maintenance Agreement), is the name of the company or individual listed on the Public Works GIS website.
  - a. If the current property owner is different than that listed on the GIS site, supporting documents need to be provided for legal review.
3. Tax map numbers must match across all pages. There can only be ONE tax map number per maintenance agreement.
4. The legal description, page 2 MA, is taken directly from the GIS site.
5. Every BMP must be listed on page 2 of the maintenance agreement and a site map with corresponding labeled BMPs needs to be provided.
  - a. If BMP's are on separate parcels within the development, separate maintenance agreements must be submitted.
6. There must be two witness signatures on page 3 of the Maintenance Agreement.
7. Land Owner Name, page 3 MA– This is the individual responsible for ensuring the BMP maintenance agreement will be followed. The name of the property owner (page 1 MA, see #2 above) needs to be printed above the Land Owner name.
  - a. For example – If Beaufort County is the property owner listed on GIS but John Q. Doe is signing on behalf of the property owner, Beaufort County will be printed above John Q. Doe.
  - b. If an entity owns the property, a Resolution of Directors or official meeting minutes stating that the individual may sign on behalf of the entity needs to be provided for review as part of the submittal.
  - c. The Resolution of Directors or supporting documentation must pre-date the maintenance agreement.
8. Signature of Land Owner, page 3 MA – This will be the individual signing on behalf of the entity. For example, John Q. Doe would sign here.
  - a. The signature must match the printed name. John Q. Doe cannot sign as John Doe or vice versa.
  - b. Make sure the spelling of names, entities, etc. is consistent throughout ALL documentation.
9. All supporting documents need to be submitted together for review or the document will not be accepted.
  - a. The Stormwater Maintenance Agreement, Resolution of Directors and/or meeting minutes, labeled BMP Site Map, and any additional property details, including deeds if the property owner information is incorrect on GIS mapping, should be included.
10. All portions of the form need to be filled in their entirety, no blank sections will be accepted.
11. Digital signatures are accepted if using a recognized electronic signature program that certifies the signature with an affidavit (i.e. DocuSign).
12. You will keep the original documents of ALL versions until after the legal review. Stormwater will then ask for the documents to be mailed or delivered via courier to: Beaufort County Stormwater, 120 Shanklin Road, Beaufort, SC 29906.
13. For further questions, please call Beaufort County Stormwater at 843-255-2805.



necessary. In the case of multiple Landowners of a single property, notice to one shall suffice as notice to all.

**No Duty on the County:**

This Agreement creates no affirmative duty on the County to inspect, and it imposes no liability of any kind whatsoever on the County for omissions in inspecting. The Landowner agrees to hold the County harmless from any liability in the event the Facility fails to operate properly due to the Landowner’s failure to abide by the terms of this Agreement.

**Landowner Covenants:**

The Landowner accepts responsibility for ownership and proper maintenance of the stormwater system, the Facility (pond, swales, etc.) on parcel # (R100 025 000 050B 0000) located at (property address and legal description) POR LOT 25 SEC 27 IN2W PUBLIC WORKS

**Commented [PT4]:** Must match the sole tax map number listed throughout entire document.  
**Commented [PT5]:** The legal description must match public records. See “GIS Mapping Explained” for detailed instructions.

(see attached site map) Beaufort, South Carolina, per the approved maintenance plan. The specific BMPs on the property are listed below:

- 1) Wet Detention Pond
- 2) Pervious Pavers
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**Commented [PT6]:** List each BMP included and labeled on the site map.

Landowner will complete any necessary repairs and/or preventive maintenance procedures in a timely manner to ensure proper functioning as a stormwater management device(s).

Landowner understands that the maintenance plan may be amended or revised at any time by the County in order to address changed conditions or to address conditions not being effectively met by the Facility. Following the County’s sending notice; Landowner will abide by any prescribed changes.

This covenant to maintain the Facility shall run with the land. Landowner will continue to own and maintain the Facility. Notwithstanding the provision for a letter of acceptance, any new Landowner shall be responsible for all duties and obligations created by this Permanent Stormwater Facility and Maintenance Responsibility Agreement upon it being executed and filed in the Register of Deeds Office for Beaufort County.

Landowner understands that failure to adhere to the signed Maintenance Agreement may result in fines of up to \$1,000.00 per day, per violation and /or the institution of a court action, or such other and additional penalties, fines, or assessments as shall be enacted and provided for by the general law of the state or by local regulation lawfully enacted.

(Signatures contained on the next page)

IN WITNESS our hand and seal this 1 day of January, 2021.

Witness One  
WITNESS 1

Witness Two  
WITNESS 2

WITNESS 1

WITNESS 2

Beaufort County

Land Owner Name: John Q. Doe  
(Print)

Land Owner Signature: John Q. Doe

Mailing Address: 1234 Doe Lane  
Beaufort, SC 29902

Phone Number: 843-255-2805

County of Beaufort

BY: \_\_\_\_\_

ITS: County Administrator

**Commented [PT7]:** There must be two witness signatures.

**Commented [PT8]:** Since the Land Owner's Name is a corporation, business, etc., the Land Owner's Name as listed on GIS mapping and as reflected on page 1 of the MA needs to be printed above the signing authority.

**Commented [PT9]:** This is the individual responsible for ensuring the BMP maintenance agreement will be followed, the person who has been given signatory responsibility by the entity/corporation/business listed on GIS mapping and as reflected on page 1 of the MA.

If an entity/business/corporation owns the property, a Resolution of Directors or official meeting minutes stating the individual may sign on behalf of the entity needs to be provided for review as part of the submittal. See Resolution of Directors page for further instructions.

**Commented [PT10]:** This is the signature of the person given signatory responsibility. The signature must reflect the name as printed above and as stated on the attached Resolution of Directors or provided supporting documentation. For instance, this person could not sign *John Doe* as John Q. Doe was what was printed

**Commented [PT11]:** Mailing address and Phone Number of the Land Owner.

**Commented [PT12]:** This portion will be completed by Beaufort County once the Maintenance Agreement has been accepted for submittal.

STATE OF SOUTH CAROLINA )  
COUNTY OF BEAUFORT )

ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me this 1 day of January, 2021 by John Q. Doe, (Landowner's name).

Notary Public Signature \_\_\_\_\_  
Notary Public for South Carolina  
My Commission Expires: 05/30/2027

**Commented [PT13]:** This portion to be completed by a notary public.

STATE OF SOUTH CAROLINA )  
COUNTY OF BEAUFORT )

ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, County Administrator for Beaufort County.

Notary Public for South Carolina  
My Commission Expires: \_\_\_\_\_

**Commented [PT14]:** This portion will be completed by Beaufort County once the Maintenance Agreement has been accepted for submittal.



Pervious pavers

Stormwater Pond



<https://gis.beaufortcountysc.gov/Publicworks/index.html>

website

**PIN: R100 025 000 050B 0000**

Tax Map/Parcel Number

AIN: 152952  
Status: A  
TAG: 100  
Legres:  
Area Code: 79  
Area Name: LAUREL BAY COMMERCIAL & MIXED  
Class Code: 1,025,125 / ComImp Serv Repair  
Book: 236  
Page: 885  
Comments:  
**Legal Desc: POR LOT 25 SEC 27 1N2W PUBLIC WORKS**

Legal Description

**Address Information:**

Situs: 120 SHANKLIN RD  
**Owner Name: BEAUFORT COUNTY**  
Mailing Address: 100 RIBAUT RD  
City: BEAUFORT  
State: SC  
Zip: 29902

Owner Name

**Sale Information:**

Sale Date: 1/1/1980  
Record Date: 1/1/1980  
Price: 0.00  
QualCo:  
Sale Qualif:  
Event Type: 0  
Event TypeD:  
Event Date:

**Size / Other Attributes:**

Acres: 5.00  
Area: 206,624.55 Sq Ft  
Res Sq Ft: 0  
Com Sq Ft: 17,262  
Bldgs: 2  
Min Yr Built: 1,978  
Max Yr Built: 1,978  
Land: 220,000  
Improvement: 338,900



eSearchWidget

By Shape | By Value | Results

Features selected: 1

R100 025 000 050B 0000

*Situs Address:* 120 SHANKLIN RD

*Class Code:* ComImp Serv Repair

*Owner Name:* BEAUFORT COUNTY

*Owner Name (Contd):*

*Mailing Address:* 100 RIBAUT RD

*City:* BEAUFORT

*State:* SC

*ZIP:* 29902

*Acres:* 5.00

*SaleDate:* 1/1/1980

*SalePrice:* 0

*Book:* 236

*Page:* 885

*Area (Sq Ft):* 206,624.55

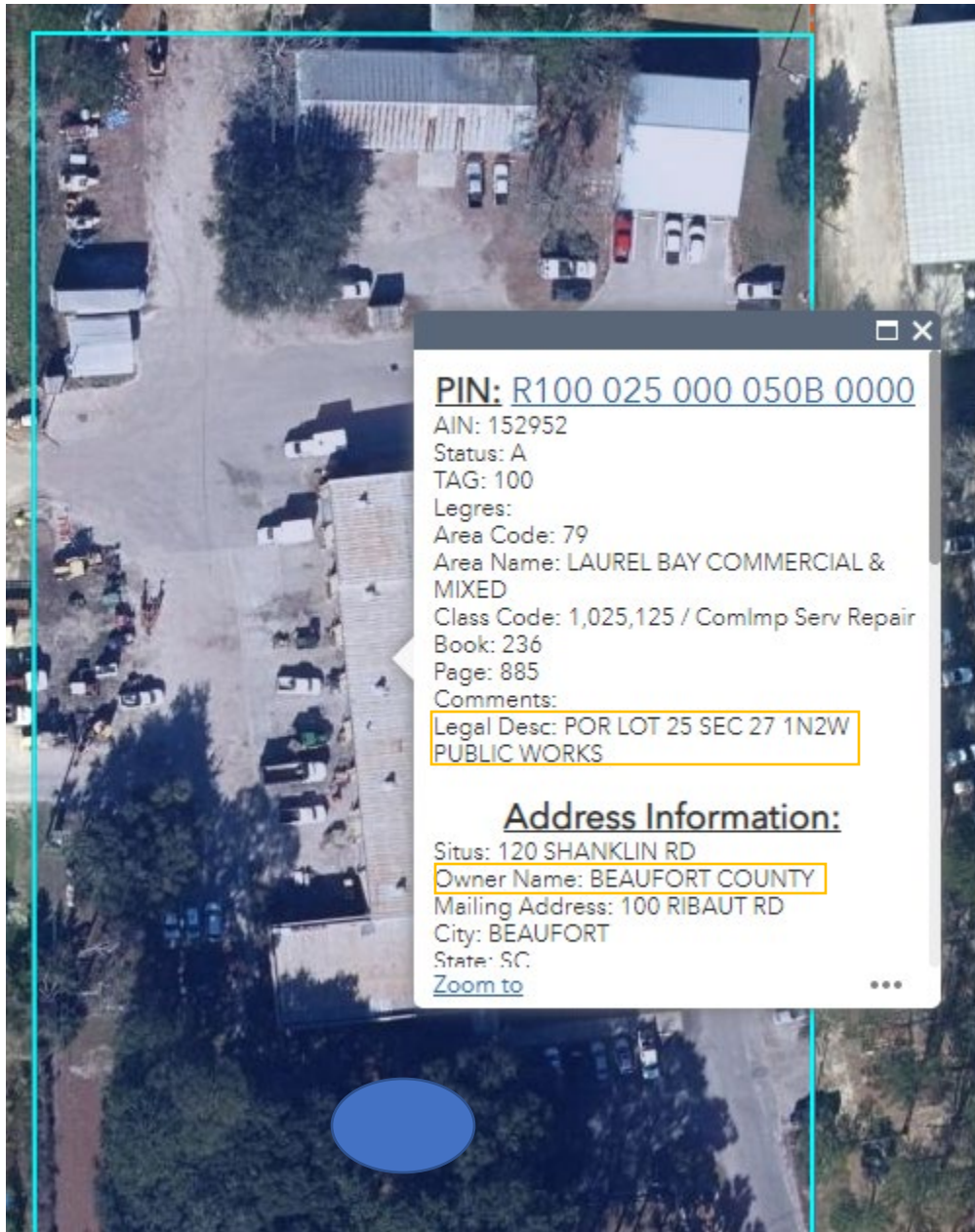
*Property Max*

Click on correct parcel to highlight on map.

Click on highlighted map

\*\*\*Be sure to click on the correct parcel. Often, there may be more than one parcel listed for each tax map number. This ensures the correct legal description is placed on page 2 of the Maintenance Agreement.





**PIN:** R100 025 000 050B 0000

AIN: 152952

Status: A

TAG: 100

Legres:

Area Code: 79

Area Name: LAUREL BAY COMMERCIAL & MIXED

Class Code: 1,025,125 / ComImp Serv Repair

Book: 236

Page: 885

Comments:

Legal Desc: POR LOT 25 SEC 27 1N2W PUBLIC WORKS

**Address Information:**

Situs: 120 SHANKLIN RD

Owner Name: BEAUFORT COUNTY

Mailing Address: 100 RIBAUT RD

City: BEAUFORT

State: SC

[Zoom to](#)

Legal Description listed on MA

Owner Name listed on MA