

**City of Concord Legal Dept.  
Stormwater Control Measures (SCM) Intake Form and Checklist:**

1. Legal Name of Grantor: \_\_\_\_\_  
\_\_\_\_\_

2. State of Incorporation or Formation: \_\_\_\_\_

3. Principal Address of Grantor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Address or Description of Property subject to SCM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Register of Deeds (ROD) Map Book & Page(s) # (if any): \_\_\_\_\_  
\_\_\_\_\_

6. Cabarrus County Parcel Identification Number(s) (PINs): \_\_\_\_\_  
\_\_\_\_\_

7. ROD Deed Book & Page # of ALL Parcels subject to the easement: \_\_\_\_\_  
\_\_\_\_\_

8. If Grantor is not an individual, name and title of person signing on behalf of grantor \_\_\_\_\_  
\_\_\_\_\_

Name of person who completed form: \_\_\_\_\_

Contact info: \_\_\_\_\_

Date: \_\_\_\_\_

**Checklist:**

- Attach a metes-and-bounds description survey of the parcel showing the easement to the SCM and access way to the SCM for attachment to the SCM document. If there is more than one SCM on the site, please label each SCM separately (ie. Sandfilter #1, Sandfilter #2...)**

**If there is a survey recorded, provide the ROD Map Book and Page Number.**

- Inspection and Maintenance Plan for attachment to the SCM document. (City has standard plans for your use.)**
- If there is a Deed of Trust/Mortgage against the property subject to the SCM, a Consent of Lienholder will need to be filled out by the bank holding said Deed of Trust/Mortgage. (If there is more than one Deed of Trust/Mortgage, a separate Consent of Lienholder will need to be provided.)**
- If a Certificate of Compliance (COC) is sought and the SCM has yet to be converted to final status and certified then a Bond and Bond Contract will be required to ensure the conversion (if not already done).**
- A signed copy of this Stormwater Control Measures (SCM) Intake Form and Checklist.**

**THE CITY MUST REVIEW ALL DOCUMENTS BEFORE APPROVAL and/or ACCEPTANCE.**

**DEADLINE NOTICE:**

**No Certificate of Compliance shall be issued for your project until your matter has been heard and accepted by the City Council at a regularly scheduled meeting. Complete, executed documents must be received no later than twelve o'clock, noon on the 14<sup>th</sup> day preceding the Council meeting. Failure to meet this deadline will result in your matter being placed on the agenda for the following month. There are NO EXCEPTIONS TO THIS DEADLINE.**

**The schedule of City Council meetings is published on the City's website: [Concordnc.gov](http://Concordnc.gov)**

**This form may change without notice. This form offers no guarantee that a specific stormwater plan or easement may be accepted by the City.**

**Acknowledged:**

**PROPERTY OWNER OR AGENT:** \_\_\_\_\_  
**Print:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**QUESTIONS? Please contact Concord Legal Dept., Marie Maurer at 704 920-5117 or [maurerm@concordnc.gov](mailto:maurerm@concordnc.gov)**