

# TOWNSHIP OF MIDDLETOWN

(DELAWARE COUNTY)

P. O. BOX 157, LIMA, PA 19037-0157

(610)565-2700

FAX

(610)566-3640

## **Recording Procedure for** **“Stormwater Controls and Best Management Practices** **Operations and Maintenance Agreements”**

### Per Federal and State Requirements

Note: No permits will be issued until the Agreement is recorded and returned to the Township.

1. Print One (1) Copy of the Agreement.
2. Sign and notarize the copy of the Agreement.
3. Bring the signed copy of the Agreement to the Township for the Township’s signatures.
4. Once the Township has determined that all the conditions of approval have been met, the Township will sign and notarize the Agreement and make Two (2) copies.
5. The Applicant will pick up the Original and two (2) copies of the Agreements to be recorded.
6. Bring the Original and two (2) copies of the Agreements with a Self Addressed Envelop to:

Delaware County Recorder of Deeds  
Government Center  
Room 108  
201 West Front Street  
Media, PA 19063  
610-891-4152

(Remember to bring change for the parking meter.)

7. Record the Agreement - The Recorder will only accept Cash or Check. (No Credit Cards) The approximate cost is \$88.50. The Recorder will keep the Original and One (1) copy and a few weeks later will return one in the Self Addressed Envelop.
8. The Second copy of the Agreement must be Time Stamped by the Recorder of Deeds.
9. Return to the Township;  
One (1) Time Stamped recorded Agreement  
One (1) copy of the Receipt from the Recorder of Deeds office