



PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

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**MAINTENANCE DISTRICT FORMATION
DOCUMENT CHECKLIST**

CMD #: _____

CMD Name: _____

**TO FACILITATE THE PROCESSING OF DOCUMENTS REQUIRED TO FORM A MAINTENANCE DISTRICT,
THE PROCEDURES LISTED BELOW MUST BE FOLLOWED AND CHECKED OFF WHEN COMPLETED:**

Engineer of Record: (Blue Tabs)

Signs Engineer's Report

Signs this cover sheet acknowledging that all documents have been signed, initialed and notarized as appropriate, and the check to Butte County Recorder for the CC&R's is attached as required.

Property Owner: (Red Tabs)

Initials spreadsheet detailing costs

Signs Notice of Intention

Signs Petition

Signs CC&R's and has signature *notarized*

Submits check made payable to Butte County Recorder in an amount sufficient to cover the cost of recording CC&R's (\$8.00 for first page, \$3.00 for each additional page, **including exhibits and notary sheet (\$00.00).**

I certify that all documents required for the formation of a maintenance district have been signed as appropriate, and the check to Butte County Recorder is attached.

Engineer of Record