

NFRD/COC/NFA/EC Issuance Checklist

Site Name:

BMI No:

Project Manager:

Residential Land Use Documents

- Confirm that sampling to allow for single family, fee simple dwellings was performed for residential use NFRD/COC/EC.
- If such sampling did not occur, does the NFRD/COC/EC prohibit single family, fee simple dwellings?

Maps, Figures and/or Exhibits

- Attached maps, figures and/or exhibits are produced in a manner that will be clear when reproduced in black and white. Example – highlighted areas rely on distinctive cross-hatching instead of color.
- Confirm that all maps, figures and exhibits recorded in land records are black and white.
- Property boundary(s) on attached maps, figures and/or exhibits are clearly shown.
- Attached maps, figures and/or exhibits clearly illustrate specific limited use designated areas on property.
- For large property, document includes legal description/metes and bounds as well as maps.
- All exhibits are attached to the document.
- All documents are single-sided. Note – Land Records offices will not accept double-sided documents.
- BEFORE MAILING: All dates are changed and inspected to ensure they match. The date fields do not contain placeholders, such as a series of "X" instead of a date.

Environmental Covenants (EC) Only

- Covenant signed by MDE.
- EC includes map/parcel, tax ID reference, and BMI #
- COC/NFRD issued date under #6 of EC matches the NFRD/COC
- Check to make sure land use requirement either refers to NFRD/COC or includes full description of the land use type
- If VCP, EC restrictions matches the NFRD/COC restrictions

Voluntary Cleanup Program - NFRD/COC Only

- NFRD/COC include map/parcel and tax ID reference
- NFRD/COC include MD#
- For a reissued NFRD/COC, check to see if reissued date next to original date.
- For reissued NFRD/COC, cover letter must specify the determination is reissued, why it is being reissued and whether \$2,000 invoice is already issued/paid.