

DECLARATION INSTRUCTIONS

1. The highlighted text in the declaration template is guidance information. The highlight text either:
 - a. provides instructions or guidance on how to complete the declaration – [TEXT IN ALL CAPITAL LETTERS AND BRACKETS] – or
 - b. describes the information to be inserted into the blank immediately prior – (*italicized and in parentheses*)
2. All highlighted text should be removed once the declaration is correctly completed.
3. All property owners must execute the declaration and their signatures must be notarized. Notary services are available at the MCWD office at most times. Call to confirm notary will be available before coming to the office.
4. The Consent & Subordination form must be completed by any party other than fee title owner holding an ownership interest in the property. (Most common is a bank holding a mortgage.) In cases where there are no additional interests, the consent and subordination section of the document may be deleted.
5. The following attachments are required:
 - a. A site plan showing the location of the features regulated by the Declaration (e.g. Attachment A)
 - b. Additional attachments can be used as needed, such as for lengthy legal descriptions.
6. Create two original documents.

The template and guidance information are provided solely as a convenience for permittees. Each permittee should consult his or her own legal counsel with specific questions and prior to executing any document that may affect legal rights.

Please return a final draft to the MCWD (hard copy or via e-mail) for review & approval before recording.

Following approval, the applicant is responsible for recording any required documents with the county. When you take the document for recording, please ensure you take TWO original copies. One copy will receive a barcode stamp and be handed back to you; this is your proof of recording. Proof of recording must be submitted to MCWD via fax, email, mail or in person before the permit can be issued.

HENNEPIN	CARVER
County Recorder/Registrar of Titles Hennepin County Government Center, A-500 300 South Sixth Street Minneapolis, MN 55487 612-348-5139	Property Records Government Center, Administration Building 600 East 4 th Street Chaska, MN 55318 952-361-1930