



Instructions for Completing the Operation and Maintenance (O& M) Agreement for Full Trash Capture

1. Insert the name of the property owner and type of legal entity in the opening paragraph on page 1 of the Agreement. Write the name/legal entity precisely as it is reported on the title report for the property.
2. Insert the APN in paragraph D on page 1 of the Agreement.
3. Insert the permit number in paragraph E
4. Complete the property owner information in Section 8.
5. Complete the signature block.
6. Exhibit A: Provide the legal description of the property.
7. Exhibit B: Provide a black/write line drawing of the property indicating the location and type of trash capture devices installed on the property. The exhibit must be no larger than 8.5" x 11" and all fonts must be at least 0.12 inches. No photographs are allowed.
8. Exhibit C: Include the full trash capture maintenance schedule provided by the City.
9. Submit one (1) **original signed and notarized** O&M Agreement with Exhibits A, B, C and D. Submit to:

City of Pinole
Attn: City Engineer
2131 Pear Street
Pinole, CA 94564

Upon receipt, the City of Pinole will review to ensure the package is complete.

- If not complete, the City of Pinole may return the package with documents.
 - If complete, the City of Pinole will sign and notarize the original O&M Agreement, this can take up to two weeks. The City of Pinole will return the signed O&M Agreement to the Property Owner for recordation.
10. The property owner must record the original signed O&M Agreement, signed by the Property Owner and the City of Pinole, at the Contra Costa County Clerk Recorder's Office. The O&M Agreement must be recorded with Exhibits A, B, C, and D.

Contra Costa County Clerk-Recorder
555 Escobar Street
Martinez, CA 94553

Submittal: Record (1) original (8.5" x 11"), wet-signed and notarized O&M Agreement in person at the County Clerk Recorder's Office.

Fee: There is no recording fee for the original copy. However, the Property Owner may request a copy of the recorded documents at the time of recordation for a nominal fee.

11. Following recordation, the Contra Costa County Clerk-Recorder will send the original documents to the City of Pinole.