Instructions for Obtaining Covenant Approval through the Stormwater Database

1. After signing your covenant, scan it as a PDF document. To ensure the District's signatures are placed in the correct location on the document, verify the following for the page that will be signed by the District:
   a. The page is size 8.5 x 11.
   b. The orientation is correct.
   c. There is minimal rotation.
   d. There are no "gaps" at the top or left border created by scanning an off-center document.
2. Upload the covenant to the Stormwater Database (http://doee.dc.gv/swdb).
   a. After logging in, click "Sites and Plans" and find your project in the list of "All Plans."
   b. Click the icon that looks like an eye. On the page that opens, scroll to the "Plan Documents" section and click "Add Document."
   c. Attach your file.
   d. Select "Covenant" as the type of document.
   e. Enter the page number that will be signed for legal and technical sufficiency.
   f. Click "Save & Close."
3. Notify your DOEE reviewer that the covenant has been uploaded by sending them an email.
4. After obtaining legal and technical sufficiency signatures, DOEE will notify you that your covenant is ready to download.
5. Record your covenant. Covenants can be recorded electronically. For more information, visit https://otr.cfo.dc.gov/node/1240941.