Checklist for

STORMWATER MANAGEMENT FACILITIES MAINTENANCE
FOR COMMERCIAL DEVELOPMENT AGREEMENT PACKAGE

Submittal

Date: ______________

Consulting Firm: ________________________________________________

Contact Person: ________________________________ Phone: __________ Fax: __________

Owner or Developer: ________________________________________________

Owner/Developer’s Address: ____________________________________________

Plan Title: ____________________________________________________________________

File #: ___________________________________________ Project Manager: ______________________

The following items are required in the Stormwater Management Facilities Maintenance for Commercial Development Agreement submittal package. Each item must be included or the submitted package will be rejected and returned to the preparer without review or comment.

☐ Transmittal letter
☐ *One (1) Original Executed Agreement (Rev. May 5, 2014)
☐ *Exhibit “A” Attachment (legal description of property)
☐ *Exhibit “B” Attachment (plan sheet depicting BMP and associated easements)
☐ *Exhibit “C” Attachment (approved Stormwater Practices Maintenance Document)
☐ Current Title Report (less than six months old as held by current owner)
☐ If the property is owned by a religious organization – (other than Catholic or Episcopal Church or incorporated Church) - a Certified Copy of the Court Order appointing the trustees who are authorized to execute legal documents for the organization must accompany the agreement. See Virginia Code §57-8.
☐ If property is owned by corporation, LLC, partnership, etc., then proof of signatory authority/corporate approval must be attached (i.e., copy of operating agreement, corporate resolution, etc.)

Are approved plans being held by this office for receipt of this agreement? _______Yes _______No

Other Comments: ____________________________________________________________________

Has there been any discussion with City Staff regarding this agreement? _______Yes _______No

If yes, with whom? ____________________________________________________________________

Items discussed: ____________________________________________________________________

*NOTE: PURSUANT TO THE RULES OF THE CIRCUIT COURT CLERK’S OFFICE IN WHICH THIS DOCUMENT IS TO BE RECORDED, THE USE OF CORRECTION FLUID (“WHITE OUT”), CORRECTION TAPE, STRIKE-OUTS, ETC., ARE NOT ALLOWED ANYWHERE ON THE ORIGINAL DOCUMENTS. ANY DOCUMENTS RECEIVED WITH THESE MODIFICATIONS WILL BE REJECTED.

6/19/14 Rev.