



CITY OF SUFFOLK

Department of Public Works/Engineering Division

P.O. BOX 1858 SUFFOLK, VA 23439

PHONE 757-514-7725 / FAX 757-514-7727

Checklist for **STORMWATER MANAGEMENT FACILITIES MAINTENANCE AGREEMENT**
FOR COMMERCIAL DEVELOPMENT 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
- Schedule "A" attachment (legal description of property)
- Current Title Report
- If the property is a religious organization –(other than the Catholic or Episcopal Church)
A Certified Copy of the Court Order appointing the trustees who are authorized to execute legal documents for the organization must accompany the original agreement. See Virginia Code §57-8.

Are the 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: _____