



CITY OF SUFFOLK

Department of Public Works / Engineering Division

P.O. BOX 1858, SUFFOLK, VA 23434 PHONE (757) 514-7725; FAX (757) 514-7727

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.**