

Stormwater Management Facilities Maintenance Agreement Submittal Form

Required for all privately maintained Stormwater Management Systems.

Date: _____

Preparer Name: _____

Email Address: _____ Phone #: _____

Business Name: _____

Mailing Address: _____

Design Professional Name: _____

Email Address: _____ Phone #: _____

Business Name: _____

Mailing Address: _____

Developer Name (Company): _____ Point-of-Contact: _____

Email Address: _____ Phone #: _____

Current Property Owner Name: _____

Email Address: _____ Phone #: _____

Plan Title: _____

The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted.

- No review fee required.
- Stormwater Management Facilities Maintenance Agreement—Electronic document submittal thru ACCELA. Owner’s initials must be on pages 1-8. *Signed originals and recording fees will be requested when ready for recordation.*
- Supporting project narrative, calculations, and reports containing a signed and dated professional seal on the cover. Each item below must be an electronic document submittal thru ACCELA.
 - Schedule “A” attachment (legal description of properties)
 - Current Title Report of the properties or a certification of title letter prepared by an attorney must be submitted with the original document agreement.
 - If the property is owned by 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 (ref. VA Code Section 57-8).

Note: The City of Virginia Beach will only accept original legal documents prepared by an attorney or the property owner(s). Please reference the Virginia Supreme Court Rules, Part Six, Section I, Rule 6 Governing Real Estate Transactions, UPR 6-103.

Which city staff has been informed of this plan through meetings, phone conversations or emails?

What issues were discussed?
