



# City of Virginia Beach

## Development Services Center

### Checklist for LAND MANAGEMENT AGREEMENT PACKAGE Submittal

Date: \_\_\_\_\_

Consulting Firm: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner or Developer: \_\_\_\_\_

Owner/Developer's Address: \_\_\_\_\_

Plan Title: \_\_\_\_\_

DSC File #: \_\_\_\_\_ DSC Project Manager: \_\_\_\_\_

**The following items are required in the Land Management Agreement submittal package. Each item must be included or the submitted package will be rejected and returned to the consultant/preparer without review or comment.**

- Transmittal Letter
- Three (3) copies of the executed agreement
- Three (3) folded paper copies of the Land Management Drainage Plan

Two (2) Mylars, Original Legal Document, and Recordation Fees are required once the review is completed. Document Recordation Fees Checks made payable to "Clerk of Circuit Court" (see current recordation fees at [DSC Fees](#))

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: \_\_\_\_\_