

# Private Sanitary Sewer Maintenance Agreement Submittal Form

Required when a private sanitary sewer line is shared by more than one fee simple parcel or lot.

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.
- Private Sanitary Sewer 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, supporting documents and associated legal documents. 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 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 for the organization must accompany the original agreement. (Reference Virginia Code §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?

\_\_\_\_\_