



## Maintenance Agreement Guidance

1. Please submit a Maintenance Agreement with the original signatures (signed and notarized, see Sheet 5 of 6).
  - a. Be sure to put the Tax Map Parcel # in the Header of the document.
  - b. For Part B of the Maintenance Agreement where you place the **Title of the project**, please add the AP# for the project with the title.
  - c. The signatures on Page 5 of the Maintenance Agreement are to be “original signatures”. The Clerk of Court will only accept with “original signatures”.
2. Provide a check for the \$26 recording fee made out to “Clerk of Court”
3. Provide a State Cover Sheet, refer to the link:  
<http://vlrcs.courts.state.va.us/?circuitName=stafford&lrcsReq=y>
  - a. On the “Cover Sheet”: for Site Description: Provide the “Project Name, SWM Agreement”
  - b. The date on the Cover Sheet is to match the date on the Maintenance Agreement (the date in the first paragraph on Sheet 1 of the Maintenance Agreement)
  - c. For the “Short Property Description”: Project Name, Project Number, SWM MA
4. Deliver the a) Maintenance Agreement, b) check, and c) State Cover Sheet to 2126 Richmond Highway, Suite 203. Note, please email the Environmental Plan Reviewer that the Maintenance Agreement will be submitted shortly.
5. Upon receipt of the Maintenance Agreement with the original signatures, State Cover Sheet, and the fee (via a check),
  - a. Page 6 of 6 will be signed / notarized by Stafford County.
  - b. The Maintenance Agreement will be recorded with the Stafford County Clerk of Court.
6. Upon recordation, the “Instrument Number” will be emailed so that it can be placed within the Maintenance Agreement note on the Plans.