



CITY OF RICHMOND DEPARTMENT OF PUBLIC UTILITIES
**STORMWATER UTILITY MAINTENANCE AGREEMENT (SUMA)
STEP BY STEP INSTRUCTIONS**

Please follow these instructions carefully to ensure timely processing of your submission.

Submit the following required documents together:

1. Submit the following:

- i. **An unsigned** completed Stormwater Utility Maintenance Agreement (SUMA)
- ii. A Stormwater Facility Access Plat

- iii. **SUMA requirements:**
 - The Stormwater Utility Maintenance Agreement (SUMA) must be complete with the necessary information. **All fields must be filled out, except for the signature sections.**
 - List Tax Parcel numbers in the following format, Letter+10 digits (for example: C0060789007)
 - List the instrument ID in a 9-digit format (for example: 210006081)
 - **Important Note:** Any modifications to the standard language will delay the approval process.

- iv. **Access Plat Requirements**
 - The property address, street name and north arrow must be shown on the access plat.
 - Plat must be stamped and signed by a licensed engineer.
 - The proposed development shall be shown in the background, with access to all new stormwater BMP (Best Management Practice) facilities and a clear pathway between the public right-of-way and all onsite BMPs. (See example).
 - The plat paper size must meet the recording requirements of the Richmond Circuit Court Clerk.
 - An original signed & sealed plat will be required for the final submission.

2. Submit Initial Documents to Water Resources for Review

- i. Email the completed SUMA and access plat to the Water Resources plan reviewer in pdf format. (Do not mail/hand deliver the unsigned documents to the City Attorney's office until instructed.)

3. Reviewed for Correctness and Returned for Revision

- i. The SUMA and access plat will be reviewed by all necessary staff.
- ii. The Water Resources plan reviewer will return the corrected SUMA to the applicant, if necessary.
- iii. The applicant must revise the document per any written comments. Call with questions to 804-646-7586.

4. Return the Revised documents to Water Resources plan reviewer for approval via email.

5. Final Approval

- i. The applicant will be notified once the SUMA and access plat are approved.
- ii. Upon approval, return an original hard copy of the SUMA-notarized, signed and dated along with the access plat to:

Sophie A. Koziol (Studer)
Assistant City Attorney
900 East Broad Street, Suite 400
Richmond VA 23219
(The City Attorney's office will handle recording the documents.)

6. Final Documents Required for Permit Approval

- i. Once the approved, signed, and notarized SUMA and access plat are received by the City Attorney, Water Resources can approve the RESMP permit.
- ii. Completing the SUMA process will allow the property owner to apply for a credit on the Stormwater Utility Fee.