



**CITY OF RICHMOND, VIRGINIA
DEPARTMENT OF PUBLIC UTILITIES
Erosion and Sediment (E&S) Control Agreement
Instructions**

Follow these instructions carefully to avoid delays in processing times.

The following documents ***must be submitted together***:

- A. E&S Developer's Agreement- **Must be original Forms with wet signature**
- B. E&S Surety Calculation Sheet
- C. E&S Performance Surety (Bond, Check, or Letter of Credit)

Instructions for Attachment A: The City/Developer E&S Control Agreement must be **signed by the Owner** on which the land disturbing activity is taking place.

Please complete all highlighted fields of the document. NOTE: Do **not** fill out the date in the first line, it will be added once signed by Water Resources.

Instructions for Attachment B: The E&S Surety Calculation will be approved by the Water Resources Division during their review process. It will be emailed to the applicant's contact person once the plans are approved/issued. Once completed, print a copy of the calculation sheet to submit along with the other documentation for your E&S Agreement.

A Performance Surety for the estimated cost of the agreement is required. Surety may be by bond, check, or irrevocable letter of credit. Both the Agreement and Surety must be hand-delivered to the address below for further processing every **Monday- Wednesday from 9:00AM-12:00Noon to Alishia Mason .**

Collection Systems & Regulatory Affairs Facility
Water Resources
1801 Commerce Road
Richmond, Virginia 23224
804-646-7586

***A receipt will be given upon submission of documents. You are then required to send a copy to your assigned reviewer in Water Resources for proper processing.**

Request release of surety at the end of a project with Water Resources:

Written verification from the City of Richmond Erosion & Sediment Control Inspector is required before any portion of the surety is released. To insure correct processing it is the owner's responsibility to request an inspection to obtain a surety release providing the Project Address, Project Permit Number, the Surety Amount, and Full Address to whom your release shall go too. **Contact your assigned inspector or call Water Resources at 804-646-7586.** The final inspection **shall not** be completed **prior to 75%** of living perennial vegetation being established. [See Virginia Department of Environmental Quality C-SSM-10 Permanent Seeding Section 3.0 Planning and Considerations.](#)



Got questions?

- For the bonding process (substitution of forms, methods of surety, etc.), call 804-646-7302
- For E&S-related, call Water Resources at 804-646-7586