

**Department of Public Utilities
County of Henrico
Virginia**

**Guidelines for Completing the
Utilities Information Sheet For Legal Agreement**

The County uses this Information Sheet to prepare the Water and Sewer Agreements for execution by the Owner and the County. When the Agreements are executed, the Clerk of the Court records them. The Agreements shall be executed before water and sanitary sewer construction plans will be approved.

-Check or Circle County Water and/or Sewer to indicate desired connection to system.

1. The **NAME OF PROJECT** is the title shown on the water and sanitary sewer utility plan.
2. **AGENT'S NAME** is the contact person completing the information sheet and who will be contacted when additional information is needed. The Agent's telephone number, address, zip code; facsimile number and email address shall be included.
3. **PROPERTY OWNER** is (are) the name(s) of the property Owner(s) as shown in the Deed (of Trust). **Enclose copy of Deed (of Trust)**. Include **Phone Number** (Complete Telephone Number of Property Owner); **Address & Zip Code** (Complete mailing address of the Property Owner where County will send the executed agreement).
4. **Enclose** a copy of the **DEED (of Trust)** with this completed Information Sheet which clearly shows the Deed Book and Page Number
5. **Property Identification** shall be the identification number shown on the Henrico County Property Identification Map for the property included in the Deed of Trust.
6. **ENCLOSE 7 COPIES OF PROPERTY BOUNDARY DRAWING**. This is a map or plat of the property to be included in the Agreement and shall clearly show the acreage, distances, bearings, reference to an intersection, and north arrow. This drawing shall include the required information but does not need to be surveyed or recorded. This drawing will be attached to and recorded with the agreements and shall be no larger than 16 inches by 24 inches.)
7. This is the **ACREAGE** to be included in the agreement. If the Owner plans to develop the property in pieces/sections/phases, then the total acreage of the parcel (s) is shown in this item.
8. **IF ONLY A PART OF THE OVERALL ACREAGE SHOWN IN ITEM 7 IS TO BE DEVELOPED AT THIS TIME THEN** (Indicate the actual acreage for which service is to be provided at this time.) **ACRES WILL BE DEVELOPED AS PHASE** (Show the phase designation) or **SECTION** (or the section designation).
9. **MAGISTERIAL districts** the district where the property is located).
10. Provide information on how the site will be developed.
 - a) For residential projects include the required information for either single family or multi-family type construction.
 - b) For commercial projects indicate the type of development proposed. For nursing homes or dormitories, complete item 11 on the Information Sheet.

- c) For industrial projects describe the type of industry and specify any manufacturing processes to be located at this facility.
11. If a nursing home or dormitory is proposed and if Section 501(c)(3) of the Internal Revenue Code is applicable then provide a copy of the documentation and approval from the Internal Revenue Service.
 12. The appropriate signatures and notary clauses are required for execution of the Agreement. Either complete Item 12 or submit a copy of your signature page and notary clauses. Failure to submit complete or correct information will result in delays in completing and executing the required Water and Sewer Agreements. An executed Agreement is required before Water and Sewer Plans can be approved for construction.
 13. The County will mail the Water and Sewer Agreements to the address indicated. The individual signing this certification is the person who will be contacted if additional information is needed. Indicate whether it is the “Owner” or “Agent” who is submitting this Information Sheet.

Helpful Hints

1. If there is a need to erase, cross out, or add any information to a preprinted form, the persons who sign the document must also initial each change on all documents.
2. If a church, all trustees for the church must sign and signatures be notarized.
3. If a corporation, two corporate officers of that corporation are required to sign and signatures be notarized.

Submit the completed application with the required attachments to:
Henrico County
Department of Public Utilities,
P.O. Box 27032
Richmond, VA 23273

Faxed or emailed information sheets and attachments will not be accepted.

For questions about this information sheet please contact:
Amy Jo W. Seal at (804) 501-4993, or email questions to sea05@co.henrico.va.us
