

Time Extension?

**FAXED OR EMAILED INFORMATION SHEET PACKAGES WILL NOT BE ACCEPTED.**

**UTILITIES INFORMATION SHEET FOR LEGAL AGREEMENT**

**FOR COUNTY: WATER \_\_\_ SEWER \_\_\_\_\_**

**(Please Type or Print)**

*The Information Sheet is used to prepare the Water and Sewer Agreements. The agreements must be executed by the current Property Owner and Henrico County to provide service to the Owner's property.*

1. **CONSTRUCTION PLAN TITLE:** \_\_\_\_\_  
\_\_\_\_\_

2. **OWNER'S REPRESENTATIVE:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
\_\_\_\_\_ Zip: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

3. **PROPERTY OWNER:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
\_\_\_\_\_ Zip: \_\_\_\_\_

4. **ATTACH A COPY OF PROPERTY OWNER'S DEED (Deed Book and page numbers must be shown on the deed.)**

5. **PROPERTY IDENTIFICATION NUMBER (AS SHOWN ON COUNTY PROPERTY IDENTIFICATION MAPS, GIS):** \_\_\_\_\_  
\_\_\_\_\_

6. **ENCLOSE SEVEN (7) COPIES OF THE PROPERTY BOUNDARY DRAWING, NO LARGER THAN 24" BY 18"**

7. **ACREAGE**

- A. Total Acreage: \_\_\_\_\_ Acres (Required Field)
- B. Phase/Section Acreage: \_\_\_\_\_ Acres Will be Developed as Phase/Section \_\_\_\_\_

8. **MAGISTERIAL DISTRICT: (Circle or Check One)**

Brookland \_\_\_ Fairfield \_\_\_ Three Chopt \_\_\_ Tuckahoe \_\_\_ Varina \_\_\_

9. **THE FOLLOWING WILL BE CONSTRUCTED:**

**RESIDENTIAL:**

___ Single Family:	___ Multi-Family:
___ # Subdivision Lots on _____ Acres	___ # Townhouse Lots on _____ Acres
will be Developed as Follows:	___ # Condominium Units
Lot No. ___ Thru ___ Inclusive, Block ___	___ # of Structures/Buildings
Lot No. ___ Thru ___ Inclusive, Block ___	___ with Clubhouse
Lot No. ___ Thru ___ Inclusive, Block ___	___ # Apartment Units
Lot No. ___ Thru ___ Inclusive, Block ___	___ with Clubhouse
Lot No. ___ Thru ___ Inclusive, Block ___	

**COMMERCIAL:**

___ Office, Type: _____	___ Hospital: _____ # Beds
___ Restaurant	___ Nursing Homes: _____ # Beds
___ Hotel/Motel: _____ # Rooms	___ Dormitories: _____ # Beds
___ with Restaurant	___ Other: _____

\_\_\_\_ with Manager's Apartment

**INDUSTRIAL:**

Describe the Type of Industrial: \_\_\_\_\_

Will There be **Manufacturing**? If So Specify: \_\_\_\_\_

10. If this is a nursing home or dormitory that is a facility providing permanent housing for elderly or handicapped persons and operated by a charitable, nonstock, nonprofit organization which is exempted by section 501(c)(3) of the Internal Revenue Code provide a copy of that documentation and approval by the Internal Revenue Service. \_\_\_\_\_ # Dwelling Units

**11. SIGNATURE PAGE INFORMATION FOR THE PROPERTY OWNER IN NUMBER 3:**

*(Give names in the form of first given name, middle initial and last name)*

A. Specify & Spell out Individual Owner or Business Type (ie. Corporation, Limited Partnership, General Partnership, Limited Liability Company, etc.). \_\_\_\_\_

B. State the name(s) and title(s) of the person/people legally required to sign agreements below:

Name	Title
_____	_____
_____	_____

If business type is a Corporation, state the name and title of the attesting person:

Name	Title
_____	_____

C. This business was organized in the State/Commonwealth of \_\_\_\_\_

D. Is this business authorized to do business in the Commonwealth of Virginia? \_\_\_\_\_ Yes \_\_\_ No

**12. PLEASE MAIL THIS AGREEMENT TO THE ADDRESS BELOW:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. *I certify that the above information is true and correct.*

Signed: \_\_\_\_\_ (Owner/Owner's Representative) Date: \_\_\_\_\_

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For questions about this information sheet please contact:

Daniel Ivy at (804) 501-4802, or Email at [ivy001@henrico.us](mailto:ivy001@henrico.us)

Kenisha Williams at (804) 501-4600, or Email at [wil303@henrico.us](mailto:wil303@henrico.us)

Submit completed application with the required attachments via the Build Henrico Customer Portal following the standard submission instructions outlined on the Build Henrico website ( <https://build.henrico.us/>).

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

The County uses this Information Sheet to prepare the Water and Sewer Agreements for signature by the current property Owner and the County. When the Agreements are executed/completed (signed and notarized by all parties), the Clerk of the Court records them. ***The Agreements shall be executed before water and sanitary sewer construction can begin and building permits approved.***

- Indicate if this is for a time extension by checking the box at the top of the page.
- Check or Circle County Water and/or Sewer to indicate desired connection to system.

1. **CONSTRUCTION PLAN TITLE** is the title shown on the water and sanitary sewer construction plans cover sheet.
2. **OWNER'S REPRESENTATIVE** is the contact person completing the information sheet and who will be contacted when additional information is needed. The Representative's telephone number, complete mailing address including company name, zip code, facsimile number and email address shall be included.
3. **PROPERTY OWNER** is (are) the name(s) of the current property Owner(s) as shown in the Deed(s). Provide telephone number (including area code); complete mailing address & zip code (this is the address agreements will be mailed to if another address is not given in number 12).
4. **ATTACH A COPY OF ENTIRE DEED of the current property owner with the completed Information Sheet** which clearly shows the Deed Book and Page Number on the Deed.
5. **PROPERTY IDENTIFICATION NUMBER(s)** will be the identification number(s) as shown on the Henrico County Property Map for the property included in the agreement.
6. **ENCLOSE SEVEN (7) COPIES OF PROPERTY BOUNDARY DRAWING.** This is a map or sketch of the property boundary to be recorded with the Agreement and will clearly show the following: overall acreage, phased acreage, distances with bearings of the boundary lines for overall and phased acreages, distance reference to a road intersection, a north arrow, font size no smaller than one-tenth (1/10") of an inch or larger. This drawing will be no larger than 18 inches by 24 inches. This drawing must include the required information but does not need to be physically surveyed, signed by a licensed surveyor or have been previously recorded.
7. **ACREAGE** is broken down into two subcategories. Total acreage is required to be identified in the agreement and should match the overall acreage when a property owner is not developing all the property at one time. If the property will be developed or served in phases or by sections, then fill in the necessary information to identify the current phase/section acreage and corresponding number or alphabet identifier.
8. **MAGISTERIAL DISTRICT** is the Henrico County district where the property is located.
9. **THE FOLLOWING WILL BE CONSTRUCTED** is the area to 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. Include lot and block identifiers as they will be shown on the recorded subdivision plat (for single-family and townhouse for sale properties only, condominiums are sold per unit with no land so lots and blocks may not be assigned). Also be sure to indicate if a clubhouse will be built.
- b) For commercial projects indicate the type of development proposed.
- c) For nursing homes/dormitories with no cooking facilities (no kitchen with stove) in each unit identify as nursing home or dormitory on a per bed basis.
- d) For nursing homes with cooking facilities (kitchen with stove) in the unit identify as an apartment unit, not nursing home or dormitory.
- e) For industrial projects describe the type of industry and specify any manufacturing processes to be located at this facility.

10. 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.

11. **SIGNATURE PAGE INFORMATION** reflects the property owner shown in number 3 and provides the name(s) and title(s) of the people who have the legal authority to sign the agreements. This information will be used to fill in the signature and notary clauses required for execution of the Agreement. If the property is owned by a business entity provide that entity in 11A, if it is owned by an individual or a group of individuals you may put **individual** or simply **owner**. A corporation requires the names and titles of two (2) corporate officers. Failure to submit complete or correct information will result in delays in completing and executing the required Water and Sewer Agreements.

12. **PLEASE MAIL THE AGREEMENT TO THE ADDRESS BELOW** is used if the agreements are to be mailed anywhere except to owner's address as given in number 3 on page one (1).

13. An original signature is required for the certification that the information sheet is correct. The person signing this form is the person who will be contacted about the information on the information sheet. It can be the Owner or Owner's Representative who signs. Circle or underline Owner or Owner's Representative including the date.

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