



**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
- 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 Landowner of Record or their Agent** 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 the Director.

**Instructions for Attachment B:** The E&S Surety Calculation is created by the Water Resources Division. It will be emailed to the applicant's contact person once the plans are approved. Once completed, print a copy of the calculation sheet to submit along with the other documentation. ***Water Resources can be contacted at (804)646-7586 or at [waterresources@rva.gov](mailto:waterresources@rva.gov)***

**A Performance Surety** for the estimated cost of the agreement is required. Surety may be by bond, check, or irrevocable letter of credit. Checks can be made payable to: **City of Richmond**

**Completed documents must be hand-delivered (Monday through Wednesday from 9:00 am-12:00 pm) to:**

Collection Systems & Regulatory Affairs Facility  
1801 Commerce Road  
Richmond, Virginia 23224  
ATTN: Diamond Giles  
804-646-4688

**\*A receipt will be given upon submission of documents.**

**Request release of surety at the end of a project:**

Written verification from the City of Richmond Erosion & Sediment Control Inspector is required before any portion of the surety is released. It is the owner's responsibility to request an inspection to obtain a surety release. 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.](#)