**Procedures for Submitting BMP Maintenance Agreements**

* Agreements are submitted to the City of Harrisonburg, Department of Community Development, 409 S. Main Street, Harrisonburg, Virginia 22801.
* Download and complete the relevant **original** agreement.
	+ Link to BMPMA
	+ Link to BMPMA Open Space
* **Type** all information on form.
* **Submit** draft agreement with exhibit(s) for City review **prior to signature**.

**Following approval of draft:**

* Print form **single-sided.**  Please refer to the following resources for additional recordation requirements:
	+ <https://www.rockinghamcountyva.gov/331/Land-Records-Division>
	+ <https://www.rockinghamcountyva.gov/DocumentCenter/View/47/Real-Estate-Standards>
* Sign form in **black ink**.
* Signature must be properly notarized (black ink).
* If the Landowner is a corporation, partnership, trust, limited liability company, etc.,
provide official/legal documentation that the person signing is authorized to sign
legal/contractual documents for the organization.
* Submit original agreement to the Department of Community Development for signature by the City Manager.
* Upon signature by the City, we will contact you to pick up the executed agreement.
* Record agreement in County Clerk’s office and return the original stamped document to Community Development.