

# **APPENDIX 1**

Standard Forms and Tables



# SUBMITTAL CHECKLIST



**Augusta County Service Authority**

	TYPE OF SUBMITTAL			
	MASTER PLAN	SUBDIVISION	SITE PLAN	UTILITY EXTENSION
<b>THE FOLLOWING ITEMS SHALL APPEAR IN PLAN VIEWS</b>				
All Existing and Proposed Water and Sewer Lines				
Project phase boundaries				
Lot numbers				
Existing and Proposed Contours				
Ditch Centerlines				
Existing and Proposed Features (Above and Underground) which Intersect and are in the Vicinity of the Proposed Utility				
Existing Storm Sewers and Culverts				
100 Year Flood Elevation				
Wetlands Boundaries				
Stationing				
Existing and Proposed Property Lines with Owner Name, Tax Map, or Instrument No. (Deed Book and Page)				
Existing and Proposed Easements with Record Information (Deed Book and Page)				
Streets' Edge of Pavement or Curb and Gutter				
Right-of-Way				
Trees and Shrubs which will be Affected by Construction				
Pipe Size and Material				
Direction of Flow for Sewer				
Deflection Angles				
Appurtenances (FHs, MHs)				
Appurtenances (Air Releases, Blow Offs, Valves, Fittings, etc.)				
Road Bores and Casings as Necessary				
Creek Crossings and Encasements as Necessary				
Lateral Locations and Cleanouts				
Service Line Locations, Meters, and Boxes (Specify on Plans, Who Will be Installing the Boxes, Contractor or Authority)				
North Arrow and Scale Bar				
Benchmarks and Control Points				
Labels, Design Notes, Matchlines, etc as Necessary				
<b>THE FOLLOWING ITEMS SHALL APPEAR IN PROFILE VIEWS</b>				
Proposed Water or Sewer Line				
Existing and Proposed Ground Surface				
Existing and Proposed Features which Intersect the Proposed Utility				
Appurtenances (FHs, Air Releases, Blowoffs, Valves, Fittings, MHs, etc)				
Inverts In and Out For Each Manhole				
Vertical Clearance Between Utilities				
Stationing				
Length, Pipe Size, Material, Class and Slope				
Road Bores and Casings as Necessary				
Creek Crossings and Encasements as Necessary				
Labels, Design Notes, Matchlines, etc as Necessary				
Scale Bar				

# AUGUSTA COUNTY SERVICE AUTHORITY



## APPLICATION FOR PLAN REVIEW

Date: \_\_\_\_\_

Project Name /Plan Title: \_\_\_\_\_

Type of Project: \_\_\_\_\_  
(Master Plan, Minor Subdivision, Major Subdivision, Commercial/Industrial Site Plan, Utility Extension, Other)

Master plans and subdivisions indicate the number of lots: \_\_\_\_\_

Site Plans that are expansions of existing structures that are currently connected the Service Authority's water or sewer system provide your account number: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Location: \_\_\_\_\_

Parcel Number (To Be Completed For All Site Plans):

Tax Map \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_

Owner/Developer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

.....  
**Service Authority Site Access:**

For plans showing the construction of privately owned water/sewer mains/submains intending to connect to the Service Authority's systems, the property owner must sign in agreement with the following prior to plan review:

I hereby grant representatives of the Augusta County Service Authority, upon showing proper identification, access to the property associated with this project during the construction period for the purpose of inspecting the associated mains/submains and appurtenances to ensure compliance with the Service Authority's Design and Construction Standards. Furthermore, I understand that service to the property will not be provided until all construction is in compliance with the Service Authority's Standards and the necessary access easements have been properly recorded in accordance with the Service Authority's Standards. This right to access provided by you shall expire upon issuance of a Certificate to Occupy by the Augusta County Building Inspection Department.

Owner/Authorized Representative: \_\_\_\_\_(Please Print)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Signature)

All applications for plan review **NOT** associated with a major subdivision shall be accompanied by a water meter sizing form. All major commercial and residential subdivisions shall submit hydraulic calculations with the submittal of the master plan in accordance with the Augusta County Service Authority Construction Standards.

Please note that Subdivision Construction Plan and Utility Extension plan approval is valid for 1 year through the Augusta County Service Authority. All other plan approval shall coincide with the limits set by the Augusta County Community Development Department.

Design Engineer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Services Requested: Water \_\_\_\_\_ (No. of Connections) **And/Or** Sewer \_\_\_\_\_ (No. Of Connections)

Application Completed By: \_\_\_\_\_(Please Print)

\_\_\_\_\_ (Signature)

Representative Of: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**AUGUSTA COUNTY SERVICE AUTHORITY  
WATER METER SIZING FORM<sup>1</sup>**

Project Name: \_\_\_\_\_ Type of Facility/Use: \_\_\_\_\_  
Project/Facility Location: \_\_\_\_\_

Fixture		Fixture Value @ 35 psi		No. of Fixtures		Fixture Value
Bathtub with Shower		8	X		=	
Bedpan Washers		10	X		=	
Combination Sink and Tray		3	X		=	
Dental Unit		1	X		=	
Dental Lavatory		2	X		=	
Drinking Fountain	- Cooler	1	X		=	
	- Public	2	X		=	
Kitchen Sink	- 1/2" Connection	3	X		=	
	- 3/4" Connection	7	X		=	
Lavatory	- 3/8" Connection	2	X		=	
	- 1/2" Connection	4	X		=	
Laundry Tray	- 1/2" Connection	3	X		=	
	- 3/4" Connection	7	X		=	
Shower Head (Shower Only)		4	X		=	
Service Sink	- 1/2" Connection	3	X		=	
	- 3/4" Connection	7	X		=	
Urinal	- Pedestal Flush Valve	35	X		=	
	- Wall Flush Valve	12	X		=	
	- Trough (2 Ft. Unit)	2	X		=	
Wash Sink (Each Set of Faucets)		4	X		=	
Water Closet	- Flush Valve	35	X		=	
	- Tank Type	3	X		=	
Dishwasher	- 1/2" Connection	5	X		=	
	- 3/4" Connection	10	X		=	
Washing Machine	- 1/2" Connection	5	X		=	
	- 3/4" Connection	12	X		=	
	- 1" Connection	25	X		=	
Hose Connection (Wash Down)	- 1/2"	6	X		=	
	- 3/4"	10	X		=	
Combined Fixture Value Total					=	
Irrigation	For spray and rotary systems indicate the total irrigable area (square feet)				=	
	For irrigation systems utilizing hose bibs, indicate the number of bibs used				=	
Fixed Loads <sup>2</sup>					=	

I certify that the above information is true and correct: \_\_\_\_\_ (Name – Please Print)

\_\_\_\_\_ (Signature)

TO BE COMPLETED BY ACSA ENGINEERING DEPARTMENT						
System Pressure =		Pressure factor (PF)	=			
1) Customer Peak =	Demand of Fixture Total from Fig. 4.4/4.5	* _____ (PF)	=			gpm
2) Irrigation =	_____ SF/100 * (1.16) or (0.04) <sup>3</sup>		=			gpm
	_____ Bibs*6.5*	_____ (PF)	=			gpm
3) Fixed Loads =			=			gpm
<b>Total Demand =</b>	<b>Sum of 1 - 3</b>		=			<b>gpm</b>

<sup>1</sup> This form is based on AWWA M22, Copyright 1975

<sup>2</sup> Document equipment/use requiring fixed load demand in space provided

<sup>3</sup> Spray Systems – Use 1.16; Rotary Systems – Use 0.40

**AUGUSTA COUNTY SERVICE AUTHORITY  
FIRE HYDRANT FLOW TEST FORM**

Location :   
Street/Intersection

Associated Project:

Water System:

Tank:

Flow Hydrant Number:  Person(s) Performing Test:   
Size of Main (inches):

Static Pressure (psi):  Date of Test:  Time of Test

Instrument Used:  Duration of Flow Test  Total Volume Lost (Gallons)

Total Flow (gpm):  Tank Level at Time of Test:

Nozzle Size (inches):  Nozzle #2 Size (inches):   
(if used)

Residual Hydrant #1:  Static Pressure #1 (psi):   
Residual Pressure #1 (psi):

Residual Hydrant #2:  Static Pressure #2 (psi):   
Residual Pressure #2 (psi):

Residual Hydrant #3:  Static Pressure #3 (psi):   
Residual Pressure #3 (psi):

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any controlling features in the water ssystem that would affect pressure in this location other than the tank? Such as Pumps, PRV's, etc. \_\_\_\_\_

By signing this waiver, I, \_\_\_\_\_, a representative of \_\_\_\_\_, hereby acknowledge that the Augusta County Service Authority does not guarantee the accuracy of its instruments used during a fire flow test and I accept responsibility for errors which may occur as a result of a fire flow test performed with ACSA staff on \_\_\_\_\_ (date). I also agree that by signing this waiver, if I am not confident in the accuracy of the instruments used in the fire flow test identified above, it is my responsibility to have the instruments calibrated prior to using flow information obtained from the instruments in hydraulic calculations.

Signature (Developer's Representative) \_\_\_\_\_ Date \_\_\_\_\_

ACSA Representative \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**\*Note:** This sheet shall be included with any water system modeling that is submitted for this project.

Office Use Only: Entered into database?  Entered by (initials): \_\_\_\_\_

AUGUSTA COUNTY SERVICE AUTHORITY  
PRECONSTRUCTION MEETING

Date: \_\_\_\_\_

PROJECT:	
Starting Date:	
Owner/Developer: Representative:	Phone: Fax:
Consulting Engineer: Representative:	Phone: Fax:
Contractor: Project Representative: Site Superintendent:	Phone: Fax: Mobile (Site Super.):
ACSA Project Inspector:	Phone: Fax: Mobile:
ACSA Inspection Supervisor:	Phone: Fax: Mobile:
*****	
1. Does contractor have a set of ACSA approved/stamped plans? Yes / No	
2. Developer/Contractor familiar with ACSA Construction Standards / Practices? Yes / No	
3. Plan changes/issues addressed during pre-construction meeting: _____ _____ _____ _____	
4. Contractor to notify Inspection Supervisor before construction begins at 245-5670.	
5. Contractor to notify Inspection Supervisor to schedule final inspection at 245-5670, final inspection will be when testing is complete and water samples are approved.	

All materials and construction shall comply with the General Water & Sewer Construction Specifications as adopted by the AUGUSTA COUNTY SERVICE AUTHORITY.

The attached **Acceptance of New Construction** sheet has been provided to inform the Contractor and the Owner/Developer of what is required by the Service Authority prior to acceptance of the work. It should be noted that the warranty period does not begin until the work has been formally accepted by the Service Authority. If you did not receive the **Acceptance of New Construction** attachment, please contact the Augusta County Service Authority Engineering Department.

- xc: ACSA Office/File Copy  
Contractor (Fax Copy)  
Developer (Fax Copy)  
ACSA Inspector



## **ACCEPTANCE OF NEW CONSTRUCTION**

*The following items must be completed prior to acceptance of the work by the Augusta County Service Authority. If there are any questions regarding the applicability of any of the items below to your project, contact the Augusta County Service Authority Engineering Department (540-245-5670).*

### **Owner/Contractor Responsibilities**

- 1) All requirements have been fulfilled in the opinion of the Service Authority.
- 2) All punch-list items have been corrected to the satisfaction of the ACSA.
- 3) Any work that was previously accepted by ACSA representatives but later damaged has been repaired.
- 4) A final inspection has been performed by or in the presence of the ACSA.

### **Owner/Engineer Responsibilities**

- 1) All requirements have been fulfilled in the opinion of the Service Authority.
- 2) All matters relative to the specific contract between the developer or owner and the Service Authority are in order. (For projects in which the Service Authority is the Owner or a contractual partner.)
- 3) Two sets of as-built plans (1-mylar, 1-bond) have been submitted to the Authority. As-built plans shall contain information gathered by the design engineer and/or detailed information provided to the design engineer by the Contractor.
- 4) All permits, if any, have been released by the Virginia Department of Transportation. (For projects in which the Service Authority is the Owner or a contractual partner.)
- 5) All conditions of the Industrial Pretreatment Program and the Cross Connection Program have been met.
- 6) The Professional Engineer for the project must submit a letter upon completion of the project stating that work was completed in accordance with the approved plans and specifications for facilities other than water and sewer lines; e.g. pump stations, booster stations, etc...
- 7) The Deed of Easement and property plat have both been submitted to and approved by the Service Authority and recorded in the County Clerk's Office. Copies of the recorded documents and a record receipt shall be submitted to the Service Authority.
- 8) All fees have been paid.
- 9) The **Letter of Dedication** has been submitted to and approved by the Authority. Please contact the Augusta County Service Authority for a copy of this form.
- 10) That explicit understanding exists between the developer or owner and the Service Authority that the developer or owner shall be responsible for and obligated to correct any deficiencies in construction or materials for a period of one year from the date of final acceptance of the facilities by the Service Authority. This condition shall be stipulated in the written form of acceptance issued by the Service Authority once all of the above requirements have been fulfilled.

**AUGUSTA COUNTY SERVICE AUTHORITY**  
**Reservation of Treatment Capacity Agreement – Payment in Full**  
*(Applicant to complete all items noted with an asterisk (\*))*  
*For assistance, contact the Service Authority at 540-245-5670.)*

This agreement is made and entered into this     \*     of     \*    , \_\_\_\_\_.  
 By and between     \*     \_\_\_\_\_, herein called the  
 “Developer” and the Augusta County Service Authority, herein called the “Authority”.

RECITALS

1. Developer has submitted an application to the Augusta County Community Development Department for a proposed development (herein called the “Project”).
2. Attached to this Agreement is a letter from the Community Development Department confirming that the Department has received a complete application for the Project which complies with the requirements for such an application as set forth in the Code of Augusta County, Virginia.
3. The Project is:   Commercial     \*       Industrial     \*       Residential     \*
4. The Project is identified as follows on the Application:  
                   Subdivision     \*      
                   Section     \*      
                   Site Plan or Plat Title     \*      
                   Description of Property (include lot numbers) \*

5. The Authority’s Engineering Department has reviewed the Project and has determined that water and sewer capacity is available for the Project.
6. The Authority’s Engineering Department has authorized the Authority to enter into this Agreement as evidenced by the signature at the bottom of this form.
7. The Authority is willing to reserve the capacity for public water and/or sewer for the Project, provided Developer complies with all of the terms and conditions of this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual promises, conditions and agreements herein contained, the parties agree as follows:

1. The Developer has paid the advertised Availability Fee as of the date of this Agreement for the reservation of water and/or sewer capacity for the reservation of water and/or sewer capacity for a total of     \*     lots. The amount paid is:

**Availability Fee:**  
 Water @ \_\_\_\_\_ /connection x \_\_\_\_\_ Connection = \$ \_\_\_\_\_  
 Sewer @ \_\_\_\_\_ /connection x \_\_\_\_\_ Connection = \$ \_\_\_\_\_  
 Fee is based on     Inch meter size     The amount paid is: \$ \_\_\_\_\_

2. The Developer shall commence and continue payment of a bimonthly fixed charge. This charge will be the same fixed charge billed to active customers and will be billed bimonthly to the Developer, or if the Service Authority is provided with appropriate evidence of transfer of ownership and contact information, then to the subsequent owner of the lot, until there is an application for service. This charge will maintain the continued reservation of capacity for that lot.
3. The obligation to pay the balance of the Availability Fee, the appropriate hookup fee, and the bimonthly fixed charge must be satisfied in full before a water meter will be set for a sewer tap made for a lot. In a case where the bimonthly fixed charge has not been paid as and when due to maintain a reservation of capacity, no connection to the utility system shall be made until receipt of payment of all delinquent bimonthly fixed charges and applicable penalties and interest imposed pursuant to Policy No. 5.6, if any, and the then current Availability Fee, less the credit available for any partial payment. Connection shall be further subject to verification by the Service Authority of current capacity.

**AUGUSTA COUNTY SERVICE AUTHORITY**  
**Reservation of Treatment Capacity Agreement – Payment in Full**  
*(Continued)*

4. Upon disapproval of an application submitted to the Community Development Department, or failure of the Developer to obtain approval of such an application within one year of the date of its submission, the Service Authority, in its discretion, may terminate any Agreement and the reservation of capacity contained therein, provided in such event the Service Authority shall refund to the then current owner of the project which is the subject of such Agreement any Availability Fee or bimonthly fixed charges, or portions thereof, paid previously.

5. In the event of any changes in governmental laws or regulations applicable to the Service Authority utility system which effectively reduces system capacity, the Service Authority, in its discretion, may terminate this Agreement and the reservation of capacity contained therein, provided in such event the Service Authority shall refund to the then current owner of the lot or project which is the subject of this Agreement any Availability Fee or bimonthly fixed charges, or portions thereof, paid previously.

WITNESS the following signatures.

\_\_\_\_\_  
Developer (Signature)

\_\_\_\_\_  
Developer's Name (Please Print)

AUGUSTA COUNTY SERVICE AUTHORITY

By: \_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Seen and approved:

Engineer's Approval \_\_\_\_\_

**AUGUSTA COUNTY SERVICE AUTHORITY**  
**Reservation of Treatment Capacity Agreement – Partial Payment**  
*(Applicant to complete all items noted with an asterisk (\*))*  
*For assistance, contact the Service Authority at 540-245-5670.)*

This agreement is made and entered into this     \*     of     \*    , \_\_\_\_\_, by and between     \*    , \_\_\_\_\_, herein called the “Developer” and the Augusta County Service Authority, herein called the “Authority”.

**RECITALS**

1. Developer has submitted an application to the Augusta County Community Development Department for a proposed development (herein called the “Project”).
2. Attached to this Agreement is a letter from the Community Development Department confirming that the Department has received a complete application for the Project which complies with the requirements for such an application as set forth in the Code of Augusta County, Virginia.
3. The Project is:   Commercial     \*       Industrial     \*       Residential     \*
4. The Project is identified as follows on the Application:  
     Subdivision     \*      
     Section     \*      
     Site Plan or Plat Title     \*
5. The Authority’s Engineering Department has reviewed the Project and has determined that water and sewer capacity is available for the Project.
6. The Authority’s Engineering Department has authorized the Authority to enter into this Agreement as evidenced by the signature at the bottom of this form.
7. The Authority is willing to reserve the capacity for public water and/or sewer for the Project, provided Developer complies with all of the terms and conditions of this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual promises, conditions and agreements herein contained, the parties agree as follows:

1. The Developer has paid twenty-five percent (25%) of the advertised Availability Fee as of the date of this Agreement for the reservation of water and/or sewer capacity for the reservation of water and/or sewer capacity for a total of     \*     lots. Developer has paid the amount of \$     \*    .

The formula for the Availability Fee as of the date of this Agreement is:

**Availability Fee:**

Water @ \_\_\_\_\_ /connection x \_\_\_\_\_ Connection x 0.25 = \$ \_\_\_\_\_  
 Sewer @ \_\_\_\_\_ /connection x \_\_\_\_\_ Connection x 0.25 = \$ \_\_\_\_\_  
 Fee is based on     Inch meter size     The amount paid is: \$ \_\_\_\_\_

**AUGUSTA COUNTY SERVICE AUTHORITY**  
**Reservation of Treatment Capacity Agreement – Partial Payment**  
*(Continued)*

2. The Developer has deposited with the Authority a letter of credit or a surety bond in a form acceptable to the Authority in the amount of \$ \_\_\_\_\_, which represents One Hundred Twenty Five percent (125%) of the remaining unpaid balance of the Availability Fee.
3. The balance due of the Availability Fee shall be payable in full upon the first to occur of the following events: 1) At the time of application for service for one or more lots (as to those lots), 2) upon transfer of title to any lot in the subdivision (as to that lot), or 3) three (3) years from the date of full execution of this Agreement when the balance is due on the Availability Fee.
4. The balance due of the Availability Fee shall be computed on the basis of the then current rate less the credit available for the partial payment.
5. The Authority may draw on the surety bond or letter of credit to satisfy the balance due if not paid on or before the date which is three (3) years from the date of the full execution of this Agreement (or on such earlier date the balance of the Availability Fee is otherwise due pursuant to Authority Policy 10.8).
6. Transfers of title to any lot in the Project do not relieve the Developer of his responsibility to insure that the Availability Fee is paid in full.
7. Upon the earlier to occur of (1) payment in full of the Availability Fee, (2) transfer of title to a lot in the subdivision, or (3) three years from the date of full execution of the Agreement, and provided the lot has not been connected to the utility system, the owner of the lot will be required to commence and continue payment of a bimonthly fixed charge. This charge will be the same fixed charge billed to active customers and will be billed bimonthly to the Developer, or if the Service Authority is provided with appropriate evidence of transfer of ownership and contact information, then to the subsequent owner of the lot, until there is an application for service. This charge will maintain the continued reservation of capacity for that lot.
8. The obligation to pay the balance of the Availability Fee, the appropriate hookup fee, and the bimonthly fixed charge must be satisfied in full before a water meter will be set or a sewer tap made for a lot. In a case where the bimonthly fixed charge has not been paid as and when due to maintain a reservation of capacity, no connection to the utility system shall be made until receipt of payment of all delinquent bimonthly fixed charges and applicable penalties and interest imposed pursuant to Policy No. 5.6, if any, and the then current Availability Fee, less the credit available for any partial payment. Connection shall be further subject to verification by the Service Authority of current capacity.
9. Upon disapproval of an application submitted to the Community Development Department, or failure of the Developer to obtain approval of such an application within one year of the date of its submission, the Service Authority, in its discretion, may terminate any Agreement and the reservation of capacity contained therein, provided in such event the Service Authority shall refund to the then current owner of the project which is the subject of such Agreement any Availability Fee or bimonthly fixed charges, or portions thereof, paid previously.

**AUGUSTA COUNTY SERVICE AUTHORITY**  
**Reservation of Treatment Capacity Agreement – Partial Payment**  
*(Continued)*

10. In the event of any changes in governmental laws or regulations applicable to the Service Authority utility system which effectively reduces system capacity, the Service Authority, in its discretion, may terminate this Agreement and the reservation of capacity contained therein, provided in such event the Service Authority shall refund to the then current owner of the lot or project which is the subject of this Agreement any Availability Fee or bimonthly fixed charges, or portions thereof, paid previously.

WITNESS the following signatures.

\_\_\_\_\_  
Developer (Signature)

\_\_\_\_\_  
Developer's Name (Please Print)

AUGUSTA COUNTY SERVICE AUTHORITY

By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Seen and approved:

Engineer's Approval \_\_\_\_\_

**NOTICE AND MEMORANDUM OF AGREEMENT FOR WATER AND SEWER CONNECTIONS BY THE AUGUSTA COUNTY SERVICE AUTHORITY**

Pursuant to an agreement dated \_\_\_\_\_ between the undersigned and the Augusta County Service Authority (the "Authority"), the Authority files this Notice of Agreement:

**Name of Property Owner(s)(Grantor(s): \***

**Name of the Authority (Grantee): Augusta County Service Authority**

**Description of Property: \***

**Current Amount of Assessment: \***

**Date of Assessment: \_\_\_\_\_**

This NOTICE is to advise prospective purchasers of the above-described property that the Authority will not provide water and/or sewer service to said property unless and until an "availability fee" for the reservation of water capacity and/or wastewater treatment capacity has been paid in full. In addition, there may be hook-up or other fees required at the time of application for service.

The balance due will be computed in accordance with ACSA Policy 10.8, as amended.

This Memorandum of Agreement shall not be deemed a lien on said property and the obligations of the undersigned owners, or their successors in interest, pursuant to the aforesaid agreement shall be deemed satisfied as to a particular lot or parcel when connection is made to the Augusta County Service Authority system.

\* \_\_\_\_\_  
Owner (Print)

\* \_\_\_\_\_  
Address

\* \_\_\_\_\_  
Owner (Signature)

\* \_\_\_\_\_  
Phone No.

STATE OF VIRGINIA AT LARGE,  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Document prepared by ACSA