



**Department of Public Works**  
**Signature Plan 10-Day Expedited Process**  
**POD Final Construction Plan Review**  
 County of Henrico, Virginia

Henrico Planning Web Site: [www.co.henrico.va.us/planning](http://www.co.henrico.va.us/planning)

Department of Planning, County of Henrico, Virginia, P.O. Box 90775, Henrico, Virginia 23273-0775\*\* Phone 804-501-4602 Facsimile 804-501-4379  
 \*\*Use P.O. Box for all mail. Street address is 4301 E. Parham Road, Henrico, Virginia 23228 for deliveries only.

Name of Project: \_\_\_\_\_ POD # \_\_\_\_\_

**Plan of Development (POD) Submittal Checklist**  
 (Applicant must check appropriate boxes)

- 1. "Final Construction Plan Review, Certificate of Compliance" – one (1) original
- 2. A copy of the annotated plan stamped by the Department of Planning "as approved by the Planning Commission".
- 3. Three (3) sets of plans.
- 4. An additional standard (24" x 36") sheet for each set of plans that cites the rezoning case number(s) and lists the proffers that affect the subject property; and lists the Planning Commission Conditions of Approval.
- 5. Best Management Practices (BMP) Maintenance Agreement.
- 6. Erosion and Sedimentation Agreement with a letter of credit or cash.
- 7. Evidence of Corp of Engineers permits and others as may be required.
- 8. Deed book and page number for offsite easements shown on plans.
- 9. Verification of VDOT approval where applicable.
- 10. Environmental Fund Contribution.
- 11. Written response to all previous review comments, with explanation of how resolved.

Developer:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Engineer / Surveyor:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
 Authorized Signature                      Print Name

\_\_\_\_\_  
 Authorized Signature                      Print Name

**FOR OFFICE USE ONLY**  
 Application Accepted By: \_\_\_\_\_ Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_