



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

November 16, 2007

Randall R. Silber
Director of Planning
(804) 501-4602

Development Community

**Re: New Subdivision Review Process and
Updates to existing POD Process**

I am happy to inform you that a new Subdivision Review Process has been developed as part of a continuing effort to improve and enhance development plan review in Henrico County. The changes previously implemented on January 8, 2007 as a result of an inclusive process which considered suggestions from several local developers and engineering consultants, involved improvements to the POD process to expedite approvals. These new subdivision procedures are being implemented as a second phase of that effort.

The Subdivision Review Process will be structured in substantially the same format as the existing POD process, incorporating key elements implemented earlier this year including the streamlined signature process. The new process incorporates a major change from the current plan review structure for subdivision construction plans – utility plans will be integrated into subdivision construction plans simultaneously reviewed by all agencies.

The Subdivision Review Process details all procedures for subdivision review and approval, from submission of a Conditional Subdivision application through recordation of plats, and includes expanded, detailed checklists to clearly communicate all application and approval requirements. An optional review process to allow review of detailed construction plans has been developed in response to the engineering community's request to allow the subdivision construction plan review process to begin prior to preparation of Final plats. This Pre-Final construction plan submission will allow site layout issues to be resolved prior to incurring the expense of preparing plats.

There have also been updates to the POD process which have been included in the subdivision process. Notably, procedures to permit early Clearing and Grubbing authorization have been developed. Additionally, there have been changes to the application requirements and procedures developed for PODs and Subdivisions to accommodate the Chapter 527 requirements, expanding the role of the Virginia Department of Transportation in the local land development process. These state mandated regulations were required to be implemented on a limited basis by localities on July 1, 2007, and will begin full implementation on January 1, 2008 in Henrico County.

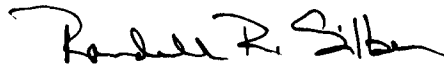
Chapter 527, 2006 Acts of Assembly added 15.2-2222.1 to the Code of Virginia to require localities to submit site plan and subdivision plat approvals along with a Supplemental Traffic Analysis (STA) to the Virginia Department of Transportation if these proposals can be expected to substantially affect transportation on state controlled highways. Rezoning proposals must also be submitted subject to separate criteria. The specific criteria used to define what is meant by "substantially affect" transportation on state highways is outlined in the VDOT Traffic Impact

Analysis Regulations Administrative Guidelines 24 VAC 30-155-50C. All applicants submitting development projects to the County for review must determine if the project application requires the submission of a Supplemental Traffic Analysis. Additional information regarding this process has been included in the new Plan of Development and Subdivision Review Processes.

Finally, the Board of Supervisors is scheduled to consider a zoning and subdivision ordinance amendment for comprehensive revisions to the floodplain regulations at its November 27, 2007 public hearing. The County is required to make these revisions to continue its participation in the Federal Flood Insurance program, prior to the December 18, 2007 effective date for the new County floodplain maps. Adoption of this ordinance will affect nomenclature relating to floodplains, which is reflected in the new application forms.

Implementation of the new Subdivision Review Process for Conditional Subdivision Applications will begin on December 7, 2007, followed by implementation of the new process for Final Subdivision applications beginning January 1, 2008. The updated POD process is effective beginning December 7, 2007. I invite you to review the procedures and obtain new application forms, standard plan cover sheets, and additional information regarding our development processes on our Development Web Site (www.henricodevsite.com). We also expect to implement enhancements to our internet based system for Development Review comments to accommodate subdivision applications during the first quarter of 2008. Please contact David D. O'Kelly, Assistant Director of Planning, or Leslie A. News, Principal Planner, at 501-4602 if you have questions about these changes.

Sincerely,



Randall R. Silber
Director of Planning

pc: County Manager
Deputy County Manager Community Development
Deputy County Manager for Community Operations
Director of Public Utilities
Director of Public Works
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