



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.

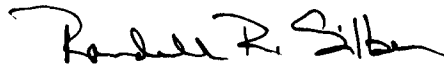
Chapter 527, 2006 Acts of Assembly added 15.2-2222.1 to the Code of Virginia to require localities to submit site plan and subdivision plat approvals along with a Supplemental Traffic Analysis (STA) to the Virginia Department of Transportation if these proposals can be expected to substantially affect 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](http://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  
Director of The Permit Center  
Assistant Director of Public Utilities  
Assistant Director(s) of Planning



# Plan of Development Application Packet

County of Henrico, Virginia

Department of Planning

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

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# Plan of Development Review Process

## County of Henrico, Virginia

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October 27, 2000

Revised January 8, 2007

(Revisions effective: December 7, 2007)

POF011

1. Developer hires engineer to prepare plans.
2. **Preliminary Plan:** Engineers/applicants submitting plans for major development projects and projects involving undeveloped property are strongly encouraged to submit plans for preliminary review prior to submitting a complete application for a Plan of Development (POD). In addition, projects which need to be evaluated to determine whether a VDOT Supplementary Traffic Analysis is required in accordance with Chapter 527, (See 2.A) are encouraged to be submitted for preliminary plan review. Fifteen (15) copies of the Preliminary Plan and a completed application should be submitted to the Permit Center located on the second floor of the County Administration Building. There is no filing deadline or review fee for Preliminary Plan applications. The Permit Center forwards the plans to the Development Review and Design Division in the Department of Planning. Plans and a copy of the application are distributed through the Permit Center by the Planning Department, within two (2) days of receipt, for pick up by all review agencies. Comments by review agencies will be e-mailed to the Planning Department within fifteen (15) business days from receipt of the plans, beginning the first day after submission. The comment due date is noted on the routing memo. Compiled comments will be emailed, faxed or available to be picked up by the engineer/applicant, the next business day. A meeting with the applicant/engineer will be scheduled for the first available Staff/Developer meeting. To the extent possible, a portion of time on each staff developer day should be reserved for discussion of future development proposals.

### **A. Traffic Impact Analysis: Effective July 1, 2007**

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 VDOT 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, which can be found at the following link:

<http://www.virginiadot.org/projects/chapter527/default.asp>

**Should it be determined that a Supplemental Traffic Analysis is required to be submitted with a site plan or subdivision for approval, the STA will be required with the initial POD (or Conditional Subdivision) application submitted for review and approval by the Planning Commission. Refer to the Subdivision or Plan of Development Traffic Impact Analysis Application (POF 027) for the specific application requirements. An application can not be considered to be complete without this required element of the submission, which may result in a delay in the processing of the application.**

Applicants / engineers may contact the Virginia Department of Transportation Sandston Residency @ (804) 328-3044, or the Henrico County Department of Public Works Traffic Engineer @ (804) 501-4397 to discuss the specific details of the project, and determine whether the proposed project may fall within parameters which require a Supplemental Traffic Analysis to be submitted with the application.

Applicants are required to request a Scope of Work meeting with VDOT for projects meeting certain thresholds, and are encouraged to schedule a Scope of Work meeting for projects under the threshold, or projects which may have variances from normal considerations. At the Scope of Work meeting, the limits of the study area are defined, the methodology and assumptions to be used in the preparation of the analysis are reviewed, and any related local requirements are identified. **It is highly recommended that a scoping meeting be scheduled with VDOT before the initial POD (or Conditional Subdivision) is submitted; this may help in reducing the overall VDOT review time.** A Pre-Scope of Work meeting form, which can be found on VDOT's website, at the link referenced in item 2.A., must be submitted to VDOT a minimum of 3 business days before the requested Scope of Work meeting. The Scope of work meeting is recommended to be held a minimum of two weeks prior to the expected filing of an application to allow sufficient time for preparation of the traffic impact analysis. VDOT Checklists and Forms for the Scope of Work meeting can be found on VDOT's website at the link referenced above.

3. **POD Application:** Engineer submits completed POD application package to the Permit Center by deadline on Planning Commission meeting calendar. Plans requiring administrative approval should be submitted by 4:30 p.m. on Tuesday of each week. All plans received by this deadline will be reviewed by the review team the following Thursday and scheduled for a staff/developer meeting if complete.
4. Seventeen (17) sets of plans, five (5) sets of architectural drawings, a completed POD application and filing fee, and a completed Traffic Impact Analysis Application form (required with every Plan of Development Application), should be submitted to the Permit Center located on the second floor of the County Administration Building. Appropriate fees are collected and receipts written. If a Supplemental Traffic Analysis (STA) is submitted with the application, a separate check with the appropriate fee made payable to VDOT will be required to be submitted directly to VDOT by the applicant/engineer upon notice to the applicant that the STA package has met all filing requirements to the County. (See item 5 below.) All application

packages are checked in the Permit Center for completeness, entered into Tidemark and assigned a Tidemark case number, and then turned over to the Development Review and Design Division in the Planning Department. Requests for interpretations or special exceptions, if known, should be submitted at this time.

5. Review Team consisting of designated Planning, Public Works and Public Utilities staff will review plans within 2 business days (Tuesday following the Friday deadline) to determine if plans are complete based on the application and checklist provided to the engineer. Traffic Engineer will determine if Supplemental Traffic Analysis is required, and if it is required, will determine if application requirements are complete. Principal Planner in Planning Department's Development Review and Design Division will make final determination regarding which plans are acceptable for further review. In the absence of the Principal Planner, the designated Planner III in the Planning Department's Development Review and Design Division will make the final determination. Incomplete plans, including plans which did not include required supplemental traffic analysis, will not be eligible for placement on the requested Planning Commission agenda, and will not be routed for review until all application requirements are complete. After the applicant completes all submission requirements, plans will be routed for review and will be placed on the next Planning Commission agenda. Review Team also schedules plans for staff/developer conference ensuring, to the extent possible, that the County's review staff is provided at least 10 business days to complete reviews. Projects which include VDOT review of a Supplemental Traffic Analysis shall be scheduled for a Staff developer meeting a minimum of 30 days following submission of the plans. Review Team also determines whether the plan review will be scheduled for 30 minutes or 45 minutes based on the complexity of the proposed development. Application information is entered into the Tidemark tracking system and Filenet.
6. A preliminary staff/developer agenda and plans for review for the first staff/developer day are distributed by 2:30 p.m. the following day (Wednesday). All plans to be reviewed on succeeding staff/developer days will be transmitted no later than the Friday following the application deadline. Preliminary staff/developer agendas will be posted on the Department of Planning Web Page by 4:30 p.m. on the following Monday. This and other development information is also posted on the County's Development Webpage (<http://www.co.henrico.va.us/devsite/>).
7. Plans are distributed to the Permit Center by the Planning Department for pick up by all reviewing agencies. (A copy of the application signature sheet is included with the plans.)
  - Division of Fire (1 set with architecturals)
  - Office of Building Construction and Inspections (1 set with architecturals)
  - Division of Police (1 set with architecturals)
  - Department of Planning Copy for Public Viewing (1 set with architecturals)
  - Department of Planning, G.I.S. Section (1 set)

- Department of Planning, Review Planner (1 set with architectural and 1 copy of the supplemental traffic analysis, if applicable)
- Department of Public Works, Engineering and Environmental Services Division (2 sets)
- Department of Public Works, Division of Traffic Engineering (1 set and 2 copies of the Supplemental Traffic Analysis, if applicable )
- Department of Public Utilities (3 sets)
- Department of Recreation and Parks (1 set)
- Virginia Department of Transportation (1 set and 2 copies of the Supplemental Traffic Analysis, if applicable) (See note below.)
- State Health Department (1 set if food service or septic system)
- School Administration (1 set)
- Virginia Power (1 set)

TOTAL = 17 CONSTRUCTION PLANS AND 5 ARCHITECTURAL PLANS

**NOTE:** For projects which require a Supplemental Traffic Analysis to be submitted to VDOT, the applicant will be required to deliver the review package, consisting of the site plans, the STA, and the VDOT application fee directly to the VDOT, after Henrico County has determined that all required elements of the submission are complete. The applicant will be contacted by Planning to pick up the plans and STA from the County, and to deliver them, with the fee, to the VDOT Sandston Residency office. **The VDOT fee should not be submitted to Henrico County.**

8. Preliminary Planning Commission agenda is prepared by the Department of Planning and is mailed approximately four weeks prior to the Planning Commission meeting to all applicants, engineers and review agencies.
9. Review comments and **departmental recommendation regarding approval** are posted on the County Website, which can be found at this link: <http://www.co.henrico.va.us/devsite/>, entered into Tidemark by the review agency, and then are e-mailed to the Department of Planning by 3:30 p.m. on the Friday prior to the next Thursday's Staff/Developer conference. Compiled comments will be available to be e-mailed, faxed or picked up from the Department of Planning by engineer Monday at 2:00 p.m. A copy of the compiled comments will be mailed to the owner/developer by Planning. VDOT comments regarding the Supplemental Traffic Analysis, if applicable, will be provided within 30 days of their receipt of the completed application and fee. VDOT's comments may include a request for a meeting with the applicant and staff, to occur within the next 60 days or a maximum of 90 days after the completed application. **The scheduling of a Scope of Work meeting (2. A.) may reduce the likelihood that this additional 60-day review period will be necessary.**
10. Engineer should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the staff/developer conference. Engineer is encouraged to make appointments with responsible review staff.

11. Requests for interpretations or exceptions, generated by staff comments, must be submitted no later than the Staff/Developer conference.
12. **Staff/developer conferences** are held every Thursday in the Planning Department Conference Room. Attendance is required at the meetings for departmental staff which have comments and recommendations on the applicant's plans. Agencies such as Police and Fire, who have limited staff devoted to plan review, if unable to attend, will confer with the case planner prior to the staff/developer conference to review comments in detail. The planner responsible for coordinating the review of the plans will notify the responsible Department staff if significant changes are made to the plans which affect safety. For plans which include a Traffic Impact Analysis in accordance with VDOT regulations, VDOT will attend the scheduled staff developer conference unless other arrangements are made.

Staff/developer conference will be scheduled for 30 to 45 minutes based on the complexity of the project. A determination as to the length of the meeting will be made by the Review Team described in item 5. Prior to the staff/developer conference, the Planning staff annotates comments on the plan transparency, prepares standard comment forms and prepares copies of each for the applicant.
13. The Director or Assistant Director of Planning meets with the Planning staff to review each plan to discuss all outstanding issues on each plan one week prior to the Planning Commission meeting.
14. Revised plans and requests for placement on the expedited agenda are accepted for the Planning Commission meeting until 4:00 p.m. on the Friday before the Planning Commission meeting. Revised plans are routed to review agencies as soon as possible upon receipt.
15. Notice letters are sent out at least eight days prior to the Planning Commission meeting to all adjoining property owners based on the tax records and the list prepared by the Planning staff.
16. The final agenda is prepared and sent out at least one week prior to the Planning Commission meeting with staff comments and a set of reduced plans. These plans are hand delivered to the six Planning Commission members by the Planning Department Inspectors the Wednesday before the Wednesday POD meeting. Agendas and reduced plans are also distributed to the Deputy County Manager for Community Development, Director of Planning, Assistant Director of Planning, Manager-Eastern Government Complex and Principal Planner – Development Review and Design Division.

17. **Planning Commission:** The Planning Commission holds a monthly public hearing, as shown per the Planning Commission's meeting schedule (generally on the fourth Wednesday of every month) at 9:00 a.m. on all Plan of Development applications. At this meeting, action will be taken to approve, defer or deny the applications.
18. The approval letter is mailed to the property owner/developer with a copy to the engineer. Notice of the availability of copies of the annotated POD plan upon request is mailed to the engineer.
19. **Final Construction Plans for Signature:** If the plan is approved by the Planning Commission, the engineer prepares the construction plans for submittal to the Planning Department for final approval and signature. Eight (8) sets of the plans should be submitted for initial review purposes only. The plans shall be submitted to the Permit Center with the Plan of Development "Plans for Signature" application form, a written letter detailing all changes to the plans since the last submission, and a written response to previous review comments. The Permit Center then forwards to the Department of Planning which, within two (2) days, will enter the Tidemark tracking information, and then distribute the plans and a copy of the application through the Permit Center for pickup by designated agencies, including Public Works, Public Utilities, Fire, Building Inspections, and VDOT. The Planning Department will coordinate Fire and Building Inspection comments. Planning will coordinate with the Health Department, if necessary, for projects without public water and sewer. The Department of Public Works will coordinate VDOT comments and approve the plan after the plan is accepted by VDOT. County staff will provide review comments within twelve (12) business days, beginning the first business day after submission, to the Engineer, Owner, and the Department of Planning, which indicate the revisions required to proceed with the signature process. The Tidemark entries shall be completed by each agency, and these comments will be posted on the County Website which can be found at this link: <http://www.co.henrico.va.us/devsite/>. Review agencies shall notify the Planning Department and the engineer when they have no comments. **All agencies shall submit a statement indicating whether revised plans for additional review, or plans for final signature are required.**
20. **Signature Process:** If the submittal is responsive to all conditions of approval, proffers, and annotations on the plan, then the Department of Planning, the Department of Public Works and the Department of Public Utilities will proceed with the signature process in accordance with Item #22 below. Twenty-one (21) sets of plans and the Plan of Development Plans for Signature application form should be submitted for signature purposes to the Permit Center. **The cover sheet of each set for final signature must have an original signature and date on the Engineer's seal.** If the plans are not completely responsive, re-submittal of plans is required in accordance with item #21 below.

## **A. Plans which do not include Public Utility approval**

If the Department of Public Utilities does not need to sign the final plan, DPU's review comment letter / tech memo will contain a statement indicating that fifteen (15) sets of plans for signature may be submitted in lieu of twenty-one (21) sets. Planning will draw a red "X" through the Utility approval block. The Department of Public Works will distribute, via pick-up receptacles in the Permit Center, one (1) set each to the Permit Center, Eastern Government Center, Division of Fire, and Department of Public Utilities.

21. **Re-submittal of Plans:** Re-submittals are handled on a "first come/first served" basis, except for plans that the County Manager's Office notifies the department head to "fast-track", and will be reviewed within 12 business days as noted in Section 19. All re-submittals shall be submitted to the Permit Center, and are required to include the Plans for Signature application form, eight (8) sets of plans, **a written letter which clearly identifies all changes to the plan since the last plan revision, and a written response to all review comments.** The Department of Planning will distribute the plans, a copy of the application form, and letter/review comment response to the Permit Center for pick up by review agencies. County staff will provide review comments within twelve (12) business days, beginning the first business day after submission, to the Engineer, Owner, and the Department of Planning. A processing fee will be charged for any re-submittals required after the second Plans for Signature submission (first re-submittal).

## **A. Clearing and Grubbing**

1. **Authorization to clear and grub a site** prior to POD Construction Plan approval may be obtained provided the following conditions are met:
  - The Planning Commission has approved the project.
  - All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States have been submitted to DPW,
  - Off-site drainage easements have been recorded,
  - A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning, and
  - A Preconstruction meeting has been conducted with the Environmental Inspector, the Developer and the Contractor in attendance. The Planning Inspector will attend if tree protection measures are required.
2. **The scope of work proposed in a Clearing and Grubbing plan** must be limited to the removal of vegetation, installation of erosion and sediment control measures, and installation of tree protection measures. It may also include removal of the root debris associated with the removed vegetation.

A Clearing and Grubbing Plan cannot include work such as filling, grading, or installation of storm and/or sanitary sewer.

3. **Clearing and Grubbing Plans for Review:** The engineer prepares the Clearing and Grubbing Plan for submittal to the County for review. Clearing and Grubbing Plans must be prepared by a licensed Engineer or Class B Surveyor. Five (5) sets of plans and any supporting documentation shall be submitted to the Permit Center with the Clearing and Grubbing Plan application form. **If the submittal is a resubmittal of a previously reviewed Clearing and Grubbing Plan, a written letter which clearly identifies all changes to the plan since the last submission and a written response to all review comments detailing the changes to the plans from the last submittal shall be included.** All necessary information will be entered in the Tidemark tracking system. The Planning Department, within two (2) days will distribute the plans, a copy of the application, and copies of all accompanying documentation to the Permit Center for pick up by Public Works (3 sets) and Public Utilities (1 set). The Engineer is responsible for submitting plans to VDOT if work in VDOT ROW is proposed or stormwater is discharged to VDOT ROW. The Department of Public Works will coordinate VDOT comments. County staff will provide review comments within twelve (12) business days, beginning the first working day after submission, to the engineer / surveyor / landscape architect, owner and the Department of Planning, which indicate the revisions required to proceed with the signature process. Tidemark entries shall be completed by each agency and these comments will be posted on the County Website which can be found at this link: <http://www.co.henrico.va.us/devsite/>. Review agencies shall notify the Department of Planning and the applicant when they have no comments.
  4. **Clearing and Grubbing Plans for Signature:** When all requirements of Planning, Public Works, and Public Utilities are satisfied, the Planning Department shall notify the applicant that eight (8) sets of plans may be submitted to the Permit Center for signature. Once signed, a Preconstruction Meeting will be conducted and signed plans will be distributed as follows:
    - Public Works (3 sets)
    - Planning (1 set)
    - Public Utilities (1 set)
    - Developer/Engineer/Contractor (3 sets)
22. **Signature of plans:** When all **technical requirements** are satisfied and **all Departments have notified the Department of Planning that plans are ready for signature**, the Planning Department shall notify the applicant that twenty-one (21)

sets of plans may be submitted to the Permit Center as described in item #20 above. Two separate signature processes are offered.

## **A. Signature Processes**

### **1) Streamlined Signature Process**

Provided all review comments have been addressed and technical requirements have been met, applicants who certify on the Plans for Signature Application that, except for Water and Sewer Agreements, all other required administrative documents have been approved, including but not limited to:

- a. Off-site Easement Plats
- b. E&S Bonds and Agreements
- c. Authorization from state and/or federal regulatory agencies for impacts to the Waters of the United States
- d. BMP / SWM Maintenance Agreements
- e. Funds to be escrowed
- f. Maintenance Agreements for placement of items within the right-of-way
- g. Environmental Fund Contribution
- h. Construction permits from VDH and DEQ for water and sewer if required,

will be eligible for a **Streamlined Signature Process**. The Streamlined Signature Process will provide approval signatures from all of the Review Departments within seven (7) business days.

Planning will sign 21 sets within 2 days of receipt of the plans, and deliver them to Public Utilities. Public Utilities will sign 21 sets within 2 days and deliver them to Public Works. Public Works will sign 21 sets within 3 days, notify Planning that the plans have been approved, send 19 sets to the Public Works Environmental Inspector to hold a preconstruction conference, and send 2 sets to Public Utilities. After the plans have been signed by Planning, Public Utilities and Public Works, Planning will prepare the approval letter indicating the plans have been approved, that site grading may proceed after a preconstruction conference has been held with Public Works, and that utility work may proceed after a preconstruction conference is held with Public Utilities. (A joint preconstruction conference may be scheduled with both agencies if the Water and Sewer Agreements have been approved.) After the preconstruction conference, Public Works will distribute the plans to Public Utilities for the utility preconstruction meeting, and to other required agencies via pick-up receptacles in the Permit Center and in accordance with Section 22.C.

### **2) Signature Process with Partial Permits**

If the Final Construction Plans for signature are ready for final signature prior to approval of all the administrative documents, a standard review and signature process will be followed. Under the standard process, plans will be signed when all administrative documents (except Water & Sewer Agreements) have been approved and all agencies have notified the Planning Department that the plans may be signed. Administrative documents will be submitted directly to the appropriate department for review prior to submission of final construction plans for signature. While the final construction plans or the administrative documents are pending, partial building permits may be requested in writing from the Building Official as follows:

- a. A **“Footings and Foundations”** Permit may be requested from the Building Official after the following conditions are met:
  - 1) The Planning Commission has approved the project.
  - 2) All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States have been submitted to DPW.
  - 3) Off-site drainage easements have been approved.
  - 4) A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning.

In addition to the 2 sets of construction documents required with the Building Permit application, the applicant shall submit one additional copy of the footing and foundation plan. Partial plumbing, electrical and fire protection permits may be requested for groundwork. Provide an additional copy of the plumbing, electrical and fire protection groundwork plans if these partial permits are desired.

- b. A **“Structural Framing”** Permit may be requested from the Building Official after the following conditions are met:
  - 1) The Planning Commission has approved the project.
  - 2) All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States have been submitted to DPW.
  - 3) Off-site drainage easements have been approved.
  - 4) A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning.
  - 5) Contributions to the Environmental Fund have been submitted to DPW.
  - 6) Utility plans and Water and Sewer Agreements have been approved by DPU.

In addition to the 2 sets of construction documents required with the Building Permit application, the applicant shall submit one additional copy of the structural framing plan. Installation of the plumbing, electrical, mechanical and

fire protection systems may also proceed provided the electrical, plumbing, mechanical and fire protection permits have been approved and one extra copy of these plans is also submitted.

Additional permits may be obtained when all administrative documents have been fully approved.

## **B. Procedure for signatures:**

The plans are signed first by the Planning Department. The County Manager's office also signs at this time, if required. The Department of Planning shall attach a pre-construction form to the plans, indicate on the pre-construction form if the Planning Inspector needs to attend the pre-construction meeting, enter the Tidemark information, and forward the plans to the Department of Public Utilities.

**Note:** If the Department of Public Utilities does not need to sign the final plan, and fifteen (15) sets of plans for signature have been submitted in lieu of twenty-one (21) sets as discussed in item #20 A. above, Planning will draw a red "X" through the Utility approval block and forward the plans to the Department of Public Works.

The Department of Public Utilities will sign the plans, complete the top portion of the preconstruction form, enter the Tidemark information, and forward the plans to Public Works. The Department of Public Works will sign the plans, complete the top portion of the pre-construction form, fax or email a copy of the pre-construction form to the Planning Department (noting the date of approval by the Director of Public Works on the pre-construction form), enter the Tidemark information, send two (2) sets to the Department of Public Utilities, and send nineteen (19) set of plans to the Environmental Section. The Department of Public Works will notify the engineer that a pre-construction meeting may be scheduled, and the Planning Department will prepare and mail the approval letter. (A joint preconstruction conference may be scheduled with DPW and DPU if the Water and Sewer Agreements have been approved.) The date of approval shall be the date of signature by the Director of Public Works. The approval letter sent by the Department of Planning will include comments and conditions imposed by the Planning Commission, the Department of Public Works, and the Department of Public Utilities, and will state that the Department of Public Utilities will authorize construction of water and sewer by separate letter.

1. If no pre-construction meeting is required by Public Works, Public Works will send eight (8) sets of plans to Planning, one set of plans each to the Permit Center, Eastern Government Center, and Division of Fire and sends seven (7) sets to the Department of Public Utilities (unless it is a plan type per note

20A above). Planning distributes six (6) sets to the Engineer with the approval letter.

### **C. Construction Plan Distribution Summary**

#### **Public Works (14)**

- (2) Engineering and Environmental Services Division
- (1) Construction (field)

#### For Distribution by Public Works

- (2) Planning
  - Planning Department
  - Zoning Enforcement Officer
- (6) Developer
  - (2) Building Permit Application
  - (2) Contractor's on-site copies
  - (2) Engineer and Developer/Owner's copy
- (1) Permit Center
- (1) Eastern Government Center
- (1) Division of Fire

#### **Public Utilities (7)\***

**\*(1) set only if Public Utilities is not part of approval**

- (1) Public Information
- (2) Construction Inspection
- (1) Backflow Technician

#### For Distribution by Public Utilities

- (1) Engineer
- (2) Utility Contractor

**23. On-site Pre-construction Conference - Public Works / Planning / Public Utilities:** The owner's contractor contacts the Environmental Division of DPW to schedule an "on-site pre-construction meeting". The Environmental Division will coordinate with the Planning and Public Utilities Inspectors as necessary. Each inspector attending the pre-construction meeting will initial the plans. Construction plans signed by the agencies attending the pre-con meeting are given to the engineer/contractor at this time. Five (5) sets of plans for a Public Utilities preconstruction meeting are withheld if a joint DPW / PU pre-construction conference is not held. The pre-construction date is entered in Tidemark by DPW and DPU. The bottom portion of the pre-construction form is completed.

The Environmental Division of DPW sends five (5) sets of plans and the pre-construction distribution form to the Department of Public Utilities for the DPU pre-construction meeting. The Environmental Inspector will indicate on the pre-construction form if he needs to attend the Utilities Pre-construction meeting. The pre-construction meeting may be scheduled once the Water and Sewer Agreements have been approved. An authorization to proceed with utility work letter will be sent to the Owner and Engineer by Public Utilities once the Water and Sewer Agreements have been executed and the utility pre-construction meeting has been held. Two (2) sets of plans are also sent by DPW to Planning (or one set if Planning's Zoning Enforcement Officer received his set previously), and one set each is sent to the Permit Center, the Eastern Government Center, and the Division of Fire.

24. **On-site Pre-construction Conference-Public Utilities.** The owner's contractor contacts the DPU Construction Division to schedule a pre-construction meeting at least 48 hours prior to the desired meeting. If required, as noted on the pre-construction form, the owner's contractor shall have the Environmental Division of DPW attend the meeting. Three (3) sets of approved construction plans will be delivered to the engineer/contractor at this meeting. The Department of Public Utilities will enter the pre-construction date into the Tidemark system, and send the authorization to proceed with utility work letter.

## 25. **Minor Revisions to Approved Construction Plans**

**A. Plans requiring single agency approval:** Plans requiring MINOR revisions for approval by a single agency shall be submitted to the department having primary responsibility for the proposed revision. **Eight (8) sets** of plans shall be submitted if the approval of a single agency is necessary. A transmittal letter is required which describes the proposed revision. A copy of the transmittal letter is to be sent to Planning, DPU, and DPW by the engineer. For example, changes to roads, drainage and erosion control shall be submitted to the Department of Public Works and changes to water mains and sewer lines shall be submitted to the Department of Public Utilities. The Department reviewing the plans shall coordinate with other County agencies if required. (If a determination is made during the review that the scope of the revisions requires a complete review by other review agencies, the plans shall be submitted for administrative review to the Planning Department under the regular process.) All comments shall be addressed on the revised plan before it is approved for construction. An approval letter and approved plans will be sent to the owner and engineer by the Department having primary responsibility for the revision, and a copy of the letter and one set of the approved revised plan shall be sent to Planning, Public Utilities, or Public Works.

**B. Plans requiring multiple agency approval:** **Changes of significant impact, and/or plans requiring more than one agency's approval, as determined by the Planning Department, must be submitted to the Planning Department for administrative review, and appropriate fees paid.** Examples of significant changes include changes which impact proffered or otherwise required buffers, involve additional clearing, involve significant revisions to grading or locations of site features, or which affect other items regulated by proffers or conditions required by the Planning Commission. At the direction of the Planning Department, **eight (8) sets** of plans shall be submitted with the POD application and administrative plan review fee. The plans shall be submitted to the Permit Center with the application, fee, and a **written letter detailing all changes to the plans since the previous approval.** The Permit Center then forwards to the Department of Planning which, within two (2) days, will enter the Tidemark tracking information, and then distribute the plans and a copy of the application through the Permit Center for pickup by designated agencies, including Public Works, Public Utilities, Fire, Building Inspections, and VDOT. The Planning Department will coordinate Fire and Building Inspection comments. Planning will coordinate with the Health Department, if

necessary, for projects without public water and sewer. The Department of Public Works will coordinate VDOT comments and approve the plan after the plan is accepted by VDOT. County staff will provide review comments within twelve (12) business days, beginning the first business day after submission, to the Engineer, Owner, and the Department of Planning, which indicate the revisions required to proceed with the signature process. The Tidemark entries shall be completed by each agency, and these comments will be posted on the County Website which can be found at this link: <http://www.co.henrico.va.us/devsite/>. Review agencies shall notify the Planning Department and the engineer when they have no comments. **All agencies shall submit a statement indicating whether revised plans for additional review, or plans for final signature are required.**

**26. Final project completion:** The Engineer who prepared the POD submits a statement to the Department of Planning that all construction is in conformance with the regulations and requirements of the POD, and sends a copy to the Department of Public Works (Construction Engineer), and the Department of Public Utilities (Design Division Director). Inspections for the final certificate of occupancy are coordinated through the Building Inspection Department. The Department of Public Utilities will issue a Tentative Acceptance letter when water and sewer is complete and can be accepted for operation and maintenance along with a list of deficiencies. When the deficiencies are completed, then a Final Acceptance letter will be issued.

## **APPENDIX A: POD Ten-Day Expedited Signature Process**

If requested by the applicant, the first submittal to the County after Planning Commission approval qualifies for the 10-day expedited signature process if the plans submitted conform to the plans approved by the Planning Commission and the plans are submitted within 6 months of Planning Commission approval. All information must be submitted at the same time to each agency listed below, and all agencies must receive complete submittals on the same day. Each agency shall review the submission to determine that the minimum submission requirements have been met by the end of the next day following receipt of the plans and e-mail the Planning Department to confirm receipt of a complete submission. If the submission is incomplete, the project is not eligible for the expedited review process, but will continue to be reviewed under the regular process. (See #19) Planning Department will route plans to the Division of Fire, and Building Inspections. Comments shall be provided to the Planning Department by all agencies within seven (7) business days, beginning the first day after submission. If plans generate review comments, they will be reviewed under the regular process. Plans will be signed in ten (10) business days, beginning the first business day after submission, if there are no unresolved issues or comments, and the following items are complete:

### **Required by Planning (prior to plan approval):**

- o POD Plans For Signature – Expedited Signature Process application
- o “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and Planning checklist.
- o A copy of the annotated plan stamped by the Planning Department “as approved by the Planning Commission”.
- o Twenty-four (24) sets of plans.
- o 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.
- o Written response to all previous review comments, with explanation of how resolved

### **Required by Public Works (prior to plan approval):**

- o POD Plans for Signature – Expedited Signature Process application
- o “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPW checklist.
- o A copy of the annotated plan stamped by the Planning Department “as approved by the Planning Commission”.
- o Three (3) sets of plans.
- o 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.
- o Best Management Practices (BMP) Maintenance Agreement.
- o Erosion and Sedimentation Agreement with a letter of credit or cash.
- o Evidence of Corp of Engineers permits and others as may be required.
- o Deed book and page number for offsite easements shown on plans.
- o Verification of VDOT approval where applicable.
- o Environmental Fund Contribution
- o Written response to all previous review comments, with explanation of how resolved

**Required by Public Utilities (prior to plan approval):**

- o POD Plans for Signature – Expedited Signature Process application
- o “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPU checklist.
- o A copy of the annotated plan stamped by the Planning Department “as approved by the Planning Commission”.
- o One (1) set of plans.
- o 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.
- o Off-site easements recorded with deed book and page shown on plans
- o Off-site plans authorized to proceed with construction.
- o Overall water and sewer plan approved for phased project
- o VDH/DEQ Permits issued when required
- o Local review form for water completed when required
- o Sanitary sewer analysis approved and downstream capacity confirmed
- o VDOT permits attached when required
- o Written response to all previous review comments, with explanation of how resolved



# Preliminary Plan Application

County of Henrico, Virginia

Department of Planning

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.

## Preliminary Plan Name:

File Name/Section (Office Use Only)

**Project Description:** (Include use, number of stories, building area, number of units, number of lots, density, as applicable. If appropriate, separately attach letter outlining, in detail, the scope of the request.) Also include any information pertinent to VDOT's potential requirement for a Traffic Impact Analysis.

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For Office Use Only

**Requested Information:** Please note any specific questions or issues that are requested to be addressed with this review.

\_\_\_\_\_

\_\_\_\_\_

**Preliminary Traffic Impact Analysis Consultation Requested**  YES  NO Include requested information on pg 2

Parcel #(s) \_\_\_\_\_ Magisterial District \_\_\_\_\_ Acreage \_\_\_\_\_  
Existing Zoning \_\_\_\_\_ Zoning Case Numbers \_\_\_\_\_ BZA Case Numbers \_\_\_\_\_  
Location: \_\_\_\_\_  
(Street Address from County GIS and tie distance to nearest intersection)

Does this site contain lands identified as Chesapeake Bay Preservation Areas? No \_\_\_ Yes \_\_\_ Uncertain \_\_\_\_\_  
Does this site contain Wetlands? No \_\_\_ Yes \_\_\_ Uncertain \_\_\_\_\_

**Utilities:** Water  County  Individual Well Sewer  County  Septic Tank / Drainfield

### Engineer/Surveyor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Phone : \_\_\_\_\_ Fax \_\_\_\_\_  
Authorized Signature\* \_\_\_\_\_ Print Name \_\_\_\_\_

### FOR OFFICE USE ONLY

Date of Filing: \_\_\_\_\_  
Time of Filing: \_\_\_\_\_  
Comments Due to Planning Office (15 days) \_\_\_\_\_  
Application Accepted By \_\_\_\_\_ Print Name \_\_\_\_\_

## **Preliminary Plan Checklist** (To be filled out by the firm or person(s) preparing the plans)

The following is a suggested guideline for minimum information to be included with the submittal. The extent of review comments provided will be commensurate with the accuracy and completeness of the information provided.

- o **Mylar.** – One standard 24' x 36' reproducible sheet of the site layout plan
- o **Fifteen (15) sets of the site plan.** (Please indicate all information provided by checking the adjacent box.)
  - o Proffers and Conditions (if applicable): Zoning proffers, previous POD conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions
  - o Proposed name of development and proposed use
  - o Name and address of Owner and Representative
  - o Zoning of development and adjacent property
  - o Scale: 1" = 100' or larger
  - o Existing topography
  - o Vicinity map (1" = 2000')
  - o Location of existing physical features including buildings within the development
  - o Proposed location of streets and alleys showing width and names
  - o Location, width and purpose of rights-of-way and easements
  - o Location of existing trees and required transitional buffers
  - o Parking calculations
  - o Environmental Site Assessment and Acknowledgements completed and signed in accordance with Chapter 10 of the County Code.
    - o Location and type of Best Management Practices with Design Calculations shown on the plan.
    - o A drainage area map (minimum scale of 1" = 400) feet showing offsite drainage to the property and drainage to the BMP.
    - o The location of all Chesapeake Bay Preservation Areas, Resource Protection Areas, wetlands, Special Flood Hazard Areas (100-year floodplain), and mapped dam break inundation zones.
  - o Schematic floor plans and elevations, if available
- o **Utilities:** (If detailed comments for water and sewer are required, submit the following information.)
  - o On site utility layout
  - o Location and size of existing water and sewer mains in relation to the property
  - o Estimated sewage discharge
  - o Estimated water demands and fire flow requirements
  - o Results of fire flow request
  - o If individual well system is proposed, complete the following:
    - \*What is the shortest distance from the property to public water supply? \_\_\_\_\_
  - o If individual septic tanks are proposed, complete the following:
    - \* What is the minimum distance from the property to public sewer? \_\_\_\_\_
- o **Multi-family data for apartments, townhouses, detached, semi-detached dwellings** (as applicable)
  - o Include the following calculations on the site plan:
    - a. gross site area, net site area (exclude public road dedication and Special Flood Hazard Area (flood plain))
    - b. total number of units and project density (units/net acre)
    - c. number of stories and number of bedroom units for each type of unit
    - d. parking required and provided
- o **Shopping Center Data** (as applicable)
  - o Include the following calculations on the site plan:
    - a. gross site area, net site area (exclude public road dedications and Special Flood Hazard Area (flood plain) )
    - b. existing and proposed: gross floor area of buildings, gross leaseable space, gross storage area
    - c. percentage of ground covered by buildings, interior, and exterior loading areas (Site Coverage)
  - o Provide a copy of existing maintenance agreements (i.e. joint access, easements, parking, etc.)
- o **Traffic Impact Analysis** (as applicable)(5 copies)
  - o Henrico County Traffic Impact Analysis Application (POF 027)
  - o Completed VDOT Pre-Scope of Work Meeting Forms found at VDOT website : <http://www.virginiadot.org/projects/chapter527/default.asp>



# Plan of Development Checklist and Requirements for all POD Submittals

## Certification:

I, \_\_\_\_\_ (Engineer's/Surveyor's Name) (Type or Print) hereby certify the attached and completed application contains the information as specified below in accordance with Chapter 24 of the Henrico County Code. I understand the submission of incomplete or inaccurate information will result in a delay in processing and action on this application, and incomplete submittals will not be eligible for placement on the requested Planning Commission agenda. Plans determined to be incomplete by the review team will not be eligible for placement on the requested Planning Commission agenda.

### FOR OFFICE USE ONLY

Application Accepted By: \_\_\_\_\_

Fee: \_\_\_\_\_

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_

PIV Number: \_\_\_\_\_

## Department of Planning

- o 1. **POD Application Form** (filled out completely and accurately with all required original signatures and if applicable, Limited Power of Attorney form attached.) If Administrative, or Master Plan Review is desired, separately attach letter outlining in detail the scope of the request. All information provided must be checked off on the check list contained in this application.
- o 2. **Seventeen (17) sets of construction plans with Standard POD Cover Sheet** on standard 24" x 36" sheets. Each set shall include:
  - o **Proffers and Conditions** (if applicable): Zoning Proffers, previous POD Conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions, with a statement by the engineer who prepared the signed plans that to the best of his knowledge the plan complies with all known conditions.
  - o **Grading, Drainage and Erosion Control Plans** (see #9)
  - o **Geographic Information System (GIS) requirements** (see # 10)
  - o **Utility Plans** (see #11)
  - o **Site Layout Plans** (minimum scale 1"=50', minimum letter size 1/8") including following information:
    - a. Location map at a scale of not less than one inch equals 2,000 feet with the location of the property clearly identified
    - b. North arrow, numeric scale and graphic/bar scale on all sheets
    - c. Dates of plan preparation and/or plan revisions
    - d. Boundary survey with gross and net acreage of this site (net acreage excludes proposed right-of-way for road widening, public road dedication and flood plain areas.)
    - e. Owner's name, zoning and present use of adjoining tracts (includes properties across street or alley)
    - f. Location, width, and names of all existing (or proposed) streets and water courses
    - g. Location of all utilities, drainage structures, and existing or proposed easements
    - h. Location, dimensions, and proposed uses of all buildings and structures. Label required and actual setbacks.
    - i. Parking schedule to show the number of spaces required and provided, and basis for calculations
    - j. Dimensional parking lot layout including:
      - Construction and paving details
      - Width of aisles and drives, curb radii, sidewalks and walkways
      - Location, type, and size of vehicular entrances to site and loading areas
      - Traffic lane markings, regulatory signs and sight distance lines
      - Angle and dimension of parking stalls and handicap accessible parking spaces
    - k. Location and type of trash disposal, including recycling, and screening details
    - l. Location of HVAC/mechanical equipment and screening details
    - m. Location, type, size and height of fencing, retaining walls with guard rail systems, and buffer strips or landscape strips
    - n. Accessible routes connecting all site features, including but not limited to parking ramps, other buildings on the site, recreational facilities, swimming pools, public transportation stops
    - o. Location of existing structures to remain or be demolished
    - p. Phasing Plan, if proposed.
  - o **Tree Protection Plan** prepared in accordance with Chapter 24 of Henrico County Code and the Henrico County Landscape Manual. Plan must show the following at a minimum:
    - a. Accurate location of all wetlands, RPAs, RMAs, and Special Flood Hazard Areas (floodplains).
    - b. Compliance with all applicable proffered zoning conditions (buffers, setbacks, etc.)
    - c. Location and type of Best Management Practices (see #9)
    - d. Limits of grading, location of all existing trees, and designated areas for Tree Protection (if applicable)
    - e. Description or details of Tree Protection measures, and location shown on grading plans and erosion control plans.
    - f. Canopy coverage calculations.

- o 3. **Mylar** – one standard 24" x 36" sheet of the site layout plan.

- o 4. **Lighting Plan (optional)** if submitted must include:
  - o Site plan (minimum scale: 1"=30', minimum letter size: 1/8") including:
    - a. Date of preparation/revision, north arrow, and scale
    - b. Zoning, owner's name, and use of all adjacent tracts
    - c. Location, width, and purpose of all utilities, easements and loading areas
    - d. Street names and right of way widths
    - e. Location of all exterior fixtures, including building mounted lights
  - o Point by point photometric plan, including cumulative light level for all light fixtures and
    - a. Light levels to property line and the edge of all buildings
    - b. Maximum foot candle level
    - c. Average foot candle level
    - d. 0.5 foot candle limit
  - o Fixture and Pole Details
    - a. Catalogue cut sheets and materials (on plan sheet or with project identification clearly labeled on each sheet)
    - b. Light source type and wattage/lumens
    - e. Fixture mounting height
  - o Reproductive set: (1) one set of reproducible plans (mylar, sepia, vellum) on 24" x 36" sheet
- o 5. **Schematic Landscape Plan (optional unless site contains Proffered Buffers, Transitional Buffers, Overlay District, or Best Management Practices) (Final Landscape Plan for review and approval will be required after POD approval – See Landscape Plan application for final landscape plan filing requirements and for timing of submission).** If submitted must include:
  - o Site Plan (minimum scale: 1"=30', minimum letter size 1/8") including:
    - a. Date of preparation/revision, north arrow, and scale
    - b. Zoning, owner's name, and use of all adjacent tracts
    - c. Location, width and purpose of all utilities, easements and loading areas
    - d. Street names and right of way widths
    - e. Location of all required buffers or planting strips
    - f. Location and type of any Best Management Practices or Stormwater Detention Basins
    - g. Contoured grading plan to minimum 2' interval
  - o Conceptual design to include
    - a. Existing trees to remain, including description of the trees in the areas to be preserved
    - b. Proposed conceptual landscaping identifying, at a minimum, the location and size of evergreen trees, deciduous trees, and evergreen or deciduous shrubs in required buffers
    - c. Planting zones within or around Best Management Practices and the types of plant materials (i.e. tree/shrub, deciduous/evergreen) to be planted (see #9)
    - d. Proposed fencing or walls within buffers and easements
    - e. Proposed berms within buffers and easements

## **Building Inspections and Department of Planning:**

- o 6. **Architectural Plans** – Five (5) sets including:
  - o Elevations showing construction material for all exterior surfaces, structure height, and number of stories. Information on color scheme is requested.
  - o Floor plans (Schematic) with use of interior building spaces, access points, and loading areas labeled and dimensioned.
  - o Virginia Uniform Statewide Building Code Information:
    - a. Use group classification
    - b. Construction type
    - c. Fire protection systems (sprinklers, alarms, standpipes)
- o 7. **Multi-family data for apartments, townhouses, detached, semi-detached dwellings** (as applicable)
  - o Include the following calculations on the site plan:
    - a. gross site area, net site area (exclude public road dedication and flood plain)
    - b. total number of units and project density (units/net acre)
    - c. number of stories and number of bedroom units for each type of unit
    - d. parking required and provided
- o 8. **Shopping Center Data** (as applicable)
  - o Include the following calculations on the site plan:
    - a. gross site area, net site area (exclude public road dedications and flood plain)
    - b. existing and proposed: gross floor area of buildings, gross leaseable space, gross storage area
    - c. percentage of ground covered by buildings, interior, and exterior loading areas (Site Coverage)
  - o Provide a copy of existing maintenance agreements (i.e. joint access, easements, parking, etc.)

## Department of Public Works

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- o 9. **Grading, Drainage and Erosion Control Plan** to include:
  - o Current version of the standard Henrico County Erosion and Sediment Control Notes and Details sheet including:
    - a. Environmental Site Assessment completed and signed in accordance with Chapter 10 of the County Code
    - b. Acknowledgments completed and signed
  - o Location and type of Best Management Practices (BMP) to include:
    - a. Calculations which must include compliance worksheet and removal requirement worksheets
    - b. Detailed design features for control structure and grading, including routing calculations if applicable
    - c. A conceptual landscape plan for all BMPs located in front yards and any other aboveground BMPs (see #5).
  - o A drainage area map at minimum scale of 1"= 400 feet showing offsite drainage to the property and drainage to the BMP.
  - o Existing and proposed storm drainage, indicating location, sizes, types and grades and cross sections of ditches, storm sewers, catch basins and connections to existing drainage system with design calculations including hydraulic grade line.
  - o Accurate location of all wetlands, RPA's, RMA's, Special Flood Hazard Areas (floodplains), and mapped dam break inundation zones.
  - o Existing topography with maximum of two-foot contour intervals
  - o Proposed finished grading by contours supplemented where necessary by spot elevations
  - o Profiles of all storm and sanitary sewer crossings, and of storm sewer outfalls, if any, from invert of outfall to existing grade.
  - o Site engineer's or land surveyor's seal and signature.
  - o Standard Construction Notes and Details
- o 10. **Geographic Information System (GIS)** (Required After September 1, 2000)
  - o Four (4) reference coordinate points tied to the Geodetic Control Network (GCN) with coordinates in the Virginia State Plane Coordinate System (distributed near the corners of the site).
    - o All features shown on the plan must be drawn to scale and tied to the four reference points.
    - o All County GIS monuments located within the site shall be identified.
- o 11. **Subdivision or Plan of Development Traffic Impact Analysis Application** (POF 027)(required for every POD application)
  - o **Supplemental Traffic Analysis (STA)** for submission to VDOT as defined in 24-VAC-30-155-50 C. (Required if applicable) (5 copies of package containing items listed in POF027 shall be submitted)
  - o **Fees for the STA shall NOT be submitted to Henrico County (See POF 027 for additional information regarding STA Fees)**

## Department of Public Utilities

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- o 11. **Utility Plans - Water and Sewer**
  - o Cover sheet requires engineer seal with original signature and date. All other sheets may have a facsimile signature and date.
  - o Water and Sewer Plans designed in accordance with DPU Standards. Include the following forms in a DPU design folder or on the plans: Engineering Report, Sewer Design Form, Plan Review Checklist, Water System Flow Request, DPU Available Flow Response, Domestic Meter Sizing Form, Fire Flow Estimate Form, Local Review Program and Notice of Intent to Discharge Non-Domestic Wastewater.
  - o Information Sheet for Water and Sewer Agreements shall be submitted directly to the Department of Public Utilities. Agreements shall be executed before approval of any plan for construction.
  - o Plans shall include the following information:
    - a. Location of all existing and proposed public water and sanitary sewer facilities including all pipe sizes, materials, grades and/or profiles as required by the DPU Standards Manual; and all proposed connections to County or other utility systems.
    - b. Standard size sheet, 24" x 36", with topographic map of sewer service area at a scale of 1" = 400'. Map shall show location of site in relation to adjacent properties. The map shall show the location of existing sewer mains, the proposed connections to the existing system, routing of mains from the existing system to the site, and any future sewer lines and easements necessary to serve the proposed development and off-site properties.
    - c. Standard size sheet, 24" x 36" with water service area map at a scale of 1" = 400' to show site in relation to adjacent properties. The map shall show the location of existing water mains, the proposed connections to the existing system, routing of mains from the existing system to the site, and any future water lines necessary to serve the development and off-site properties. Does not have to be topographic map.
  - o For phased projects, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.
  - o Profiles - inverts and elevations of any utility and drainage facilities that cross the proposed water and sewer mains shall be profiled and conflicts adequately resolved.
  - o Show existing and proposed utility easements including public service corporation easements
  - o Location of existing and proposed private water and sewage treatment facilities including wells, water storage tanks, septic tanks and drainfields shall be indicated.
  - o Adequacy of fire protection shall be addressed.
    - a. Show proposed fire hydrants, including closest existing fire hydrants in vicinity of site.
    - b. Provide Insurance Office Organization (ISO) fire flow computations for commercial, industrial or multi-family development.
    - c. Provide hydraulic calculations that incorporate the results from the WATER SYSTEM FLOW REQUEST indicating system capacity and pressure available to serve this site from existing mains.
  - o Plans shall indicate required state or federal permits and list any required exceptions to the Standards. All required permits and exceptions shall be approved prior to approval of any plan for construction.



**Subdivision or POD STA Package Checklist:** (Traffic Impact Analysis Regulations: 24 VAC 30-155-50)

Five copies of the Supplemental Traffic Analysis Package shall be submitted. Each package shall contain the following information:

- A Standard Henrico County Traffic Analysis Cover Sheet (see form POF 027.1) containing:
  - Contact information for the
    - Locality,
    - Developer (or owner);
  - Site information
    - Development location,
    - Highways connected to,
    - Parcel number or numbers; and
  - Proposal summary with the
    - Development name,
    - Size in acres.
- A Supplemental Traffic Analysis as defined in 24-VAC-30-155-50 C.
- A List of Proffered Conditions approved by Henrico County that apply to the development.
- A Concept Plan of the proposed development. (May be site layout plan or full set of construction plans)

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**Fees: The VDOT fee should not be submitted to Henrico County.**

A fee, made payable to VDOT will be required to be delivered by the applicant directly to VDOT.

For projects which require a Supplemental Traffic Analysis to be submitted to VDOT, the applicant will be required to deliver the review package, consisting of the site plans, the STA Package noted above, and the VDOT application fee directly to the VDOT, after Henrico County has determined that all required elements of the submission are complete. The applicant will be contacted by Planning to pick up the plans and STA package from Henrico County, and to deliver them, with the fee, to the VDOT Sandston Residency office.

**VDOT Fees**

- For the initial or second review of a subdivision plat, site plan, or plan of development accompanied by a supplemental traffic analysis, a single fee for both reviews will be determined by the number of vehicle trips generated per peak hour of the generator, as follows:
  - 100 or less vehicles per peak hour - \$500
  - More than 100 vehicles per peak hour - \$1,000
- For a third or subsequent submission of a subdivision plat, site plan, or plan of development accompanied by a supplemental traffic analysis that is requested by VDOT on the basis of the failure of the applicant to address deficiencies previously identified by VDOT, the fee is equal to the initial fee paid.

**FOR OFFICE USE ONLY**

Application Accepted By: \_\_\_\_\_

Fee: **Submit fee directly to VDOT –  
Do not submit to Henrico County**

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_



# VDOT Cover Sheet (Chapter 527) for Plan of Development / Subdivision Applications County of Henrico, Virginia

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.

## 1. Contact Information

Owner / Developer Name (if more than one owner, attach additional sheets *) :		Address:
Telephone:	Fax:	Email:
Engineer / Representative Name:		Address:
Telephone:	Fax:	Email:

## 2. Development Location

Location: <i>(Describe in relation to nearest intersection)</i>
Address: <i>(if applicable)</i>
Parcel Number (s) / GPIN (s):
Highway (s) Connected to the Site and distance to nearest state maintained road.

## 3. Proposal Summary

Development Name:		
Acreage:	Zoning District(s):	Zoning Case(s) #:
Case Description: (Include proposed Land Uses, acreage, maximum number of lots, maximum business square feet)		

## 4. Checklist (Items Required and Enclosed with Submission to VDOT.)

- Concept Plan** of the proposed development - **Five (5) copies**
- Proffered Conditions** that apply to proposed development - **Five (5) copies**
- Supplemental Traffic Analysis (STA)** as defined in 24-VAC-30-155-50-C – **Five (5) copies**
- VDOT Fees (Payable to: VDOT. Fee must be submitted directly to VDOT)**

A fee of \$500 (projects generating less than 100 vehicle trips per peak hour) or \$1,000 (projects generating more than 100 vehicle trips per peak hour) includes a first and second review. Fees for third or subsequent submissions for review are equal to the initial fee paid.

County Office Use Only		VDOT Use Only
Date & Time Received:	Application accepted by:	
DPW Traffic Engineer: Michael Jennings	Phone: # 501-4238	Email: <a href="mailto:jen06@co.henrico.va.us">jen06@co.henrico.va.us</a>
Assigned Staff Planner:	Phone: #	Email: @co.henrico.va.us
		Received by (VDOT):
		Check # (VDOT fee):



# Plan of Development - Plans for Signature

## Final Construction Plans

### County of Henrico, Virginia

### Department of Planning

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 #** \_\_\_\_\_

- **First Submission** (No fee required) (First Submission after Planning Commission Approval)  
 Submit this application and eight (8) sets of plans to the Permit Center. **Include a letter specifically detailing ALL changes made to the plan since the last submission, and responding to all previous comments.** NOTE: If there are no comments after review of these plans, applicant will be notified to submit (21) sets of plans for signature. If there are comments, additional submission is required.
- **Second Submission** (First re-submittal) (No fee required)  
 Submit this application, eight (8) sets of revised plans, a response to all previous review comments, and a letter specifically detailing all changes to the plan since the last revision to the Permit Center. (See NOTE above)
- **Additional Submission** (Any subsequent re-submittals prior to signature)(Processing Fee required - \$150)  
 Submit this application, eight (8) sets of revised plans, a response to all previous review comments, a letter specifically detailing all changes to the plan since the last revision, and fee to the Permit Center. (See NOTE above)
- **Final Submission** (no fee) *An original seal and signature is required on the cover sheet of every set of plans.*  
 Submit this application and twenty-one (21) sets of plans to the Permit Center. **\*\*\*A Streamlined Signature Process may be requested if all administrative documents have been approved and all review comments have been addressed.\*\*\*\***
- **Streamlined Signature Submission** (no fee) *An original seal and signature is required on the cover sheet of every set of plans.* Provided all review comments have been addressed, and technical requirements are met, the applicant must certify that, except for Water and Sewer Agreements, all other required administrative documents have been approved the project will be eligible for a Streamlined Signature Process. This process will provide approval signatures from all of the Review Departments within seven (7) business days. Required administrative documents:
  - Off-site Easement Plats
  - E&S Bonds and Agreements
  - Authorization from State and/or federal regulatory agencies for impacts to the Waters of the USA
  - BMP/ SWM Maintenance Agreements
  - Environmental Fund Contribution
  - Maintenance Agreements for placement of items within the right-of-way
  - Funds to be escrowed
  - Construction permits from VDH and DEQ for water and sewer if required

For Office Use Only

**Certification:** I hereby certify that all of the required administrative documents as noted above, have been submitted and approved. I understand the submission of incomplete or inaccurate information will result in a delay in processing and action on this application.

\_\_\_\_\_  
 (Engineer's/Surveyor's Name & Date) (Type or Print)

\_\_\_\_\_  
 (Engineer's/Surveyor's Name) (Signature)

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

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

**FOR OFFICE USE ONLY**  
 Date of Filing: \_\_\_\_\_  
 Time of Filing: \_\_\_\_\_  
 Fee: \_\_\_\_\_ PIV Number \_\_\_\_\_

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



**Plan of Development - Plans for Signature**  
**Signature Plan 10-Day Expedited Process - Final Construction Plans**  
 County of Henrico, Virginia  
 Department of Planning

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 #** \_\_\_\_\_

o **10-Day Expedited Process Requested (No fee required)\*\*** This is an alternative to the regular construction plans for signature process. The only POD plan submission eligible for this 10-day review/signature process is the first construction plan submittal after Planning Commission action, provided the plans are submitted within 6 months of Planning Commission approval. This procedure is available by special request and the furnishing of all required information. In lieu of the eight (8) sets of plans submitted to the Permit Center, submit the following information directly to each agency listed below. **All information must be submitted at the same time to each agency and all agencies must receive complete submittals on the same day.** (SEE POF 011 Appendix A for Detailed Description of Process)

o **Department of Planning\*\***

- Plans for Signature Application (original application) and twenty-four (24) sets of plans
- Certificate of Compliance (original)
- Planning Department Submittal Checklist (all items listed)

o **Department of Public Works\*\***

- Plans for Signature Application (copy of original application) and three (3) sets of plans
- Certificate of Compliance (original)
- Public Works Submittal Checklist (all items listed)

o **Department of Public Utilities\*\***

- Plans for Signature Application (copy of original application) and one (1) set of plans
- Certificate of Compliance (original)
- Public Utilities Submittal Checklist (all items listed)

For Office Use Only

\*\*Comments due to Planning (7 days) \_\_\_\_\_  
 (Date)

**Engineer/Surveyor**

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

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

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

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

\_\_\_\_\_

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

**FOR OFFICE USE ONLY**

Date of Filing: \_\_\_\_\_

Time of Filing: \_\_\_\_\_

Fee: \_\_\_\_\_ PIV Number \_\_\_\_\_

\_\_\_\_\_

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

**FOR OFFICE USE ONLY**

Application Accepted By: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_ PIV Number: \_\_\_\_\_



**Certificate of Compliance**  
**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 # \_\_\_\_\_

On \_\_\_\_\_, I \_\_\_\_\_,  
Date Print Engineer's Name

of \_\_\_\_\_, certify that to  
Firm's Name

the best of my knowledge the attached \_\_\_\_\_ plans  
Plan of Development No.

that are being submitted comply with the annotated plan approved by the Planning

Commission on \_\_\_\_\_ and comply with all zoning regulations and  
Date

proffered conditions affecting the subject property.

I understand that processing of these plans for final signature within 10 working days is

dependent on compliance with the Planning Commission's approval and provision of a

complete set of plans with this submittal.

\_\_\_\_\_  
Signature

**OFFICE USE ONLY**

Application Accepted By: \_\_\_\_\_

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_



**Department of Planning**  
**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)

- o 1. "Final Construction Plan Review, Certificate of Compliance" – one (1) original
- o 2. A copy of the annotated plan stamped by the Department of Planning "as approved by the Planning Commission".
- o 3. Twenty four (24) sets of plans.
- o 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 the Planning Commission Conditions of Approval.
- o 5. 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: \_\_\_\_\_



**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: \_\_\_\_\_



**Department of Public Utilities**  
**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. One (1) set 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. Off-site easements recorded with deed book and page shown on plans.
- 6. Off-site plans approved.
- 7. Overall water and sewer plan approved for phased project.
- 8. VDH/DEQ Permits issued when required.
- 9. Local review form for water completed when required.
- 10. Sanitary sewer analysis approved and downstream capacity confirmed.
- 11. VDOT permits attached when required.
- 12. 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: \_\_\_\_\_



# Plan of Development and Subdivision Application for Clearing and Grubbing Plan

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 (include Section if applicable):

POD / SUB #

For Office Use Only

## Authorization to Clear and Grub - Application constraints:

Authorization to clear and grub a site prior to POD or Subdivision Construction Plan approval may be obtained provided the following conditions are met:

- o The Planning Commission has approved the project, and, if applicable, a final subdivision application has been submitted for review
- o All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States have been submitted to DPW.
- o Off-site drainage easements have been recorded.
- o A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning, and
- o A Preconstruction meeting has been conducted with the Environmental Inspector, the Developer and the Contractor in attendance. The Planning Inspector will attend if tree protection measures are required.
- o Public and private utilities within the clearing limits are protected as required by the utility owner.
- o The scope of work proposed in a Clearing and Grubbing plan must be limited to the removal of vegetation, installation of erosion and sediment control measures, and installation of tree protection measures. It may also include removal of the root debris associated with the removed vegetation. A Clearing and Grubbing Plan cannot include work such as filling, grading, or installation of storm and/or sanitary sewer.

## Project Description:

- o Initial Plan Review Only 5 sets required
- o Resubmission for signature 8 sets required

\_\_\_\_\_

Existing Zoning \_\_\_\_\_ Magisterial District \_\_\_\_\_

Parcel #(s)(GPIN) \_\_\_\_\_

Disturbed Acreage (to nearest hundredth) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

(Street Address from County GIS and tie distance to nearest intersection)

For Office Use Only

## Applicant Information:

**Owner of Record:** If more than one owner, attach additional sheets\*

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 \_\_\_\_\_

\*If Power of Attorney is involved, attach Special Limited Power of Attorney form POF 005.

POF 014.6 (3/10) pg. 1 of 2

### FOR OFFICE USE ONLY

Application Accepted By: \_\_\_\_\_

Fee: \_\_\_\_\_

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_

PIV Number: \_\_\_\_\_

## Clearing and Grubbing Checklist and Requirements for all submittals

- 1. **Clearing and Grubbing Plan Application Form** (filled out completely and accurately with all required original signatures and, if applicable, Limited Power of Attorney form attached.) All information provided must be checked off on the check list contained in this application.
- 2. **Five (5) sets of clearing and grubbing plans with Standard POD OR Subdivision Cover Sheet** on standard 24" x 36" sheets. The applicant is responsible for providing a copy to VDOT if work in VDOT ROW is proposed or stormwater is discharged to VDOT ROW. Each set shall include:
  - Erosion Control Plan** to include:
    - Current version of the standard Henrico County Erosion and Sediment Control Notes and Details sheet including:
      - a. Environmental Site Assessment completed and signed in accordance with Chapter 10 of the County Code
      - b. Acknowledgments completed and signed
    - Location and type of all erosion and sediment control (ESC) measures
    - A drainage area map at minimum scale of 1"= 400 feet showing offsite drainage to the property.
    - Existing storm drainage, indicating location, sizes, types and grades and cross sections of ditches, storm sewers, and connections to existing drainage system with design calculations including hydraulic grade line.
    - Accurate location of all wetlands, RPAs, RMAs, SPAs, Special Flood Hazard Areas (floodplains), and mapped dam break inundation zones.
    - Existing and proposed topography with maximum of two-foot contour intervals
    - Site engineer's or land surveyor's seal and signature.
    - Location of all existing public water and sanitary sewer facilities including all pipe sizes, materials, grades and/or profiles as required by the DPU Standards Manual
    - Location of existing utility easements including public service corporation easements.
    - Location of existing private water and sewage treatment facilities including wells, water storage tanks, septic tanks, drainfields, and reserved drainfields shall be indicated.
  - Tree Protection Plan** prepared in accordance with Chapter 24 of Henrico County Code and the Henrico County Landscape Manual. Plan must show the following at a minimum:
    - Accurate location of all wetlands, RPAs, RMAs, SPAs and Special Flood Hazard Areas (floodplains).
    - Compliance with all applicable proffered zoning conditions (buffers, setbacks, etc.)
    - Location and type of Best Management Practices
    - Limits of disturbance, location of all existing trees, and designated areas for Tree Protection (if applicable)
    - Description or details of Tree Protection measures, and location shown on erosion control plans.
  - Geographic Information System (GIS)**
    - Four (4) reference coordinate points tied to the Geodetic Control Network (GCN) with coordinates in the Virginia State Plane Coordinate System (distributed near the corners of the site).
    - All features shown on the plan must be drawn to scale and tied to the four reference points.
    - All County GIS monuments located within the site shall be identified.
  - Proffers and Conditions** (if applicable):
    - A plan sheet with all Zoning Proffers, previous POD Conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions, with a statement by the engineer who prepared the signed plans that to the best of his knowledge the plan complies with all known conditions that affect the proposed clearing and grubbing plan.

---

### Certification:

I, \_\_\_\_\_ (Engineer's/Surveyor's Name) (Type or Print) hereby certify the attached and completed application contains the information as specified below in accordance with Chapters 10 and 24 of the Henrico County Code and the Environmental Program Manual of the Henrico County Public Works Department. I understand the submission of incomplete or inaccurate information will result in a delay in processing and action on this application.

Firm \_\_\_\_\_

Signature \_\_\_\_\_



# Landscape, Lighting, and Fence Plan Application

County of Henrico, Virginia

Department of Planning

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/SUB# \_\_\_\_\_

## Plan of Development:

- Combination Landscape, Lighting, and/or Fence Plan Review (7 Sets) \$100 + \$10 acre
- Landscape Plan Review Only (7 Sets) \$100 + \$10 acre
- Lighting Plan Review Only (7 Sets) \$100 + \$10 acre
- Fence Plan Review Only (7 Sets) \$100  
(Include alternative fence height plans)
- Resubmission for review (7 sets ONLY) No fee  
Indicate  Landscaping or  Lighting or  Fence  All
- Resubmission for signature (5 sets ONLY) No fee  
Indicate  Landscaping or  Lighting or  Fence  All

For Office Use Only

## Subdivision:

- Landscape or  Lighting Plan Review Prior to Recordation No fee
- Landscape or  Lighting Plan Review After Recordation \$100
- Resubmission for review (7 sets ONLY) No fee
- Resubmission for signature (5 sets ONLY) No fee

**NOTE:** When proffers for conditional zoning or Planning Commission conditions of approval require landscape plan approval, the landscape plan is to be submitted after clearing rough site grading is completed, and building construction has begun.

## Project Description

Existing Zoning \_\_\_\_\_ Magisterial District \_\_\_\_\_ Parcel #(s) GPIN \_\_\_\_\_  
Acreage \_\_\_\_\_ Location: \_\_\_\_\_  
(to nearest hundredth) (Street Address from County GIS)

Does this site contain Chesapeake Bay Preservation Areas? Yes \_\_\_ No \_\_\_ Wetlands? Yes \_\_\_ No \_\_\_ Permanent BMP? Yes \_\_\_ No \_\_\_

## Exceptions requested

- Transitional buffer deviation.** If so, indicate the location and width of both the required and requested buffer, and attach a statement indicating justification for the requested deviation.
- Alternative fence height.** If so, indicate the both the location and height of the requested fence, provide a fence detail, and attach a statement indicating justification for the requested alternative height.
- Other** (Please specify) \_\_\_\_\_

## Applicant Information (Please print)

**Owner of Record:** (If more than one owner, attach additional form)

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

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

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

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

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

**Representative :** (Explain Relationship)

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

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

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

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

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

**FOR OFFICE USE ONLY**

Application Accepted By: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_ PIV Number: \_\_\_\_\_

# Landscape, Lighting, and Fence Plan Checklist and Requirements

## Certification

I, \_\_\_\_\_ (Type or Print) hereby certify the attached and completed application contains the information as specified below in accordance with Chapters 19 and 24 of the Henrico County Code. I understand the submission of incomplete or inaccurate information will result in a delay in processing and action on this application.

- o 1. **Landscape, Lighting, and Fence Plan Application Form** (filled out completely with all required original signatures).
- o 2. **Reproducible Set** – one set of reproducible plans (mylar, vellum, sepia) on 24"x36" sheets.(Same scale as approved POD layout)
- o 3. **Seven (7) sets of plans** (Unless for signature) on standard 24" x 36" sheets. Each set shall include:
  - a. Site Plan, including site boundary and proposed topography (A copy of the approved grading plan may be attached in lieu of showing grades on the landscape plan.)
    - Minimum scale : 1" = 30'
    - Minimum letter size: 1/8"
  - b. Date of preparation/revision.
  - c. P.O.D. number on all sheets (upper right-hand corner).
  - d. Owner's name, zoning and present use of adjacent tracts.
  - e. Zoning and Magisterial District of subject tract.
  - f. Location, width, and purpose of all utilities, easements, and loading areas.
  - g. Location of all Chesapeake Bay Preservation Areas (RMA's and RPA's), SPA's, wetlands, floodplains, and mapped dam break inundation zones.
  - h. Location of all water courses, elevation of all permanent water bodies, and water quality elevation for any BMP.
  - i. Location, name and right-of-way width of all streets.
  - j. Required sight distance triangles and sight lines at all intersections with public right-of -ways
  - k. Location of all wells and drainfields.
  - l. Location of all required transitional and proffered buffers.
- o 4. **Additional Requirements for all Landscape Plans:**
  - o Location of all existing and proposed plant materials, lawn, sod, and mulch areas
    - a. Plant list and legend (see format below) \*
    - b. Size and location of all existing plant material to remain. (In accordance with approved Tree Protection Plan)
    - c. Planting, staking, guying details.
  - o Landscape calculations
    - a. Proposed tree canopy calculations.
    - b. Interior greenspace calculations
    - c. Planting summary of existing and proposed plant material within required transitional and proffered buffers.
  - o Additional information (if applicable)
    - a. Details on refuse area screening and fencing, including materials, colors and height.
    - b. Details on mechanical area screening and fencing, including materials, colors and height.
    - c. Irrigation location, if irrigation is provided. (Separate approval by Department of Public Utilities is required.)

### PLANT LIST \*

Symbol	Quantity	Botanical Name	Common Name	Height/Spread	Caliper	Root	Comments	Tree Canopy Credit
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- o 5. **Additional Requirements for all Lighting Plans:**
  - o Location of all exterior fixtures, including building mounted lights
  - o Point by point photometric plan, including cumulative light level for all light fixtures and
    - a. Light levels to property line and the edge of all buildings
    - b. Maximum foot candle level
    - c. Average foot candle level
    - d. 0.5 foot candle limit
  - o Fixture and Pole Details
    - a. Catalogue cut sheets and materials (on plan sheet, or with project identification clearly labeled on each sheet)
    - b. Light source type and wattage/lumens
    - c. Fixture mounting height
- o 6. **Additional Requirements for all Fence Plans (including Walls and Hedges)**
  - o Site plan showing location of fence, wall or hedge and which identifies finished face for walls and fences.
  - o Construction detail of wall or fence, including construction materials, colors and height.
  - o Plant list and planting details for hedges



# Special Limited Power of Attorney

County of Henrico, Virginia

4301 E. Parham Road, Henrico, Virginia 23228

Henrico Planning Web Site: <http://www.co.henrico.va.us/planning>

**Mailing Address:** Planning Department, P.O. Box 90775, Henrico, VA 23273-0775

Phone (804) 501-4602

Facsimile (804) 501-4379

Know all men by these presents: That I (We)

(Name): \_\_\_\_\_ (Telephone): \_\_\_\_\_

(Address): \_\_\_\_\_

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Henrico, Virginia, by

Instrument No. \_\_\_\_\_, on Page \_\_\_\_\_, and is described as

Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_ Subdivision: \_\_\_\_\_

do hereby make, constitute and appoint:

(Name): \_\_\_\_\_ (Telephone): \_\_\_\_\_

(Address): \_\_\_\_\_

To act as my true and lawful attorney-in-fact and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Rezoning (including proffers)        | <input type="checkbox"/> Lighting Plan            | <input type="checkbox"/> Final Subdivision              |
| <input type="checkbox"/> Provisional Use Permits              | <input type="checkbox"/> Variance                 | <input type="checkbox"/> Subdivision Construction Plans |
| <input type="checkbox"/> Conditional Use by Special Exception | <input type="checkbox"/> Landscape Plan           | <input type="checkbox"/> Building Permit(s)             |
| <input type="checkbox"/> Plan of Development                  | <input type="checkbox"/> Alternative Fence Height | <input type="checkbox"/> Transfer of Approval           |
| <input type="checkbox"/> Administrative Site Plan             | <input type="checkbox"/> Conditional Subdivision  |   |

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

\_\_\_\_\_

This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified. In witness thereof, I (we) have hereto set my (our) hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

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

State of Virginia, City/County of \_\_\_\_\_, To-wit:

I, \_\_\_\_\_, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument and who is (are) known to me, personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this \_\_\_ day of \_\_\_ 200\_\_.

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

Notary Public



# Transfer of Approval for a Plan of Development

County of Henrico, Virginia

Department of Planning

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.

Approval of a Plan of Development by the Planning Commission is granted to the owner of the property. The owner, by acceptance, agrees to the conditions of approval by the Planning Commission. These conditions are listed in the letters of confirmation (approval letters). Plan of Development approval by the Planning Commission is not transferable, except to the holder of the first mortgage. Therefore, in order to receive the continued protection and rights conferred by a valid Plan of Development approval, it is important that a new owner of property promptly request that the Planning Commission transfer its previous approval. The owner or contract/purchaser of the subject property may use this application form to file the request.

**Request for Transfer of Approval - I,** \_\_\_\_\_,  
the new owner / contract purchaser of the development identified below, request a transfer of approval of the Plan of Development. I agree to accept and be responsible for continued compliance with the conditions of the original approval granted the former owner.

**Name of Project:** \_\_\_\_\_

**Current POD#:** \_\_\_\_\_ **Address/GPIN:** \_\_\_\_\_

Upon receipt of this request, the development will be inspected to ensure compliance with the conditions of the Plan of Development approval. If problems are identified, the owner or his representative will be contacted to discuss any corrections that may be necessary and a timetable for when they will be completed must be agreed upon. Once all outstanding issues have been resolved between the applicant and staff, then staff will be able to make a favorable recommendation to the Planning Commission regarding the Transfer of Approval. If any deficiencies are noted during the initial inspection, the site will be inspected again after the agreed upon completion date to ensure compliance. The owner or his representative will need to attend the Planning Commission meeting when the request is considered. The owner/representative will be contacted by the assigned staff planner to discuss the details pertaining to the request, and the schedule for placement of the Transfer of Approval request on the Planning Commission's agenda. Property transfer must be complete prior to final action by the Planning Commission.

For Office Use Only

Transfer of Approval Application Fee \$150.00

Inspection requested by: \_\_\_\_\_ Date: \_\_\_\_\_ *for office use only*  
Inspection completed by: \_\_\_\_\_ Date inspected: \_\_\_\_\_ Date report submitted to planner: \_\_\_\_\_

## Applicant Information:

**Owner of Record:** If more than one owner, attach additional sheets\*

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

**Representative:** (Explain Relationship)

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

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

**Property Manager:**

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

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

**Party to receive correspondence:** (Explain Relationship)

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

### FOR OFFICE USE ONLY

Application Accepted By: \_\_\_\_\_ Fee: \_\_\_\_\_  
Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_ PIV Number: \_\_\_\_\_

\*If Power of Attorney is involved, attach Special Limited Power of Attorney form POF 005.



# County of Henrico, Virginia

## Planning Applications Fee Schedule

Effective September 13, 2011

### Regular Rezoning (for each zoning district requested)

One-family residential (districts A-1, I-1, and R-0 through R-4A)	\$650 plus \$15/acre up to 30 acres, thereafter \$8/acre
Conservation (C-1)	\$125 (no charge when filed with other districts)
Multi-family residential and Office (districts R-5, R-5A, R-6, RTH, RMP, O-1, O-2, O-3, and O/S)	\$800 plus \$15/acre up to 30 acres, thereafter \$8/acre
Business and Industrial (districts B-1 through B-3, M-1 through M-3, PMD)	\$800 plus \$50/acre
Provisional use permit (except for recycling facilities to be operated by organizations exempt from taxation under 26 U.S.C. Section 501)	\$750
Transfer of provisional use permit	\$150

### Conditional Rezoning (for each zoning district requested)

One-family residential (same districts shown above for regular rezonings)	\$1,050 plus \$15/acre up to 30 acres, thereafter \$8/acre
Conservation (C-1)	\$125 (no charge when filed with other districts)
Multi-family residential and Office (districts R-5, R-5A, R-6, RTH, RMP, O-1, O-2, O-3, and O/S)	\$1,400 plus \$15/acre up to 30 acres, thereafter \$8/acre
Business and Industrial (districts B-1 through B-3, M-1 through M-3, PMD)	\$1,400 plus \$50/acre
Amendment of proffered conditions	Base fee for applicable regular rezoning

### Subdivision

Conditional subdivision (conventional residential)	\$200 plus \$5/lot
Conditional subdivision (all others: zero lot line, townhouses, street dedication)	\$200 plus \$10/lot
Final subdivision approval (conventional and recorded undeveloped lots)	\$200 plus \$15/lot
Final subdivision approval (all others: zero lot line, townhouses, street dedication)	\$95 plus \$5/lot
Extension of approval (subdivision)	\$50
Subdivision name change (after conditional approval but prior to final subdivision approval)	\$25
Technical check	\$50
Vacation of plat of part thereof	\$150

Please make checks payable to County of Henrico

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# Henrico County Planning Applications Fee Schedule

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## Plan of Development (POD)

POD - initial plan	\$440 plus \$30/acre
POD - revision of previously approved POD	\$300 plus \$20/acre
Preliminary POD or master plan review	No fee
Landscape plan	\$100 plus \$10/acre
Lighting plan (if submitted separately)	\$100 plus \$10/acre
Administrative review and approval	\$275
POD - extension of approval	\$50
POD - transfer of approval	\$150
POD - appeal to Board of Supervisors	\$350

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Variance	\$300
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## Conditional Use Permit

Sand and gravel	\$300 plus \$15/acre
Landfills	\$300 plus \$15/acre
Human care facilities	\$600
Height variations by special exception	\$600
Public utility uses	\$600
Recreational uses	\$600
Office trailers	\$600
Accessory structure in a front or side yard	\$300
Others (Turkey shoots, kennels, homing pigeon lofts, temporary uses)	\$450

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Appeal to the Board of Zoning Appeals	\$300
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## Other Fees

Street name change	\$150
Code conformance letter	\$25
Deferral at request of applicant <sup>1</sup>	\$100
Chesapeake Bay Resource Protection Area exception request	\$300
Temporary family health care structure	\$100

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<sup>1</sup> Deferrals for rezonings, plans of development, landscaping and lighting plans, alternative fence height plans, or conditional subdivisions when requested by the applicant.

Fees shall not be charged to agencies of the Federal, State, or County government, or non-profit organizations for use of Federal, State, or County property. Fees for variance and conditional use permit applications may not apply to sites owned by non-profit organizations with real estate tax exempt status upon the filing and approval of a fee waiver request.

Application fees are not refundable except for rezoning and POD applications that are withdrawn prior to advertising and mailing of notices (in which case all but \$100 will be refunded). Refunds for other types of withdrawals will be determined on a case-by-case basis.

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Please make checks payable to County of Henrico