



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

November 16, 2007

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

Development Community

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

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

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

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

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

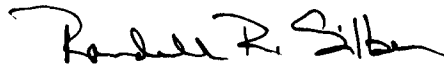
Chapter 527, 2006 Acts of Assembly added 15.2-2222.1 to the Code of Virginia to require localities to submit site plan and subdivision plat approvals along with a Supplemental Traffic Analysis (STA) to the Virginia Department of Transportation if these proposals can be expected to substantially affect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

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

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

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

Sincerely,



Randall R. Silber
Director of Planning

pc: County Manager
Deputy County Manager Community Development
Deputy County Manager for Community Operations
Director of Public Utilities
Director of Public Works
Director of The Permit Center
Assistant Director of Public Utilities
Assistant Director(s) of Planning



Subdivision Application Packet

County of Henrico, Virginia

Department of Planning

Henrico Planning Web Site: 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.

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Subdivision Review Process

County of Henrico, Virginia

Effective: December 7, 2007

POF 021

1. Developer hires engineer, surveyor, or landscape architect to prepare plans.
2. **Preliminary Plan:** Applicants submitting plans for major or unconventional subdivisions (such as zero lot line developments and townhouses for sale) are strongly encouraged to submit plans for preliminary review prior to submitting a complete application for a Conditional Subdivision. 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 Department of Planning 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 applicant the next working day. A meeting with the applicant 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.

Note: For plats recorded prior to 1960, see Appendix B.

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 Conditional Subdivision (or POD) 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 Conditional Subdivision (or POD) 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 noted 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. Conditional Subdivision Application:** Applicant submits completed Conditional Subdivision application package to the Permit Center by deadline on Planning Commission meeting calendar. All plans received by this deadline will be reviewed by the review team the following Tuesday and scheduled for a staff/developer meeting if complete.

Note: Certain subdivisions may be eligible for concurrent Conditional and Final Approval, subject to approval by the Department of Planning. (See Appendix C)

- 4.** Fifteen (15) sets of plans along with a completed Conditional Subdivision application and filing fee, and a completed Traffic Impact Analysis Application form (required with every Conditional Subdivision 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, 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 48 hours (Tuesday following the Friday deadline) to determine if plans are complete based on application and checklist provided to the applicant. 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 are transmitted no later than the Friday following the application deadline. Preliminary staff/developer agendas are 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. **Conditional Subdivision Distribution:** Plans are distributed to the Permit Center by the Department of Planning for pick up by all reviewing agencies. (A copy of the application signature sheet is included with the plans.)
 - Department of Planning, Property Numbering (1 set)
 - Department of Planning, Copy for Public Viewing (1 set)
 - Department of Planning, G.I.S. Section (1 set)
 - Department of Planning, Review Planner (1 set , copy of colored soils map, and copy of the Supplemental Traffic Analysis, if applicable)
 - Department of Public Works, Engineering and Environmental Services Division (2 sets)

- Department of Public Works, Traffic Engineering Division (1 set and (2) copies of the Supplemental Traffic Analysis, if applicable)
 - Department of Public Utilities (1 set)
 - Department of Recreation and Parks (1 set)
 - Virginia Department of Transportation (1 set w/ (2) copies of the Supplemental Traffic Analysis , if applicable) (See note below)
 - State Health Department (if individual well and/or individual on-site sewage disposal system) (1 set and copy of colored soils map)
 - School Administration (1 set)
 - Virginia Power (1 set)
 - Real Property (1 set)
 - Division of Fire (1 set if it is a townhouse for sale or zero lot line development)
- TOTAL NUMBER = 15 SETS

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 e-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 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 is 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. Applicant should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the staff/developer conference. Applicant 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 who have comments and recommendations on the applicant's plans. Agencies which 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 Department of Planning staff annotates comments on the plan, 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. 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 Department of Planning Inspectors the Wednesday before the Wednesday Planning Commission 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, Director – The Permit Center (agenda only), and Principal Planner –Development Review and Design Division.
16. **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 Conditional Subdivision applications. At this meeting, action will be taken to approve, defer or deny the applications.
17. The approval letter is mailed to the property owner / developer with a copy to the engineer / land surveyor / landscape architect. Notice of the availability of copies of the annotated conditional subdivision plat upon request is mailed to the engineer. A copy of the conditional plat is placed in the subdivision file.
18. **Pre-Final Construction Plan Review (Optional):** An optional construction plan review process for subdivision construction plans is available prior to submission of the final subdivision application. This process is known as the pre-final submittal

and it does not include review of the subdivision plat, or a full review by all agencies. The purpose of this process is to review issues related to the final site layout prior to submission of the Final Subdivision application including plats for review. The Pre-Final Construction Plan application form and nine (9) sets of plans, including all required construction plan information listed on the final application, are submitted to the Permit Center. The plans, provided a determination is made that the plans are complete and acceptable for review as discussed in item 21, are routed to Planning (2 sets), Public Works (3 sets), Public Utilities (2 sets), VDOT (1 set), and the Health Department (1 set if applicable), for initial review of the construction plans prior to submission of the full Final Subdivision application, meeting all application requirements. It is the applicant's responsibility to coordinate pre-final plan comments with VDOT and the Health Department as necessary. Pre-final comments will be provided to the applicant within fifteen (15) business days, beginning the first day following submission. **A staff / developer meeting will not be scheduled to discuss the Pre-Final submittal.** The staff / developer meeting will be scheduled after the Final Subdivision application is submitted.

19. **Final Subdivision Application:** The applicant submits completed Final Subdivision application package to the Permit Center. Plans for final subdivision review 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. Incomplete plans will not be routed for review until all application requirements are complete.

Note: For plats recorded prior to 1960, see Appendix B.

20. Fifteen (15) copies of the plat, nine (9) sets of construction plans, and a completed application and filing fee should be submitted to the Permit Center located on the second floor of the County Administration Building. Appropriate fees are collected, receipts written, and Tidemark information entered. All application packages are turned over to the Development Review and Design Division in the Department of Planning. Requests for interpretations or exceptions, if known should be submitted at this time.

Note: In cases where both **Subdivision and Plan of Development (POD) approval is required** (such as for zero lot line developments or townhouses for sale), the filing of a POD application is in lieu of the submittal of the nine (9) sets of construction plans. The filing of a POD application should be done concurrently with the filing of the Final Subdivision application and plats. Please see the Plan of Development Review Process document for details of the site plan approval process.

21. Review Team consisting of designated Planning, Public Works and Public Utilities staff will review plans every Thursday to determine if plans are complete based on application and checklist submitted by the applicant. Principal Planner in the 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. Plans determined to be incomplete will be not routed. After the applicant completes all submission requirements the plans will be routed for review. 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 working days to complete reviews. Review Team also determines whether the staff/developer conference will be scheduled for 30 minutes or 45 minutes based on the complexity of the proposed development. Applicant information is entered into the Tidemark tracking system.

22. 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/>). All necessary information is entered into the Tidemark tracking system.
23. **Final Subdivision Distribution:** Plans are distributed to the Permit Center by the Department of Planning for pick up by all reviewing agencies. (A copy of the application is included with the plans)
- Department of Planning, Property Numbering (1 plat)
 - Department of Planning, Technician - Copy for Public Viewing (1 plat and 1 set of construction plans)
 - Department of Planning, Review Planner (1 plat and 1 set of construction plans)
 - Department of Planning, Tech Check (1 plat)
 - Department of Public Works, Engineering and Environmental Services Division (2 plats, 2 sets of construction plans)
 - Department of Public Works, Traffic Engineering Division (1 set of construction plans and 1 plat)
 - Department of Public Utilities (1 plat, 2 sets of construction plans)
 - Department of Recreation and Parks (1 plat)
 - Real Estate Assessment (1 plat)
 - Virginia Department of Transportation (1 plat and 1 set of construction plans)
 - State Health Department (if individual well and/or on-site sewage disposal system) (1 plat, 1 set of construction plans, soils map and soils report)
 - School Administration (1 plat)
 - Virginia Power (1 plat)
 - Real Property (1 plat)

TOTAL NUMBER = 15 PLATS & 9 CONSTRUCTION PLANS

24. Review comments and **departmental recommendation regarding final subdivision 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 e-mailed to the Department of Planning by 3:30 p.m. on the Friday prior to the scheduled 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 on Monday at 2:00 p.m. A copy of the compiled comments will be mailed to the owner/developer by Planning.

25. Applicant should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the staff/developer conference. Applicant is encouraged to make appointments with responsible review staff.
26. Requests for interpretations or exceptions, generated by staff comments, should be submitted no later than the Staff/Developer conference.
27. Staff/developer conferences are held every Thursday in the Planning Department Conference Room. Attendance is required at the meetings for departmental staff who have comments and recommendations on the applicant's plans. Agencies 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.
28. 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 21. Prior to the staff/developer conference, the Department of Planning staff annotates comments on the plan, prepares standard comment forms and prepares copies of each for the applicant.
29. The Director of Planning shall act on a final plat within 60 days of submission of a complete application, in accordance with the Henrico County Subdivision Ordinance unless the applicant requests an extension of time. When all review agencies can recommend final approval, the Director of Planning or his designated agent will stamp the final plat approved. The Department of Planning will prepare and send the final approval letter to the owner and/or developer, with a copy sent to the engineer / surveyor / landscape architect. A copy of the final plat is placed in the file. If Plan of Development (POD) approval is also required for a particular project (such as zero lot line developments or townhouses for sale), Final Subdivision Approval may not be granted until the Planning Commission has approved the POD.
30. **Subdivision Construction Plans for Signature:** The engineer prepares the construction plans for submittal to the Planning Department for final approval and signature. Construction plans must be prepared by a licensed Engineer or Class B Surveyor. Six (6) sets of the plans should be submitted for initial review purposes only. The plans shall be submitted to the Permit Center with the "Subdivision Construction Plans for Signature" application form. **A written letter which clearly identifies all changes to the plan since the last plan revision 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 and a copy of the application to the Permit Center for pick up by designated agencies, including Planning (1), Public Works (3 sets), Public Utilities

(1 set), and VDOT (1 set). **The engineer is responsible for distributing plans to the Health Department for review, if required.** 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 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. **All agencies shall submit a statement indicating whether revised plans for additional review, or revised plans for signature, are required.**

Note: For Ten-Day Expedited Signature Process, See Addendum A.

31. **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 #33 below. Twenty-one (21) sets of plans and the Subdivision Construction Plans for Signature form should be submitted for signature purposes to the Permit Center. All necessary information will be entered in the Tidemark tracking system. **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 #32 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 and the Eastern Government Center.

32. **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 Subdivision Construction Plans for Signature form, six (6) sets of plans, **a written letter that clearly identifies all changes to the plan since the last plan revision and a written response to all review comments.** The Planning Department 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 Subdivision Construction Plan approval may be obtained provided the following conditions are met:
 - The Planning Commission has approved the project,
 - A Final Subdivision application has been submitted for review,
 - 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/pod/>. 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)

33. **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 #30 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 34.

2) Standard Signature Process

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.

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 #31A. 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 31A 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
- (4) Developer
 - (2) Contractor's on-site copies
 - (2) Engineer and Developer/ Owner's copy
- (1) Permit Center
- (1) Eastern Government Center
- (1) Division of Fire
- (1) Building Inspections
- (1) Health Department (if project is a subdivision with well and/or septic)

Public Utilities (7)*

***(1) set only if no Public Utilities are part of approval**

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

For Distribution by Public Utilities

- (1) Engineer
- (2) Utility Contractor

34. **On-site Pre-construction Conference - Public Works/Planning:** 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.

35. **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.

36. **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 approval letter and one set of the approved revised plan shall be sent to Planning, Public Utilities, or Public Works, by the responsible review agency.

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, six (6) sets of plans shall be submitted with the final subdivision application and administrative plan review fee. The plans, application, and fee shall be submitted to the Permit Center with 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, and VDOT. 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/pod/>. 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.** Plans for final signature shall be submitted in accordance with Item #33.

37.Plats - Technical Check (optional): The applicant submits completed Subdivision Miscellaneous Application, along with fee and ten (10) copies of the subdivision plat to the Permit Center. Appropriate fees are collected, receipts written, and Tidemark information entered. The Permit Center forwards the complete application package to the Department of Planning.

38. Technical Check Distribution: The Department of Planning distributes copies of the subdivision plat to the Permit Center for pick up by all reviewing agencies:

- Department of Planning, Property Numbering
- Department of Planning, Review Planner
- Department of Planning, Planning Technician
- Department of Planning, File and Public Viewing
- Department of Public Works, Engineering and Environmental Services Division
- Department of Public Utilities
- Real Property
- Real Estate Assessment
- State Health Department (if well and/or septic)
- Virginia Department of Transportation

TOTAL = 10 PLATS

39. Review comments are due to the Department of Planning within five (5) business days, beginning the first day after receipt of the plats. Completed activities are entered in Tidemark. All comments are compiled on the subdivision plat and forwarded to the Permit Center for pickup by the applicant. A copy of this plat is also placed in the final subdivision file.

40. Review of Protective Covenants: If the subdivision requires the recordation of protective covenants, a copy of this document, along with a transmittal letter, shall be submitted to the Department of Planning. These documents are to be provided at least sixty (60) days prior to the anticipated recordation date of the subdivision plats.

41. The Review Planner forwards a copy of the draft document to the County Attorney's Office for review as to form. Another copy is sent to the Department of Public Works for review as it pertains to storm water management facilities. The Review Planner reviews the document as to substance.
42. The Review Planner compiles all review comments on a marked up copy of the document, which is then returned to the applicant. Revisions are made by the applicant and a new copy of the document is resubmitted for review.
43. When all review agencies find the draft document satisfactory, the Department of Planning will notify the applicant by phone that the protective covenants may be recorded at the Circuit Court Clerk's Office. Recordation of the protective covenants must be done prior to, or concurrent with, the recordation of the subdivision plat. Deed book and page number information pertaining to the recorded covenants must be referenced on the subdivision plat.
44. **Subdivision Landscape Plans:** If required by condition or proffer, the applicant must submit seven (7) sets of landscape plans, along with a completed landscape plan application to the Permit Center. The Permit Center shall forward the complete package to the Department of Planning for logging and routing. Review and approval is required prior to the recordation of the subdivision plat.
45. Plans are distributed to the Permit Center by the Department of Planning for pickup by all reviewing agencies.
 - Division of Police (1 set)
 - Department of Public Works, Engineering and Environmental Services Division (2 sets)
 - Department of Public Utilities (2 sets)
 - Department of Planning, Review Planner (2 sets)

TOTAL NUMBER = 7 SETS

46. 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. If necessary, the applicant shall resubmit revised plans in response to staff comments to the Permit Center.
47. When all reviewing agencies are satisfied, the applicant shall submit five (5) sets of landscape plans for signature, along with a transmittal letter, to the Permit Center. The Permit Center then forwards all sets of the landscape plans to the Department of Planning.

48. The Review Planner signs the final sets of landscape plans and prepares the subdivision landscape plan approval letter. The Department of Planning retains three sets of approved plans. Two sets of approved plans and accompanying approval letter are returned to the Permit Center to be picked up by the applicant. The Department of Planning notifies the applicant by telephone that the plans are approved and ready to be picked up. The Department of Planning arranges for a scanned copy of the plans to be placed in the subdivision file.
49. Installation of the landscaping improvements is usually required before the approval of any certificates of occupancy for dwellings in a subdivision. In some cases, a financial guarantee may be posted to allow these improvements to be installed at a later period of time. The applicant must contact the Code Administration Division of the Department of Planning to discuss such arrangements.
50. **Obtaining a Bond Estimate and Letter of Credit:** The Departments of Public Utilities and Public Works provide the Department of Planning with bond estimates for required infrastructure improvements after subdivision construction plans are approved by all agencies. The Department of Planning then conveys this information to the applicant via letter.
 - a. A financial guarantee, cash, or letter of credit for all required subdivision improvements must be provided by the developer and approved by the County prior to recordation of the subdivision plat. After approval of the subdivision construction plans, the developer may begin installation of the required improvements.
 - b. This step is not necessary if “zero” bond estimates are received from all reporting agencies.
51. The developer should note that any request for a reduction in the bond amount prior to the recordation of the plat would require processing time that may result in a substantial delay in recording the plat. Therefore, it is recommended that there be no request for a bond reduction if the applicant expects to record the subdivision plat within forty-five (45) days from the date of such request.
52. **Recordation of Off-site Easements:** All necessary off-site easements must be recorded prior to or concurrent with the recordation of the subdivision plat. Construction plans shall not be approved until off-site easements for water and sewer have been acquired and deed book and page numbers are shown on the plans. There are three methods in which off-site easements may be recorded in conjunction with subdivision plats (See Appendix D).

Principal responsibility for the review of public easements is divided among three agencies:

1. Department of Public Utilities (sanitary sewer and water easements)
2. Department of Public Works (drainage, Special Flood Hazard Area (floodplain), slope, temporary construction, and right-of-way easements)
3. Department of Planning (no ingress/egress, planting strip, pedestrian access, and fire lane easements)

Private easements are treated differently from public easements. The City of Richmond, Dominion Virginia Power, telephone and cable companies record private utility easements, however, they are permitted to utilize the County utility easements and public right-of-way under franchise agreements. These easements are not subject to County review and approval at this time. The subdivider may also record private easements to facilitate their development including drainage, utility, and access easements. Although these easements are not public easements, they are subject to limited County review and approval by related review agencies.

53. Subdivision Recordation: Three sets of mylars (two opaque and one transparent) for recordation review, prepared in accordance with County requirements, along with a completed application and six (6) paper copies of the plats are submitted to the Permit Center. The Permit Center forwards the complete package to the Department of Planning for logging and routing.

- **Technical Check (optional):** The applicant has the option of submitting copies of the subdivision plat, along with a completed application and fee, to the County for a tech check review prior to preparation of the final mylar sets. This option is encouraged when there are questions dealing with the final format of the subdivision plat (See item #37).
- **Mylar Check (optional):** A single set of transparent mylars and six (6) paper copies may be submitted for a mylar check, prior receiving notary and all required signatures on the plat. This option is available following the initial technical check, prior to recordation.

54. Mylar Check and Mylar Distribution: Paper copies of the plats are distributed to the Permit Center by the Department of Planning for pickup by all reviewing agencies.

- Real Estate Assessment
- Department of Public Works, Engineering and Environmental Services Division
- Department of Public Utilities
- Department of Planning, Property Numbering
- Department of Planning, Planning Technician
- Health Department (if individual well and/or individual on-site sewage disposal system)

TOTAL: 6 PAPER COPIES OF THE PLATS

55. All required information, plans and letters must be provided to the appropriate County departments. All conditions of final subdivision approval must be met. Comments from all reviewing agencies are forwarded to the Department of Planning within five (5) working days, beginning with the first day after receipt of the plats.

56. The Department of Planning compiles all review comments as quickly as possible and provides a copy within ten (10) working days, beginning the first working day after submission, to the applicant and the owner/developer, 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/>. If staff review indicates errors in the plat or failure to comply with all conditions and requirements of the final approval letter, the plat will be returned to the applicant for revision or correction. Resubmittal of corrected plats after remedial action will begin a new review period.
57. When the County review is complete and the plats have been signed by the Secretary or Acting Secretary of the Planning Commission, the Department of Planning will forward all copies of the signed mylars to the Permit Center for pick up. The Department of Planning will notify the engineer/surveyor by telephone to pick up the mylars at the Permit Center for recordation in the Circuit Court Clerk's Office.
58. **Recordation:** The applicant is responsible for recording the approved subdivision plats at the Circuit Court Clerk's Office within 60 days of their signature date. Information on the recordation process and necessary fees may be obtained directly from that office. After the subdivision plat has been recorded, the applicant returns two copies (one opaque and one transparent) of the approved subdivision plat to the Permit Center, along with a recordation receipt showing the deed book and page number.
59. The Permit Center retains the one opaque copy of the approved subdivision plat for the subdivision plat books. The transparent copy is sent to the Department of Public Works. The Permit Center makes and sends paper copies of the subdivision plat to Real Estate Assessment (3 copies), State Health Department (2 copies), School Administration (2 copies), Department of Planning (2 copies), Department of Public Utilities (1 copy), and Department of Public Works (1 copy).
60. **Certification of Improvements:** Upon the completion of all improvements, the subdivider shall furnish a statement by a certified engineer or land surveyor that all construction is in substantial conformity to the regulations and requirements of the Subdivision Ordinance and the approved plans. This statement is submitted to the Department of Planning, with copies sent to the Department of Public Works and the Department of Public Utilities.
61. **Release of Subdivision Bonds:** After all the required field inspections have been completed, the Departments of Public Works and Public Utilities notify the Department of Planning that the subdivision bond is then eligible for reduction or release. Upon notification, the Department of Planning processes the reduction or release of the subdivision bond to the applicant or other party that posted the financial guarantee.

APPENDIX A: Subdivision Ten-Day Expedited Signature Process

If requested by the applicant, the first submittal to the County after Final Subdivision approval qualifies for the 10-day expedited signature process if the construction plans submitted conform to the subdivision plans approved by the Planning Commission and the construction plans are submitted within 6 months of Final Subdivision approval. All information must be submitted at the same time to each agency, 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 Department of Planning 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 #31.) Comments shall be provided to the Department of Planning by all agencies within seven (7) working 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) working days, beginning the first working day after submission, if there are no unresolved issues or comments, and the following items are complete:

Required by Planning (prior to plan approval):

- Subdivision Construction Plans For Signature application
- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and Planning checklist.
- A copy of the annotated plan stamped by the Department of Planning “Conditional Approval granted by the Planning Commission”.
- A copy of the annotated plan stamped by the Department of Planning “Final Approval granted by the Director of Planning”.
- Twenty-two (22) sets of plans.
- 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 both the Conditional and Final Subdivision conditions of approval.
- Written response to all previous review comments with explanation of how resolved

Required by Public Works (prior to plan approval):

- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPW checklist.
- A copy of the annotated plan stamped by the Department of Planning “Conditional Approval granted by the Planning Commission”.
- A copy of the annotated plan stamped by the Department of Planning “Final Approval granted by the Director of Planning”.
- Three (3) sets of plans.
- 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 both the Conditional and Final Subdivision conditions of approval.
- All appropriate maintenance agreements.
- Erosion and Sedimentation Agreement with a letter of credit or cash.

- Evidence of Corp of Engineers and/or DEQ permits and others as may be required.
- Deed book and page number for offsite easements shown on plans.
- Verification of VDOT approval where applicable.
- Environmental Fund Contribution
- Written response to all review comments with explanation of how resolved

Required by Public Utilities (prior to plan approval):

- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPU checklist.
- A copy of the annotated plan stamped by the Department of Planning “Conditional Approval granted_by the Planning Commission”.
- A copy of the annotated plan stamped by the Department of Planning “Final Approval granted by the Director of Planning”.
- One (1) set of plans.
- 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 both the Conditional and Final Subdivision Conditions of approval.
- Off-site easements recorded with deed book and page shown on plans
- Off-site plans approved
- Overall water and sewer plan approved for phased project
- VDH/DEQ Construction Permits issued when required
- Local Review Program form
- Sanitary sewer analysis approved and downstream capacity confirmed
- VDOT permits attached when required
- Written response to all review comments with explanation of how resolved
- Evidence of Corp of Engineers and/or DEQ permits and others as may be required

APPENDIX B: Plats Recorded Prior To 1960 Plan Review Process

This process applies to the development of multiple single-family dwellings in subdivisions that were platted prior to 1960, and for which streets and utilities have not been completed, or have not been accepted for County maintenance.

Prior to approval of building permits for construction of single-family dwellings in any subdivision that was platted prior to 1960, a schematic subdivision plan shall be submitted for review and approval by the Directors of Planning, Public Works and Public Utilities. There shall be no clearing or grading of any lot without review and approval of a schematic subdivision plan. Schematic subdivision plans are intended to substitute for the buildable area plan that is normally a part of the subdivision construction plan. Schematic subdivision plans are also intended to identify when a construction bond and/or a easement and road widening dedication plat are required to permit construction of single-family dwellings on previously recorded lots or parcels.

1. **Pre-submission Conference:** Applicants are strongly encouraged to request a pre-submission conference. Pre-submission conferences may be scheduled thru the Department of Planning on any day Staff/Developer conferences are scheduled upon submission of a copy of the original plat and a preliminary layout plan for the property, a minimum of one week prior to the requested conference date. Based upon staff availability.
2. The purpose of a pre-submission conference is to determine applicable zoning regulations and the validity of the plat, identify known development constraints, determine preliminary availability of public sewer and water and to determine minimum construction standards. Pre-submission conferences are intended to guide development of schematic subdivision plans, their corresponding construction plans, and easement and road widening dedication plats. Pre-submission conferences are informal reviews that are not intended to be a substitute for the complete review process.
3. **Schematic Subdivision Plan Application Processing:** Request for schematic subdivision plan review and approval shall be filed and processed in accordance with the procedure for filing and processing Final Subdivision Applications with the exception that fifteen (15) copies of the schematic subdivision plan and two (2) copies of the originally recorded plat, shall be filed in lieu of fifteen (15) copies of the final plat. The plans shall be prepared by a professional engineer, surveyor or landscape architect and shall be submitted to the Permit Center.
4. Every request for schematic subdivision plan approval shall be accompanied by a completed final subdivision application form, checklist and fee along with the required construction plans.
5. The schematic subdivision plan shall be incorporated into the subdivision construction plans as a buildable area plan and shall include the information as required on the Final Subdivision Application for schematic subdivision plans.

6. The construction plans shall be prepared in accordance with Chapter 19, Section 19-71 of the Henrico Code and shall include the information indicated as required on the Final Subdivision Application for construction plans. In addition, if the construction plans require the dedication of additional right-of-way or public Easements, fifteen (15) copies of the easement and road widening dedication plat shall be submitted.
7. Each agency will review the plan in accordance with the procedures for final construction plans and shall include with their comments a determination if bonding and/or an easement and road widening dedication plat will be required to implement the schematic plan.
8. The easement and right of way dedication plat shall be submitted in lieu of a subdivision plat, which shall be reviewed in accordance with the procedures for off-site easements. (See Appendix D)
9. The bond will be submitted as a subdivision performance bond and will be released accordingly.
10. When all technical requirements for approval of the construction plan for the schematic subdivision have been satisfied and any necessary bond has been submitted, and any necessary easement and road widening dedication plat has been recorded, the construction plans shall be signed and distributed following the Subdivision Construction Plans for Signature Process. In addition, Director of Planning or his designated agent will stamp and sign the schematic subdivision plan "Final Approval Granted by Director". The Department of Planning will then prepare and send a final approval letter to the owner and/or developer, with a copy sent to the engineer/surveyor/landscape architect.
11. The applicant shall attach two copies of the approved final schematic subdivision plan to each building permit application. No building permit shall be issued until final schematic subdivision plan is approved.

APPENDIX C: Concurrent Conditional and Final Subdivision Approval

An application for concurrent conditional and final subdivision approval may be submitted in instances where complete subdivision construction plans are not required as part of the subdivision approval. The final subdivision application form is to be used with the appropriate box checked on the front of the application. The applicant must pay the required fees for both the Conditional and Final Subdivision Approval together.

The applicant is required to contact the Department of Planning prior to filing the application in order to determine if the specific project is eligible for this review. Some examples of projects that may be reviewed in this manner include:

- Subdivision of property into building lots on an existing road that does not require any new road improvements, public utility improvements, new wells and septic tank/drainfields or alternatives.
- Dedication of public right-of-way for existing roads that do not require any new road improvements.
- Dedication of public right-of-way for new roads where construction plans are included as part of an approved Plan of Development.
- Conversion of BMP lots or well lots into building lots.

This is not intended to be a complete list of project categories eligible for this combined approval process, nor does this list of project categories allow for a combined approval process in all circumstances.

Note: Where the developer proposes modifications, extensions or connections to County water and/or sewer mains, plans for construction of water and/or sewer shall be prepared in accordance with the Department of Public Utilities Standards for Design and Construction. Plans for proposed modifications, extensions or connections to County water and/or sewer mains shall be included in the final subdivision plans submitted to the County. Where the Department of Planning determines that final subdivision plans are not required, then plans for the construction of these water and/or sewer improvements shall be submitted directly to the Department of Public Utilities. Water and/or sewer plans must be approved by the Department of Public Utilities before construction can begin.

APPENDIX D: Recordation of Off-site Easements

There are three methods in which off-site easements may be recorded in conjunction with subdivision plats. The method selected depends upon the individual circumstances of each subdivision and, in particular, the relationship of the owner of the off-site property and the owner of the property being subdivided. The three methods may be described as follows:

- i. *When the owner of the off-site property and the owner of the property being subdivided are unrelated.* The subdivider must execute a private purchase agreement with the off-site property owner and provide an easement plat to the Real Property Office. The plat must identify the project benefiting from the easement. The Plat is circulated by the Real Property Office for review by the responsible review agencies. Upon approval of these agencies, the Real Property Office executes an easement agreement with the off-site property owner and records the easement. (It should be noted that this process is also used to record both on- and off-site easements in conjunction with Plans of Development as well as miscellaneous drainage and utility plans approved by the Departments of Public Works and Public Utilities).
- ii. *When the owner of the off-site property and the owner of the property being subdivided are the same and the easements are within a portion of a future phase of the same project.* The off-site easement may be included on the final plat in a reserved parcel. The final plat is circulated by the Department of Planning for review by responsible review agencies. Upon approval of these review agencies, the plat is approved by the Department of Planning and the off-site easement is recorded via the subdivision plat. No easement agreement is necessary since the off-site easement is contained in the title of the property being divided and the easement is recorded via the subdivision certificate. Method B may only be used when both properties are included completely within the title of the final plat and the property owner signs the subdivision certificate. Method B is available only to a subdivider that includes the area affected by the off-site easement on the conditional plat. The subdivider must then include the area affected by the off-site easement within the area platted. This requires the affected area to be surveyed
- iii. *When the owner of the off-site property and the owner of the property being subdivided are the same and the easements are within a portion of a future or unrelated project.* The off-site easement may be shown on the subdivision plat, however the plat must contain a note that the easement is to be recorded concurrently by a separate easement agreement. The subdivision plat is circulated by the Department of Planning for review by the responsible review agencies. Upon approval by these agencies, the Real Property Office executes an easement agreement with the off-site property owner using a copy of the subdivision plat as an exhibit. The subdivision plat is then approved by the Department of Planning and the off-site easement and plat are concurrently recorded by the applicant who provided a copy of the recorded easement agreement to the Real Property Office. Method C is used to expedite processing as review agencies can concurrently review the subdivision plat and the

easement plat. Method C was created to consolidate review by the responsible agencies. In addition to consolidating review, the proposed off-site easements are shown in the same context on the subdivision plat as they appear on the construction plans so that review is easier and more effective. Method C also addresses the concern expressed by the Real Property Office that the subdivision certificate does not adequately define the rights and responsibilities in conjunction with easements and that they would prefer to record easements with separate agreements.

Note: In any case, the applicant may choose to use Method A to record an off-site easement. If the applicant owns both properties, they may also elect to use either Method B or Method C.



Preliminary Plan Application

County of Henrico, Virginia

Department of Planning

Henrico Planning Web Site: 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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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>



Conditional Subdivision Application

County of Henrico, Virginia

Department of Planning

Henrico Planning Web Site: 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.

Subdivision Name:

SUB #	SECTION
For office use only	

- Original Submission
- A re-subdivision of _____
- A preliminary review has been completed # _____

Project Description:

Magisterial District _____ Zoning _____
 Zoning Case Numbers _____
 Number of lots _____ Acreage _____
 Density (Lots/net acre for RTH and Zero Lot Line) _____

For Office Use Only

Parcel (GPIN) #(s) _____

Location: _____

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

- Exception requested? Yes No If yes, state reason referring to County Code and attach letter with request and supporting justification
- Traffic Impact Analysis Application Form Attached (POF 027) (This application is required for all Conditional Subdivision Applications)
- Supplemental Traffic Impact Analysis Required Yes No (In accordance with Section 15.2-2222.1 of the Code of Virginia - See POF 027)

Utilities: Water County Individual Well
 Sewer County Individual On-Site Sewage Disposal System

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/Type Name

Developer: (If more than one developer, attach additional form)

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

 Authorized Signature Print/Type Name

Engineer/Surveyor

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

 Authorized Signature Print/Type Name

Representative: (Explain Relationship)

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

 Authorized Signature Print/Type Name

If Power of Attorney is involved, attach Special Limited Power of Attorney Form POF 005.

POF 022 (3/10) pg. 1 of 2

FOR OFFICE USE ONLY	
Application Accepted By: _____	Fee: _____
Date of Filing: _____ Time of Filing: _____	PIV Number: _____

Conditional Subdivision Application Checklist (To be filled out by the firm or person(s) preparing the plans)

Required Plan Information: Fifteen (15) sets of plans, containing each of the items below:

Preliminary Plat prepared in accordance with Chapter 19 of the Henrico County Code, and the requirements outlined in this application form:

- 1. Scale: 1" = 100' (or other scale approved by the Director of Planning) – may be modified for RTH development or for lots of 10 acres or more.
- 2. Vicinity map (1" = 2000') with north arrow
- 3. Proposed name of subdivision, location of subdivision, source of title with deed book references, parcel (GPIN) numbers, north arrow.
- 4. Name and address of owner, developer; and person who prepared the plat (engineer/surveyor/landscape architect).
- 5. Boundary lines of land to be subdivided, and number of lots
- 6. Zoning of subdivision and adjacent property, and proposed use of subdivision.
- 7. Adjacent Parcels: the names, lot lines and parcel (GPIN) numbers of adjoining subdivisions and adjacent property owners.
- 8. Location of existing physical features including buildings within the subdivision and adjacent to the subdivision within 300 feet.
- 9. Location, width, names and use of all existing public rights-of-way or private rights-of way or easements within 300 feet of the subdivision.
- 10. Proposed location of streets showing width and names, and proposed location and widths of alleys.
- 11. Location, width and purpose of other rights-of-way and easements.
- 12. Exact boundaries of land to be dedicated for public use, or otherwise reserved, with a statement of the purpose of the dedication or reservation.
- 13. Proposed lots and buildable area***, including layout, lot lines, lot numbers, block letters, and approximate dimensions of lots, including lot width (perpendicular to the lot centerline at the front building line), lot area, dwelling placement for any stem or cul-de-sac lots, and if townhouses for sale, the location of the buildings and setbacks from lot lines. Show the location of all setback lines not controlled by Chapter 24 of the Henrico County Code, as well as all environmental feature setback requirements. (***Buildable area – that area of the lot in which a building may be legally placed, or an existing building remain, recognizing the front yard, rear yard and side yard setback requirements.)
- 14. Four (4) points on each sheet with coordinates in the Virginia State Plane Coordinate system. All features shown on the plan must be drawn to scale based on the four reference points.
- 15. Any monument of the Geodetic Control Network located on the property shall be shown.
- 16. Zero Lot Line or RTH subdivision plats shall contain the following additional information: (For RTH, provide layout details, dimensions, setbacks and type of use, i.e., townhouse for sale, detached, semi-detached.)
 - Total Area: _____ acres.
 - Area in common area: _____ acres.
 - Area in Special Flood Hazard Area (floodplain): _____ acres.
 - Area in dedicated streets: _____ acres.
- 17. Proposed water supply system.
 - If individual well system is proposed, complete the following:
 - Provide the shortest distance from the property to public water supply: _____
 - Specific proposed type and class of wells: _____
- 18. Proposed sanitary supply system.
 - If individual on-site sewage disposal system is proposed, complete the following:
 - Provide the minimum distance from the property to public sewer: _____
 - Attach two copies of preliminary plat colored as soils map to show limitation for septic tank drainfield system. (Red – severe; Yellow – moderate; Green – Slight; Blue –Special Flood Hazard Area (Floodplain) and High Water Table)
 - Include two copies of a soil scientist's individual lot examination report with this application.
- 19. Existing topography @ vertical intervals of at least 2' within the subdivision and adjacent to the subdivision within 300 feet.
- 20. Accurately locate Wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Areas (100-Year Floodplain), and Mapped Dam Break Inundation Zones on the plan.
- 21. Location and type of Best Management Practices with Design Calculations shall be shown on the plan.
 - Calculations must include compliance worksheet, removal requirement worksheets.
 - A conceptual landscape plan is required for all BMPs in front yards and all other above-ground BMPs.
 - A drainage area map is required (minimum scale of 1" = 400 feet) showing offsite drainage to the property and, if applicable, drainage to the BMP.
- 22. Conceptual erosion and sediment control plan showing the location of sediment traps and/or basins and providing a preliminary sequence of construction.
- 23. Tree protection plan in accordance with Henrico County Landscape Manual, Phase 1 when site contains lands identified as Chesapeake Bay Preservation Areas.
- 24. Environmental Site Assessment and Acknowledgements completed and signed in accordance with Chapter 10 of the County Code.

Proffers and Conditions (if applicable):

- A sheet containing all Zoning Proffers, previous POD or Subdivision 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. Calculations to show compliance with proffered conditions shall be included, if applicable.

Subdivision or POD Traffic Impact Analysis Application (POF 027) (Application is required for every conditional subdivision application)

- Supplemental Traffic Analysis (STA) for submission to VDOT as defined in 24-VAC-30-155-50 C. (Required only if applicable)
(5 copies of package containing items listed in POF027 shall be submitted)
- Fees for the STA shall NOT be submitted to Henrico County (See POF 027 for additional information regarding STA Fees)

NOTE: Additional permits may be required by the U.S. Army Corps of Engineers (804-771-2669) and/or the Department of Environmental Quality (804-527-5020). Contact Virginia Power (755-5314) to locate overhead or underground power lines and coordinate utility construction with required buffers/ planting strip easements.

CERTIFICATION

I, _____ (Name, Please Print or Type), hereby certify that the attached plats and this completed application form contain all the required information for conditional subdivision applications submitted in accordance with Chapter 19 of the Henrico County Code. I understand that the submission of incomplete or inaccurate information may delay the processing, and incomplete submittals will not be eligible for placement on the requested Planning Commission agenda.

Firm _____ Signature _____



Subdivision or Plan of Development Traffic Impact Analysis Application

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.

Name of Project:

POD / SUB #	Previous POD/Adm. or SUB #	For Office Use Only
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This application is required to be submitted with all Conditional Subdivision and POD applications.

Site Information:

Development location: _____
(Street Address from County GIS and tie distance to nearest intersection)

Highways connected to: _____

Distance of access point to nearest state maintained road: _____

Parcel number (s) _____

Size in acres: _____

Business square ft _____

Number of Dwelling Units _____

Peak Hour Trip Generation _____

Project Description: _____

For Office Use Only

Developer's/Engineer's Certification:

I have, in accordance with Section 15.2-2222.1 of the Code of Virginia and its supporting regulations, 24 VAC 30-155-50, examined the criteria that require that a Traffic Impact Analysis be submitted to VDOT, via the locality, if the proposal will substantially affect transportation on state controlled highways, and have determined that the above referenced proposal:

- DOES NOT** require submission of a Supplemental Traffic Analysis (STA) for this proposed plan. I acknowledge that the County of Henrico, VA and / or VDOT may require that one is submitted and that action may not be taken on my proposal until this is submitted.
- DOES** require submission of a Supplemental Traffic Impact Analysis (STA) for this proposed plan. **Five (5) copies** of the STA has been enclosed in accordance with VDOT regulations, and includes the information listed in the STA Package Checklist:

(Engineer's Name) (Signature)

(Engineer's Name & Date) (Type or Print)

Contact Information:

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

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____ Fax _____

Developer/Engineer:

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.

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)

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:	Received by (VDOT):
DPW Traffic Engineer: Michael Jennings	Phone: # 501-4238	Check # (VDOT fee):
Assigned Staff Planner:	Phone: #	
	Email: jen06@co.henrico.va.us	
	Email: @co.henrico.va.us	

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



Pre-Final Subdivision Application

County of Henrico, Virginia

Department of Planning

Henrico Planning Web Site: 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.

This application is used only for the initial review of subdivision construction plans after the Planning Commission has approved the Conditional Subdivision, and prior to filing the Final Subdivision application and plats.
This submission is optional.

Subdivision Name:

SUB #/	Section
For Office Use Only	

- Section _____
- Resubdivision of _____
- Corrected plat of _____
- Schematic Plan (for plats recorded prior to 1960)

For Office Use Only

Project Description:

Magisterial District _____ Zoning _____
 Zoning Case/POD Numbers _____
 Number of lots _____ Acreage _____
 Density (Lots/net acre for RTH and Zero Lot Line) _____
 Parcel (GPIN) #(s) _____
 Location: _____

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

Utilities: Water County Individual Well
 Sewer County Individual On-Site Sewage Disposal System

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/Type Name

Engineer/Surveyor

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

 Authorized Signature Print/Type Name

Developer: (If more than one developer, attach additional form)

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

 Authorized Signature Print/Type Name

Representative: (Explain Relationship)

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

 Authorized Signature Print/Type Name

Note: If Power of Attorney is involved, attach Special Limited Power of Attorney Form POF 005.

POF 028 (3/10) pg. 1 of 3

FOR OFFICE USE ONLY

Application Accepted By: _____ Fee: _____
 Date of Filing: _____ Time of Filing: _____ PIV Number: _____

Pre-Final Subdivision Application Checklist (To be filled out by the firm or person(s) preparing the plans)

Required Construction Plan Information

- 1. **Nine (9)** sets of construction plans prepared in accordance with Chapter 19, Section 19-71 of the Henrico Code.
- 2. **Standard subdivision cover sheet** with original signature and date. All other sheets may have a facsimile signature and date.
- 3. List of all **subdivision bond quantities** on the cover sheet.
- 4. **Buildable Area* Plan** for all lots showing all applicable setbacks, lot area, and lot width (perpendicular to the lot centerline of the lot at the front building line) for each lot. Show all items that impact buildable area such as easements, wetlands, Special Flood Hazard Area (floodplain), buffers, and Chesapeake Bay Act areas. Show dwelling location for stem or cul-de-sac lots.
*Buildable area – that area of the lot in which a building may be legally placed, or an existing building remain, recognizing the front yard, rear yard and side yard setback requirements.
NOTE: Schematic plan submission serves as buildable area plan for plats recorded prior to 1960. See section below for information.
- 5. **Existing and proposed storm drainage**, indicating location, sizes, types and grades of ditches, storm sewers, catch basins, and connections to existing drainage system, with supporting calculations and hydraulic grade line.
- 6. **Overall lot drainage map**, at a minimum scale of 1" = 200', showing flow direction arrows, minimum finished floor elevations (MFF), and location of drainage improvements (i.e. storm sewer and yard swales) for all lots.
- 7. **Existing topography** with maximum of two-foot contour intervals on design plan sheets.
- 8. **Proposed finished grading** by contours supplemented by spot elevations for all lots that have a minimum slope less than 1% from the lowest, most remote point to an adequate receiving channel.
- 9. **Profiles of outfall ditches**, if any, from invert of outfall to the natural grade, and cross sections and analysis at 50' intervals (minimum 150' or to an adequate channel).
- 10. **Erosion and Sediment Control Plan** (Indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction) in accordance with Chapter 9 of the County Code.
- 11. **Environmental Site Assessment and Acknowledgements** completed and signed in accordance with Chapter 10 of the County Code.
- 12. Accurately locate all wetlands, Resource Protection Areas, Stream Protection Areas, 100-year Special Flood Hazard Areas (floodplain), and Mapped Dam Break Inundation Zones on the plan.
- 13. Location and type of **Best Management Practices** with Design Calculations shall be shown on the plan.
 - Calculations must include compliance worksheet, removal requirement worksheets.
 - A conceptual landscape plan is required for all BMPs in front yards and all other above-ground BMPs.
 - A drainage area map is required at minimum scale of 1" = 400 feet showing offsite drainage to the property and, if applicable, drainage to the BMP.
- 14. **Tree Protection Plan** in accordance with Henrico County Landscape Manual (Phase 2) when site contains land identified as Chesapeake Bay Preservation Areas.
- 15. If subdivision is to be served by **individual on-site sewage disposal systems and/or wells**, the construction plans shall show to scale the area of each lot found to be suitable for the location of the septic drainfield system, including a reserved area for expansion or repair, the proposed well location for each lot centered with a 100' radius circle, the type of well proposed, and the buildable area* of each lot.
 - If **individual well system** is proposed, complete the following:
 - Provide the shortest distance from the property to public water: _____
 - Specific proposed type and class of wells: _____
 - If **individual on site sewage disposal system** is proposed, complete the following:
 - Provide the shortest distance from the property to public sewer?: _____
 - Attach two copies of preliminary plat colored as a soils map to show limitation for septic tank drainfield system. (Red – severe; Yellow – moderate; Green – Slight; Blue – Special Flood Hazard Area (Floodplain) and High Water Table)
 - Include two (2) copies of a soil scientist's individual lot examination with this application.

- ❑ 16. **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, Local Review Program.
- ❑ 17. 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. Plans shall include the following information:
 - ❑ 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.
 - ❑ 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.
 - ❑ 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.
- ❑ 18. For **phased projects**, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.
- ❑ 19. **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.
- ❑ 20. Show **existing and proposed utility easements** including public service corporation easements.
- ❑ 21. Location of **existing and proposed private water and sewage treatment facilities** including wells, water storage tanks, septic tanks, drainfields, and reserved drainfields shall be indicated
- ❑ 22. Adequacy of **fire protection** shall be addressed.
 - ❑ Show proposed fire hydrants, including closest existing fire hydrants in vicinity of site.
 - ❑ Provide hydraulic calculations which incorporate the results from the WATER SYSTEM FLOW REQUEST indicating system capacity and pressure available to serve this site from existing mains.
- ❑ 23. 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.
- ❑ 24. **Preliminary landscape plan** for required planting strip easements, BMPs, or to meet proffered conditions, as applicable
- ❑ 25. Indicate if **off-site easements** are required. (Off-site easements must be recorded, and deed book and page numbers must be shown on the construction plans prior to signature.)
 - Yes
 - No
- ❑ 26. **Proffers and Conditions** (if applicable): A sheet containing all Zoning Proffers, previous Conditional Subdivision 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. Calculations to show compliance with proffered conditions shall be included, if applicable.

CERTIFICATION

I, _____ (Name, Please Print or Type), hereby certify that the attached plans and this completed application form contain all the required information for final subdivision construction plans submitted in accordance with Chapter 19 of the Henrico County Code. I understand that the submission of incomplete or inaccurate information may delay the processing.

Firm _____

Signature _____



Final Subdivision Application

County of Henrico, Virginia

Department of Planning

Henrico Planning Web Site: 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.

Subdivision Name:

Sub # (Office Use Only)	Section
----------------------------	---------

- Section _____
- Resubdivision of _____
- Conditional and Final Approval Combined
(Approval required by the Director of Planning)
(15) Fifteen plats and (15) fifteen sets of construction plans required
- Schematic Plan (for plats recorded prior to 1960)
- Revision to previously approved construction plan
(9) nine sets of construction plans and administrative fee required

For Office Use Only

Project Description:

Magisterial District _____ Zoning _____

Zoning Case/POD Numbers _____

Number of lots _____ Acreage _____

Density (Lots/net acre for RTH and Zero Lot Line) _____ Parcel (GPIN) #(s) _____

Location: _____

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

- Exception requested? Yes No If yes, state reason referring to County Code and attach letter with request and supporting justification

Utilities: Water County Individual Well
 Sewer County Individual On-Site Sewage Disposal System

Applicant Information: (Please Print)

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

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____ Fax _____

Engineer/Surveyor

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____ Fax _____

Authorized Signature Print/Type Name

Authorized Signature Print/Type Name

Developer: (If more than one developer, attach additional form)

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____ Fax _____

Representative: (Explain Relationship)

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____ Fax _____

Authorized Signature Print/Type Name

Authorized Signature Print/Type Name

If Power of Attorney is involved, attach Special Limited Power of Attorney Form POF 005.

POF 023 (3/10) pg. 1 of 4

FOR OFFICE USE ONLY

Application Accepted By: _____ Fee: _____

Date of Filing: _____ Time of Filing: _____ PIV Number: _____

Note: This application may be used for both Conditional and Final approval when approved by the Director of Planning.

Final Subdivision Application Checklist (To be filled out by the firm or person(s) preparing the plans)

Required Plat Information (For schematic plans for plats approved prior to 1960, refer to submission Requirements at the end of this application)

- 1. **Fifteen (15) prints of the plat prepared in accordance with Chapter 19 of the Henrico County Code and this application form**
 - 16" x 24", with ½" outside ruled border at the bottom and right sides, and 1 ½" at the top and left side.
 - Scale (1" = 100') (may be modified for RTH development or for lots of 10 acres or more) unless otherwise permitted by the Director of Planning.
 - Lettering to be no less than 1/10" in height.
- 2. **Vicinity map** indicating location of subdivision in relationship to major roadways
- 3. **Space for Planning Commission approval stamp** (1½" x 3 ½"), on each page, in the lower left-hand corner of the plat
- 4. **Subdivision identifying information** (within a 4" x 6" title block space), on each page, in the lower right-hand corner of the plat
 - Name of subdivision (bold type).
 - Section (if applicable).
 - Magisterial District and County.
 - Date and Scale.
 - Name of person/firm who prepared plat.
- 5. **Legal titles, statement and certificates**
 - Subdivision Certificate.
 - Engineer's or surveyor's certificate.
 - Source of Title.
 - Engineer's or surveyor's seal and signature.
 - Appropriate notary statement.
- 6. **Site Data and General Information**
 - Zoning and proposed use of subdivision.
 - Parcel/GPIN number(s).
 - Number of lots.
 - Lot area chart.
 - Total Acreage and breakdown summary (acres in lots, acres in streets or roads, acres in common area, acres in floodplain).
 - Type of water supply system.
 - Type of sanitary supply system.
 - Name of the record owner of the land, and the name of the subdivider.
 - Location of Special Flood Hazard Area (100-year floodplain) if located on the property.
 - Location of mapped dam break inundation zones if located on the property.
 - RTH and zero lot line subdivision plans shall contain the following additional information:
 - Total Area _____ acres
 - Area in common area _____ acres
 - Area in dedicated streets _____ acres
 - Area in Special Flood Hazard Area (floodplain) _____ acres
 - POD Number _____
- 7. **Engineering data (Planimetric data)**
 - Boundaries of the subdivision showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet.
 - Names and locations of adjoining subdivisions or the names of owners and Parcel ID numbers of adjoining parcels.
 - Four (4) points on each sheet with coordinates in the Virginia State Plane Coordinate system. All features shown on the plan must be drawn to scale based on the four reference points.
 - The exact location and material of all existing and proposed permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
 - The exact location, alignment, arrangement and width along property lines of all streets, whether opened or not, that intersect or parallel the boundary of the subdivision.
 - The exact location, alignment or arrangement of streets and alleys in the subdivision; the names of the streets; and the bearing, angles of intersection of all streets, including their width along the line of any obliquely intersecting street.
 - The lengths of arcs and radii and tangent bearings.
 - The exact location, alignment, or arrangement of all easements with a statement of any restrictions or limitations placed on their use.
 - The exact location, alignment or arrangement and dimensions of all lot lines.
 - The numbering of all lots, and block letters.
 - The exact boundaries of all property to be dedicated for public use, all property reserved for the common use of residents, and all property otherwise reserved along with the purposes and reasons for the reservations.
 - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
 - The location of Chesapeake Bay Preservation Areas, including the boundaries of RPA's and RMA's, and a statement as follows: "All or a portion of this subdivision is located in a Chesapeake Bay Preservation Area which is subject to the provisions of section 24-106.3 of Chapter 24 of the County Code, or its successor." Permitted activities in the RPA are restricted, and any development or disturbance in the RPA requires approval by the County's Director of Public Works.
- 8. **Subdivision Covenants** if common area is proposed or if required by proffers

Required Construction Plan Information

- ❑ 1. **Nine (9) sets** of construction plans prepared in accordance with Chapter 19, Section 19-71 of the Henrico Code.
- ❑ 2. **Standard subdivision cover sheet** requires engineer's seal with original signature and date. All other sheets may have a facsimile signature and date.
- ❑ 3. List of all **subdivision bond quantities** on the cover sheet.
- ❑ 4. **Buildable Area* Plan** for all lots showing all applicable setbacks, lot area, and lot width (perpendicular to the lot centerline at the front building line) for each lot. Show all items that impact buildable area such as easements, wetlands, Special Flood Hazard Areas (floodplains), buffers, Chesapeake Bay Act areas, and mapped dam break inundation zones.
 - *Buildable area – that area of the lot in which a building may be legally placed, or an existing building remain, recognizing the front yard, rear yard and side yard setback requirements.
- ❑ 5. **NOTE: Schematic plan submission serves as buildable area plan for plats recorded prior to 1960. See section below for required information.**
- ❑ 5. **Existing and proposed storm drainage**, indicating location, sizes, types and grades of ditches, storm sewers, catch basins, and connections to existing drainage system, with supporting calculations and hydraulic grade line.
- ❑ 6. **Overall lot drainage map**, at a minimum scale of 1" = 200', showing flow direction arrows, minimum finished floor elevations (MFF), and location of drainage improvements (i.e. storm sewer and yard swales) for all lots.
- ❑ 7. **Existing topography** with maximum of two-foot contour intervals on design plan sheets.
- ❑ 8. **Proposed finished grading** by contours supplemented by spot elevations for all lots that have a minimum slope less than 1% from the lowest, most remote point to an adequate receiving channel.
- ❑ 9. **Profiles of outfall ditches**, if any, from invert of outfall to the natural grade, and cross sections and analysis at 50' intervals (minimum 150' or to an adequate channel).
- ❑ 10. **Erosion and Sediment Control Plan** (Indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction) in accordance with Chapter 9 of the County Code.
- ❑ 11. **Environmental Site Assessment and Acknowledgements** completed and signed in accordance with Chapter 10 of the County Code.
- ❑ 12. Accurately locate all wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Area (100-year floodplain), and mapped dam break inundation zones on the plan.
- ❑ 13. Location and type of **Best Management Practices** with Design Calculations shall be shown on the plan.
 - ❑ Calculations must include compliance worksheet, removal requirement worksheets.
 - ❑ A conceptual landscape plan is required for all BMPs in front yards and all other above-ground BMPs.
 - ❑ A drainage area map is required at minimum scale of 1" = 400 feet showing offsite drainage to the property and, if applicable, drainage to the BMP.
- ❑ 14. **Tree Protection Plan** in accordance with Henrico County Landscape Manual (Phase 2) when site contains land identified as Chesapeake Bay Preservation Areas.
- ❑ 15. If subdivision is to be served by **individual on-site sewage disposal systems and/or wells**, the construction plans shall show to scale the area of each lot found to be suitable for the location of the septic drainfield system, including a reserved area for expansion or repair, the proposed well location for each lot centered with a 100' radius circle, the type of well proposed, and the buildable area* of each lot.
 - ❑ If **individual well system** is proposed, complete the following:
 - ❑ Provide the shortest distance from the property to public water: _____
 - ❑ Specific proposed type and class of wells: _____
 - ❑ If **individual on site sewage disposal system** is proposed, complete the following:
 - ❑ Provide the shortest distance from the property to public sewer?: _____
 - ❑ Attach two copies of preliminary plat colored as a soils map to show limitation for septic tank drainfield system. (Red – severe; Yellow – moderate; Green – Slight; Blue – Special Flood Hazard Area (floodplain) and High Water Table)
 - ❑ Include two (2) copies of a soil scientist's individual lot examination with this application.
- ❑ 16. **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, Local Review Program.
- ❑ 17. 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. Plans shall include the following information:
 - ❑ 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.
 - ❑ 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.
 - ❑ 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.
- ❑ 18. For **phased projects**, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.
- ❑ 19. **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.
- ❑ 20. Show **existing and proposed utility easements** including public service corporation easements.

- 21. Location of **existing and proposed private water and sewage treatment facilities** including wells, water storage tanks, septic tanks, drainfields, and reserved drainfields shall be indicated.
- 22. Adequacy of **fire protection** shall be addressed.
 - Show proposed fire hydrants, including closest existing fire hydrants in vicinity of site.
 - Provide hydraulic calculations which incorporate the results from the WATER SYSTEM FLOW REQUEST indicating system capacity and pressure available to serve this site from existing mains.
- 23. 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.
- 24. **Preliminary landscape plan** for required planting strip easements, BMPs, or to meet proffered conditions, as applicable.
- 25. Indicate if **off-site easements** are required. (Off-site easements must be recorded, and deed book and page numbers must be shown on the construction plans prior to signature.) Yes No
- 26. **Proffers and Conditions** (if applicable): A sheet containing all Zoning Proffers, previous Conditional Subdivision 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. Calculations to show compliance with proffered conditions shall be included, if applicable.

Required information for Schematic Plan submissions for plats recorded prior to 1960. (See POF021 Appendix B)

Note: The schematic plan is provided in lieu of the plat, and serves as the buildable area plan for the construction plans.

- 1. **Fifteen (15) prints of the schematic plan**
 - Scale (1" = 100') may be modified for lots of 10 acres or more) unless otherwise permitted by the Director of Planning.
 - Lettering to be no less than 1/10" in height.
- 2. **Two (2) prints of the originally recorded plat**
- 3. **Subdivision identifying information**
 - Name of subdivision (bold type) and section (if applicable).
 - Magisterial District and County.
 - Date and Scale.
 - Name of person / firm who prepared the plat.
- 4. **General Information**
 - Zoning.
 - Parcel (GPIN) Number(s).
 - Type of water supply system.
 - Type of sanitary supply system.
 - Name of the record owner(s) of the land, and the name of the developer (if different).
- 5. **Engineering Data (Planimetric data)**
 - Boundaries of the subdivision showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet.
 - Names and locations of adjoining subdivisions or the names of owners and Parcel ID numbers of adjoining parcels.
 - Four (4) points on each sheet or Master Sheet with coordinates in the Virginia State Plane Coordinate system. All features shown on the plan must be drawn to scale based on the four reference points.
 - The exact location and material of all existing and proposed permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
 - The exact location, alignment, arrangement and width along property lines of all streets, whether opened or not, that intersect or parallel the boundary of the subdivision.
 - The exact location, alignment or arrangement of streets and alleys in the subdivision; the names of the streets; and the bearing, angles of intersection of all streets, including their width along the line of any obliquely intersecting street.
 - The lengths of arcs and radii and tangent bearings.
 - The exact location, alignment, or arrangement of all easements with a statement of any restrictions or limitations placed on their use.
 - The exact location, alignment or arrangement and dimensions of all lot lines.
 - The numbering of all lots, and block letters.
 - The exact boundaries of all property to be dedicated for public use.
 - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
 - Building restriction lines to include minimum yard setbacks, buffers or other improvements required by proffered conditions of rezoning, planting strip easements, drainage and/or utility easements, Chesapeake Bay Preservation Areas, Special Flood Hazard Areas (floodplains), wetlands, Steam Protection Areas, and mapped dam break inundation zones.
 - All existing and or proposed wells; and existing and proposed primary, secondary and reserved drainfields, and a soils map if private sanitary systems are proposed.
 - All existing improvements.

CERTIFICATION

I, _____ (Name, Please Print or Type), hereby certify that the attached plats and this completed application form contain all the required information for final subdivision applications submitted in accordance with Chapter 19 of the Henrico County Code. I understand that the submission of incomplete or inaccurate information may delay the processing.

Firm _____ Signature _____



Subdivision - Plans for Signature Final Construction Plans

County of Henrico, Virginia Department of Planning

Henrico Planning Web Site: 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: _____ **SUB #** _____

- o **First Submission** (No fee required) (First Submission after submission filed with pre-Final or Final Application)
Submit this application and six (6) 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.
- o **Second Submission** (First re-submittal) (No fee required)
Submit this application, six (6) 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)
- o **Additional Submission** (Any subsequent re-submittals prior to signature)(Processing Fee required - \$150)
Submit this application, six (6) 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)
- o **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.****
 - o **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:
 - o Off-site Easement Plats
 - o E&S Bonds and Agreements
 - o Authorization from State and/or federal regulatory agencies for impacts to the Waters of the USA
 - o BMP/ SWM Maintenance Agreements
 - o Environmental Fund Contribution
 - o Maintenance Agreements for placement of items within the right-of-way
 - o Funds to be escrowed
 - o Construction permits from VDH and DEQ for water and sewer if required

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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/Type Name

FOR OFFICE USE ONLY

Date of Filing: _____

Time of Filing: _____

Fee: _____ PIV Number _____

Application Accepted By Print/Type Name



Subdivision - 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

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: _____ **SUB #** _____

o **10-Day Expedited Process Requested (No fee required)**** This is an alternative to the regular construction plans for signature process. The only Subdivision plan submission eligible for this 10-day review/signature process is the first construction plan submittal after Final Approval, provided the plans are submitted within 6 months of Final approval. This procedure is available by special request and the furnishing of all required information. **In lieu** of the six (6) 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 021 Appendix A for detailed description of process)

o **Department of Planning****

- Plans for Signature Application (original application) and twenty-two (22) 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
Subdivision Final Construction Plan Review
County of Henrico, Virginia**

Henrico Planning Web Site: 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: _____ **SUB #** _____

On _____, I _____,
Date **Print Engineer's Name**

of _____, certify that to
Firm's Name

the best of my knowledge the attached _____ plans
Subdivision/Section

that are being submitted comply with the plan granted conditional approval by the

Planning Commission on _____, the plan granted final approval
Date

by the Director of Planning on _____, and comply with all zoning
Date

regulations and 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
Subdivision Final Construction Plan Review
County of Henrico, Virginia

Henrico Planning Web Site: 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.

Subdivision 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 "Conditional Approval granted by the Planning Commission".
- 3. A copy of the annotated plan stamped by the Department of Planning as "Final Approval granted by the Director of Planning".
- 4. Twenty-two (22) sets of plans.
- 5. 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 Conditional and Final conditions of approval.
- 6. 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/Type Name

Authorized Signature Print/Type Name

FOR OFFICE USE ONLY

Application Accepted By: _____ Date of Filing: _____ Time of Filing: _____



Department of Public Works Signature Plan 10-Day Expedited Process Subdivision Final Construction Plan Review

County of Henrico, Virginia

Henrico Planning Web Site: 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.

Subdivision 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 "Conditional Approval granted by the Planning Commission".
- 3. A copy of the annotated plan stamped by the Department of Planning as "Final Approval granted by the Director of Planning".
- 4. Three (3) sets of plans.
- 5. 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 both the Conditional and Final conditions of approval.
- 6. All appropriate Maintenance Agreements.
- 7. Erosion and Sedimentation Agreement with a letter of credit or cash.
- 8. Evidence of Corp of Engineers and/or DEQ permits and others as may be required.
- 9. Deed book and page number for offsite easements shown on plans.
- 10. Verification of VDOT approval where applicable.
- 11. Environmental Fund Contribution
- 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/Type Name

Authorized Signature

Print/Type Name

FOR OFFICE USE ONLY

Application Accepted By: _____

Date of Filing: _____ Time of Filing: _____



Department of Public Utilities

Signature Plan 10-Day Expedited Process

Subdivision Final Construction Plan Review

County of Henrico, Virginia

Henrico Planning Web Site: 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.

Subdivision 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 "Conditional approval granted by the Planning Commission".
- 3. A copy of the annotated plan stamped by the Department of Planning as "Final approval granted by the Director of Planning".
- 4. One (1) set of plans.
- 5. 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 Conditional and Final conditions of Approval.
- 6. Off-site easements recorded with deed book and page shown on plans.
- 7. Off-site plans approved.
- 8. Overall water and sewer plan approved for phased project.
- 9. VDH/DEQ Permits issued when required.
- 10. Local review form for water completed when required.
- 11. Sanitary sewer analysis approved and downstream capacity confirmed.
- 12. VDOT permits attached when required.
- 13. Written response to all previous review comments, with explanation of how resolved.
- 14. Evidence of Corp of Engineers and/or DEQ permits; and others as may be required.

Developer:

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

Engineer / Surveyor:

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

 Authorized Signature Print/Type Name

 Authorized Signature Print/Type 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

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 #

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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 _____



Subdivision Plat Miscellaneous Application

County of Henrico, Virginia

Department of Planning

Henrico Planning Web Site: 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.

Subdivision Name:

Section:

SUB #	Section
For Office Use Only	

For Office Use Only

Requested Action

- Technical Check (first submission) \$50.
(Ten (10) paper copies of the plat)
- Technical Check (subsequent submission) no fee
(Ten (10) paper copies of the plat)
- Mylar Check (without notary and signatures) no fee
(One (1) set of white mylars and six (6) paper copies of the plat)
- Mylars for Recordation no fee
(Two (2) sets of white mylars, one (1) set of transparent mylars and (5) paper copies of the plat)
- Covenants Review (Four (4) copies) no fee
- Corrected Plat (Technical Check) \$50
- Other _____

Project Description

- Project Name _____ Magisterial District _____ Zoning _____
- Parcel (GPIN) Number(s) _____
- POD (Plan of Development) Number (for 0 lot line and RTH Development) _____

Project Status

- Final Approval was granted by the Director of Planning on (date) _____, 200__.
- Final Approval has not been granted by the Director of Planning.

Complete Details of Changes Requested

Applicant Information: (Please Print)

Engineer/Surveyor

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

Representative: (Explain Relationship)

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

Authorized Signature

Print/Type Name

Authorized Signature

Print/Type Name

FOR OFFICE USE ONLY	
Application Accepted By: _____	Fee: _____
Date of Filing: _____ Time of Filing: _____	PIV Number: _____

Subdivision Technical Check Checklist (To be filled out by the firm or person(s) preparing the plans)

Required Plat Information

- 1. Ten (10) copies (black line prints) of the plat prepared in accordance with Chapter 19 of the Henrico County Code
 - 16" x 24", with ½" outside ruled border at the bottom and right sides, and 1½" at the top and left side.
 - Scale: 1" = 100' may be modified to a larger scale (1" = 40', 1" = 50', 1" = 60', 1" = 80') as approved by the Director of Planning or his agent.
 - All Lettering shall be no less than 1/10" in height. An Index Map is required for plats with several matching sheets.
- 2. **Vicinity map**, with a north arrow, indicating location of subdivision or section in relationship to major roadways, in the upper right hand corner of plat.
- 3. **Planning Commission & Director of Planning Approval Stamp** in a 1½" x 3 ½" space, on each page, in the lower lefthand corner of the plat.
- 4. **Subdivision identifying information** (within a 4" x 6" space or title block), on each page, in the lower righthand corner of the plat.
 - Name of subdivision (the name shall be in bolder type than the rest of the Title Block information).
 - Section (if applicable) or Phase Number (for Road Dedication plats).
 - Magisterial District and County of Henrico, Virginia.
 - Date (use last revised date) and Scale.
 - Name of firm / person who prepared plat (name or logo, in type, not as bold as the subdivision name).
- 5. **Legal titles, statement and certificates**
 - Subdivision Certificate.
 - Engineer's or surveyor's certificate.
 - Source of Title.
 - Engineer's or surveyor's seal and signature.
 - Appropriate notary certification.
 - Declaration of Covenants, Conditions, and Restrictions governing the Common Area (or as required by Conditional Rezoning Case).
- 6. **Site Data and General Information**
 - Proposed use of subdivision & POD Numbers (Plan of Development for RTH and Zero Lot Line Subdivisions).
 - Zoning & Conditional Zoning Case Numbers.
 - Parcel Number(s) (GPIN).
 - Number of lots.
 - Acres in Lots.
 - Lot Area Chart showing total lot area and area outside of Special Flood Hazard Area (floodplain) for each lot.
 - Acres in Street Right-of-way, R / W Widening, or Private Streets (RTH and Zero Lot Line Subdivisions).
 - Acres in Special Flood Hazard Area (Floodplain)
 - Acres in the Common Area.
 - Acres in Reserved Areas (acres reserved for future development or for other purposes as stated on the plat).
 - Acres in Reserved for Conservation Areas (land that property owner will attempt to deed to Recreation & Parks).
 - Total Area in Acres.
 - Density (For Zero lot line and RTH Development, or for compliance with proffered conditions)
 - Type of water supply system (County System or Wells).
 - Type of sanitary supply system (County System or Individual on-site sewage disposal systems).
 - Name of the record owner of the land, and the name of the subdivider.
- 7. **Standard Notes**
 - A. Standard Notes** (required for all plats)
 - Building Setback Statement:** "Building Setback Lines shall conform to Chapter 24 of the Henrico County Code."
 - Buildable Area Statement:** "(*) Lots marked with * (single asterisk) have limitations for dwelling shape, size, and location. For details refer to construction plans on file in the Department of Planning". (An asterisk is required on all "reverse corner lots.)
 - B. Standard Notes** (required as applicable)
 - Chesapeake Bay Preservation Area Statement:** "All or a portion of this subdivision is located in a Chesapeake Bay Preservation Area which is subject to the provisions of Section 24 - 106.3 of Chapter 24 of the County Code or its successor." Permitted activities in the RPA are restricted, and any development or disturbance in the RPA requires prior approval by the County's Director of Public Works.
 - Wetlands Statement:** (**) "Lots marked with ** (double asterisk) may contain waters and/or wetlands as determined at the time of recordation of the plat. Disturbance outside of designated water and wetland impact areas will require approval from the U.S. Army Corps of Engineers and/or the Virginia Department of Environmental Quality. Additional requirements may be imposed on these lots prior to the issuance of building permit. See construction plans on file in the Department of Planning for additional details."

B. Standard Notes (required as applicable) (continued)

- ❑ **RPA or SPA Statement:** (***) "Lots marked with *** (triple asterisk) contain RPA and/or SPA. These areas consist of vegetation that is effective in retarding runoff, preventing erosion, and filtering nonpoint source pollution, and they are to remain undisturbed and are to be protected from all construction or land disturbing activities. See construction plans on file in the Department of Planning for additional details."
 - ❑ **Joint Access Statement** "The property owners of lots ____ and ____ agree to share equally in the maintenance costs of the shared driveway".
 - ❑ **Septic Systems:** "For new construction, any on-site sewage treatment system not requiring a Virginia Pollutant Discharge Elimination System permit shall have a reserve sewage disposal site on the same lot in accordance with the requirements of Section 23-64 of the Henrico County Code. Such systems shall be pumped out at least once every five years. Building construction of a permanent nature is prohibited within the reserve sewage treatment site."
 - ❑ **Common Area:** "The common area is dedicated to the common use and enjoyment of the homeowners of (Subdivision Name) and is not dedicated for use by the general public, as more fully set forth in Article (Number) of the Declaration of Covenants, Conditions, and Restrictions recorded on (Date) in deed book (Number), Page (Number)."
 - ❑ **Coal Mines:** "This subdivision is on an abandoned coal mine site. For details, refer to the report on file in the Department of Planning."
 - ❑ **Temporary Construction Easement:** "The (*width*) temporary construction easement on (*lots*) shall revert to the lot owners when the construction of the () is completed."
 - ❑ **Dam Break Inundation Zone Statement:** (****) "Lots marked with **** (quadruple asterisk) contain areas within a dam break inundation zone. See construction plans on file in the Department of Planning for additional details."
- ❑ **8. Engineering data (Planimetric data)**
- ❑ Boundaries of the subdivision (based on NAD 83 state coordinate system) showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet. The boundaries of the subdivision shall be shown with a heavier line than the remainder of the plat.
 - ❑ Provide the names and locations of adjoining subdivisions, including the Lot Lines, Lot Numbers, Block Letters, Section Letter or Number, and the Plat Book (PB) & Page (PG) Numbers. For adjoining acreage parcels, provide the names of owners, as shown on the Real Estate Assessment records, with deed book and page number, and the parcel numbers (GPIN).
 - ❑ Beginning September 1, 2000, four (4) points with coordinates in the Virginia State Plane Coordinate system on each sheet. All features shown on the plan must be drawn to scale based on the four (4) reference points.
 - ❑ The exact location and material of all permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
 - ❑ All existing monuments shall be shown as a hollow diamond and all proposed monuments as a solid diamond. All block corners shall be monumented, for townhouse subdivisions, and referenced, when possible, to the exterior boundaries of the site. Identify both existing and proposed monuments on both sides of right-of-way abutting the subdivision.
 - ❑ The exact location, alignment, arrangement and width along property lines of all streets, whether opened or not, that intersect or parallel the boundary of the subdivision.
 - ❑ The exact location, alignment or arrangement of streets and alleys in the subdivision; the names of all streets; and the bearing, angles of intersection of all streets, including their width along the line of any obliquely intersecting street
 - ❑ The lengths of arcs and radii and tangent bearings.
 - ❑ The exact location, alignment, or arrangement and dimensions of all lot lines. Show the "lot building lines" (front yard setbacks for minimum lot width) on the buildable area plans with the construction plans, and not on the plats.
 - ❑ The numbering of all lots with consecutive Arabic numerals in each block, and all blocks shall be lettered in consecutive alphabetical order.
 - ❑ The exact boundaries of all property to be dedicated for public use, all property reserved for the common use of residents, and all property otherwise reserved along with the purposes and reasons for the reservations, with area of such parcels.
 - ❑ The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
 - ❑ Show the exact location, alignment, arrangement, and use of all easements with a statement of any restrictions or limitations placed on their use. Show the deed book (DB) or plat book (PB) and page (PG) numbers, on the plats, for all existing easements except easements in an adjacent recorded subdivision.
 - ❑ Show the centerline and width of all easements, except variable width easements, and the tie distance dimensions across lot lines. Show the distance from the centerline to the edge of the easement.
 - ❑ Show sight distance easements per approved construction plans
 - ❑ Show the boundaries of the Special Flood Hazard Area (100-year floodplain) and variable width drainage & utility easement as a line of large solid dots.
 - ❑ Label the Base Flood Elevation line (100-year floodplain line) as "limits of Special Flood Hazard Area" or as required by the Dept. of Public Works Design Division.
 - ❑ Label the area within the Base Flood Elevation line (100-year floodplain line) as a "variable width drainage & utility easement", or as required by the Dept. of Public Works Design Division.
 - ❑ Show the boundaries with tie distance dimensions across lot lines for all mapped dam break inundation zones.
 - ❑ Show all Base Flood Elevation line (floodplain line) tie distance dimensions across lot lines.
 - ❑ Show the standard "Temporary Construction Easement Note" for all temporary construction easements.

Engineering data (Planimetric data) (continued)

- Lot Dimensions and Bearings should be located outside of all 8' Drainage & Utility Easements.
- Relocate all lettering off of lines or remove lines through the lettering.
- Show the location of the boundaries of Resource Protection Areas (RPAs), Resource Management Areas (RMAs) and Stream Protection Areas (SPAs).
- Show all RPA lines, RMA lines, and SPA lines, and the tie distance dimensions across lot lines.
- Show all "wetland notes and symbols" on the approved construction plans, but not on the plats **unless they are required by the U.S. Army Corps of Engineers, with a USCOE Permit Number.**
- Show the waterline or edge of lakes, ponds, and rivers on the plats.
- Show the centerline of all branches, creeks, and streams on the plats.
- The existing physical features shall be shown on the buildable area plan and approved construction plans.
- Do not show the following existing physical features on the subdivision plats: buildings, swimming pools, driveways, ditches, road centerlines, curb & gutter lines, edge of pavement lines, parking spaces, cable TV lines, power lines, telephone lines, and transmission towers.
- All Road and Street right-of-way (R / W) lines should be shown as solid lines.
- "RRPDC Street Name" Approval Letter, approving all street names, should be submitted with the technical check.
- Standard "Stub Street Sign Letter" is required, prior to recordation, for all stub streets in the subdivision.

Subdivision Recordation Checklist

Required Information for Mylar Approval & Recordation

- Two (2) Final Plats for recordation shall be submitted on 4 mil thick White opaque double matt Mylars and One (1) Transparent Mylar of Archival Quality that will not erase, smear, or chip.
- All Signatures and Dates, on the mylars, shall be in dark black ink suitable for reproduction, with a name and title line for each signature. The notaries should not use ink stamps unless they will not interfere with any plat information and are legible, as they are not required by state law. If used, all stamps must be in dark black ink. The notaries can provide their registration number with their signature, in lieu of the stamp.
- Construction plans must be approved prior to recordation of the plat.
- A Performance Bond approved by the County Attorney, with the completion date two years from the date of the submission of the bond, a Cashier's Check, or Cash shall be furnished to cover the estimated cost of the improvements, prior to the recordation of the plats.
- A copy of the RRPDC Letter, giving approval of the Street Names in the subdivision, shall be submitted to the Department of Planning for approval, prior to the recordation of the plat (if applicable).
- The Declaration of Covenants, Conditions, and Restrictions shall be submitted to the Department of Planning, for review and approval, at least 60 days prior to the recordation of the plats. The Covenants & Restrictions shall be in form and substance satisfactory to the County Attorney and shall be recorded simultaneously with the subdivision plat (if applicable).
- The details for landscaping to be provided within any Planting Strip Easement, landscape buffer or other required or proffered landscape area, shall be submitted to the Department of Planning, for review and approval, prior to the recordation of the plat (if applicable).
- The standard Stub Street Sign Letter, required from the owner & developer for all stub streets in the subdivision, shall be submitted to the Department of Planning prior to the recordation of the plats (if applicable).
- Any required Environmental Fund contribution or BMP Fund Contribution shall be submitted to the Department of Public Works prior to recordation of the plat.
- Any required maintenance agreement for improvements in the right of way shall be submitted to and approved by the Department of Public Works prior to recordation of the plat.
- The owner or developer shall provide a letter, to the Department of Planning, from any utility with an easement crossing through the subdivision. The letter, from Dominion Virginia Power (Electric), Verizon (Telephone), or a Gas Pipeline company, shall state that the subdivision does not conflict with the easement or their facilities. The letter is required prior to the recordation of the plats.
- All Offsite Easements, to be recorded concurrently with the subdivision plats, shall follow the procedure required for their recordation. See POF021 Appendix C.
- All Offsite Easements recorded prior to the recordation of the plats shall be shown as an "Existing Easement". The Deed Book and Page Numbers, for all existing easements, shall be added to the plats prior to their recordation.

Note: The Mylars will be returned to the Engineer or Surveyor that submitted the Mylars for review and approval. The engineer or surveyor shall notify the Department of Planning if the Approved Mylars are to be returned to the owner or developer for recordation.

CERTIFICATION

I, _____ (Name, Please Print or Type), hereby certify that the attached plats and this completed application form contain all the required information for Subdivision Technical Check Applications or Mylar check applications submitted in accordance with Chapter 19 of the Henrico County Code. I understand that the submission of incomplete or inaccurate information may delay the processing.

Firm _____ Signature _____



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



Landscape, Lighting, and Fence Plan Application

County of Henrico, Virginia

Department of Planning

Henrico Planning Web Site: 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
--------	----------	----------------	-------------	---------------	---------	------	----------	--------------------

- 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



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

Henrico County Planning Applications Fee Schedule

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

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

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 ¹	\$100
Chesapeake Bay Resource Protection Area exception request	\$300
Temporary family health care structure	\$100

¹ 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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