



COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**

November 27, 2006

Virgil R. Hazelett, P.E.  
County Manager

**Development Community**

**RE: Plan of Development Process Improvements**

I am pleased to inform you of changes being implemented to improve the Plan of Development (POD) review process in Henrico County. By implementing business process, resource and organizational enhancements, we will reduce the time required to complete our review of a POD and offer the flexibility to obtain partial Building Permits before the POD construction plans are approved.

Through an inclusive process which considered suggestions from several local developers and engineering consultants, we have developed improved procedures to expedite the POD review process. Significant business process improvements we are offering include a "Streamlined Signature Process" to provide approval signatures from all review departments within seven business days for fully completed plans, as well as a "Signature Process with Partial Permits" to allow partial Building Permits while approval of construction plans or administrative documents is pending. To enhance our staff resources, six additional positions have been authorized. In addition, organizational enhancements have been completed in our Public Works and Public Utilities Departments to improve services. We expect these enhancements to reduce typical POD construction plan review times from seven to four months on major projects. This timeline is dependent upon timely submission of POD construction plans that accurately reflect our development standards. Completion of master plan, expedited and minor project reviews will also be enhanced and will continue to be completed in less than four months. In addition, we expect to improve communications by providing access to POD review comments through the Internet by February 2007. I invite you to visit our Development Web Site ([www.henricodevsite.com](http://www.henricodevsite.com)) to review the revised Plan of Development Process, obtain new POD application forms and find additional information about our development processes.

We are excited to offer these enhancements to our POD review process. Implementation of the revised procedures will begin on January 8, 2007. We expect similar enhancements to be provided by a new Subdivision Review Process to be completed in the near future. Please contact Randy Silber, Director of Planning, or David O'Kelly, Assistant Director of Planning, at 501-4602 if you have questions about these changes.

Sincerely,

Virgil R. Hazelett, P.E.  
County Manager

cc: The Honorable Board of Supervisors  
Deputy County Managers  
Director of Planning