



### Home

Welcome to Build Henrico!

For information, guides, and tutorials please go to our [Help using Build Henrico page](#)

- Select 'Complaints' to report an issue to the County or see updates on your previous issues.
- Select 'Permits' to create and apply for a building, trade, demolition, elevator, sign, fire protection system, or other construction permit.
- Select 'Land Development Applications' to create and apply for any Planning, Department of Public Utilities, or Department of Public Works related applications. These include Plan of Development, Subdivision, Rezoning, Variances, Utility Plans, Utility Agreements, Hauling Permits, Work in the Right of Way Permits, Floodplain Permits, and Capital Projects.

- ➔ [Complaints](#)
- ➔ [Land Development Applications](#)
- ➔ [Permits](#)
- ➔ [Inquiries](#)
- ➔ [My Referrals](#)

At the Build Henrico website home screen, click on "Land Development Applications".

MY INSPECTIONS MY ACTIVITIES MY PROJECTS

### Apply for a Land Development Approval

Select the Application Type from the Menu Categories shown below. For assistance on selecting the correct Application Type, please contact the respective agency as outlined below:

- To create and submit to the Planning Department the following applications: subdivision, plan of development, rezoning, proffer amendment, provisional use permit, appeal, conditional use permit, variance, interpretation, temporary use permit, zoning confirmation letter, or administrative modification.
- For any construction plan activities or Temporary Use Permit (TUP) related to a Plan of Development/Site Plan/Subdivision utilize the Plan of Development/Site or Subdivision menu categories.
- For DPU related Construction Activities and Public Utilities Review contact the Department of Public Utilities at 804-501-4275
- For DPW related Construction Activities, CIP, Floodplain, Hauling Permits, and Real Property related reviews contact the Department of Public Works at 804-501-4393

- Subdivision**
  - [Subdivision](#)
- Plan of Development (POD)/Site Plan**
  - [Plan of Development](#)
- Land Use Approvals**
  - [Provisional Use Permit](#)
  - [Rezoning & Proffer Amendment](#)
- Board of Zoning Appeals**
  - [Appeal](#)
  - [Conditional Use Permit](#)
  - [Variance](#)
- Construction Activities**
  - [DPU Construction](#)
  - [Direct to DPW Submittal](#)
  - [Work in Right of Way](#)
- CIP - County Contractors Only**
  - [Environmental Capital Project](#)
  - [Transportation Development](#)
- Administrative Approvals**
  - [Administrative Modification](#)
  - [Interpretation](#)
  - [Temporary Use Permit](#)
  - [Zoning Confirmation Letter](#)
- Public Utilities Review**
  - [Water and Sewer Agreements](#)
  - [Water and/or Sewer Plan](#)
- Floodplain**
  - [Floodplain](#)
- Hauling Permits**
  - [Hauling Permit](#)
- Real Property (Easements & ROW)**
  - [Real Property Review \(Easements & ROW\)](#)

Then choose the type of application. Click on "Administrative Modification".

# Administrative Modification ADM-2023-100500 (Draft)

## APPLICATION INSTRUCTIONS

### APPLICATION

Planning Application Name: Administrative Modification

\*Select the option that best describes the application:

(None)

\*Select the type of application:

(None)

\*Select the scope of activity:

(None)

\*Description of Proposed Activity:

[+]  
[-]

Is this job a part of a project or another application?

Project  Another Application

Zoning Information:

[+]  
[-]

Next

\*Asterisks indicate required information.

Use the drop down options that best describes the application type.

Please give a short description of the proposed activity.

Screen ID: 1574396

# Administrative Modification ADM-2023-100500 (Draft)

## ZONING

\*Total Acreage:

Total acreage and number of Lots/Units proposed is required.

Religious Use?

Density:

Number of Seats (pertaining to restaurants, churches, schools, theatres/arenas):

\*Number of Lots/Units Proposed:

Number of Beds:

Existing Zoning(s)

Zoning Code

## USE DATA

+ Add Use Data

Building Number Stories Building Height \* Square Footage \* Rooms/Units Type

Back

Next

\* Asterisks indicate required information.

Click on the +Add Use Data to open data field for additional information.

## USE DATA

+ Add Use Data

Building Number Stories Building Height \* Square Footage \* Rooms/Units Type (None)

Back

Next

Screen ID: 164



# Administrative Modification ADM-2023-100500 (Draft)

## LOCATIONS

### Addressed Locations

You may enter an address or full parcel number in the Address field below.

- For an address search it is best to enter address number and street name but not street type (e.g. Road, Circle, Lane, Blvd., etc.).

- Asbestos Certifications: For Electrical, Mechanical and Plumbing Permits, the following box must be checked for proposed work on commercial buildings that were constructed prior to January 1, 1985, including residential buildings that are being renovated or demolished for commercial or public development. For Building Permits please fill out and submit the Certification of Asbestos Inspection form.

\*Address:

Parcel ID	Address	Net Acres
Total Area:		

Specific Location:

Click on the Search to input the address of the property.  
Use drop down options to choose water and sewer type.

\*Water Supply Type:

\*Sewer Type:



# Administrative Modification ADM-2023-100711 (Draft)

Upload the necessary documents based on the Application Type being submitted. Once uploaded, please ensure the Document Type from the drop-down menu is selected for each document. For information, guides, and tutorials please go to our Help section using the [Build Henrico page](#).

## DOCUMENTS TO ATTACH

Required	Uploaded	Attachment Type	Description	Sample Form
Required		Concept Plan	Conceptual site plan for the development of the proposed use, including all required items outlined on the complete plan checklist.	None
Required		Property Survey	Survey of property (existing conditions).	None
Optional		Applicant Exhibits	Photographs, drawings, or other exhibits submitted by the applicant in support of their request.	None
Optional		Architectural Floor Plan(s)	Floor plan(s) with use of interior building spaces, access points, and loading areas labeled/dimensioned.	None
Optional		Conceptual Building Elevations	Graphic representation of proposed buildings that may include information such as architectural design, exterior building materials, and building height.	None
Optional		Power of Attorney Form	County originated document completed, submitted by the applicant authorizing the use of a Power of Attorney.	None

## UPLOADED DOCUMENTS

Use the + Upload Files option to upload required documents to the application.

<input type="checkbox"/>	File Name	Document Type	Comments



# Administrative Modification ADM-2023-100500 (Draft)

Please contact IT to place instructional text here (PLANNING APPLICATIONS :: Documents).

## DOCUMENTS TO ATTACH

Required	Uploaded	Attachment Type	Description	Sample Form
Required		Concept Plan	Conceptual site plan for the development of the proposed use, including all required items outlined on the complete plan checklist.	None
Required		Property Survey	Survey of property (existing conditions).	None
Optional		Applicant Exhibits	Photographs, drawings, or other exhibits submitted by the applicant in support of their request.	None
Optional		Architectural Floor Plan(s)	Floor plan(s) with use of interior building spaces, access points, and loading areas labeled/dimensioned.	None
Optional		Conceptual Building Elevations	Graphic representation of proposed buildings that may include information such as architectural design, exterior building materials, and building height.	None
Optional		Power of Attorney Form	County originated document completed/submitted by the applicant authorizing the use of a Power of Attorney.	None

## UPLOADED DOCUMENTS

Upload Files

<input type="checkbox"/>	File Name		Document Type	Comments
<b>(2) New Documents</b>				
<input type="checkbox"/>	approved.PNG	<span style="background-color: green; color: white; padding: 2px;">New</span>	Concept Plan (Concept Plan)	<input type="text" value="Add comment"/>
<input type="checkbox"/>	survey.PNG	<span style="background-color: green; color: white; padding: 2px;">New</span>	<div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <li> Architectural Floor Plan(s)</li> <li> Concept Plan</li> <li> Concept Plan</li> <li> Conceptual Building Elevations</li> <li> Conceptual Building Elevations</li> <li> Power of Attorney Form</li> <li> Power of Attorney Form</li> <li> Property Survey</li> <li> Property Survey</li> </ul> </div>	<input type="text" value="Add comment"/>

Once you have uploaded the required documents, use the drop down options to label the documents. Then click "Next".

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Next

Screen ID: 1580145



# Administrative Modification ADM-2023-100500 (Draft)

## PROFESSIONALS/CONTRACTORS

Professional/Contractor

Professional/Contractor

Type

Back



Next

This screen is not needed. You may click next and continue.

# Administrative Modification ADM-2023-100500 (Draft)

+ Contact

Add additional contacts to the application by clicking on the +contact.

Name	Contact Type	Phone	
 Jean-Luc Picard	Applicant	(804) 501-4609 poa002@henrico.us	

Back Next

Click this icon to update the applicant information and subscribe to notifications.

### Job Contact

\*Type:

Name:

Phone: (  )  -

Email:

**Subscribe to Notifications**

Comments:

---

MAILING ADDRESSES

+ Mailing Address

Address	Primary
<input type="text"/>	<input type="checkbox"/>

Cancel Save Save & Close

This field appears when adding contacts.

When adding a contacts, please Subscribe to Notifications in order for everyone associated with the Administrative Modification to receive updates on it's progress. When completed click Save &Close.

# Administrative Modification ADM-2023-100500 (Draft)

## SUBMIT APPLICATION

The application is ready for submission. Please click Submit/Pay Fees and Submit in order to officially submit your application for review. Please note that all applications are reviewed for completeness and accuracy upon submission.  
Should this application be submitted on behalf of Henrico County and/or Henrico County Schools and has an associated fee, please click Save and contact the Planning Department at 804-501-4602.

Back Submit Application Save

Click on "Submit Application".

Screen ID: 1573429

# Administrative Modification ADM-2023-100500 (Submitted)

## CONFIRMATION

Submission Successful.

Application Number: ADM-2023-100500

To view the information and status for this Land Development Application, [click here](#).

Your application has been successfully submitted .

Screen ID: 1575957



# Administrative Modification ADM-2023-100500 (Submitted)

Application details for this specific project/job can be viewed below.

Details tab - Provides basic site/application information.

Processes tab - Provides overview on review steps completed/pending.

Project Activity tab - Provides hierarchy listing of this job in relation to the overall project.

Referrals - Provides detailed review steps and comments from the various review agencies associated with this specific job.

Additional information on specific application processes can be found here: [Please send IT the hyperlink that belongs here.](#)

Status: Submitted Activity Date: Sep 26, 2023  
Expiration Date:

- DETAILS**
- DOCUMENTS
- CONTACTS
- PROCESSES

## APPLICATION INFORMATION

**Project:**

**Application Name:** Administrative Modification

**Primary Location:** 1701 BRENTWOOD RD, HENRICO, VA 23222

**Specific Location:**

**Use Designation:** Residential

**Application Type:** Interior Side Yard Setback

**Primary Application Scope:** New

**Additional Application Scope(s)**

**Description:**

**Zoning Information:**

**Floodplain Review:**

## APPLICANT

Jean-Luc Picard

## PROFESSIONALS/CONTRACTORS

Professional/Contractor	Type

## EXPECTED MEETINGS

Meeting Type	Completed Date

## SCHEDULED MEETINGS

Meeting Type	Scheduled Date

## PARCELS

Parcel ID	Address	Net Acres
799-734-6636	1701 BRENTWOOD RD, HENRICO, VA 23222	
Total Area:		

## APPLICATION ACTIVITIES

This is where you can make requests on your application. The eligible request types will appear depending on what your application status is. The requests can include:

## FEES

You have no outstanding fees.

## MEETING REQUEST

I would like a meeting with a Planner about this application.

[Submit Request](#)

## WITHDRAW APPLICATION

To withdraw your application, use the button below.

[Withdrawal Request](#)