

Applying for a Conditional Use Permit: Step by step instructions

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

Below are your recent inspection activities.

- To request an inspection, click on the MY ACTIVITIES tab.

Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Location	View Permit
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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 "Conditional Use Permit".

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APPLICATION INSTRUCTIONS

- Fields marked with an * are required (if not filled in, an error will result).
- See the Build Henrico website for application specific quick guides for detailed instructions.
- Fees will be calculated based on application type and scope.

APPLICATION

Planning Application Name: Conditional Use Permit

*Select the option that best describes the application: (None) [v]

*Select the type of application: (None) [v]

*Select the scope of activity: (None) [v]

*asterisk indicate a required field.

*Description of Proposed Activity: Short description of permit request. [text area]

Is this job a part of a project? Select the project by name: [text] or project number: [text]

ZONING INFORMATION

Zoning Information: [text area]

Next

Screen ID: 1579907

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APPLICATION

Planning Application Name: Conditional Use Permit

*Select the option that best describes the application: (None) [v]

*Select the type of application: (None) [v]

*Select the scope of activity: (None) [v]

Presubmittal Application:

*Description of Proposed Activity: [text area]

Is this job a part of a project? [checkbox]

ZONING INFORMATION

Zoning Information: [text area]

Use the drop down options to make a selection.

Accessory Dwelling Unit
Accessory Structure Location
Agricultural Distribution Hub
Animal Hospital or Clinic
Beekeeping
Campground
Childrens Residential Facility
Equestrian Facility
Extraction
Family Daycare Home
Golf Course
Horses or Ponies at a Dwelling
Kennel or Animal Shelter
Landfill
Miniature Livestock at a Dwelling
More than Four Pets at a Dwelling
Parks and Open Areas
Public Utility Use
Recreational Use

Next

Screen ID: 1579907

When all required fields have been filled out, click "Next".



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LOCATIONS

Addressed Locations

You may enter an address or full parcel number in the Address field below. A valid address or parcel number must be selected to submit an application.

- 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.).

- For projects with multiple parcels, please enter each address/parcel ID involved. A complete parcel ID has 10 digits formatted as follows: XXX-XXX-XXXX. Parcels must be added in this step to be selected on the following screen.

- For Building Inspections related 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:

*Water Supply Type:

*Sewer Type:

Parcel ID	Address
<input checked="" type="checkbox"/> 768-753-0395	4301 E PARHAM RD, HENRICO, VA 23228

Enter the address and click "Search". Click on the correct address and then click "Select". Note: when entering an address do not add the street type (e.g. Road, Circle, Lane). If you have multiple parcels, each parcel must be added to this section.



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*Address:

Parcel ID	Address	Net Acres
 768-753-0395	4301 E PARHAM RD, HENRICO, VA 23228	48.5760 ✖
Total Area:		48.5760

*Select Primary Address:

Specific Location:

*Water Supply Type:

*Sewer Type:

Use the drop down option to choose the correct address. Then select the water and sewer type using the drop down options.

When all required fields have been filled out, click "Next".



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*Address:

Parcel ID	Address	Net Acres
 768-753-0395	4301 E PARHAM RD, HENRICO, VA 23228	48.5760 ✖
Total Area:		48.5760

*Select Primary Address:

Specific Location:

*Water Supply Type:

*Sewer Type:

Once all the required fields have been populated Click "Next" to continue the application.



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ZONING DATA

Religious Use? Yes No

Age Restriction? Yes No

Code Section:

Zoning Code

Parcels must be added on the previous screen to select them in the grid below.

Parcel ID	Acreage	Existing Zoning	Proposed Zoning	Determination	Existing Land Use Designation	Future Land Use Designation	Comment
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Total Acreage:

Density:

Number of Lots/Units Proposed:

Number of Beds:

Enter Zoning Data if submitting a Landfill, Mitigation or Extraction application. Leave this blank for all other applications.

This page does not apply to most Conditional Use Permits. Click "Next" to continue with the application

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NON-PROFIT INFORMATION

The following is only applicable to Board of Zoning Appeals applications.

Is the applicant a non profit organization that also owns the property?

If you are a Non-profit organization, enter identification information on this page. Click on the box and enter the Non-Profit ID number.

Non-Profit ID No.:

Reason for Fee Waiver:

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If you are not associated with a Non-Profit click "Next" to continue with the application.

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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
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
Optional		Property Survey	Survey of property (existing conditions).	None

UPLOADED DOCUMENTS

+ Upload Files

File Name	Document Type	Comments

Conditional Use Permits require a Concept Plan to be provided with the application. Click the + Upload Files to select the documents for upload. You may upload any additional documents that have relevance to this application.

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

UPLOADED DOCUMENTS

+ Upload Files

File Name	Document Type	Comments
- (1) New Documents		
<input type="checkbox"/> approved.PNG	<input checked="" type="checkbox"/> Concept Plan (Concept Plan)	<input type="checkbox"/> Add comment

- Application Documents
- Applicant Exhibits
- Architectural Floor Plan(s)
- Architectural Floor Plan(s)
- Concept Plan
- Concept Plan**
- Conceptual Building Elevations
- Conceptual Building Elevations
- Power of Attorney Form

Once the document has been uploaded, use the drop down option to add the document type.

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Click "Next" to continue the application.

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PROFESSIONALS/CONTRACTORS

+ Professional/Contractor

Professional/Contractor	Type
-------------------------	------



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Click "Next" to continue the application.

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+ Contact

Click +Contact to add any contacts that may be associated with this project.

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

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Next

Click this icon to subscribe to notifications. The field below will populate and allow the applicant to subscribe to notifications.

Job Contact

*Type:

Name:

Phone:

 () -

Email:

Comments:

Subscribe to Notifications

MAILING ADDRESSES

+ Mailing Address

Address

Primary

Cancel

Save

Save & Close

When adding a contacts, please subscribe to notifications in order for everyone associated with the application to receive updates on it's progress. Click "Save and Close".

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SUBMIT APPLICATION

The application is ready for submission. Please click 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, please click Save and contact the Planning Department at 804-501-4602.

Fees

The following fees must be paid as part of your application.

Description	Amount	Balance
CUP - Campground	\$450.00	\$450.00

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Pay Fees & Submit Application

Save

Click "Pay Fees & Submit Application". You will then be redirected to the Paymentus application in order to submit required fees. After paying the fees, you will receive a email confirming the application is complete.