# 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 ng Permits, Work in the Right of Way Permits, Floodplain Permits, and Capital Projects. Development, Subdivision, Rezoning, Variances, Utility P <u>Complaints</u> Land Development Applications Permits Inquiries At the Build Henrico website home screen. My Referrals 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. Requested Scheduled Inspection Number Result Next Action Inspection Discipline Location View Permit Date Date

### 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.

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 804-501-4303

Subdivision Plan of Development (POD)/Site Land Use Approvals Plan Subdivision **Provisional Use Permit** Plan of Development Rezoning & Proffer Amendment CIP - County Contractors Board of Zoning Construction Activities Appeals Only **DPU** Construction Direct to DPW Submittal Environmental Capital Project Appeal **Conditional Use Permit** Work in Right of Way Transportation Development Variance 🗏 Administrative 🗟 Floodplain ublic Utilities Review Approvals Water and Sewer A Floodplain ments Administrative Modification Water and/or Sewer Plan Interpretation Then choose the type of application. Click **Temporary Use Permit** on "Conditional Use Permit". Zoning Confirmation Letter

Hauling Permits

Real Property (Easements & ROW)

Real Property Review (Easements & ROW)

### 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		$\square$
*Select the option that best describes the application:	(None)		~
*Select the type of application:	(None)		~
*Select the scope of activity:	(None)		~
<u>۲</u>			
*asterisk indicate a required field.	٩		
*Description of Proposed Activity:		[+] [-]	\
Short description of permit request.			
	Select the project by name:	1	
Is this job a part of a project?	or project number:	Q	
ZONING INFORMATION			
Zoning Information:		[+] [-]	
Next			
			Screen ID: 1579907

### Sconditional Use Permit CUP-2023-100605 (Draft)

#### APPLICATION INSTRUCTIONS

<ul> <li>See the Build Henrico website for application specific quick gui</li> <li>Fees will be calculated based on application type and scope.</li> </ul>	Use the drop down options to make a selection.	
PPLICATION	Conditional Use Permit	
lanning Application Name:		
elect the option that best describes the application:	(None)	~
elect the type of application:	(None)	~
elect the scope of activity:	(None)	
	Accessory Dwelling Unit	
	Accessory Structure Location	
	Agricultural Distribution Hub	
esubmittal Application:	Animal Hospital or Clinic	
	Beekeeping	
escription of Proposed Activity:	Campground	
scription of Proposed Activity.	Childrens Residential Facility	
	Equestrian Facility	
	Extraction	
	Family Daycare Home	
this job a part of a project?	Golf Course	
uns job a part of a project:	Horses or Ponies at a Dwelling Kennel or Animal Shelter	
	Landfill	
DNING INFORMATION	Miniature Livestock at a Dwelling	
ning Information:	More than Four Pets at a Dwelling	
	Parks and Open Areas	
	Public Utility Use	
	Recreational Use	-

Screen ID: 1579907

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

#### 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. 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:			Search				
Parcel ID	Address	Net Acres					
Specific Location: *Water Supply Type:	Total Area:	~		C cl a (e	lick on the corr lick "Select". N ddress do not a e.g. Road, Circle	is and click "Search" ect address and the ote: when entering idd the street type e, Lane). If you have each parcel must b	en an
*Sewer Type:	(None)	~		a	dded to this seo	ction.	
Back Next			Parcel ID 768-753-039	Addr 5 4301		ENRICO, VA 23228	
		<	Select Cl	ear All	Check All	Refine Search	5

### Conditional Use Permit CUP-2023-100605 (Draft)

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*Address:		Search
Parcel ID	Address	Net Acres
768-753-0395	4301 E PARHAM RD, HENRICO, VA 23228	48.5760 💥
	Total Area:	48.5760
*Select Primary Add	ress:	
Specific Location:	4301 E PARHAM RD, HENRICO, VA 2322 4309 E PARHAM RD, HENRICO, VA 2322 4313 E PARHAM RD, HENRICO, VA 2322 4317 E PARHAM RD, HENRICO, VA 2322	28 28
*Water Supply Type:	County	✓ Use the drop down option to choose the
*Sewer Type:	County	<ul> <li>correct address. Then select the water and sewer type using the drop down options.</li> </ul>
Back Nex	When all required fields have out, click "Next".	ve been filled

#### 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.

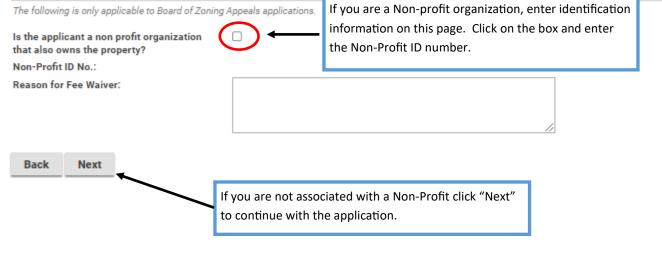
For an address search it is best to enter address number and street name but not street type (e.g. Road, Circle, Lane, Blvd., etc.).
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*Address:		Search	1
Parcel ID	Address	Net Acres	
768-753-0395	4301 E PARHAM RD, HENRICO, VA 23228	48.5760 🔀	
	Total Area:	48.5760	
*Select Primary Addre	ss: 4301 E PARHAM RD, HENRICO, VA 232	228	<b>v</b>
Specific Location:			11
*Water Supply Type:	County	~	
*Sewer Type:	County	~	
Back Next	· · ·		Once all the required fields have been populated Click "Next" to continue the application.

Condit	ional	Use Pe	ermit cup	-2023-1006	0605 (Draft)	
ZONING DATA						
Religious Use?		OYes	No			
Age Restriction?		OYes	No			
Code Section:						
Existing Zoning(s)					Enter Zoning Data if submitting a Landfill,	1
Zoning Code					Mitigation or Extraction application. Leave	
+ Zoning Data Parcels must be added on	the previous a	screen to select the	ern in the grid below.		this blank for all other applications.	
Parcel ID	Acreage	Existing Zonin	g Pro	posed Zoning	Existing Land Use Designation Control Designat	omment
Total Acreage:						
Density:						
Number of Lots/Units F	Proposed:					
Number of Beds:					This page does not apply to most Conditional Use	
					Permits. Click "Next" to continue with the	
Back Next					application	

### NON-PROFIT INFORMATION

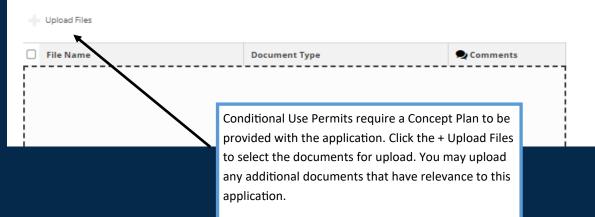


### Conditional Use Permit CUP-2023-100605 (Draft)

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.

DOCUMEN	15 TO ALLA	UT		
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 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.

Required Uploaded	Attachment Type	Description	proposed use, including all required items outlined on	Sample Fo	
Required 🧭	Concept Plan	the complete plan checklist.	proposed use, including an required items outlined on	None	
Optional	Applicant Exhibits	Photographs, drawings, or other exhibits submitted by the applicant in support of their request.			
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ptional	Conceptual Building Elevations	Graphic representation of proposed buildings the design, exterior building materials, and building h	height.	None	
ptional	Power of Attorney Form	County originated document completed/submitt Attorney.	ted by the applicant authorizing the use of a Power of	None	
ptional	Property Survey	Survey of property (existing conditions).		None	
Upload Files	ITS				
File Name		Document Type	<b>Q</b> Comments		
- (1) New Docum	ents				
		<ul> <li>Concept Plan (Concept Plan)</li> <li>Application Documents         <ul> <li>Application Exhibits</li> <li>Architectural Floor Plan(s)</li> <li>Architectural Floor Plan(s)</li> <li>Concept Plan</li> <li>Concept Plan</li> <li>Concept Plan</li> <li>Concept Plan</li> <li>Concept Plan</li> <li>Power of Attorney Form</li> </ul> </li> </ul>	Once the document has been uplo use the drop down option to add document type.		

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Job Contact		
*Type: Name: Phone: () Email: Comments:	Subscribe to Notifications	
MAILING ADDRESSES		When adding a contacts, please subscribe
+ Mailing Address		to notifications in order for everyone
Address	Primary	associated with the application to receive
Cancel Save Save & Close		updates on it's progress. Click "Save and Close".

Balance

### 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

Save

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



\$450.00

Back

**Pay Fees & Submit Application** 

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.

Screen ID: 1579632