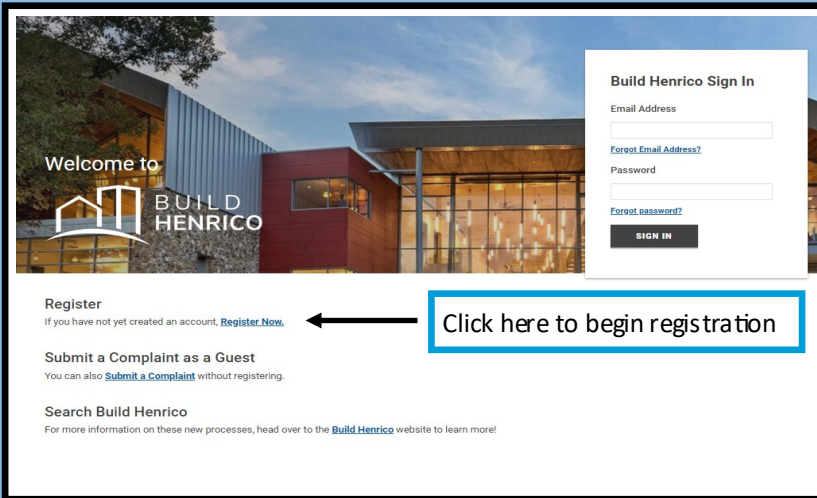




To begin
navigate to www.build.henrico.us



Zoning: Zoning provides the standards and regulations of how properties can be lawfully used and developed in the County.

Rezoning: Rezoning is a process where the Board of Supervisors approves a request to change the zoning classification of a piece of property or properties in order to develop or use the land for purposes other than what is permitted by the current zoning classification. The property owner or representative with a Power of Attorney may request either a conventional rezoning or a conditional rezoning. A conventional request proposes to change the existing zoning district classification to another classification which permits the proposed use. A conditional request permits the same action as a conventional request but it allows the owner to voluntarily proffer (offer) conditions which may enhance the proposal or address concerns of nearby property owners.

Provisional Use Permit (PUP): The Provisional Use Permit procedure provides for certain uses which are permitted in a district but which may be approved with conditions or restrictions that make them compatible with surrounding properties.

Registration: an account is required to submit applications to the County.

What is the procedure for applying for a Rezoning, Proffer Amendments, or Provisional Use Permit?

Before you submit an application for rezoning or a provisional use permit, you must first contact the Planning Department at (804) 501-4602 to set up a Preliminary Review Meeting with a member of the Comprehensive Planning Staff. The purpose of this meeting is assist you with the process and to discuss the materials required for your application. In general, potential applicants must submit :

- Completed application; a written legal description of the property if it is an acreage parcel or the lot, block and section numbers if it is located in a recorded subdivision; a survey plat or recorded subdivision plat; Filing Fee (amount to be determined by nature of request and acreage); Proffered conditions, if submitting a conditional rezoning request.

Application Documents can be found on the Planning Department homepage under Services at <https://henrico.us/services/planning-rezoning-and-provisional-use-permit/>

Approval of rezoning or provisional use permit request can take as little as 11 weeks or it may take several months, if deferrals are requested. The submission deadline for any given Planning Commission public hearing is approximately 8 weeks prior to the meeting; see the schedule of submission deadlines for more information. Cases acted on by the Planning Commission in any given month will be scheduled for public hearing by the Board of Supervisors the following month. For instance, requests filed by March 15th would be scheduled for Planning Commission public hearing on May 10th, and if acted upon, would then be scheduled for Board of Supervisors public hearing on June 12th. The Planning Commission considers rezoning and provisional use permit requests on the first Thursday following the second Wednesday of the month. On rare occasions, a public hearing on a case may be deferred to another meeting.

For more information, please visit the Planning Department: Rezoning and Provisional Use Permits page at <https://henrico.us/planning/planning-commission-rezoning-provisional-use-permits/>



After clicking the "Register Now" button, this screen will populate.

Welcome to Build Henrico

Fill in every field as required by the *

Please complete the fields below to register for an account. All fields with asterisks must be filled out in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link that must be followed before gaining access to this system.

YOUR INFORMATION

*First Name:

*Last Name:

*Phone Number: () -

*Email Address: A valid email is required as your email address will be used to login to the system.

*Confirm Email:

MAILING ADDRESS

*Address Type:

*Street Address:

Address Line 2:

*City / Town:

*State / Province:

*Country:

*Zip / Postal Code:

CURRENT CUSTOMERS

If you are a current customer of Henrico County and have been provided a PIN, please enter below. Do not enter a contractor PIN number here. If you are a contractor and have a PIN, you will be prompted to enter it through the account activation link in your confirmation email.

PIN:

Not Applicable: Do not fill out

SECURITY QUESTION AND PASSWORD

The security question is used in case you forget your password. You will need to know the answer to this question in order to regain access to the system.

*Security Question:

*Security Answer:

*Password:

*Confirm Password:

Password must:

- be at least 8 characters
- contain at least two (2) letters (one upper case and one lower case)
- and one (1) number.

I'm not a robot

reCAPTCHA Privacy Terms

Please be mindful that the information you share with the Henrico County through this website is a public record that may be subject to Virginia open records laws. The County may use the information you provide to contact you in the future about your requests.

Finish Registration

Click "Finish Registration" once all the information is accurate and you are ready to create your new account.

This screen should appear once the new account has successfully been created. Your account is not complete or activated until you receive the email and follow the instructions provided.
*Ignore screen inquiring about contractor #



Welcome to Build Henrico

Your registration submission has been received.
 Your user account's email address will be: xxxxxxxx@yahoo.com
 Your registration is **not** complete.
 We will send an email to the email address displayed above.
 Follow the instructions in the email to complete your registration in the system.

STEP 1

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

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

[Search ...](#)

Annotations:
- A box around the "Help using Build Henrico page" link has an arrow pointing to a text box: "Click this link to find 'How To' guides for other applications and permits".
- A box around the "Land Development Applications" link has an arrow pointing to a text box: "Click the 'Land Development Applications' link to view the various application types including Rezoning, Proffer Amendments, and Provisional Use Permits. You will be directed to the screen displayed in Step 2."

STEP 2

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:
- For Subdivision, Plan of Development, Land Use Approvals, Board of Zoning Appeals, and Administrative Approvals contact the Planning Department at 804-501-4602
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](#)
- 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 \(Easements & ROW\)](#)

Annotations:
- A box around the "Land Use Approvals" category has an arrow pointing to a text box: "To start a draft application, click the appropriate link: Provisional Use Permit or Rezoning & Proffer Amendments".

Important Note: Be cautious about what you click as any link automatically creates a draft submission

Throughout the entire application, anything with an * is required to submit.
 NOTE: additional fields are required for the application to be viewed as complete by County standards.

STEP 3

Rezoning REZ-2023-100521 (Draft)

APPLICATION INSTRUCTIONS

APPLICATION

Planning Application Name: _____ Rezoning: (None) v

*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: B

*Description of Proposed Activity: C

Is this job a part of a project? D

ZONING INFORMATION

Zoning Information: E

Next

A) Select option from dropdown list that best fits

C) Provide a written description of the request.

- If the rezoning has a companion case, note it here.
- If a proffer amendment, state the original case #.

B & D) Do not fill out

E) Optional

STEP 4

Rezoning REZ-2023-100521 (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 the city.

- Asbestos Certifications: For Electrical, Mechanical and Plumbing Permits, the following information is required for 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
	Total Area:	

Specific Location: G

*Water Supply Type: (None) v

*Sewer Type: H

Back Next

F) Type in address or FULL parcel number and click the "Search" button. A pop-up window titled "Add Addresses" will appear, shown below. Select the correct address by clicking the box icon, then click the "Select" button. If more than one parcel is involved, repeat the steps until all parcels are listed on the screen, and then select a Primary Address from the new field that was generated.

H) Fill out the most applicable option from the dropdown.

G) Optional

Add Addresses

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

Select Clear All Check All Refine Search

STEP 5

Rezoning REZ-2023-100521 (Draft)

ZONING DATA

Religious Use? Yes No **A**

Age Restriction? Yes No

Code Section:

Existing Zoning(s) **B**

Zoning Code

+ Zoning Data **C**

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
Total Acreage:							

Density:

Number of Lots/Units Proposed: **D**

Number of Beds:

Back Next

Applicable to Provisional Use Permit applications

+ Zoning Data

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
(None)		(None)	(None)	(None)	(None)	(None)	<input type="text"/>
Total Acreage:							

- A)** Fill out Religious Use, Age Restriction, and Code Section fields.
- C)** Click the “+ Zoning Data” button to fill in the information. The comments box is the only optional field, ensure all other fields are completed. For projects with multiple parcels, select “+ Zoning Data” and enter data for **EACH** parcel. If a parcel has multiple existing or proposed zoning districts, add a row for EACH distinct zoning. If the parcel was not added in Step 4, go back to add it. Ensure the acreage and proposed zoning fields are accurate as the fees will be determined based off information provided.

B & D) Optional

STEP 6

Step 6 is **NOT APPLICABLE** to Rezoning, Proffer Amendment, or Provisional Use Permit applications. **Skip to Step 7.**

Rezoning REZ-2023-100521 (Draft)

NON-PROFIT INFORMATION

Please contact IT to place instructional text here (PLANNING APPLICATIONS :: Non-Profit).

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

Non-Profit ID No.:

Reason for Fee Waiver:

Back Next

STEP 7

Rezoning REZ-2023-100521 (Draft)

Upload the necessary documents based on the Application Type being submitted.
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		Application Signature Document	County originated document with the required owner, developer, and engineer completed/submitted by the applicant, including the related required signatures.	None
Required		Plat and Legal Description for Rezoning/PUP	Survey and written description of subject property.	None
Optional		Application Checklist - Completed	County originated application checklist completed/submitted by the applicant verifying the minimum plan requirements have been met.	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		Conceptual Development Plan	Conceptual plan, including master plan pattern books, showing the development of the proposed use, which may include items such as buildings, road network, parking, and landscaping.	None
Optional		Landscaping/Fencing/Streetscape Exhibit	Rendering showing proposed landscaping or streetscape elements.	None
Optional		Parking Study	Analysis to support proposed parking reductions when allowed by the zoning ordinance.	None
Optional		Power of Attorney Form	County originated document completed/submitted by the applicant authorizing the use of a Power of Attorney.	None
Optional		Proffers for Conditional Rezoning	Voluntary commitments from the applicant, which along with the zoning ordinance will regulate development of the site.	None
Optional		Supplementary Information for Rezoning/PUP	Technical documents providing additional information on the proposed use.	None
Optional		Title Report	Document including title information for the subject property.	None
Optional		Traffic Study	Traffic Study should be included if proposed trips exceed 4,000 per weekday or a Traffic Impact Analysis is required as part of a rezoning.	None

While “Application Signature Document” and “Plat and Legal Description for Rezoning/PUP” are the only required documents per the system, additional documentation may be required depending upon the application type. Please see the application checklist found on the Planning Department home page.

For example, “Power of Attorney Form” would be a required document if an attorney was acting on the behalf of the applicant or owner

UPLOADED DOCUMENTS

Upload Files

Click this button to open a pop-up window to upload necessary documents.

File Name	Document Type	Comments
(1) New Documents		
<input type="checkbox"/> test doc.docx	<input type="checkbox"/> New	<input type="text" value="Add comment"/>

Ensure the document shows the “New” icon before clicking Next.

Must assign a document type to EACH document uploaded. Click the down carrot button to open the dropdown menu. Select the appropriate option.

- Application Documents
 - Application Checklist - Completed
 - Application Checklist - Completed
 - Application Signature Document
 - Application Signature Document
 - Conceptual Building Elevations
 - Conceptual Building Elevations
 - Conceptual Development Plan
 - Conceptual Development Plan

Back

Next

*NOTE: for Provisional Use Permit applications, the “Plat and Legal Description for Rezoning/PUPs” document will be optional.

STEP 8

Rezoning REZ-2023-100521 (Draft)

PROFESSIONALS/CONTRACTORS

+ Professional/Contractor

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

Back **Next**

Unless you are a licensed professional/contractor, please proceed to **STEP 9** to enter your contact information on the following page.

Most likely **NOT APPLICABLE** to rezoning, proffer amendments, or provisional use permit applications.

STEP 9

Rezoning REZ-2023-100521 (Draft)

+ Contact

Name	Contact Type	Phone	Email
Annabeth Drash	Applicant	(123) 456-7890	dra004@henrico.us

Back **Next**

Click "+ Contact". A pop-up window will appear where you enter all associated contacts: i.e. owner, applicant, and representative

Must click "+ Contact" for EACH individual. Fill out EVERY field in the pop-up window (type, name, phone number, email, and mailing address) and be sure to select "**Subscribe to Notifications**" and "**+ Mailing Address**" for EACH individual.

LMS Online - Job Contact - Google Chrome

Not secure | elmsnonprod.henrico.us/henuatest/pub/lms/editobjectpopup.as...

Job Contact

*Type:

Name:

Phone: () -

Email:

Comments:

Subscribe to Notifications **A**

MAILING ADDRESSES

+ Mailing Address **B**

Address Primary

Cancel **Save** **Save & Close**

LMS Online - Job Contact - Google Chrome

Not secure | elmsnonprod.henrico.us/henuatest/pub/lms/editobjec...

Job Contact

*Type:

Name:

Phone: () -

Email:

Comments:

MAILING ADDRESSES

+ Mailing Address **B**

Address Primary

NOTIFICATIONS

Notify When

- Additional Information Required Before Acceptance
- Agency Comments Received
- Applicant's Review prior to Recordation
- Application Decision
- Circulated to Agencies for Comment
- Corrections Required on Application
- Notice of Expiration
- Payment is Required
- Permit/Application Accepted
- Recordation Completed

Cancel **Save** **Save & Close**

LMS Online - Mailing Address - Google Chrome

Not secure | elmsnonprod.henrico.us/henuatest/pub/lms/ed...

Mailing Address

Address Type:

*Street Address:

Line 2:

*City / Town:


*Province / State:

*Country:

*Zip / Postal Code:

Cancel **Save & Close**

STEP 10

 **Rezoning** REZ-2023-100521 (Draft)

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
Business, Industrial, Mixed Use, and Planned Development	\$1600.00	\$1600.00

A Back **B** Pay Fees & Submit Application **C** Save

Select the appropriate option.

A) Back button will return you to the previous page.
B) Pay Fees & Submit Application button will do just that and move you to STEP 11.
C) Save button will NOT submit the application, and it will remain in draft form until the Pay Fees & Submit Application button is selected.

STEP 11

 **Enter Payment Information**

All fields are required unless labeled as optional.

First Name: Henrico Last Name: Citizen

ZIP Code: 23273

Pay this Amount \$ 1600.00

Payment Method

echeck eCheck / Bank Account

VISA Debit Card


VISA Credit Card

Continue

Paymentus
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Enter the correct information on the following two screens (STEP 11 & 12)
Be sure to select the authorize payment box before paying.

STEP 12

 **Confirm Payment**

Payment Method: VISA *****4448

Payment Date: Now (09/29/2023)

Payment Amount: \$1,600.00

[Click to read the Payment Authorization Terms](#)


I authorize payment and agree to the Payment Authorization Terms

Click the **PAY** button to complete your payment.
Payments do not post immediately and make take up to 24 to 48 hours to post

< Back Pay \$1,600.00

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STEP 13

 **Rezoning** REZ-2023-100521 (Submitted)

CONFIRMATION

Submission Successful.

Application Number: REZ-2023-100521

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

After successfully paying, this confirmation page will appear.

The application number will be listed in the center.

The "[click here](#)" hyperlink will open the customer portal, where you can view the application just submitted, as well as any pending drafts or previously submitted applications.

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


To view submitted cases, click the "My Activities" tab

MY INSPECTIONS **MY ACTIVITIES** MY PROJECTS

To open a specific case, select the paper icon on the far left.

[Show more...](#)

- Henrico County will not be able to process your application until the Status column lists the application as 'Submitted'.
- Changes can be made to any application that is in a 'Draft' status.
- To resubmit an application, click on 'Submit Revision' hyperlink. If one does not appear, the application may not be eligible for resubmission.
- For Building Inspections related applications, please call (804) 501-4360 to schedule inspections for permits in 'Amend' status.
- If your application is not visible, select 'Show More' located above these instructions to allow for additional applications to be visible.
- My Activities can be sorted by selecting a column heading.

Type	File Number	Location	Description	Status	Created Date	Submitted Date
 Rezoning	REZ-2023-100521	4301 E PARHAM RD, HENRICO, VA 23228	Rezoning - Agricultural	Submitted	Sep 29, 2023	Sep 29, 2023

Rezoning REZ-2023-100521 (Submitted)

Clicking the paper icon will open this screen, where all the application information is housed.

Application details for this specific project/job can be viewed below.
 Details tab - Provides basic site/applicaton 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.


Status: Submitted **Activity Date:** Sep 29, 2023
Expiration Date:

DETAILS DOCUMENTS CONTACTS PROCESSES

APPLICATION INFORMATION

Project:
Presubmittal Application:
Application Name: Rezoning
Primary Location: 4301 E PARHAM RD, HENRICO, VA 23228
Specific Location:
Use Designation: Agricultural
Application Type: Conditional
Primary Application Scope: New
Additional Application Scope(s)
Description: djhjhjhjhjhjhjh
Zoning Information:

PARCELS

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

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

If you wish to withdraw the application at any time, select the "Withdrawal Request" button.

APPLICANT

Annabeth Drash

PROFESSIONALS/CONTRACTORS

Professional/Contractor	Type

EXPECTED MEETINGS

Meeting Type	Completed Date
Board of Supervisors	
Planning Commission	

SCHEDULED MEETINGS

Meeting Type	Scheduled Date