



**Application For Design Assistance**  
 Henrico Investment Program (HIP)  
 Henrico County Department of Community Revitalization  
 804-501-7640 (Assistance) enterprisezone@henrico.us (Electronic Submission)  
 P.O. Box 90775, Henrico, Virginia 23273-0775 (Mail Submission)

**Application must be submitted and approved before starting work.**

**Applicant/Property Information**

**Applicant:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City/State/ Zip-code: \_\_\_\_\_  
 \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Relationship to Owner (if not owner): \_\_\_\_\_

**Property Owner (if different from applicant):**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City/State/ Zip-code: \_\_\_\_\_  
 \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Project Site (address):**

\_\_\_\_\_  
 \_\_\_\_\_

**HIP Zone:** \_\_\_\_\_

**Interior or Exterior Modifications:** \_\_\_\_\_

**For Interior Reconfiguration Only:**

*Years Remaining on Lease:* \_\_\_\_\_

*Size of Tenant Space (in square feet):* \_\_\_\_\_

**Property ID Number (GPIN):** \_\_\_\_\_

**In the space below, please describe the interior or exterior design objectives sought by the applicant:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**A request for Design Assistance is hereby submitted for the property identified above. If approved, document preparation will include: a concept plan (elevations, perspective drawings, alternatives), a site plan, and a preliminary construction cost-estimate. By signing this application and submitting it to the County, I certify and expressly agree that:**

1. Design Assistance documents are NOT construction documents and are NOT intended for the solicitation of construction bids. They are provided for the express purpose of presenting a conceptual design concept that includes a preliminary estimate of related costs.
2. Detailed construction drawings/documents required to obtain construction bids and regulatory approvals are the explicit responsibility of the property owner and/or designated representative.
3. The Existing and Proposed Site Plan sheets are prepared without the benefit of an official boundary/site survey and may not be an accurate representation of such. The owner/applicant is encouraged to consider contracting for the preparation of a boundary survey.
4. Design Assistance documents DO NOT represent approval and/or compliance with the County of Henrico Zoning Ordinance or other County development regulations/requirements.

**Signatures:**

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant (if not owner): \_\_\_\_\_ Date: \_\_\_\_\_