



Rezoning/PUP Application Process

Revised September 7, 2007

What are the Steps?

Step 1. Contact the Comprehensive Planning Division Staff.

It is recommended that all prospective applicants meet with County staff to discuss development trends, appropriate zoning in accordance with proposed use and the County's Land Use Plan. Meetings can be scheduled with planning staff by contacting our Department:

Henrico County Department of Planning
4301 E. Parham Road,
Henrico, Virginia 23228
(804) 501-4602
or
Email at planning@henrico.us

Step 2. Preliminary Review Meeting (Mandatory).

A preliminary review meeting allows customers to discuss his/her proposal with County staff to ascertain any additional information required to file a complete application. The Preliminary Review Meeting will provide customers early input of whether a proposed development will require a submission packet to the Virginia Department of Transportation (VDOT) in accordance with Code of Virginia §15.2-2222.2 and 24 VAC 30-155 effective July 1, 2007.

The [Preliminary Review Meeting Form](#) must be received in the Comprehensive Planning Division no less than **2 weeks prior** to the requested meeting date. This form must also be submitted as part of the rezoning application package. Please contact the Planning Department at (804) 501-4602 to schedule a Preliminary Review Meeting.

(NEW) Step 3. Traffic Impact Analysis and Scope of Work Meeting.

Development projects located within 3,000 feet of a state-controlled non-limited access highway or to a connection to a state-controlled limited access highway may require the submission of a Traffic Impact Analysis to the Virginia Department of Transportation (VDOT) with your application. If the proposed rezoning generates the following number of vehicle trips, a Traffic Impact Analysis will be required:

Residential	More than 100 vehicle trips per peak hour
Commercial, Office, Industrial	More than 250 vehicle trips per peak hour or 2,500 vehicle trips per day
Mixed-Use	More than 100 vehicle trips per peak hour from only the residential portion OR more than 250 vehicle trips per peak hour or 2,500 vehicle trips per day from the entire proposal

Additionally, if the proposal would generate more than 1,000 vehicle trips per peak hour, VDOT will require a Scope of Work Meeting prior to submission of the Traffic Impact Analysis. The Traffic Impact Analysis, if required must be completed and submitted at the time of filing an application for rezoning or provisional use permit.

(NEW) Step 4. Complete and Submit Application to Henrico County and VDOT.

The [Rezoning/PUP Application Form](#) is required for rezoning, conditional rezoning, amendment to existing proffers, and provisional use permits. Please complete the Rezoning/PUP Application [Checklist](#) to ensure all the materials are submitted. In addition please submit:

- Supplementary information and materials identified in the Rezoning/PUP Application Checklist and during the Preliminary Review Meeting. **Incomplete applications will not be accepted or placed on the Planning Commission agenda.**
- Filing fee, which is required for all applications. (See [fee schedule](#) and [filing deadline schedule](#)).

For those projects requiring VDOT review, as detailed in Step 3, the VDOT Cover Sheet will be prepared during the Preliminary Review Meeting. Please bring the Cover Sheet and Preliminary Review Meeting Form to the Permit Center when filing an application with the County. County staff will complete the shaded bottom portion of the Cover Sheet to confirm to VDOT an application has been filed and to confirm the submittals to the County and VDOT are the same. After filing the application with the County, **it is the responsibility of the applicant to deliver copies of the application package (2 sets) and associated fees directly to VDOT. The County will not hold or accept fees for VDOT review.** The VDOT Residency Office is located at the following:

Virginia Department of Transportation
Sandston Residency Office
6000 Elko Tract Road
P. O. Box 219
Sandston, VA 23150-0219
(804) 328-3044

Step 5. Review of Proposal (Application) and Staff Report.

The Permit Center and the Planning Department will review all applications to ensure their completeness. **Complete** applications will be scheduled according to the filing deadline and corresponding Planning Commission Agenda. Complete applications are routed to County departments for comments. The County departments and divisions that comment on proposals include but are not limited to:

County Attorney's Office
Deputy County Manager of Community Development
Department of Planning
Department of Community Revitalization
Department of Finance
Department of Public Safety, Fire Division
Department of Public Safety, Special Services – Police Division
Department of Public Utilities, Design Division
Department of Public Works, County Engineer
Department of Public Works, Traffic Engineering Division
Department of Public Works, Design Division
Department of Recreation and Parks
School Board of Education, Administrative Services Division

A review committee consists of representatives from the aforementioned County Departments. This is not a public hearing. The review committee discusses the proposed projects (filed applications) and evaluates the project's compliance with the Land Use Plan and potential impacts on the area and County services. Information derived from this meeting is shared with the applicants to resolve potential issues and may be incorporated within the staff report.

Other sources for comments include but are not limited to the Capital Region Airport Commission, the National Park Service, and the Virginia Department of Transportation. For those applications requiring a VDOT submission, a review period may take between 45 and 120 days. During this period, the County or Applicant may wish to table (postpone) the rezoning request pending comments from VDOT.

Step 6. Community Meeting.

The County encourages applicants to contact property owners, residents, business owners and relevant community groups within the vicinity of the proposed development early in the application process. Meeting with relevant community groups increases the applicant's understanding of community issues and concerns and their ability to address such issues in the design of the proposed development. While community meetings are generally held prior to the release of the project staff report and the Planning Commission Public Hearing, the applicant should consider holding community meetings prior to submitting their application. If community meetings were held prior to filing, the dates, locations, and attendees should be submitted with your application. A list of neighborhood groups and representatives is available from the Department of Public Relations and Media Services. Please call (804) 501-4257 or visit <http://henrico.us/pr/> for more information regarding

community groups.

Step 7. Staff Reports.

The Department of Planning drafts a staff report and distributes to the Planning Commission. Staff reports are available to the public after receipt by the Planning Commissioners, approximately 6 weeks after the submission deadline and approximately 2 weeks prior to the Planning Commission meeting date. Staff reports may be sent, faxed, or held for pick up upon request. Staff reports are also published online at www.henrico.us/planning. To search for a staff report on the Planning Office web site, click on “downloadable staff reports” under the title block “Resources.” Scroll through the agenda organized by magisterial districts to the project of interest. Click on the filing case number to review the report and attachments.

Step 8. Revisions.

Changes to a proposal can be made prior to the scheduled Planning Commission hearing provided:

- The zoning classification is not more intensive in use. For example, an original request for R-2 (Single-family Residence) zoning can not be modified to R-5 (General Residence) without amending the application. In this case, the request would need to be re-advertised as part of the public hearing process.
- The revisions are submitted prior to **10:00 a.m.** on the **Monday before** the scheduled Planning Commission hearing. This will allow staff time to review the changes and incorporate pertinent information within the staff presentation at the public hearing. If revisions are requested after this time, the applicant must request a minimum one month deferral, unless otherwise waived by the Planning Commission.
- Revised proffers must be submitted on proffer forms and include the property owner’s or authorized agent’s signature, date of revisions, and case reference number. In addition, a separate set of *blacklined* proffers must accompany the revised proffers. Blacklines shows all changes to the proffer language from the previous set.

Example of revised blacklined proffer:

Original proffer:

Proffer 1: A minimum two acres of open space will be provided in a centralized location. A club house will be provided on the property.

Blackline for revised proffer:

Proffer 1: A minimum two acres of open space will be provided in a centralized location. A 1,200 square foot club house will be provided on the property within the designated open space.

Step 9. Planning Commission Public Hearing.

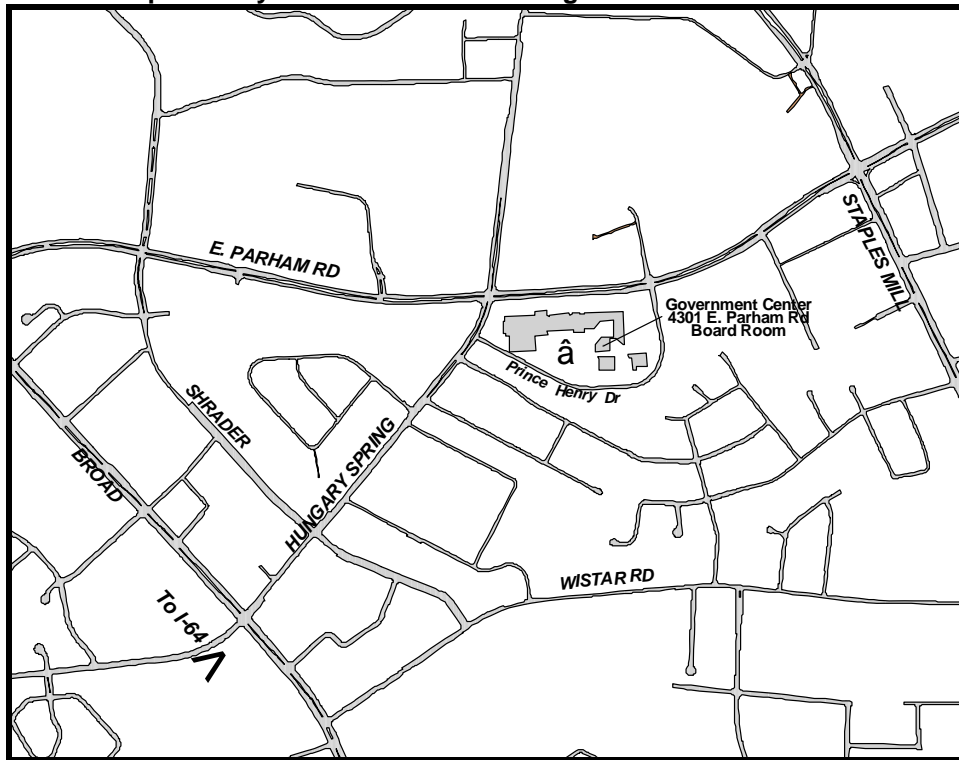
Planning Commission hearings for Rezoning, Conditional Rezoning, Amendments to Proffers, and Provisional Use Permits are *generally* held the second Thursday of each month at 7:00 p.m. Two notices of the scheduled hearing and agenda are published in the Richmond Times Dispatch both 3 weeks and 2 weeks prior to the Planning Commission hearing. Individual notices are also sent to the adjacent property owners of the subject property by the Planning Department. The Planning Commission schedule is included in this package and can also be found on the internet at <http://www.henrico.us/planning>. Public hearings are held in the Board Room of the County Administration Building, located at 4301 E. Parham Road.

At the Public Hearing, County staff provides a brief review of the development being proposed and makes a recommendation to the Commission. The applicant or authorized representative is required to attend and is usually expected to make a presentation. There is a ten-minute time limit for the applicant’s presentation. An aggregate time limit of ten minutes is allotted to those who wish to speak in opposition. The Planning Commission may waive the time limits based on the merits of the situation.

The Planning Commission will take one of the following actions for each agenda item:

- Vote to approve a request for deferral (deferrals may be requested by a Planning Commissioner or by the applicant);
- Vote to deny a request for deferral (in which case one of the two actions below will occur);
- Vote to recommend approval to the Board of Supervisors; or
- Vote to recommend denial to the Board of Supervisors.

Map: County Administration Building at 4301 E. Parham Rd.



Step 10. Board of Supervisors Public Hearing.

Once the Planning Commission makes a recommendation for approval or denial, the proposal is generally placed on the agenda for the Board of Supervisors for the following month. Advertising, notification, staff reports, and presentations follow the same procedures as for the Planning Commission. The vote of the Board of Supervisors is final.

If a request is denied by the Board of Supervisors or withdrawn by the applicant, the request or a substantially similar request cannot be heard for one year.



Rezoning/PUP Application Checklist

All of the following items are required for Rezoning, Conditional Rezoning, Amendment to Proffers, and Provisional Use Permits. Applications will **NOT** be accepted without the following attachments:

- Completed **Preliminary Review Meeting Application & Preliminary Review Meeting- Application Checklist Forms**. These forms confirm that you held a preliminary meeting and include notations by staff for additional information required at time of filing.
- Application Form**. One signed original and two (2) copies of the complete application. All information must be typed or clearly printed on the application. Additional information may be submitted on 8½” x 11” paper, as needed.
- Legal Description and Survey**. Submit two copies of a survey plat and a written legal description in metes and bounds referenced by the centerline of the nearest public street(s). If more than one zoning district is proposed, separate legal descriptions must be submitted for each district.
- Proffers for Conditional Rezoning**: For Conditional Rezoning applications, submit a signed ORIGINAL set of proffers completed on the *Proffers for Conditional Rezoning Form*. The property owner or designated Power of Attorney must sign the proffer form.
- Special Power of Attorney**. If someone other than the owner of the subject property represents the proposal, a Power of Attorney Form must be completed and submitted with the application.
- Vicinity map**. The subject property must be outlined (highlighted) and shown in reference to the nearest public road intersection. Vicinity maps must be submitted on 8 1/2 “x 11” paper.
- Filing Fee**. Filing fees are based upon application type and the size (acreage) of the proposal. See fee schedule available at the Permit Center or online at

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The following may be required as determined by the **Preliminary Review Meeting – Application Checklist**:

- Elevations (appearance of buildings)**: Two (2) paper copies reduced to 8 ½” x 11” of proposed buildings must be submitted in addition to an electronic copy in “.pdf” format.
- Conceptual Plan**: Conceptual plans are necessary to show general locations and design of the proposal, including but not limited to proposed buildings, lot layout, parking, landscaping, buffers, and road network in relation to the adjacent properties. Two (2) paper copies reduced to 8 ½” x 11” must be submitted in addition to an electronic copy in “.pdf” format.
- Documentation of Community Meeting**. Community meetings can be held after submitting an application. County staff and the Planning Commissioner representing the magisterial district in which the project is located should be notified a least a week in advance of the meeting date.
- Title Report**. Title Reports must be recent (a maximum of six (6) months prior to filing the application.)
- Traffic Impact Analysis (TIA)**: Based upon the proposed use, the Traffic Engineering Division (Department of Public Works) may require a traffic impact analysis.
- VDOT Traffic Impact Analysis (TIA)**: In accordance with Code of Virginia 15.2-222.2 and 24 VAC 30-155, a TIA may be required when filing your Rezoning Application packet. If required, the **applicant** must transmit two copies of the Rezoning Application packet, including the TIA directly to VDOT Sandston Residency along with the following:
 - TIA Review Fee (\$1,000.00). Made payable to: VDOT. (Fees must be submitted directly to VDOT)**
 - VDOT Cover Sheet for Rezoning Application (Henrico County)**



Preliminary Review Meeting Request Form

Rezoning/Provisional Use Permits

County of Henrico, Virginia

4301 E. Parham Road, Henrico, Virginia 23228

Henrico Planning Web Site: www.henrico.us/planning

Mailing Address: Planning Department, P.O. Box 90775, Henrico, VA 23273-0775

Phone (804) 501-4602

Facsimile (804) 501-4379

1. Contact Person:

Name:		Address:	
Telephone:	Fax:	Email:	

Relation to subject property: Owner Contract Purchaser Other: _____

2. Subject Property Description:

Location: <i>(Describe in relation to nearest intersection)</i>		
Address: <i>(if applicable)</i>	Existing Zoning:	Acreage:
GPIN(s):		Property Owner(s):
Existing Use: <i>(If proposal is commercial/office redevelopment – please include square footage and specific use of existing buildings)</i>		

3. Provisional Use Permits (PUPs) and Amendment to Proffers

For Provisional Use Permit: <i>(List applicable County Code Sections):</i>
Proposed Proffer Amendment: <i>(List applicable proffers and rezoning case number):</i>

For Regular Rezoning, PUP or Amendment to Proffer requests, completion of Section 4.B. is not mandatory UNLESS the request increases existing square footage or adds additional uses (i.e. adding fuel pumps) or number of units. For Regular Rezoning applications, uses permitted within the proposed district with the highest traffic trip generation will be assumed.

4. Description of Proposed Development and Uses: *The requested information below MUST be submitted*

A. Proposed Zoning Districts <i>(Please list proposed zoning districts and acreage of each District below):</i>

B. Proposed Uses *(check all that applies):*

<input type="checkbox"/> Residential Total Single Family # of Units: _____ Total Multi-Family # of Units: _____ <input type="checkbox"/> Commercial Use _____ S.F. _____ Use _____ S.F. _____ Use _____ S.F. _____	<input type="checkbox"/> Mixed Use <i>(Residential and commercial uses within same building)</i> Total # of Units: _____ Commercial uses Use _____ S.F. _____ Use _____ S.F. _____ Use _____ S.F. _____
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5. Requested Meeting Date & Time _____ Staff Signature: _____

FOR INTERNAL STAFF USE ONLY

VDOT Requirements

In accordance with the Code of Virginia §15.2-2222.2 and 24 VAC 30-155, the project:

- Will NOT require an application submission to be reviewed by VDOT.
- Will require a Traffic Impact Analysis (TIA) submission and review by VDOT. TIA must be submitted with rezoning application.
- Applicant will be required to coordinate a Scope of Work Meeting with VDOT (Project will generate 1,000 or more vehicle trips per peak hour.)

(Traffic Engineer's Initials _____)

This determination is based upon the information provided by the applicant on the submitted Preliminary Review Request Form. Determination is subject to change based upon changes to the request.

Information and VDOT forms regarding the VDOT's Traffic Impact Analysis Regulations Administrative Guidelines can be obtained online at www.virginiadot.org/projects/chapter527.

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- Elevations:** Two (2) paper copies reduced to 8 ½" x 11" of proposed buildings must be submitted in addition to an electronic copy in ".pdf" format.
 - Conceptual Plan:** A conceptual plan is necessary to show general locations and design of proposal, including but not limited to proposed buildings, lot layout, parking, buffers, and road network in relation to the adjacent properties. Two (2) paper copies reduced to 8 ½" x 11" must be submitted in addition to an electronic copy in ".pdf" format.
 - Documentation of Community Meeting.** Community meetings can be held after submitting application. County staff should be notified a least a week in advance of meeting date.
 - Title Report.** Title Reports must be conducted within the past six (6) months of application.
 - Traffic Impact Analysis (TIA) - County:** Based upon the proposed use and location, the project may substantially affect County maintained roadways and the County Traffic Engineering Division (Department of Public Works) may require a traffic impact analysis.
 - Other:**

Applicant's Signature/Printed Name

Staff Signature (Planning)

Date

This form is to verify completion of the required Preliminary Review Meeting and must be submitted at the time of filing of applications. Based upon the proposed development, County staff has determined the information checked on this form must be submitted in addition to regular submission requirements for Rezoning, Provisional Use Permit, or Amendment to Proffer Applications.



Planning Department Rezoning/PUP Application Form

County of Henrico, Virginia

4301 E. Parham Road, Henrico, Virginia 23228

Henrico Planning Web Site: <http://www.henrico.us/planning>

Mailing Address: Planning Department, County of Henrico, Virginia, P.O. Box 90775 Phone (804) 501-4602

Facsimile (804) 501-4379

1. Application Request: (Please check one of the following.) Please fill out separate applications for multiple requests.

Conditional Rezoning Rezoning Amend Proffers Provisional Use Permit (PUP)

2. Property Description: If property is not in a recorded subdivision, a typed legal description of the property, including the bearings and distances, is required. In addition, two (2) copies of a surveyed plat showing the bearings and distances shall be submitted.

Location: (Describe in relation to nearest intersection)		
Address: (if applicable)		GPIN(s):
Magisterial District:	Acreage:	Existing Zoning:
Existing Use:		

3. Description of Request: (Please provide additional information on attached sheet if necessary)

Proposed Zoning (Include Acreage):	Companion Cases:
For Provisional Use Permit: (List applicable County Code Sections):	
Proposed Use:	

4. Applicant Information: (PLEASE PRINT - if additional owners, please attach additional sheets)

Owner of Record:		Address:
Telephone:	Fax:	Email:

Applicant Name: <input type="checkbox"/> Owner <input type="checkbox"/> Contract Purchaser		Address:
Telephone:	Fax:	Email:

Representative Name and Company:		Address:
Telephone:	Fax:	Email:

The undersigned Owner Applicant authorizes the entry onto the property by the Planning Commission and County employees during normal discharge of their duties in regard to this request.

Signature

Please Print Signature:

Office Use Only

Date Received:	Received by:	Time:
PIV NO.:	Fee:	Case Number:



Proffers for Conditional Rezoning (Supplemental)

County of Henrico, Virginia

4301 E. Parham Road, Henrico, Virginia 23228

Henrico Planning Web Site: <http://www.henrico.us/planning>

Mailing Address: Planning Department, County of Henrico, Virginia, P.O. Box 90775 Phone (804) 501-4602 Facsimile (804) 501-4379



VDOT Cover Sheet (Chapter 527)

for Rezoning Applications

County of Henrico, Virginia

4301 E. Parham Road, Henrico, Virginia 23228

Henrico Planning Web Site: www.henrico.us/planning

Mailing Address: Planning Department, County of Henrico, Virginia, P.O. Box 90775

Phone (804) 501-4602

Facsimile (804) 501-4379

1. Contact Information

Developer/Applicant Name:		Address:	
Telephone:	Fax:	Email:	
Relation to Subject Property: <input type="checkbox"/> Owner <input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Other (please explain):			
County Staff Contact:	Telephone:	Email:	

2. Site Information

Location: <i>(Describe in relation to nearest intersection)</i>
Address: <i>(if applicable)</i>
GPIN(s):
Highway(s) Adjacent to the Site : <i>(if applicable)</i>

3. Proposal Summary

Development Name:	
Acreage:	Proposed Zoning District(s):
Proposed Land Use(s): <i>(including maximum number of lots or maximum business square feet)</i>	

4. Land Use Plan Recommendation

Land Use Plan Recommendation:
Proposal's Compliance with Recommendation:

5. Checklist (Items Required and Enclosed with Submission to VDOT.)

- Concept Plan - Two (2) copies**
- Proffered Conditions (Include 2 copies of the Rezoning Application submitted to Henrico County)**
- Traffic Impact Analysis (TIA) – Two (2) copies**
- VDOT Fees (Payable to: VDOT. Fee must be submitted directly to VDOT)**
A fee of \$500 (projects generating less than 100 vehicle trips per peak hour) or \$1,000 (projects generating more than 100 vehicle trips per peak hour) includes a first and second review. Fees for third or subsequent submissions for review are equal to the initial fee paid.

County Use Only		VDOT Use Only
Date & Time Received:	PIV Number:	Received by (VDOT):
Staff Signature:	PC Hearing Date:	Check # (VDOT fee):



Application for Deferral of Rezoning Request

County of Henrico, Virginia

4301 E. Parham Road, Henrico, Virginia 23228

Henrico Planning Web Site: <http://www.henrico.us/planning>

Mailing Address: Planning Department, County of Henrico, Virginia, P.O. Box 90775

Phone (804) 501-4602

Facsimile (804) 501-4379

Date: _____

Rezoning Case No.: _____

R. J. Emerson, Jr., AICP, Director
Department of Planning
P.O. Box 90775
Henrico, VA 23273-0775

Dear Mr. Emerson,

In connection with rezoning case _____, I hereby request a _____ month deferment in decision on this case in order

_____.

Please be advised that this is a voluntary request on my part, and hereby waive the 100-day period of Section 15.2-2285 of the Code of Virginia under which the Planning Commission must make a recommendation to the Board of Supervisors. I also waive, by this voluntary request, the one-year period of Section 15.2-2286(A)(7) of the Code of Virginia under which the Board of Supervisors must act on a zoning case. I desire to have these periods begin to run from the date to which the Planning Commission defers my case as requested herein.

I acknowledge that the Planning Commission/Board of Supervisors is not obligated to grant the deferment, which I have requested. I also understand that if my request is granted, a \$100.00 fee is due and shall be promptly paid to the Department of Planning.

Sincerely,

**If applicant is other than Owner, the Special Limited Power of Attorney Form must be submitted with this application.*



Special Limited Power of Attorney

County of Henrico, Virginia

4301 E. Parham Road, Henrico, Virginia 23228

Henrico Planning Web Site: <http://www.henrico.us/planning>

Mailing Address: Planning Department, County of Henrico, Virginia, P.O. Box 90775 Phone (804) 501-4602 Facsimile (804) 501-4379

Know all men by these presents: That I (We)

(Name): _____ (Telephone): _____

(Address): _____

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Henrico, Virginia, by

Instrument No. _____, on Page _____, and is described as

Parcel: _____ Lot: _____ Block: _____ Section: _____ Subdivision: _____

do hereby make, constitute and appoint:

(Name): _____ (Telephone): _____

(Address): _____

To act as my true and lawful attorney-in-fact and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- | | | |
|---|---|---|
| <input type="checkbox"/> Rezoning (including proffers) | <input type="checkbox"/> Lighting Plan | <input type="checkbox"/> Final Subdivision |
| <input type="checkbox"/> Provisional Use Permits | <input type="checkbox"/> Variance | <input type="checkbox"/> Subdivision Construction Plans |
| <input type="checkbox"/> Conditional Use by Special Exception | <input type="checkbox"/> Landscape Plan | <input type="checkbox"/> Building Permit(s) |
| <input type="checkbox"/> Plan of Development | <input type="checkbox"/> Alternative Fence Height | <input type="checkbox"/> Transfer of Approval |
| <input type="checkbox"/> Administrative Site Plan | <input type="checkbox"/> Conditional Subdivision | |

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.

In witness thereof, I (we) have hereto set my (our) hand and seal this _____ day of _____, 200__.

Signature(s) _____

State of Virginia, City/County of _____, To-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument and who is (are) known to me, personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this ___ day of ___ 200__.

_____ My commission expires: _____
Notary Public



County of Henrico, Virginia

Planning Applications Fee Schedule

Effective September 13, 2011

Regular Rezoning (for each zoning district requested)

One-family residential (districts A-1, I-1, and R-0 through R-4A)	\$650 plus \$15/acre up to 30 acres, thereafter \$8/acre
Conservation (C-1)	\$125 (no charge when filed with other districts)
Multi-family residential and Office (districts R-5, R-5A, R-6, RTH, RMP, O-1, O-2, O-3, and O/S)	\$800 plus \$15/acre up to 30 acres, thereafter \$8/acre
Business and Industrial (districts B-1 through B-3, M-1 through M-3, PMD)	\$800 plus \$50/acre
Provisional use permit (except for recycling facilities to be operated by organizations exempt from taxation under 26 U.S.C. Section 501)	\$750
Transfer of provisional use permit	\$150

Conditional Rezoning (for each zoning district requested)

One-family residential (same districts shown above for regular rezonings)	\$1,050 plus \$15/acre up to 30 acres, thereafter \$8/acre
Conservation (C-1)	\$125 (no charge when filed with other districts)
Multi-family residential and Office (districts R-5, R-5A, R-6, RTH, RMP, O-1, O-2, O-3, and O/S)	\$1,400 plus \$15/acre up to 30 acres, thereafter \$8/acre
Business and Industrial (districts B-1 through B-3, M-1 through M-3, PMD)	\$1,400 plus \$50/acre
Amendment of proffered conditions	Base fee for applicable regular rezoning

Subdivision

Conditional subdivision (conventional residential)	\$200 plus \$5/lot
Conditional subdivision (all others: zero lot line, townhouses, street dedication)	\$200 plus \$10/lot
Final subdivision approval (conventional and recorded undeveloped lots)	\$200 plus \$15/lot
Final subdivision approval (all others: zero lot line, townhouses, street dedication)	\$95 plus \$5/lot
Extension of approval (subdivision)	\$50
Subdivision name change (after conditional approval but prior to final subdivision approval)	\$25
Technical check	\$50
Vacation of plat of part thereof	\$150

Please make checks payable to County of Henrico

Henrico County Planning Applications Fee Schedule

Plan of Development (POD)

POD - initial plan	\$440 plus \$30/acre
POD - revision of previously approved POD	\$300 plus \$20/acre
Preliminary POD or master plan review	No fee
Landscape plan	\$100 plus \$10/acre
Lighting plan (if submitted separately)	\$100 plus \$10/acre
Administrative review and approval	\$275
POD - extension of approval	\$50
POD - transfer of approval	\$150
POD - appeal to Board of Supervisors	\$350

Variance	\$300
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Conditional Use Permit

Sand and gravel	\$300 plus \$15/acre
Landfills	\$300 plus \$15/acre
Human care facilities	\$600
Height variations by special exception	\$600
Public utility uses	\$600
Recreational uses	\$600
Office trailers	\$600
Accessory structure in a front or side yard	\$300
Others (Turkey shoots, kennels, homing pigeon lofts, temporary uses)	\$450

Appeal to the Board of Zoning Appeals	\$300
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Other Fees

Street name change	\$150
Code conformance letter	\$25
Deferral at request of applicant ¹	\$100
Chesapeake Bay Resource Protection Area exception request	\$300
Temporary family health care structure	\$100

¹ Deferrals for rezonings, plans of development, landscaping and lighting plans, alternative fence height plans, or conditional subdivisions when requested by the applicant.

Fees shall not be charged to agencies of the Federal, State, or County government, or non-profit organizations for use of Federal, State, or County property. Fees for variance and conditional use permit applications may not apply to sites owned by non-profit organizations with real estate tax exempt status upon the filing and approval of a fee waiver request.

Application fees are not refundable except for rezoning and POD applications that are withdrawn prior to advertising and mailing of notices (in which case all but \$100 will be refunded). Refunds for other types of withdrawals will be determined on a case-by-case basis.

Please make checks payable to County of Henrico