



Conditional Subdivision Application

County of Henrico, Virginia

Department of Planning

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

Department of Planning, County of Henrico, Virginia, P.O. Box 90775, Henrico, Virginia 23273-0775** Phone 804-501-4602 Facsimile 804-501-4379

** For mail use P.O. Box. For deliveries C/O the Permit Center use street address 4301 E. Parham Road, Henrico, Virginia 23228.

*****DO NOT SUBMIT FOLDED PLANS*****

Subdivision Name:

SUB #	SECTION
For office use only	

- Original Submission
- A re-subdivision of _____
- A preliminary review has been completed # _____

Project Description:

Magisterial District _____ Zoning _____
 Zoning Case Numbers _____
 Number of lots _____ Acreage _____
 Density (Lots/net acre for RTH and Zero Lot Line) _____
 Location: _____
 Parcel (GPIN) #(s) _____

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(Street Address from County GIS and tie distance to nearest intersection)

- Exception requested? Yes No If yes, state reason referring to County Code and attach letter with request and supporting justification
- Traffic Study required? Do proposed trips exceed 4,000 per day? Yes No (If YES then include Traffic Study information)
- Traffic Impact Analysis Required at Rezoning? Yes No

Utilities: Water County Individual Well
 Sewer County Individual On-Site Sewage Disposal System

Applicant Information: (Please Print)

Owner of Record: (If more than one Owner, attach additional form)

Name: _____
 Address: _____
 City/State: _____ Zip _____
 E-Mail _____
 Phone : _____ Fax _____

Engineer/Surveyor

Name: _____
 Address: _____
 City/State: _____ Zip _____
 E-Mail _____
 Phone : _____ Fax _____

 Authorized Signature Print/Type Name

 Authorized Signature Print/Type Name

Developer: (If more than one developer, attach additional form)

Name: _____
 Address: _____
 City/State: _____ Zip _____
 E-Mail _____
 Phone : _____ Fax _____

Representative: (Explain Relationship)

Name: _____
 Address: _____
 City/State: _____ Zip _____
 E-Mail _____
 Phone : _____ Fax _____

 Authorized Signature Print/Type Name

 Authorized Signature Print/Type Name

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Application Accepted By: _____ Fee: _____
 Date of Filing: _____ Time of Filing: _____ PIV Number: _____

Conditional Subdivision Application Checklist (To be filled out by the firm or person(s) preparing the plans)

Required Plan Information: Ten (10) sets of plans and Six (6) copies of the plat/layout sheet containing each of the items below:

Preliminary Plat prepared in accordance with Chapter 19 of the Henrico County Code, and the requirements outlined in this application form:

- 1. **Scale:** 1" = 100' (or other scale approved by the Director of Planning) – may be modified for RTH development or for lots of 10 acres or more.
- 2. **Vicinity map** (1" = 2000') with north arrow
- 3. Proposed **name of subdivision**, location of subdivision, source of title with deed book references, parcel (GPIN) numbers, north arrow.
- 4. Name and address of owner, developer, and person who prepared the plat (engineer/surveyor/landscape architect).
- 5. **Boundary lines** of land to be subdivided, and **number of lots**
- 6. **Zoning** of subdivision and adjacent property, and proposed use of subdivision.
- 7. **Adjacent Parcels:** the names, lot lines and parcel (GPIN) numbers of adjoining subdivisions and adjacent property owners.
- 8. Location of **existing physical features** including buildings within the subdivision and adjacent to the subdivision within 300 feet.
- 9. Location, width, names and use of all **existing public rights-of-way** or private rights-of way or easements within 300 feet of the subdivision.
- 10. **Proposed location of streets** showing width and names, and proposed location and widths of alleys.
- 11. Location, width and purpose of **other rights-of-way and easements**.
- 12. Exact boundaries of **land to be dedicated for public use, or otherwise reserved**, with a statement of the purpose of the dedication or reservation.
- 13. **Proposed lots and buildable area*****, including layout, lot lines, lot numbers, block letters, and approximate dimensions of lots, including lot width (perpendicular to the lot centerline at the front building line), lot area, dwelling placement for any stem or cul-de-sac lots, and if townhouses for sale, the location of the buildings and setbacks from lot lines. Show the location of all setback lines not controlled by Chapter 24 of the Henrico County Code, as well as all environmental feature setback requirements. (*****Buildable area – that area of the lot in which a building may be legally placed, or an existing building remain, recognizing the front yard, rear yard and side yard setback requirements.**)
- 14. Four (4) points on each sheet with coordinates in the **Virginia State Plane Coordinate system**. All features shown on the plan must be drawn to scale based on the four reference points.
- 15. Any monument of the **Geodetic Control Network** located on the property shall be shown.
- 16. **Zero Lot Line or RTH subdivision plats** shall contain the following additional information: (For RTH, provide layout details, dimensions, setbacks and type of use, i.e., townhouse for sale, detached, semi-detached.)
 - Total Area: _____ acres.
 - Area in common area: _____ acres.
 - Area in Special Flood Hazard Area (floodplain): _____ acres.
 - Area in dedicated streets: _____ acres.
- 17. **Proposed water supply system.**
 - If individual well system is proposed, complete the following:
 - Provide the shortest distance from the property to public water supply: _____
 - Specific proposed type and class of wells: _____
- 18. **Proposed sanitary supply system.**
 - If individual on-site sewage disposal system is proposed, complete the following:
 - Provide the minimum distance from the property to public sewer: _____
 - Attach two copies of preliminary plat colored as soils map to show limitation for septic tank drainfield system. (Red – severe; Yellow – moderate; Green – Slight; Blue –Special Flood Hazard Area (Floodplain) and High Water Table)
 - Include two copies of a soil scientist's individual lot examination report with this application.
- 19. **Existing topography @** vertical intervals of at least 2' within the subdivision and adjacent to the subdivision within 300 feet.
- 20. Accurately locate **Wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Areas (100-Year Floodplain), and Mapped Dam Break Inundation Zones** on the plan.
- 21. Location and type of all **Best Management Practices** and **Stormwater Managements Facilities** with Design Calculations shall be shown on the plan.
 - Calculations must include compliance worksheet, removal requirement worksheets, Virginia Runoff Reduction Method Worksheets, including the completed Site Data. Summary tabs and where necessary calculations to show compliance with the Energy Balance requirements.
 - A conceptual landscape plan is required for all BMPs in front yards and all other above-ground BMPs.
 - A drainage area map is required (minimum scale of 1" = 400 feet) showing the limits of analysis for each stormwater discharge point.
- 22. **Conceptual erosion and sediment control plan** showing the location of sediment traps and/or basins and providing a preliminary sequence of construction.
- 23. **Tree protection plan** in accordance with Henrico County Landscape Manual, Phase 1 when site contains lands identified as Chesapeake Bay Preservation Areas.
- 24. **Environmental Site Assessment and Acknowledgements** completed and signed in accordance with Chapter 10 of the County Code.

Traffic:

- Right-of-way widths, right-of-way centerlines, right-of-way centerline radii and curb return radii
- Vehicle trips per weekday
- Dimensions between intersecting roads
- Traffic study (3 copies) if more than 4,000 trips per weekday (if a 527 was not preformed within the last 5 years)

Proffers and Conditions (if applicable):

- A sheet containing all Zoning Proffers, previous POD or Subdivision Conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions, with a statement by the engineer who prepared the signed plans that to the best of his knowledge the plan complies with all known conditions. Calculations to show compliance with proffered conditions shall be included, if applicable.

NOTE: Additional permits may be required by the U.S. Army Corps of Engineers (804-771-2669) and/or the Department of Environmental Quality (804-527-5020). Contact Virginia Power (755-5314) to locate overhead or underground power lines and coordinate utility construction with required buffers/ planting strip easements.

CERTIFICATION

I, _____ (Name, Please Print or Type), hereby certify that the attached plats and this completed application form contain all the required information for conditional subdivision applications submitted in accordance with Chapter 19 of the Henrico County Code. I understand that the submission of incomplete or inaccurate information may delay the processing, and incomplete submittals will not be eligible for placement on the requested Planning Commission agenda.

Firm _____ Signature _____