



Plan of Development - Plans for Signature

Signature Plan 10-Day Expedited Process - Final Construction Plans

County of Henrico, Virginia

Department of Planning

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

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 **Use P.O. Box for all mail. Street address is 4301 E. Parham Road, Henrico, Virginia 23228 for deliveries only.

Name of Project: _____ **POD #** _____

- o **10-Day Expedited Process Requested (No fee required)**** This is an alternative to the regular construction plans for signature process. The only POD plan submission eligible for this 10-day review/signature process is the first construction plan submittal after Planning Commission action, provided the plans are submitted within 6 months of Planning Commission approval. This procedure is available by special request and the furnishing of all required information. In lieu of the eight (8) sets of plans submitted to the Permit Center, submit the following information directly to each agency listed below. **All information must be submitted at the same time to each agency and all agencies must receive complete submittals on the same day.** (SEE POF 011 Appendix A for Detailed Description of Process)

o **Department of Planning****

- Plans for Signature Application (original application) and twenty-four (24) sets of plans
- Certificate of Compliance (original)
- Planning Department Submittal Checklist (all items listed)

o **Department of Public Works****

- Plans for Signature Application (copy of original application) and three (3) sets of plans
- Certificate of Compliance (original)
- Public Works Submittal Checklist (all items listed)

o **Department of Public Utilities****

- Plans for Signature Application (copy of original application) and one (1) set of plans
- Certificate of Compliance (original)
- Public Utilities Submittal Checklist (all items listed)

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**Comments due to Planning (7 days) _____
 (Date)

Engineer/Surveyor

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____ Fax _____

Authorized Signature _____ Print Name _____

FOR OFFICE USE ONLY

Date of Filing: _____

Time of Filing: _____

Fee: _____ PIV Number _____

Authorized Signature _____ Print Name _____

FOR OFFICE USE ONLY

Application Accepted By: _____ Fee: _____

Date of Filing: _____ Time of Filing: _____ PIV Number: _____