



**Department of Planning**  
**Signature Plan 10-Day Expedited Process**  
**POD Final Construction Plan Review**  
 County of Henrico, Virginia

Henrico Planning Web Site: <http://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

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

Name of Project: \_\_\_\_\_ POD # \_\_\_\_\_

**Plan of Development (POD) Submittal Checklist**  
 (Applicant must check appropriate boxes)

- o 1. "Final Construction Plan Review, Certificate of Compliance" – one (1) original
- o 2. A copy of the annotated plan stamped by the Department of Planning "as approved by the Planning Commission".
- o 3. Twenty four (24) sets of plans.
- o 4. An additional standard (24" x 36") sheet for each set of plans that cites the rezoning case number(s), and lists the proffers that affect the subject property; and the Planning Commission Conditions of Approval.
- o 5. Written response to all previous review comments, with explanation of how resolved.

**Developer:**

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

**Engineer / Surveyor:**

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

\_\_\_\_\_  
 Authorized Signature                      Print Name

\_\_\_\_\_  
 Authorized Signature                      Print Name

**FOR OFFICE USE ONLY**

Application Accepted By: \_\_\_\_\_

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_