



Final 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 # (Office Use Only)	Section
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- Section _____
- Resubdivision of _____
- Conditional and Final Approval Combined
(Approval required by the Director of Planning)
(15) Fifteen plats and (15) fifteen sets of construction plans required
- Schematic Plan (for plats recorded prior to 1960)
- Revision to previously approved construction plan
(7) seven sets of construction plans and administrative fee required

Project Description:

Magisterial District _____ Zoning _____

Zoning Case/POD Numbers _____

Number of lots _____ Acreage _____

Density (Lots/net acre for RTH and Zero Lot Line) _____ Parcel (GPIN) #(s) _____

Location: _____
(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

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 _____

f Power of Attorney is involved, attach Special Limited Power of Attorney Form POF 005.

FOR OFFICE USE ONLY

Application Accepted By: _____

Fee: _____

Date of Filing: _____ Time of Filing: _____

PIV Number: _____

Note: This application may be used for both Conditional and Final approval when approved by the Director of Planning.

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

Required Plat Information (For schematic plans for plats approved prior to 1960, refer to submission Requirements at the end of this application)

- Fifteen (15) prints of the plat prepared in accordance with Chapter 19 of the Henrico County Code and this application form**
 - 16" x 24", with 1/2" outside ruled border at the bottom and right sides, and 1 1/2" at the top and left side.
 - Scale (1" = 100') (may be modified for RTH development or for lots of 10 acres or more) unless otherwise permitted by the Director of Planning.
 - Lettering to be no less than 1/10" in height.
- Vicinity map** indicating location of subdivision in relationship to major roadways
- Space for Planning Commission approval stamp** (1 1/2" x 3 1/2"), on each page, in the lower left-hand corner of the plat
- Subdivision identifying information** (within a 4" x 6" title block space), on each page, in the lower right-hand corner of the plat
 - Name of subdivision, must match the name granted to the Conditional Approval (if applicable) (the name shall be in bolder type than the rest of the Title Block information).
 - Section (if applicable) or Phase Number (for Road Dedication plats).
 - Magisterial District and County.
 - Date and Scale.
 - Name of person/firm who prepared plat.
- Legal titles, statement and certificates**
 - Subdivision Certificate.
 - Engineer's or surveyor's certificate.
 - Source of Title.
 - Engineer's or surveyor's seal and signature.
 - Appropriate notary statement.
- Site Data and General Information**
 - Zoning and proposed use of subdivision.
 - Parcel/GPIN number(s).
 - Number of lots and Lot area chart.
 - Total Acreage and breakdown summary (acres in lots, acres in streets or roads, acres in common area, acres in floodplain).
 - Type of water supply system. (County System or Individual Wells).
 - Type of sanitary supply system. (County System or Individual on-site sewage disposal systems).
 - Name and address of the record owner of the land, and the name and address of the subdivider.
 - Location of Special Flood Hazard Area (100-year floodplain) if located on the property.
 - Location of mapped dam break inundation zones if located on the property.
 - RTH and zero lot line subdivision plans shall contain the following additional information:
 - Total Area _____ acres
 - Area in common area _____ acres
 - Area in dedicated streets _____ acres
 - Area in Special Flood Hazard Area (floodplain) _____ acres
 - POD Number _____
- Engineering data (Planimetric data)**
 - Boundaries of the subdivision showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet.
 - Names, Zoning and locations of adjoining subdivisions or the names of owners and Parcel ID numbers of adjoining parcels.
 - 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.
 - The exact location and material of all existing and proposed permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
 - The exact location, alignment, arrangement and width along property lines of all streets, whether opened or not, that intersect or parallel the boundary of the subdivision.
 - The exact location, alignment or arrangement of streets and alleys in the subdivision; the names of the streets; and the bearing, angles of intersection of all streets, including their width along the line of any obliquely intersecting street.
 - The lengths of arcs, radii and tangent bearings individually references, not by lot number..
 - The exact location, alignment, or arrangement of all easements with a statement of any restrictions or limitations placed on their use.
 - The exact location, alignment or arrangement and dimensions of all lot lines.
 - The numbering of all lots, and block letters.
 - The exact boundaries of all property to be dedicated for public use, all property reserved for the common use of residents, and all property otherwise reserved along with the purposes and reasons for the reservations.
 - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
 - The location of Chesapeake Bay Preservation Areas, including the boundaries of RPA's and RMA's, and a statement as follows: "All or a portion (*Must pick one*) of this subdivision is located in a Chesapeake Bay Preservation Area which is subject to the provisions of section 24-106.3 of Chapter 24 of the County Code, or its successor."
- Subdivision Covenants** if common area is proposed or if required by proffers

Each construction plan shall include the following to qualify as a complete, initial submittal:

Department of Planning

- Ten (10) sets of construction plans with Standard Subdivision Cover Sheet on 24' x 36' sheets.**
- Index / Overall layout sheet for multiple page plan layout**
- Proffers and Conditions sheet** (required for sites with Conditional Zoning or Provisional Use Permit.) A sheet containing all Zoning Proffers, previous Conditional 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.
- Site Layout Plan** (minimum scale of 1" = 50', minimum letter size 1/8") to include:
 - Existing zoning, existing and proposed use(s).
 - Boundary lines of land to be subdivided, and number of lots.
 - Dimensional information, including a complete boundary survey, net acreage calculations, required & proposed setbacks.
 - Existing and proposed easements, drainage structures and utilities.
 - Location, type, size and height of fencing, retaining walls, and buffer strips or landscape strips.
- Site Grading Plan** - Grading, including existing topography and proposed finished grades at 2' intervals.
- Tree Protection Plan** - including the location of any required buffers, landscape strips or tree preservation areas.
- Buildable Area* Plan** for all lots showing all applicable setbacks, layout, lot lines, approximate dimensions of lots, lot area, and lot width (perpendicular to the lot centerline at the front building line) for each lot. 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 all items that impact buildable area such as easements, wetlands, Special Flood Hazard Areas (floodplains), buffers, Chesapeake Bay Act areas, and mapped dam break inundation zones.
*Buildable area – that area of the lot in which a building may be legally placed, or an existing building remain, recognizing the front, rear and side yard setback requirements.
- NOTE: Schematic plan submission serves as buildable area plan for plats recorded prior to 1960. See section below for required information.**
- Existing topography** with maximum of two-foot contour intervals on design plan sheets.
- Adjacent Parcels:** the names, lot lines and parcel (GPIN) numbers of adjoining subdivisions and adjacent property owners.
- Location of existing physical features** including buildings within the subdivision and adjacent to the subdivision within 300 feet.
- 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.
- Proposed location of streets** showing width and names, and proposed location and widths of alleys.
- Provide if applicable:**
 - Additional Documentation**
 - Special Exception
 - Transitional Buffer Deviation
 - Conditional Use
 - Waiver
 - If any of these conditions apply, then state request and attach letter with request and supporting justification.
 - Zero Lot Line or RTH subdivision plans** 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
 - Schematic Landscape Plan** (optional unless site contains Proffered Buffers, Transitional Buffers, Overlay District, or Best Management Practices)
 - Lighting Plan** (optional, but preferred)
 - If subdivision is to be served by **individual on-site sewage disposal systems and/or wells**, the construction plans shall show to scale the area of each lot found to be suitable for the location of the septic drainfield system, including a reserved area for expansion or repair, the proposed well location for each lot centered with a 100' radius circle, the type of well proposed, and the buildable area* of each lot.
 - If **individual well system** is proposed, complete the following:
 - Provide the shortest distance from the property to public water: _____
 - Specific proposed type and class of wells: _____
 - If **individual on site sewage disposal system** is proposed, complete the following:
 - Provide the shortest distance from the property to public sewer?: _____
 - Attach two copies of preliminary plat colored as a 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 (2) copies of a soil scientist's individual lot examination with this application.

Each construction plan shall include the following to qualify as a complete, initial submittal (continued):

Department of Public Works – Engineering and Environmental Services Division (EESD)

- An Environmental Site Assessment, completed and signed in accordance with Chapter 10 of the Henrico County Code.
- A drainage area map showing the limits of analysis for each stormwater discharge point.
- A stormwater management (SWM) plan to include:
 - o The location and type of all SWM facilities;
 - o Virginia Runoff Reduction Method Worksheets, including the completed Site Data and Summary tabs; and
 - o Calculations to show compliance with the Energy Balance requirements, where necessary.
 - o An erosion and sediment control plan.
 - o Accurate location of all wetlands, Resource Protection Areas, Stream Protection Areas, Resource Management Areas, Special Flood Hazard Areas (100-year floodplain), and mapped dam break inundation zones.

Department of Public Works - Traffic

- Right-of-way widths, right-of-way centerlines, right-of-way centerline radii and curb return radii.
- Dimensions between intersecting roads.
- Vehicle trips per weekday.
- Traffic study if more than 4000 trips per weekday (if a 527 was not performed within the last 5 years) (3 copies required).

Department of Public Utilities – Only if County Water and/or County Sewer serves the project.

- Engineering Report - Complete included Forms as required by scope of project.
- Sewer Design Form – Complete Form as required by the scope of project.
- Water System Flow Request.
- DPU Available Flow Response.
- Domestic Meter Sizing Form.
- Fire Flow Estimate Form.
- Local Review Program.
- Notice of Intent to Discharge Non-Domestic Wastewater.

Plan of Development Checklist and Requirements for Final Construction Plans for signature

Department of Planning

- Ten (10) sets** of construction plans prepared in accordance with Chapter 19, Section 19-71 of the Henrico Code., a response to all previous review comments, and a letter officially detailing all changes to the plan since the last submittal to the Permit Center.
- Standard subdivision cover sheet** on 24" x 36" sheets requires engineer's seal with original signature and date. All other sheets may have a facsimile signature and date.
- List of all **subdivision bond quantities** on the cover sheet.
- Existing and proposed storm drainage**, indicating location, sizes, types and grades of ditches, storm sewers, catch basins, and connections to existing drainage system, with supporting calculations and hydraulic grade line.
- Overall lot drainage map**, at a minimum scale of 1" = 200', showing flow direction arrows, minimum finished floor elevations (MFF), and location of drainage improvements (i.e. storm sewer and yard swales) for all lots.
- Proposed finished grading** by contours supplemented by spot elevations for all lots that have a minimum slope less than 1% from the lowest, most remote point to an adequate receiving channel.
- Profiles of outfall ditches**, if any, from invert of outfall to the natural grade, and cross sections and analysis at 50' intervals (minimum 150' or to an adequate channel).
- Location and type of **Best Management Practices** with Design Calculations shall be shown on the plan.
 - Calculations must include compliance worksheet, removal requirement worksheets.
 - A conceptual landscape plan is required for all BMPs in front yards and all other above-ground BMPs.
 - A drainage area map is required at minimum scale of 1" = 400 feet showing offsite drainage to the property and, if applicable, drainage to the BMP.
- Tree Protection Plan** in accordance with Henrico County Landscape Manual. Plan must show the following at a minimum:
 - a. Accurate location of all wetlands, RPAs, RMAs, and Special Flood Hazard Areas (floodplains).
 - b. Compliance with all applicable proffered zoning conditions (buffers, setbacks, etc.)
 - c. Location and type of Best Management Practices
 - d. Limits of grading, location of all existing trees, and designated areas for Tree Protection (if applicable) Description or details of Tree Protection measures, and location shown on grading plans and erosion control plans.
- Water and Sewer Plans** designed in accordance with DPU Standards.
 - For phased projects**, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.

- ❑ Information Sheet for **Water and Sewer Agreements** shall be submitted directly to the Department of Public Utilities. Agreements shall be executed prior to the authorization for construction of water and sewer facilities.
 - Plans shall include the following information:
 - ❑ Location of all **existing and proposed public water and sanitary sewer facilities** including all pipe sizes, materials, grades and/or profiles as required by the DPU Standards Manual; and all proposed connections to County or other utility systems.
 - ❑ Standard size sheet, 24" x 36", with **topographic map of sewer service area** at a scale of 1" = 400'. Map shall show location of site in relation to adjacent properties. The map shall show the location of existing sewer mains, the proposed connections to the existing system, routing of mains from the existing system to the site, and any future sewer lines and easements necessary to serve the proposed development and off-site properties.
 - ❑ Standard size sheet (24" x 36") with **water service area** map at a scale of 1" = 400' to show site in relation to adjacent properties. The map shall show the location of existing water mains, the proposed connections to the existing system, routing of mains from the existing system to the site, and any future water lines necessary to serve the development and off-site properties. Does not have to be topographic map.
- ❑ **Profiles** - inverts and elevations of any utility and drainage facilities that cross the proposed water and sewer mains shall be profiled and conflicts adequately resolved. .
- ❑ Show **existing and proposed utility easements** including public service corporation easements
- ❑ Location of **existing and proposed private water and sewage treatment facilities** including wells, water storage tanks, septic tanks, drainfields, and reserved drainfields shall be indicated.
- ❑ Adequacy of **fire protection** shall be addressed.
 - ❑ Show proposed fire hydrants, including closest existing fire hydrants in vicinity of site.
 - ❑ Provide hydraulic calculations which incorporate the results from the WATER SYSTEM FLOW REQUEST indicating system capacity and pressure available to serve this site from existing mains.
- ❑ Plans shall indicate required **State or Federal Permits** and list any required **Exceptions to the Standards**. All required permits and exceptions shall be approved prior to approval of any plan for construction.
- ❑ **Schematic Landscape Plan (optional unless site contains Proffered Buffers, Transitional Buffers, Overlay District, or Best Management Practices) (Final Landscape Plan for review and approval will be required after plan approval – See Landscape Plan application for final landscape plan filing requirements and for timing of submission).** If submitted must include:
 - Site Plan (minimum scale: 1"=30', minimum letter size 1/8") including:
 - a. Date of preparation/revision, north arrow, and scale
 - b. Zoning, owner's name, and use of all adjacent tracts
 - c. Location, width and purpose of all utilities, easements and loading areas
 - d. Street names and right of way widths
 - e. Location of all required buffers or planting strips
 - f. Location and type of any Best Management Practices or Stormwater Detention Basins
 - g. Contoured grading plan to minimum 2' interval
 - Conceptual design to include
 - a. Existing trees to remain, including description of the trees in the areas to be preserved
 - b. Proposed conceptual landscaping identifying, at a minimum, the location and size of evergreen trees, deciduous trees, and evergreen or deciduous shrubs in required buffers
 - c. Planting zones within or around Best Management Practices and the types of plant materials (i.e. tree/shrub, deciduous/evergreen) to be planted
 - d. Proposed fencing or walls within buffers and easements
 - e. Proposed berms within buffers and easements
- ❑ Indicate if **off-site easements** are required. (Off-site easements must be recorded, and deed book and page numbers must be shown on the construction plans prior to signature.) Yes No

Public Works

Environmental Compliance Plan, in accordance with Chapter 5 of the Henrico County Environmental Compliance Manual (*all chapter references are related to the Henrico County Environmental Program Manual*), to include:

- Site engineer's or land surveyor's seal and signature;
- The location of Resource Protection Areas (RPAs), Stream Protection Areas (SPAs), Resource Management Areas (RMAs), and buffers required by conditions of zoning, development, or use;
- A comprehensive drainage plan that clearly indicates items such as 1) existing and proposed drainage structures located onsite and those located offsite that will receive drainage from the project, and 2) topography and/or direction of flow;
- Information necessary to demonstrate that land disturbance is the minimum necessary to provide for the proposed use or development;
- Evidence that all applicable U.S. Army Corps of Engineers and state permits needed for activities in state waters and wetlands or appropriate waivers of jurisdiction have been obtained;
- Information necessary to demonstrate compliance with the requirements of the Chesapeake Bay Preservation Area (CBPA) program as described in Chapter 6;
- Information concerning the presence and location of certain environmental land features that are present on the site will be provided in the form of an Environmental Site Assessment (ESA) as described in Chapter 7;

- o The following components are also required depending on the type of land-disturbing activity (VESCP vs. VSMP vs. CBPA) proposed (see Table 5.1 of the Henrico County Environmental Compliance Manual). For assistance in determining whether the proposed development is a VSMP land-disturbing activity, refer to Chapter 3.
 - Information necessary to demonstrate compliance with the Erosion and Sediment Control (ESC) plan requirements for VESCP land-disturbing activities as described in Chapter 8;
 - Information necessary to demonstrate compliance with the stormwater management (SWM) plan requirements for VSMP land-disturbing activities and CBPA land-disturbing activities as described in Chapter 9;
 - Information necessary to demonstrate compliance with the pollution prevention plan (PPP) requirements for VSMP land-disturbing activities as described in Chapter 10;
 - Information necessary to demonstrate compliance with the measures required as a result of applicable Total Maximum Daily Loads (TMDLs) for VSMP land-disturbing activities as described in Chapter 11; and
 - Information necessary to demonstrate compliance with the stormwater pollution prevention plan (SWPPP) requirements for VSMP land-disturbing activities as described in Chapter 13.
- o Information necessary to demonstrate compliance with the Municipal Separate Storm Sewer System (MS4) requirements as described in Chapter 15;

Required information for Schematic Plan submissions for plats recorded prior to 1960.

(See POF021 Appendix B)

Note: The schematic plan is provided in lieu of the plat, and serves as the buildable area plan for the construction plans.

- Fifteen (15) prints of the schematic plan**
 - Scale (1" = 100') may be modified for lots of 10 acres or more) unless otherwise permitted by the Director of Planning.
 - Lettering to be no less than 1/10" in height.
- Two (2) prints of the originally recorded plat**
- Subdivision Identifying Information**
 - Name of subdivision (bold type) and section (if applicable).
 - Magisterial District and County.
 - Date and Scale.
 - Name of person / firm who prepared the plat.
- General Information**
 - Parcel (GPIN) Number(s).
 - Type of water supply system.
 - Type of sanitary supply system.
 - Zoning.
 - Name of the record owner(s) of the land, and the name of the developer (if different).
- Engineering Data (Planimetric data)**
 - Boundaries of the subdivision showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet.
 - Names and locations of adjoining subdivisions or the names of owners and Parcel ID numbers of adjoining parcels.
 - Four (4) points on each sheet or Master 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.
 - The exact location and material of all existing and proposed permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
 - The exact location, alignment, arrangement and width along property lines of all streets, whether opened or not, that intersect or parallel the boundary of the subdivision.
 - The exact location, alignment or arrangement of streets and alleys in the subdivision; the names of the streets; and the bearing, angles of intersection of all streets, including their width along the line of any obliquely intersecting street.
 - The lengths of arcs and radii and tangent bearings.
 - The exact location, alignment, or arrangement of all easements with a statement of any restrictions or limitations placed on their use.
 - The exact location, alignment or arrangement and dimensions of all lot lines.
 - The numbering of all lots, and block letters.
 - The exact boundaries of all property to be dedicated for public use.
 - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
 - Building restriction lines to include minimum yard setbacks, buffers or other improvements required by proffered conditions of rezoning, planting strip easements, drainage and/or utility easements, Chesapeake Bay Preservation Areas, Special Flood Hazard Areas (floodplains), wetlands, Steam Protection Areas, and mapped dam break inundation zones.
 - All existing and or proposed wells; and existing and proposed primary, secondary and reserved drainfields, and a soils map if private sanitary systems are proposed.
 - All existing improvements.

CERTIFICATION

I, _____ (Name, Please Print or Type), hereby certify that the attached plats and this completed application form contain all the required information for final 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.

Firm _____

Signature _____

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