



Landscape, Lighting, and Fence Plan 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*****

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

Plan of Development:

- Combination Landscape, Lighting, and/or Fence Plan Review (6 Sets) \$100 + \$10 acre
- Landscape Plan Review Only (6 Sets) \$100 + \$10 acre
- Lighting Plan Review Only (6 Sets) \$100 + \$10 acre
- Fence Plan Review Only (6 Sets) \$100
(Include alternative fence height plans)
- Resubmission for review (6 sets ONLY) No fee
Indicate Landscaping or Lighting or Fence or All
- Resubmission for signature (4 sets ONLY) No fee
Indicate Landscaping or Lighting or Fence or All

Subdivision:

- Landscape or Lighting Plan Review Prior to Recordation No fee
- Landscape or Lighting Plan Review After Recordation \$100
- Fence Plan Review Only (6 Sets) \$100
(Include alternative fence height plans)
- Resubmission for review (6 sets ONLY) No fee
- Resubmission for signature (4 sets ONLY) No fee

For Office Use Only

NOTE: When proffers for conditional zoning or Planning Commission conditions of approval require landscape plan approval, the landscape plan is to be submitted after clearing rough site grading is completed, and building construction has begun.

Project Description

Existing Zoning _____ Magisterial District _____ Parcel #(s) GPIN _____

Acreage _____ Location: _____
(to nearest hundredth) (Street Address from County GIS)

Does this site contain Chesapeake Bay Preservation Areas? Yes__ No__ Wetlands? Yes__ No__ Permanent BMP? Yes__ No__

Exceptions requested

- Transitional buffer deviation.** If so, indicate the location and width of both the required and requested buffer, and attach a statement indicating justification for the requested deviation.
- Alternative fence height.** If so, indicate the both the location and height of the requested fence, provide a fence detail, and attach a statement indicating justification for the requested alternative height.
- Other** (Please specify) _____

Applicant Information (Please print)

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

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____ Fax _____

Authorized Signature Print Name

Representative : (Explain Relationship)

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____ Fax _____

Authorized Signature Print Name

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Application Accepted By: _____ Fee: _____

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

Landscape, Lighting, and Fence Plan Checklist and Requirements Certification

I, _____ (Type or Print) hereby certify the attached and completed application contains the information as specified below in accordance with Chapters 19 and 24 of the Henrico County Code. I understand the submission of incomplete or inaccurate information will result in a delay in processing and action on this application.

- o 1. **Landscape, Lighting, and Fence Plan Application Form** (filled out completely with all required original signatures).
- o 2. **Reproducible Set** – one set of reproducible plans (mylar, vellum, sepia) on 24"x36" sheets.(Same scale as approved POD layout)
- o 3. **Six (6) sets of plans** (Unless for signature) on standard 24" x 36" sheets. Each set shall include:
 - a. Site Plan, including site boundary and proposed topography (A copy of the approved grading plan may be attached in lieu of showing grades on the landscape plan.)
 - Minimum scale : 1" = 30'
 - Minimum letter size: 1/8"
 - b. Date of preparation/revision.
 - c. P.O.D. number on all sheets (upper right-hand corner).
 - d. Owner's name, zoning and present use of adjacent tracts.
 - e. Zoning and Magisterial District of subject tract.
 - f. Location, width, and purpose of all utilities, easements, and loading areas.
 - g. Location of all Chesapeake Bay Preservation Areas (RMA's and RPA's), SPA's, wetlands, floodplains, and mapped dam break inundation zones.
 - h. Location of all water courses, elevation of all permanent water bodies, and water quality elevation for any BMP.
 - i. Location, name and right-of-way width of all streets.
 - j. Required sight distance triangles and sight lines at all intersections with public right-of -ways
 - k. Location of all wells and drainfields.
 - l. Location of all required transitional and proffered buffers.

- o 4. **Additional Requirements for all Landscape Plans:**
 - o Location of all existing and proposed plant materials, lawn, sod, and mulch areas
 - a. Plant list and legend (see format below) *
 - b. Size and location of all existing plant material to remain. (In accordance with approved Tree Protection Plan)
 - c. Planting, staking, guying details.
 - o Landscape calculations
 - a. Proposed tree canopy calculations.
 - b. Interior greenspace calculations
 - c. Planting summary of existing and proposed plant material within required transitional and proffered buffers.
 - o Additional information (if applicable)
 - a. Details on refuse area screening and fencing, including materials, colors and height.
 - b. Details on mechanical area screening and fencing, including materials, colors and height.
 - c. Irrigation location, if irrigation is provided. (Separate approval by Department of Public Utilities is required.)

PLANT LIST *

Symbol	Quantity	Botanical Name	Common Name	Height/Spread	Caliper	Root	Comments	Tree Canopy Credit
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- o 5. **Additional Requirements for all Lighting Plans:**
 - o Location of all exterior fixtures, including building mounted lights
 - o Point by point photometric plan, including cumulative light level for all light fixtures and
 - a. Light levels to property line and the edge of all buildings
 - b. Maximum foot candle level
 - c. Average foot candle level
 - d. 0.5 foot candle limit
 - o Fixture and Pole Details
 - a. Catalogue cut sheets and materials (on plan sheet, or with project identification clearly labeled on each sheet)
 - b. Light source type and wattage/lumens
 - c. Fixture mounting height
- o 6. **Additional Requirements for all Fence Plans (including Walls and Hedges)**
 - o Site plan showing location of fence, wall or hedge and which identifies finished face for walls and fences.
 - o Construction detail of wall or fence, including construction materials, colors and height.
 - o Plant list and planting details for hedges.