



Minor Construction Plan – Administrative

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.

Name of Project: _____ POD/SUB# _____

POD / SUB# _____ Previous POD / Adm. # _____ For Office Use Only _____

Prior to submittal of this application, the scope of the plan must meet the criteria outlined on page 2 of this application and must be pre-approved. Contact Planning and the Plan Expeditor at 804-501-4602 to discuss your project prior to filing.

Plan of Development:

- Minor Construction Plan review (initial submittal) \$275
- Resubmission for review (4 sets ONLY) No fee
- Resubmission for signature (4 sets ONLY) No fee

Subdivision:

- Minor Construction Plan review (initial submittal) \$275
- Resubmission for review (4 sets ONLY) No fee
- Resubmission for signature (4 sets ONLY) No fee

Project Description: _____

For Office Use Only

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

Acreage _____ Location: _____

(to nearest hundredth)

(Street Address from County GIS)

Utilities: **Water** County Individual Well **Sewer** County Septic Tank / Drainfield

Applicant Information:

Owner of Record: If more than one owner, attach additional sheets*

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

Authorized Signature* _____ Print Name _____

Developer:

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

Authorized Signature* _____ Print Name _____

Engineer/Surveyor:

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 _____

*If 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: _____

Minor Construction Plan Checklist and Requirements

The scope of work typically covered by this process involves small areas of construction for sites that are not subject to an active POD or Subdivision construction plan review process. To qualify for approval under this process, the following criteria must be met:

- Land disturbance shall not exceed 2,500 square feet.
- No changes shall be proposed to any utilities.
- No work shall be proposed within public drainage or utility easements, or within public rights of way.
- No work shall be proposed which requires VDOT or Health Department review.
- The plan must be pre-approved for submittal under this process.

Prior to a formal submittal, the scope of the plan must be pre-approved. The Plan Expeditor will coordinate pre-approval. Contact Planning at 804-501-4602.

Pre-approval granted: _____ / _____ / _____

Certification

I, _____ (Type or Print) hereby certify the accompanying plans contains the information as specified in this application. I understand the submission of incomplete or inaccurate information will result in a delay in processing and action on this application. If during the review of the plans it is determined that the scope exceeds what was previously agreed to, the plans may be processed as an Administrative plan, following the POD procedure using application POF013.

Submission Requirements

- o 1. **Minor Construction Plan Application Form** (filled out completely with all required original signatures.)
- o 2. **Scope of Work Cover Letter** (a letter clearly describing all proposed work.)
- o 3. **Pre-Approval documentation** provided after the pre-submittal meeting with the Plan Expeditor in the Planning Department.
- o 4. **The following must be noted on the plan:**
 - The plan proposes under 2500 SF of land disturbance. (The limits of disturbance must be clearly delineated.)
 - The plan proposes no changes to existing utilities.
 - The plan proposes no work within public drainage easements, utility easements, or public rights of way.
 - The plan proposes no work which requires review required by VDOT or Health Department.
- o 5. **Four (4) sets of plans** on standard 24" x 36" sheets. Each set shall include:
 - a. Proffers and Conditions (if applicable): Zoning Proffers, previous POD Conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions.
 - b. Existing zoning, existing and proposed use(s).
 - c. Existing and proposed conditions including property lines.
 - d. Dimensional information, including required and proposed setbacks.
 - e. Location of existing public utility easements and private utilities in the area of work.
 - f. Location of drainage structures and public drainage easements.
 - g. If an adjustment to an existing parking layout is proposed, then a dimensional parking lot layout should be provided including:
 - a. Construction and paving details
 - b. Width of aisles and drives, curb radii, sidewalks and walkways
 - c. Location, type, and size of vehicular entrances to site and loading areas
 - d. Traffic lane markings, regulatory signs and sight distance lines
 - e. Parking schedule to show the number of spaces required and provided, and basis for calculations
 - f. Angle and dimension of parking stalls and handicap accessible parking space
 - h. Proposed areas of land disturbance, including demolition, proposed grading, areas of construction and tree protection.
 - i. Construction details for proposed work.