

Certification:

I, _____ (Engineer's/Surveyor's Name) (Type or Print) hereby certify the attached and completed application contains the information as specified above in accordance with Chapter 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, and incomplete submittals will not be eligible for placement on the requested Planning Commission agenda. Plans determined to be incomplete by the review team will not be eligible for placement on the requested Planning Commission agenda.

Plan of Development Checklist and Requirements for all POD Submittals

The following items must be submitted with the initial POD submission to qualify as a complete, initial submittal. Plans determined to be incomplete by the review team will not be eligible for placement on the requested Planning Commission agenda.

Plan Submission (POD) or Administrative

- POD Application Form with original signatures of all signatories or executed Power of Attorney form POF 005.
- Fourteen (14) sets of construction plans (do not fold the plans) with Standard POD Cover Sheet on 24" x 36" sheets.
- Four (4) blackline copies of Layout Plan Sheet(s).
- Final Subdivision Application and fifteen (15) plats in accordance with POF 023 for all Zero Lot Line and Townhouse projects. All required information per the Final Subdivision application shall be included on the construction plans.
- Urban Mixed-Use District additional submittal requirements (See page 3)
- Additional documentation (if applicable)
 - 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.
- Traffic Study required? (if applicable)
 - Do proposed trips exceed 4,000 per weekday? If yes, then include Traffic Study information (3 sets).
- Traffic Impact Analysis Required at Rezoning? (if applicable)
 - Yes No
- Five (5) sets of Architectural Plans (if applicable) on 24" x 36" sheets
 - Elevations showing construction material for all exterior surfaces.
 - Structure height, dimensions, and number of stories.
 - Information on color scheme is requested.
- Five (5) sets of Floor Plans (if applicable) on 24" x 36" sheets
 - Floor plans (Schematic) with use of interior building spaces, access points, and loading areas labeled and dimensioned.
 - Virginia Uniform Statewide Building Code Information:
 - Use group classification
 - Construction type
 - Fire protection systems (sprinklers, alarms, standpipes)

Plan Submission (Administrative revision to approved construction plans)

- POD Application Form with original signatures of all signatories or executed POA form POF 005.
- Nine (9) sets of construction plans (do not fold the plans) for Administrative Review with Standard POD Cover Sheet on 24" x 36" sheets.
- Traffic Study required? (if applicable)
 - Do proposed trips exceed 4,000 per weekday? If yes, then include Traffic Study information (3 sets).
- Traffic Impact Analysis Required at Rezoning? (if applicable)
 - Yes No

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

Departments of Planning and Building Inspections

- Index / Overall layout sheet for multiple page plan layout**
- Proffers and Conditions sheet** (required for sites with Conditional Zoning or Provisional Use Permit.)
- Site Layout Plan** (minimum scale of 1" = 50', minimum letter size 1/8") to include:
 - Existing zoning, existing and proposed use(s).
 - Dimensional information, including a complete boundary survey, net acreage calculations, required & proposed setbacks.
 - Dimensional parking lot layout including width of drive aisles and drives, sidewalks and walkways, angle and dimensional parking stalls, handicap accessible parking spaces and loading areas.
 - Existing and proposed easements, drainage structures and utilities.
 - Parking schedule to show the number of spaces required and provided, and basis for calculations.
 - Location of dumpsters, HVAC and Mechanical equipment with proposed screening details.
 - 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.
- Provide if applicable:**
 - Schematic Landscape Plan** (optional unless site contains Proffered Buffers, Transitional Buffers, Overlay District, or Best Management Practices) - N/A (See #4)
 - Lighting Plan** (optional, but preferred) - N/A (See #3)
 - Multi-family data for apartments, townhouses, detached, semi-detached dwellings** - N/A (See #5)
 - Shopping Center Data** - N/A (See #6)
 - Urban Mixed-Use District requirements** - N/A
 - Master Plan, including the following information:**
 - Location of existing property lines, water courses or lakes, wooded areas, and existing roads within or adjoining the property.
 - Approximate location of proposed streets and rights of way with indication of whether public or private.
 - Typical street section for each proposed street type.
 - Approximate location of recreation areas, common areas, open spaces, and areas dedicated to public use.
 - Location of areas dedicated to public use.
 - Approximate boundaries of each phase or land bay. For each Land Bay, a table showing the following:
 - Proposed uses.
 - Acreage of common area and open space.
 - Maximum number of dwelling units for residential units and density for residential areas.
 - Square feet of floor space for office/commercial or office/service areas.
 - Site/building coverage ratios.
 - Parking, required and provided.
 - Schematic plan indicating phasing of the development and master water, sewer, and drainage plans.
 - Table of minimum lot widths and setbacks for all structures in the development.
 - Landscape Plan (Conceptual), including the following information:**
 - Tree and planting bed locations (i.e. tree well or planter, etc.).
 - Size of tree identified (i.e. large or medium, ornamental or street, etc.).
 - Sight distances.
 - Screening devices (i.e. walls, etc.).
 - Existing vegetation to remain.
 - Lighting Plan, including the following information:**
 - Fixture locations.
 - Fixture and pole details and manufacturer cut-sheets.
 - Fixture mounting heights, pole and fixture details, and manufacturer cut sheets.
 - Photometric Plan.
 - Architectural information as previously stated on page 2.**

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.
 - Queue lengths for drive up windows measured from the center of the last window for drive thru service.
 - Vehicle trips per weekday.
 - Traffic study if more than 4000 trips per weekday (if a 527 was not performed within the last 5 years).
 - Traffic information data completed on the Standard coversheet.
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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:
 - The location and type of all SWM facilities;
 - Virginia Runoff Reduction Method Worksheets, including the completed Site Data and Summary tabs; and
 - Calculations to show compliance with the Energy Balance requirements, where necessary.
 - An erosion and sediment control plan.
 - 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.
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Department of Public Utilities

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

Department of Planning

- o 1. **Proffers and Conditions** (if applicable): Zoning Proffers, previous POD 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.

- o 2. **Site Layout Plans** (minimum scale 1"=50', minimum letter size 1/8") including following information:
 - a. Location map at a scale of not less than one inch equals 2,000 feet with the location of the property clearly identified.
 - b. North arrow, numeric scale and graphic/bar scale on all sheets.
 - c. Dates of plan preparation and/or plan revisions.
 - d. Boundary survey with gross and net acreage of this site (net acreage excludes proposed right-of-way for road widening, public road dedication and flood plain areas).
 - e. Owner's name, zoning and present use of adjoining tracts (includes properties across street or alley).
 - f. Location, width, and names of all existing (or proposed) streets and water courses.
 - g. Location of all utilities, drainage structures, and existing or proposed easements.
 - h. Location, dimensions, and proposed uses of all buildings and structures. Label required and actual setbacks.
 - i. Dimensional parking lot layout including:
 - Construction and paving details.
 - Width of aisles and drives, curb radii, sidewalks and walkways.
 - Location, type, and size of vehicular entrances to site and loading areas.
 - Traffic lane markings, regulatory signs and sight distance lines.
 - Angle and dimension of parking stalls and handicap accessible parking spaces.
 - j. Location and type of trash disposal, including recycling, and screening details.
 - k. Location, type, size and height of fencing, retaining walls with guard rail systems, and buffer strips or landscape strips.
 - l. Accessible routes connecting all site features, including but not limited to parking ramps, other buildings on the site, recreational facilities, swimming pools, public transportation stops.
 - m. Location of existing structures to remain or be demolished.
 - n. Phasing Plan, if proposed.

- o **Tree Protection Plan** prepared in accordance with Chapter 24 of Henrico County Code and the 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 (see #8).
 - 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.
 - e. Canopy coverage calculations.

- o 3. **Lighting Plan (optional)** if submitted must include:
 - o 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 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.

Department of Planning continued:

- o 4. **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 POD approval – See Landscape Plan application for final landscape plan filing requirements and for timing of submission).** If submitted must include:
 - o 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.
 - o 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 (see #9).
 - d. Proposed fencing or walls within buffers and easements.
 - e. Proposed berms within buffers and easements.

Building Inspections and Department of Planning:

- o 5. **Multi-family data for apartments, townhouses, detached, semi-detached dwellings (as applicable)**
 - o Include the following calculations on the site plan:
 - a. gross site area, net site area (exclude public road dedication and flood plain).
 - b. total number of units and project density (units/net acre).
 - c. number of stories and number of bedroom units for each type of unit.
 - d. parking required and provided.
- o 6. **Shopping Center Data (as applicable)**
 - o Include the following calculations on the site plan:
 - a. gross site area, net site area (exclude public road dedications and flood plain).
 - b. existing and proposed: gross floor area of buildings, gross leaseable space, gross storage area.
 - c. percentage of ground covered by buildings, interior, and exterior loading areas (Site Coverage).
 - o Provide a copy of existing maintenance agreements (i.e. joint access, easements, parking, etc.).
 - o Provide phasing information.

Department of Public Works:

- o 7. **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:**
 - o Site engineer's or land surveyor's seal and signature.
 - o 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;
 - o 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;
 - o Information necessary to demonstrate that land disturbance is the minimum necessary to provide for the proposed use or development;
 - o 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;
 - o Information necessary to demonstrate compliance with the requirements of the Chesapeake Bay Preservation Area (CBPA) program as described in Chapter 6;
 - o 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;

Department of Public Works continued:

- o The following components are also required depending on the type of land-disturbing activity (VESC 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 VESC 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.
- o 8. **Geographic Information System (GIS)**
 - o Four (4) reference coordinate points tied to the Geodetic Control Network (GCN) with coordinates in the Virginia State Plane Coordinate System (distributed near the corners of the site).
 - a. All features shown on the plan must be drawn to scale and tied to the four reference points.
 - b. All County GIS monuments located within the site shall be identified.

Department of Public Utilities:

- o 9. **Utility Plans - Water and Sewer**
 - o Cover sheet requires engineer seal with original signature and date. All other sheets may have a facsimile signature and date.
 - o Water and Sewer Plans designed in accordance with DPU Standards. Include the following forms in a DPU design folder or on the plans: Engineering Report, Sewer Design Form, Water System Flow Request, DPU Available Flow Response, Domestic Meter Sizing Form, Fire Flow Estimate Form, Local Review Program and Notice of Intent to Discharge Non-Domestic Wastewater.
 - o Information Sheet for Water and Sewer Agreements shall be submitted directly to the Department of Public Utilities. Agreements shall be executed before approval of any plan for construction.
 - o Plans shall include the following information:
 - a. 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.
 - b. 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.
 - c. 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.
 - o For phased projects, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.
 - o 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.
 - o Show existing and proposed utility easements including public service corporation easements.
 - o Location of existing and proposed private water and sewage treatment facilities including wells, water storage tanks, septic tanks and drainfields shall be indicated.
 - o Adequacy of fire protection shall be addressed.
 - a. Show proposed fire hydrants, including closest existing fire hydrants in vicinity of site.
 - b. Provide Insurance Office Organization (ISO) fire flow computations for commercial, industrial or multi-family development.
 - c. Provide hydraulic calculations that incorporate the results from the WATER SYSTEM FLOW REQUEST indicating system capacity and pressure available to serve this site from existing mains.
 - o 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.