



Transfer of Approval Application for a Plan of Development or Site Plan

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

**For mail use P.O. Box. For deliveries C/O the Permit Center use street address 4301 E. Parham Road, Henrico, Virginia 23228.

Approval of a Plan of Development by the Planning Director (formerly, Planning Commission) is granted to the owner of the property. The owner, by acceptance, agrees to the conditions of approval. These conditions are listed in the letters of confirmation (approval letters). Plan of Development/Site Plan approval by the Director is not transferable, except to the holder of the first mortgage. Therefore, in order to receive the continued protection and rights conferred by a valid Plan of Development or Site Plan approval, it is important that a new owner of property promptly request that the Planning Director transfer the previous approval(s). The owner or contract/purchaser of the subject property may use this application form to file the request. With submission of this application and following approval, the property owner is in agreement to accept and be responsible for continued compliance with the conditions of the original approval granted the former owner.

Upon receipt of this request, the development will be inspected to ensure compliance with the conditions of the Plan of Development or Site Plan approval. If problems are identified, the owner or his representative will be contacted to discuss any corrections that may be necessary and a timetable for when they will be completed must be agreed upon. If any deficiencies are noted during the initial inspection, the site will be inspected again after the agreed upon completion date to ensure compliance. Once all outstanding issues have been resolved between the applicant and staff and the property transfer is complete, the Director will be able to grant the approval of the Transfer of Approval request. The owner/representative will be contacted by the assigned staff planner to discuss the details pertaining to the request.

Existing Project Name: _____

Future Project Name: _____

POD Case#s: _____

Parcel/GPIN#(s) _____

Address (Street Address from County GIS): _____

Applicant Information:

Current Owner of Record:

If more than one owner, attach additional sheets

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____

Authorized Signature* _____ Print Name

Contract Purchaser: (if applicable)

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____

Authorized Signature* _____ Print Name

Person to Receive Correspondence:

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____

For Office Use Only

Representative: (Explain Relationship) _____

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____

Property Manager:

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____

*If Power of Attorney is involved, attach Power of Attorney form POF 005.

FOR OFFICE USE ONLY

Application Accepted By: _____

Fee: _____

Date of Filing: _____ Time of Filing: _____

PIV Number: _____