



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

**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: _____

Associated Case# _____

Select Requested Action:

- Initial Submission
(6 sets, comment response letter, electronic document submission, and associated filing fee)
- Resubmission for review
(6 sets, comment response letter, and electronic document submission)
- Resubmission for signature
(4 sets ONLY)

Plan Type:

- Combination Landscape, Lighting, and/or Fence Plan
- Landscape Plan Review Only Security Plan
- Lighting Plan Review Only Tree Removal Permit
- Fence Plan Review Only
- Alternative Landscape Plan

For Office Use Only

NOTE: When proffers for conditional zoning or POD / Site Plan 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:

Parcel (GPIN) #(s) _____

Location (Street Address from County GIS): _____

Magisterial District _____ Zoning _____ Acreage (to nearest hundredth) _____

Zoning/POD Case Numbers _____

Does this site contain Chesapeake Bay Preservation Areas? Yes No Wetlands? Yes No Permanent BMP? Yes No

Utilities: Water County Individual Well Sewer County On-Site Sewage Disposal System

Applicant Information:

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

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

Authorized Signature* _____ Print Name _____

Developer:

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

Authorized Signature* _____ Print Name _____

Engineer/Surveyor:

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

Authorized Signature* _____ Print Name _____

Representative: (Explain Relationship) _____

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

Authorized Signature* _____ Print Name _____

FOR OFFICE USE ONLY

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.

Firm _____ Signature _____

- 1. **Landscape, Lighting, and Fence Plan Application Form** (filled out completely with all required original signatures).
- 2. **Reproducible Set** – one set of reproducible plans (mylar, vellum, sepia) on 24"x36" sheets. (Same scale as approved POD layout)
- 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 buffers, proffered buffers, and tree protection areas.
 - m. Conditions of approval or proffered conditions pertaining to provision of landscaping on the site.
 - n. Location, materials, and height of any existing walls or fences.
- 4. **Additional Requirements for all Landscape Plans:**
 - 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.
 - Landscape calculations
 - a. Proposed tree canopy calculations.
 - b. Native Species calculations. (Minimum 35% Native Species Required)
 - c. Interior greenspace calculations
 - d. Planting summary of existing and proposed plant material within required transitional and proffered buffers.
 - 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. Location and details of proposed fences and walls.
 - d. Irrigation location if irrigation is provided. (Separate approval by Department of Public Utilities is required.)
 - e. Location of all light poles

PLANT LIST *

Symbol	Quantity	Botanical Name	Common Name	Height/Spread	Caliper	Root	Comments	Native Species	Tree Canopy Credit

□ 5. Additional requirements for an Alternative Landscape Plan

Submit plan, detailed letter and supporting information as necessary that demonstrates all of the following:

- The site size, configuration, topography, existence of utility or other easements, location of existing buildings on the site or other conditions that make strict compliance with the requirements of Article 5. Division 3. Landscaping and Tree Protection impractical.
- The alternative landscaping is of similar quality, effectiveness, durability, and performance as is required by the standards in Article 5. Division 3. Landscaping and Tree Protection
- The alternative landscaping is consistent with the purposes of Article 5. Division 3. Landscaping and Tree Protection, taking into account the number of plantings, the species, arrangement, and coverage proposed, the location of plantings on the development site, the level of screening achieved, and the height, spread and canopy of the proposed plantings at maturity.

□ 6. Additional Requirements for all Lighting Plans:

- Any conditions of approval of a development approval or permit pertaining to lighting on the site
- Location, height, and design details of each exterior light fixture, including a description of the fixture shielding and whether it meets DOE Energy Star requirements.
 - a. Catalogue cut sheets and materials on plan sheet,
 - b. Light source type and wattage/lumens
 - c. Outdoor light fixtures must meet DOE Energy Star requirements or be in the top 25 percent of efficiency for similar products.
- Point by Point Photometric plan showing average horizontal illuminance for site features is within the minimum and maximum foot candles (Sec. 24-5503)
 - a. Provide light level at lot lines and edge of all buildings
- If deviations from the standards for security reasons are requested, a security plan demonstrating compliance with the applicable criteria (Sec. 24-5506) must be submitted.

□ 7. Additional requirements for a Security Plan

Submit plan, detailed letter and supporting information as necessary that demonstrates all of the following:

- Lighting Plan: the proposed deviation from the standards of Article 5. Division 5. Exterior Lighting and Crime Prevention is necessary for the adequate protection of the subject land, development, or the public.
- Fence Plan: the proposed deviation of the fence/wall height or materials, in accordance with section 24-5409, will alleviate an unusual danger of theft, damage, or significant hazard to public safety without adversely affecting the security, function, appearance or value of nearby property.
- The condition, location or use of the land, or the history of activity in the area, indicates the land or any materials stored or used on it are in significantly greater danger of theft or damage, or members of the public are at greater risk for harm than on surrounding land without the additional lighting.
- The proposed deviation from the standards is the minimum required and, with any imposed conditions, will not have a significant adverse effect on the neighboring lands.

□ 8. Additional Requirements for all Fence Plans (including Walls and Hedges)

- Site plan showing location of fence, wall, or hedge and which identifies finished face for walls and fences.
- Construction detail of wall or fence, including construction materials, colors, and height.
- Plant list and planting details for hedges.

□ 9. Additional requirements for Tree Removal Permit for Protected Tree

Reference Section 2453.13. Tree removal on an individual single-family lot is not subject to this standard.

- Letter detailing request and purpose of tree removal
- Plan detailing location, identification, and size (DDH) of tree(s) to be removed
- Plan detailing replacement and mitigation of protected tree(s) in accordance with Chapter 24 Section 24-5313.F of the County Code