



# Plan of Development and Subdivision Application for Clearing and Grubbing Plan

County of Henrico, Virginia

Henrico Planning Web Site: [www.henrico.us/planning](http://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** (include Section if applicable):

POD / SUB #

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## Authorization to Clear and Grub - Application constraints:

Authorization to clear & grub a site prior to POD or Subdivision Construction Plan approval may be obtained provided the following conditions are met:

- o The Planning Commission has approved the project, and, if applicable, a final subdivision application has been submitted for review
- o All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States have been submitted to DPW.
- o Off-site drainage easements have been recorded.
- o A stormwater management (SWM) plan has been submitted to and approved by DPW and Planning (in those cases where a VSMP permit is required),
- o A VSMP permit has been issued by the Virginia Department of Environmental Quality (in those cases where a VSMP permit is required),
- o A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning, and
- o A Preconstruction meeting has been conducted with the Environmental Inspector, the Developer and the Contractor in attendance. The Planning Inspector will attend if tree protection measures are required.
- o Public and private utilities within the clearing limits are protected as required by the utility owner.
- o The scope of work proposed in a Clearing and Grubbing plan must be limited to the removal of vegetation, installation of erosion and sediment control measures, and installation of tree protection measures. It may also include removal of the root debris associated with the removed vegetation. A Clearing and Grubbing Plan cannot include work such as filling, grading, or installation of storm and/or sanitary sewer.

## Project Description:

- o Initial Plan Review Only 5 sets required
- o Resubmission for signature 8 sets required

Existing Zoning \_\_\_\_\_ Magisterial District \_\_\_\_\_  
Parcel #(s)(GPIN) \_\_\_\_\_

Disturbed Acreage (to nearest hundredth) \_\_\_\_\_  
Location: \_\_\_\_\_

(Street Address from County GIS and tie distance to nearest intersection)

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## Applicant Information:

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

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

**Engineer/Surveyor:**

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

Authorized Signature\* \_\_\_\_\_ Print Name \_\_\_\_\_

Authorized Signature\* \_\_\_\_\_ Print Name \_\_\_\_\_

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

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Application Accepted By: \_\_\_\_\_

Fee: \_\_\_\_\_

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_

PIV Number: \_\_\_\_\_

## Clearing and Grubbing Checklist and Requirements for all submittals

- 1. **Clearing and Grubbing Plan Application Form** (filled out completely and accurately with all required original signatures and, if applicable, Limited Power of Attorney form attached.) All information provided must be checked off on the check list contained in this application.
- 2. **Five (5) sets of clearing and grubbing plans with Standard POD OR Subdivision Cover Sheet** on standard 24" x 36" sheets. The applicant is responsible for providing a copy to VDOT if work in VDOT ROW is proposed or stormwater is discharged to VDOT ROW. Each set shall include:
  - Erosion Control Plan** to include:
    - Current version of the standard Henrico County Erosion and Sediment Control Notes and Details sheet including:
      - a. Environmental Site Assessment completed and signed in accordance with Chapter 10 of the County Code
      - b. Acknowledgments completed and signed
    - Location and type of all erosion and sediment control (ESC) measures
    - A drainage area map at minimum scale of 1"= 400 feet showing offsite drainage to the property.
    - Existing storm drainage, indicating location, sizes, types and grades and cross sections of ditches, storm sewers, and connections to existing drainage system with design calculations including hydraulic grade line.
    - Accurate location of all wetlands, RPAs, RMAs, SPAs, Special Flood Hazard Areas (floodplains), and mapped dam break inundation zones.
    - Existing and proposed topography with maximum of two-foot contour intervals
    - Site engineer's or land surveyor's seal and signature.
    - Location of all existing public water and sanitary sewer facilities including all pipe sizes, materials, grades and/or profiles as required by the DPU Standards Manual
    - Location of existing utility easements including public service corporation easements.
    - Location of existing private water and sewage treatment facilities including wells, water storage tanks, septic tanks, drainfields, and reserved drainfields shall be indicated.
  - 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:
    - Accurate location of all wetlands, RPAs, RMAs, SPAs and Special Flood Hazard Areas (floodplains).
    - Compliance with all applicable proffered zoning conditions (buffers, setbacks, etc.)
    - Location and type of Best Management Practices
    - Limits of disturbance, location of all existing trees, and designated areas for Tree Protection (if applicable)
    - Description or details of Tree Protection measures, and location shown on erosion control plans.
  - Geographic Information System (GIS)**
    - 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).
    - All features shown on the plan must be drawn to scale and tied to the four reference points.
    - All County GIS monuments located within the site shall be identified.
  - Proffers and Conditions** (if applicable):
    - A plan sheet with all 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 that affect the proposed clearing and grubbing plan.

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### Certification:

I, \_\_\_\_\_ (Engineer's/Surveyor's Name) (Type or Print) hereby certify the attached and completed application contains the information as specified below in accordance with Chapters 10 and 24 of the Henrico County Code and the Environmental Program Manual of the Henrico County Public Works Department. I understand the submission of incomplete or inaccurate information will result in a delay in processing and action on this application.

Firm \_\_\_\_\_

Signature \_\_\_\_\_