



Plan of Development Review Process

County of Henrico, Virginia

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POF011

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A Plan of Development (POD) is a detailed engineering plan for multi-family, commercial, and industrial projects that contains all of the essential details necessary to construct site improvements. The POD process is designed to provide a means by which the numerous reviews and recommendations of all applicable Henrico County, State and Federal agencies can be coordinated. This integrated process is managed by the Planning Department and coordinated with County and certain external agencies. County agencies involved with these reviews are committed to meeting the review deadlines. The County coordinates the review with agencies outside of the County to the maximum extent possible, but review timelines may be impacted by their requirements.

I. PRELIMINARY PLAN: Engineers/applicants submitting plans for major development projects and projects involving undeveloped property are strongly encouraged to submit plans for preliminary review prior to submitting a complete application for a Plan of Development (POD).

A. Application: Fourteen (14) copies of the Preliminary Plan, (5) sets of architectural (if provided), three (3) copies of a Traffic Study (if applicable), and a completed application should be submitted to the Permit Center located on the second floor of the County Administration Building. There is no filing deadline or review fee for Preliminary Plan applications.

Traffic Study

- If rezoning is necessary, a traffic impact analysis may be required depending on trip generation.
- If the proposed development will generate more than 4000 trips per weekday, a traffic study will be required by the County.
- Should it be determined that a Traffic Study is required to be submitted with a site plan or subdivision for approval, the study will be required with the initial application submitted for review and approval by the Planning Commission.
- Developments generating less than 4000 trips per weekday may require a traffic study by the County prior to plan review. Contact Public Works – Traffic Engineering prior to submitting any plans.

B. Routing: The Permit Center forwards the plans to the Development Review and Design Division in the Department of Planning to prepare for routing. Plans and a copy of the application are distributed through the Permit Center by the Planning Department for pick up by all agencies, within two (2) business days of receipt by the County.

Plan Distribution includes: 14 site plans and 5 architectural plans (if provided), and 3 copies of the Traffic Study (if applicable)

- Division of Fire (1 set with architectural if provided)
- Office of Building Construction and Inspections (1 set with architectural if provided)
- Division of Police (1 set with architectural if provided)
- Department of Planning Copy for Public Viewing (1 set with architectural if provided)
- Department of Planning, Review Planner (1 set with architectural if provided and 1 copy of the Traffic Study, if applicable)

- Department of Public Works, Engineering and Environmental Services Division (2 sets)
- Department of Public Works, Division of Traffic Engineering (1 set and 2 copies of the Traffic Study, if applicable)
- Department of Public Utilities (1 set)
- Department of Recreation and Parks (1 set)
- Virginia Department of Transportation (1 set)
- State Health Department (1 set if well and/or on-site sewage disposal system)
- School Administration (1 set)
- Virginia Power (1 set)

C. **Review Comments:** Comments by review agencies will be entered into Tidemark by the review agencies, and e-mailed to the Planning Department within twelve (12) business days from receipt of the plans, beginning the first day after submission to the County. The comment due date is noted on the routing memo. Compiled comments will be emailed, faxed or available to be picked up by the engineer/applicant, the next business day.

D. **Staff/ Developer Meeting:** A meeting with the applicant/engineer will be scheduled for the first available Staff/Developer meeting. To the extent possible, a portion of time on each staff developer day should be reserved for discussion of future development proposals.

II. PLAN OF DEVELOPMENT: A Plan of Development (POD) is a detailed engineering plan for multi-family, commercial, and industrial projects that contains all of the essential details necessary to construct site improvements. The POD process is designed to provide a means by which the reviews and recommendations of all agencies can be coordinated. The County Code establishes the procedure for Planning Commission approval through a public hearing process. It also provides for Board of Supervisors' approval for public uses and developments.

In certain instances, as outlined in the County Code and determined by the Director of Planning, an Administrative Site Plan review process is authorized. The process for review of administrative site plans follows the procedures outlined below for a POD, with the exception of the Planning Commission hearing. Pre-approval by Planning is required.

Additionally, in instances where an administrative site plan has very limited impact, and as determined by the Director of Planning, an Administrative 9 Plan may be submitted, which follows the construction plan review process Outlined in Section III, and does not require a staff developer conference. Pre-approval by Planning is required.

A. **Application:** Engineer submits completed POD application package to the Permit Center by deadline on Planning Commission meeting calendar, for plans requiring Planning Commission approval. (Plans requiring administrative approval should be submitted by 4:30 p.m. on Tuesday of each week.) All plans received by this deadline will be reviewed by the review team the following Thursday and scheduled for a staff/developer meeting if complete.

1. **POD:** Fourteen (14) sets of plans, five (5) sets of architectural drawings, four (4) copies of the layout sheet(s), a completed POD application and filing fee, and three (3) copies of a Traffic Study if required, should be submitted to the Permit Center located on the second floor of the County Administration Building. Requests for interpretations or special exceptions, if known, should be submitted at this time.
2. **Administrative Site Plan:** POD: Fourteen (14) sets of plans, five (5) sets of architectural drawings (if applicable), four (4) copies of the layout sheet(s), a completed POD application for an Administrative Review and filing fee, and three (3) copies of a Traffic Study if required, should be submitted to the Permit Center located on the second floor of the County Administration Building. Requests for interpretations or special exceptions, if known, should be submitted at this time.
3. **Administrative 9 Site Plan:** Nine (9) sets of plans, a completed POD application for an Administrative 9 Review, and filing fee, should be submitted to the Permit Center located on the second floor of the County Administration Building. Requests for interpretations or special exceptions, if known, should be submitted at this time.

Appropriate fees are collected and receipts written. All application packages are checked in the Permit Center for completeness, entered into Tidemark and assigned a Tidemark case number, and then turned over to the Development Review and Design Division in the Planning Department.

- B. **Plan intake review:** Review Team consisting of designated Planning, Public Works and Public Utilities staff will review plans within 2 business days (Tuesday following the Friday deadline) to determine if plans are complete based on the application and checklist provided to the engineer.
1. Principal Planner in Planning Department's Development Review and Design Division will make final determination regarding which plans are acceptable for further review. In the absence of the Principal Planner, the designated Planner IV in the Planning Department's Development Review and Design Division will make the final determination.
 2. Incomplete plans, will not be eligible for placement on the requested Planning Commission agenda, and will not be routed for review until all application requirements are complete. The Planning Department will notify the applicant/engineer/owner if the plan submission was found to be complete, or if deficiencies in the application will not allow review to proceed. Complete applications will be scheduled for a staff/developer conference.
 3. Review Team schedules plans for staff/developer conference ensuring, to the extent possible, that the County's review staff is provided at least 10 business days to complete reviews. Review Team also determines whether the plan review will be scheduled for 30 minutes or 45 minutes based on the complexity of the proposed development. Projects which include review of a Traffic Study will require up to twenty (20) business days to review, beginning the first business day after submission to the County.

4. A preliminary staff/developer agenda schedule and plans for review for the first staff/developer day are distributed by 2:30 p.m. the following day (Wednesday). All plans to be reviewed on succeeding staff/developer days will be transmitted no later than the Friday following the application deadline.
 5. Preliminary staff/developer agendas will be posted on the Department of Planning Web Page by 4:30 p.m. on the following Monday. This and other development information is also posted on the County's Planning Webpage that can be found at this link: (<http://henrico.us/planning/staff-dev-agenda/>).
 6. Application information is entered into the Tidemark tracking system and FileNet.
 7. Preliminary Planning Commission agenda is prepared by the Department of Planning and is mailed approximately four weeks prior to the Planning Commission meeting to all applicants, engineers and review agencies.
- C. **Routing:** After the applicant completes all submission requirements, plans will be routed for review and will be placed on the next Planning Commission agenda. Plans are distributed to the Permit Center by the Planning Department for pick up by all reviewing agencies. (A copy of the application signature sheet is included with the plans.)

Plan Distribution includes: 14 site plans, 4 layout sheet(s), 5 architectural and floor plans, and 3 copies of the Traffic Study (if applicable). (Routing for an Administrative 9 Site Plan submittals follows the distribution under III B.)

- Division of Fire (1 set with architecturals)
- Office of Building Construction and Inspections (1 set with architecturals)
- Division of Police (1 set with architecturals)
- Department of Planning Copy for Public Viewing (1 set with architecturals)
- Department of Planning, G.I.S. Section (1 layout sheet)
- Department of Planning, Property Numbering (Review Planner's copy)
- Department of Planning, Review Planner (1 set with architecturals, 1 layout sheet) and 1 copy of the Traffic Study, if applicable)
- Department of Public Works, Engineering and Environmental Services Division (2 sets)
- Department of Public Works, Division of Traffic Engineering (1 set and 2 copies of the Traffic Study, if applicable)
- Department of Public Works, Construction Division (1 set)
- Department of Public Utilities (2 sets)
- Department of Recreation and Parks (1 layout sheet)
- Virginia Department of Transportation (1 set)
- State Health Department (1 set if well and/or on-site sewage disposal system)
- School Administration (1 layout sheet)
- Virginia Power (1 set)

D. **Review Comments:** Review comments and departmental recommendation regarding approval are posted by the review deadline on the County Website, at this link:

<http://www3.co.henrico.va.us/comments/>

1. Review agencies (except Planning) enter comments into Tidemark and email comments to the Department of Planning by 4:00 p.m. on the Friday prior to the next Thursday's Staff/Developer conference. Planning comments will be posted by 4:00 the following Monday.
2. The applicant will be notified via the Online Commenting system when comments have been posted. The email will provide a link to the applicable comments and also to comments for the overall project.
3. Compiled comments, including Planning comments, will be available to be e-mailed, faxed or picked up from the Department of Planning by engineer on Monday at 4:00 p.m. A copy of the compiled comments will be mailed to the owner/developer by Planning.
4. Engineer should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the staff/developer conference. Engineer is encouraged to make appointments with responsible review staff.
5. Requests for interpretations or exceptions, generated by staff comments, should be submitted no later than the Staff/Developer conference.

E. **Staff Developer Conferences** are held every Thursday in the Planning Department Conference Room. Attendance is required at the meetings for departmental staff which have comments and recommendations on the applicant's plans. Agencies such as Police and Fire, who have limited staff devoted to plan review, if unable to attend, will confer with the case Planner prior to the staff/developer conference to review comments in detail. The Planner responsible for coordinating the review of the plans will notify the responsible Department staff if significant changes are made to the plans which affect safety.

1. Staff/developer conference will be scheduled for 30 to 45 minutes based on the complexity of the project. A determination as to the length of the meeting will be made by the Review Team.
2. Prior to the staff/developer conference, the Planning staff annotates comments on the plan layout sheet, prepares standard comment forms and prepares copies of each for the applicant.
3. Reviewers provide an opportunity for the property owner, representative, engineer, architect, or other attendees to discuss any comments generated during plan review.
4. A summary of agreements reached and further steps to be taken by each participant are discussed at the end of the meeting. Coordination issues resolved at the meeting are noted. The Planning Department documents and coordinates final comments. Decisions on substantive matters (i.e., waivers, exceptions, etc.) decided after the meeting by review agencies are communicated to the Planner and the applicant by the Review agency. Follow-up meetings are scheduled as necessary.

5. Review of revised plans, or additional information submitted, to resolve any remaining issues is coordinated by Planning. Planning advises applicant of next steps in process. Revised plans to be included in the Planning Commission agenda must be submitted by Friday, 1.5 weeks prior to Planning Commission meeting. (If Planning Commission approval is not required, the applicant proceeds directly to Final construction Plans for Signature).
- F. **Planning Commission:** The Planning Commission holds a monthly public hearing, as shown per the Planning Commission's meeting schedule (generally on the fourth Wednesday of every month) at 9:00 a.m. on all Plan of Development applications. At this meeting, action will be taken to approve, defer or deny the applications.
1. The final agenda is prepared 1.5 weeks prior to the Planning Commission meeting, including reduced sets of plans with staff comments.
 2. Notice letters are sent out at least eight calendar days prior to the Planning Commission meeting to all adjoining property owners based on the tax records and the list prepared by the Planning staff.
 3. The Planning Commission agenda and plans are hand delivered to the six Planning Commission members by the Planning Department the Wednesday before the Wednesday of the Planning Commission meeting.
 4. Revised plans, and requests for placement on the Planning Commission Agenda (expedited agenda) are accepted for the Planning Commission meeting until 4:00 p.m. on the Friday before the Planning Commission meeting. Revised plans are routed to review agencies as soon as possible upon receipt, for comment prior to the Planning Commission hearing
 5. Following Planning Commission action, a letter detailing the Planning Commission's action (approval, deferral, denial) is mailed to the property owner/developer with a copy to the engineer. Notice of the availability of copies of the annotated POD plan upon request is mailed to the engineer. A copy of the POD staff plan is placed in the file.

III. POD CONSTRUCTION PLANS FOR REVIEW AND SIGNATURE: If the plan is approved by the Planning Commission, or completes the initial administrative review process, the engineer prepares the construction plans for submittal to the Planning Department for final approval and signature.

- A. **Application:** Nine (9) sets of plans should be submitted to the Permit Center with the Plan of Development "Plans for Signature" application form, a written letter detailing all changes to the plans since the last submission, and a written response to previous review comments that clearly indicates how and where each comment was addressed.
- B. **Routing:** The Permit Center forwards to the Department of Planning which, within two (2) business days, will enter the Tidemark tracking information, confirm application includes response letter, and then distribute the plans and a copy of the application through the Permit Center for pickup by designated agencies.

Plan Distribution includes: 9 sets of construction plans:

- Office of Building Construction and Inspections (1 set)
- Division of Fire (1 set)
- Department of Planning (1 set)
- Department of Planning, Property Numbering (Review Planner's copy)
- Department of Public Works, Engineering and Environmental Services Division (2 sets)
- Department of Public Works, Division of Traffic Engineering (1 set)
- Department of Public Works, Construction Division (1 set)
- Department of Public Utilities (1 set)
- Virginia Department of Transportation (1 set)

C. **Review Comments:** Review comments and departmental recommendation regarding approval are posted within 12 business days on the County Website, at this link: <http://www3.co.henrico.va.us/comments/>

1. County staff will provide review comments within twelve (12) business days, beginning the first business day after submission to the County, to the Engineer, Owner, and the Department of Planning, which indicate the revisions required to proceed with the signature process. The Tidemark entries shall be completed by each agency, and these comments will be posted on the County Website
2. Planning will coordinate with the Health Department, if necessary, for projects without public water and sewer.
3. The Department of Public Works will coordinate VDOT comments and approve the plan after the plan is accepted by VDOT.
4. Review agencies shall notify the Planning Department and the engineer when they have no comments. All agencies shall submit a statement indicating whether revised plans for additional review are required, or whether plans for final signature may be submitted upon notice by the Planning Department. The Planning Department will notify the applicant of the next required step.
5. If concurrence is provided by the Planner and the agency reviewer, electronic pdfs may be used occasionally as informal submittals to consider specific project details. Informal pdf submittals are intended for details which pertain to one review agency, and when allowed, must be incorporated in subsequent paper submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers, but may take up to 12 business days.

D. **Re-submittal of Plans:** Re-submittals are handled on a "first come/first served" basis, and will be reviewed within 12 business days.

1. All re-submittals shall be submitted to the Permit Center, and are required to include the Plans for Signature application form, nine (9) sets of plans, a written letter which clearly identifies all changes to the plan since the last plan revision, and a written response to all review comments that clearly indicates how and where each comment was addressed.

2. The Department of Planning will distribute the plans, a copy of the application form, and letter/review comment response through the Permit Center for pick up by review agencies.
 3. County staff will provide review comments within twelve (12) business days, beginning the first business day after submission to the County, to the Engineer, Owner, and the Department of Planning.
 4. A processing fee will be charged for any re-submittals required after the second Plans for Signature submission.
- E. **Approval:** The Planning Department, on behalf of all agencies, will notify the applicant if final plans for signature may be submitted for signature, or if an additional submission for review is required. If the submittal is responsive to all conditions of approval, proffers, annotations on the plan, and technical requirements, then the Department of Planning, the Department of Public Works and the Department of Public Utilities will proceed with the signature process in accordance with Item III. G below.
- F. **Interim Approvals and Partial Permits:** Prior to signature of Final Construction plans, an applicant may apply for partial approvals. If a Virginia Stormwater Management Program (VSMP) permit is required, the permit must be issued prior to any partial approvals.
1. **Clearing and Grubbing:** 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.
 - a. **Authorization to clear and grub a site** prior to POD Construction Plan approval may be obtained provided the following conditions are met:
 - The Planning Commission has approved the project.
 - 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,
 - Off-site drainage easements have been recorded,
 - A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning.
 - A stormwater management (SWM) plan has been submitted to and approved by DPW and Planning (in those cases where a VSMP permit is required),
 - A VSMP permit has been issued by the Virginia Department of Environmental Quality (in those cases where a VSMP permit is required), and
 - 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.

- b. **Application:** The engineer prepares the Clearing and Grubbing Plan for submittal to the County for review. Clearing and Grubbing Plans must be prepared by a licensed Engineer or Class B Surveyor. Five (5) sets of plans and any supporting documentation shall be submitted to the Permit Center with the Clearing and Grubbing Plan application form. If the submittal is a resubmittal of a previously reviewed Clearing and Grubbing Plan, a written letter which clearly identifies all changes to the plan since the last submission and a written response to all review comments that clearly indicates how and where each comment was addressed shall be included.
- c. **Routing:** All necessary information will be entered in the Tidemark tracking system. The Planning Department, within two (2) business days will distribute the plans, a copy of the application, and copies of all accompanying documentation to the Permit Center for pick up by Public Works - Design, Environmental and Traffic (3 sets) and Public Utilities (1 set). Planning retains 1 set.
- i. The Engineer is responsible for submitting plans to VDOT if work in VDOT ROW is proposed or stormwater is discharged to VDOT ROW. The Department of Public Works will coordinate VDOT comments
- d. **Review:** County staff will provide review comments within twelve (12) business days, beginning the first business day after submission to the County, to the engineer / surveyor/ landscape architect, owner and the Department of Planning, which indicate the revisions required to proceed with the signature process. Tidemark entries shall be completed by each agency and these comments will be posted on the County Website which can be found at this link: <http://www3.co.henrico.va.us/comments/>

If concurrence is provided by the Planner and the agency reviewer, electronic pdfs may be used occasionally as informal submittals to consider specific project details. Informal pdf submittals are intended for details which pertain to one review agency, and when allowed, must be incorporated in subsequent paper submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers, but may take up to 12 business days.

Review agencies shall notify the Department of Planning and the applicant when they have no comments.

- e. **Clearing and Grubbing Plans for Signature:** When all requirements of Planning, Public Works, and Public Utilities are satisfied, the Planning Department shall notify the applicant that eight (8) sets of plans may be submitted to the Permit Center for signature. Once signed, a Preconstruction Meeting will be conducted and signed plans will be distributed as follows:
- Public Works (3 sets)
 - Planning (1 set)
 - Public Utilities (1 set)
 - Developer/Engineer/Contractor (3 sets)

- 2. Partial Building Permits:** If the Final Construction Plans for signature are ready for final signature prior to approval of all the administrative documents, a standard review and signature process will be followed. Under the standard process, plans will be signed when all administrative documents (except Water & Sewer Agreements) have been approved and all agencies have notified the Planning Department that the plans may be signed. Administrative documents will be submitted directly to the appropriate department for review prior to submission of final construction plans for signature. (Proceed to III. E.)

While the final construction plans or the administrative documents are pending, partial building permits may be requested in writing from the Building Official as follows:

- a. **“Footings and Foundations” Permit** may be requested from the Building Official after the following conditions are met:

- The Planning Commission has approved the project.
- 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.
- Off-site drainage easements have been approved.
- A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning.

In addition to the 2 sets of construction documents required with the Building Permit application, the applicant shall submit one additional copy of the footing and foundation plan. Partial plumbing, electrical and fire protection permits may be requested for groundwork. Provide an additional copy of the plumbing, electrical and fire protection groundwork plans if these partial permits are desired.

- b. **“Structural Framing” Permit** may be requested from the Building Official after the following conditions are met:

- The Planning Commission has approved the project.
- 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.
- Off-site drainage easements have been approved.
- A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning.
- Contributions to the Environmental Fund have been submitted to DPW.
- Utility plans and Water and Sewer Agreements have been approved by DPU.

In addition to the 2 sets of construction documents required with the Building Permit application, the applicant shall submit one additional copy of the structural framing plan. Installation of the plumbing, electrical, mechanical and fire protection systems may also proceed provided the electrical, plumbing, mechanical and fire protection permits have been approved and one extra copy of these plans is also submitted. Additional permits may be obtained when all administrative documents have been fully approved.

G. **POD Construction Plan Signature Process:** When all technical requirements are satisfied and all departments have notified the Department of Planning that plans are ready for signature, the Planning Department notifies the Applicant that plans for final signature may be submitted. The Department of Planning, the Department of Public Works and the Department of Public Utilities will then proceed with the signature process upon receipt of the plans.

1. **Application:** A minimum of fourteen (14)* sets of plans and the Plan of Development Plans for Signature application form should be submitted for signature purposes to the Permit Center. The cover sheet of each set for final signature must have an original signature and date on the Engineer's seal. *The applicant will receive four (4) signed copies of the approved plan of which two (2) will go to the Utility Contractor. Additional sets may be submitted if the applicant needs additional signed sets returned.

a. **Plans which do not include Public Utility approval:** If the Department of Public Utilities does not need to sign the final plan, DPU's review comment letter / tech memo will contain a statement indicating that nine (9) sets of plans for signature may be submitted in lieu of at least fourteen (14) sets. Planning will draw a red "X" through the Utility approval block. The Department of Public Works will distribute, via pick-up receptacles in the Permit Center, one (1) set each to the Division of Fire, and Department of Public Utilities.

2. **Signature Process:** It is anticipated that all plans will be signed within 6 business days; however this timeframe can be impacted by the issuance of the General Construction Permit (GCP) from the Virginia Department of Environmental Quality (DEQ). Applicants who have addressed all comments and met all technical requirements, and certify on the Plans for Signature Application that, except for Water and Sewer Agreements, all other required administrative documents have been approved, including but not limited to:

- Off-site Easement Plats
- E&S Bonds and Agreements
- Authorization from state and/or federal regulatory agencies for impacts to the Waters of the United States
- BMP / SWM Maintenance Agreements
- Funds to be escrowed
- Maintenance Agreements for placement of items within the right-of-way
- Environmental Fund Contribution
- Construction permits from VDH and DEQ for water and sewer if required,

will be eligible for the **Signature Process**.

In addition to the sets of plans for signature, the Applicant must include a signed copy of the General Permit for Discharges of Stormwater from Construction Activities (VAR10) Registration Statement, any fees required for issuance of the General Construction Permit (GCP), and the appropriate, completed tabs to be inserted into the Stormwater Pollution Prevention Plan (SWPPP) Binder.

- a. Planning will sign 14 or more sets within 2 business days of receipt of the plans, enter the Tidemark information and deliver them to Public Utilities.
 - i. For projects approved by the BOS, the County Manager's office also signs the plan
 - ii. Planning shall attach a pre-construction form to the plans, indicate on the pre-construction form if the Planning Inspector needs to attend the pre-construction meeting, and enter the Tidemark information.
 - iii. If the Department of Public Utilities does not need to sign the final plan, and nine (9) sets of plans for signature have been submitted in lieu of fourteen (14), Planning will draw a red "X" through the Utility approval block and forward the plans to the Department of Public Works.
- b. Public Utilities will sign 14 sets within 2 business days and deliver them to Public Works.
 - i. Public Utilities will complete the top portion of the preconstruction form, and enter the Tidemark information.
- c. Public Works will process the GCP fees, upload the Registration Statement information into the Virginia Department of Environmental Quality (DEQ) Online Permitting System, and insert the appropriate tabs into the SWPPP binder within 2 business days. Once the Department of Public Works has received a notice of permit coverage letter from DEQ for the project, (*DEQ has stated that the permit will be issued in "no less than 24 hours" after they have received the uploaded information), they will sign 14 sets, notify Planning that the plans have been approved, send 11 sets to the Public Works Environmental Inspector to hold a preconstruction conference, and send 2 sets to Public Utilities, and 1 set to Planning within 2 business days.
 - i. Public Works will enter Tidemark information and notify the engineer that a pre-construction meeting may be scheduled within 3 business days after the plans have been signed (A joint preconstruction conference may be scheduled with DPW and DPU if the Water and Sewer Agreements have been executed.)
- d. Planning will prepare and mail the approval letter.
 - i. The date of approval shall be the date of signature by the Director of Public Works
 - ii. The approval letter sent by the Department of Planning will include comments and conditions imposed by the Planning Commission, the Department of Public Works, and the Department of Public Utilities.
 - iii. The approval letter will indicate that site grading may proceed after a preconstruction conference has been held with Public Works.
 - iv. The approval letter will state that the Department of Public Utilities will authorize construction of water and sewer by separate letter, and that utility work may proceed after a preconstruction conference is held with Public Utilities. (A joint preconstruction conference may be scheduled with both agencies if the Water and Sewer Agreements have been executed.)

3. Preconstruction Meeting

- a. **On-site Pre-construction Conference - Public Works / Planning / Public Utilities:** The owner's contractor contacts the Environmental Division of DPW to schedule an "on-site pre-construction meeting". The Environmental Division will coordinate with Public Works, Construction and Survey Divisions, and the Planning and Public Utilities Inspectors as necessary.
 - i. Each inspector attending the pre-construction meeting will initial the plans.
 - ii. Construction plans signed by the agencies attending the pre-con meeting are given to the engineer/contractor at this time. Two (2) sets of plans for a Public Utilities preconstruction meeting are withheld if a joint DPW / PU pre-construction conference is not held.
 - iii. The pre-construction date is entered in Tidemark by DPW and DPU. The bottom portion of the pre-construction form is completed.
 - iv. The Environmental Division of DPW sends two (2) sets of plans and the pre-construction distribution form to the Department of Public Utilities for the DPU pre-construction meeting. The Environmental Inspector will indicate on the pre-construction form if he needs to attend the Utilities Pre-construction meeting. The pre-construction meeting may be scheduled once the Water and Sewer Agreements have been approved. An authorization to proceed with utility work letter will be sent to the Owner and Engineer by Public Utilities once the Water and Sewer Agreements have been executed and the utility pre-construction meeting has been held.
 - v. Two (2) sets of plans are also sent by DPW to Planning (or one set if Planning's Zoning Enforcement Officer received his set previously), and one set is sent to the Division of Fire.
- b. **On-site Pre-construction Conference-Public Utilities:** The owner's contractor contacts the DPU Construction Division to schedule a pre-construction meeting at least 48 hours prior to the desired meeting.
 - i. If required, as noted on the pre-construction form, the owner's contractor shall have the Environmental Division of DPW attend the meeting. Two (2) sets of approved construction plans will be delivered to the contractor at this meeting.
 - ii. The Department of Public Utilities will enter the pre-construction date into the Tidemark system, and send the authorization to proceed with utility work letter.

4. Construction Plan Distribution

- a. **Construction Plan Distribution:** After the preconstruction conference, Public Works will distribute the plans to Public Utilities for the utility preconstruction meeting, and to other required agencies via pick-up receptacles in the Permit Center.
- b. If no pre-construction meeting is required by Public Works, Public Works will send seven (7) sets of plans to Planning, and one set of plans to the Division of Fire and sends six (6) sets to the Department of Public Utilities. Planning distributes five (5) sets to the Engineer with the approval letter.

Public Works (8)

- (2) Engineering and Environmental Services Division
- (1) Construction (field)

For Distribution by Public Works

- (2) Planning
 - (1) Planning Department
 - (1) Zoning Enforcement Officer
- (2) Developer
 - (1) Engineer
 - (1) Developer/Owner's Copy
- (1) Division of Fire

Public Utilities (6)*

*(1) set only if Public Utilities is not part of approval

- (1) Public Information
- (2) Construction Inspection
- (1) Backflow Technician

For Distribution by Public Utilities

- (2) Utility Contractor

H. Revisions to Approved Construction Plans: This process is for revisions to a construction plan that are subject to an active construction plan process.

1. **Plans requiring single agency approval:** Plans requiring MINOR revisions for approval by a single agency shall be submitted to the department having primary responsibility for the proposed revision. The applicant should discuss the proposed revisions and confirm that they are eligible for this process prior to submission.
 - a. Nine (9) sets of plans shall be submitted if the approval of a single agency is necessary.
 - b. A transmittal letter is required which describes the proposed revision. A copy of the transmittal letter is to be sent to Planning, DPU, and DPW by the engineer. For example, changes to roads, drainage and erosion control shall be submitted to the Department of Public Works and changes to water mains and sewer lines shall be submitted to the Department of Public Utilities.
 - c. The Department reviewing the plans shall coordinate with other County agencies if required. (If a determination is made during the review that the scope of the revisions requires a complete review by other review agencies, the plans shall be submitted for administrative review to the Planning Department under the regular process.) All comments shall be addressed on the revised plan before it is approved for construction.
 - d. An approval letter and approved plans will be sent to the owner and engineer by the Department having primary responsibility for the revision, and a copy of the letter and one set of the approved revised plan shall be sent to Planning, Public Utilities, or Public Works.

2. **Plans requiring multiple agency approval:** Changes of significant impact, and/or plans requiring more than one agency's approval, as determined by the Planning Department, must be submitted to the Planning Department for administrative review, and appropriate fees paid. Examples of significant changes include changes which impact proffered or otherwise required buffers, involve additional clearing, involve significant revisions to grading or locations of site features, or which affect other items regulated by proffers or conditions required by the Planning Commission.
 - a. At the direction of the Planning Department, **nine (9) sets** of plans shall be submitted with the POD application and administrative plan review fee. The plans shall be submitted to the Permit Center with the application, fee, and a **written letter detailing all changes to the plans since the previous approval.**
 - b. The procedures outlined in Section III. Construction Plans for signature are applied to the review of these plans.

IV. FINAL PROJECT COMPLETION: The Engineer who prepared the POD submits a statement to the Department of Planning that all construction is in conformance with the regulations and requirements of the POD, and sends a copy to the Department of Public Works (Construction Engineer), and the Department of Public Utilities (Design Division Director). Inspections for the final certificate of occupancy are coordinated through the Building Inspection Department. The Department of Public Utilities will issue a Tentative Acceptance letter when water and sewer is complete and can be accepted for operation and maintenance along with a list of deficiencies. When the deficiencies are completed, then a Final Acceptance letter will be issued.

APPENDIX A: POD TEN-DAY EXPEDITED SIGNATURE PROCESS

If requested by the applicant, the first submittal to the County after Planning Commission approval qualifies for the 10-day expedited signature process if the plans submitted conform to the plans approved by the Planning Commission and the plans are submitted within 6 months of Planning Commission approval. All information must be submitted at the same time to each agency listed below, and all agencies must receive complete submittals on the same day. Each agency shall review the submission to determine that the minimum submission requirements have been met by the end of the next day following receipt of the plans and e-mail the Planning Department to confirm receipt of a complete submission. If the submission is incomplete, the project is not eligible for the expedited review process, but will continue to be reviewed under the regular process. (See #20) Planning Department will route plans to the Division of Fire, and Building Inspections. Comments shall be provided to the Planning Department by all agencies within seven (7) business days, beginning the first day after submission. If plans generate review comments, they will be reviewed under the regular process. Plans will be signed in ten (10) business days, beginning the first business day after submission, if there are no unresolved issues or comments, and the following items are complete:

Required by Public Utilities (prior to plan approval):

- POD Plans for Signature – Expedited Signature Process application
- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPU checklist.
- A copy of the annotated plan stamped by the Planning Department “as approved by the Planning Commission”.
- One (1) set of plans.
- An additional standard (24” x 36”) sheet for each set of plans that cites the rezoning case number(s) and lists the proffers that affect the subject property; and lists the Planning Commission Conditions of approval.
- Off-site easements recorded with deed book and page shown on plans
- Off-site plans authorized to proceed with construction.
- Overall water and sewer plan approved for phased project
- VDH/DEQ Permits issued when required
- Local review form for water completed when required
- Sanitary sewer analysis approved and downstream capacity confirmed
- VDOT permits attached when required
- Written response to all previous review comments, with explanation of how resolved

Required by Planning (prior to plan approval):

- POD Plans For Signature – Expedited Signature Process application
- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and Planning checklist.
- A copy of the annotated plan stamped by the Planning Department “as approved by the Planning Commission”.
- Twenty-four (24) sets of plans.
- An additional standard (24” x 36”) sheet for each set of plans that cites the rezoning case number(s) and lists the proffers that affect the subject property; and lists the Planning Commission Conditions of approval.
- Written response to all previous review comments, with explanation of how resolved

Required by Public Works (prior to plan approval):

- POD Plans for Signature – Expedited Signature Process application
- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPW checklist.
- A copy of the annotated plan stamped by the Planning Department “as approved by the Planning Commission”.
- Three (3) sets of plans.
- An additional standard (24” x 36”) sheet for each set of plans that cites the rezoning case number(s) and lists the proffers that affect the subject property; and lists the Planning Commission Conditions of approval.
- Best Management Practices (BMP) Maintenance Agreement.
- Environmental Compliance Agreement with a letter of credit or cash.
- Evidence of Corp of Engineers permits and others as may be required.
- Signed copy of the General Permit for Discharges of Stormwater from Construction Activities (VAR10) Registration Statement (where applicable).
- Virginia Stormwater Management Program (VSMP) permit fees (where applicable).
- Deed book and page number for offsite easements shown on plans.
- Verification of VDOT approval where applicable.
- Evidence of nutrient offset purchase and supporting information (where applicable)
- Written response to all previous review comments, with explanation of how resolved

APPENDIX B: MINOR CONSTRUCTION PLAN

A minor construction plan approval process is available for minor construction plans which involve small areas of construction such as sidewalk improvements, parking space revisions, dumpster additions, parking plan to accompany a building permit, or property line adjustments within a commercial site subject to an existing POD. This process does not apply to sites which are subject to an active POD or Subdivision construction plan approval process.

To qualify for this process the following criteria apply:

1. Criteria:

- 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.
- Plan must be pre-approved by Planning, DPU and DPW prior to submittal.

The pre-approval process is coordinated through the Department of Planning with the Plan Expeditor. To discuss a submittal of this scope, the applicant must schedule an appointment by calling the Planning Department main number at 804-501-5920.

Pre-approval by Planning, DPU and DPW to determine eligibility for process by submission of written explanation/sketch/pdf of proposed work area. The applicant must meet with Planning to go over the proposed project and the plan acceptance criteria. Once all items have been received, Planning will coordinate with DPU and DPW with acceptance based on explanation of the project. Within two (2) business days of the receipt of the required items, DPU, DPW and Planning will conduct a joint meeting to determine the appropriate process for the proposed work. Once a determination has been made, Planning will explain the process to the applicant/engineer using the appropriate application as a guide.

2. Submission Requirements:

The submittal of a plan under the Minor Construction Plan application must be accompanied by the following:

- Minor Construction Plan Application Form (filled out completely with all required original signatures.)
- Scope of Work Cover Letter (a letter clearly describing all proposed work.)
- Pre-Approval documentation provided after the pre-submittal meeting with the Plan Expeditor, Public Works and Public Utilities.

- Four (4) sets of plans on standard 24" x 36" sheets. Each set shall include:
 - 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 proposed within public drainage, utility easements or rights of way.
 - The plan proposes no review required by VDOT or Health Department.
 - Each set must be in compliance with the application check list items.
- Typical plan items NOT required:
 - NO standard cover sheet required.
 - DPU will not require information sheets to accompany the submittal.
 - DPW will not require standard information sheets.
 - Plan preparation by an engineer is not required.

3. Procedure:

The applicant prepares the Minor Construction Plan for submittal to the County for review. The administrative plan fee, four (4) sets of plans, a cover letter explaining proposed work, pre-approval documentation (i.e. original information presented, staff emails, additional information submitted and accepted etc.) and any supporting documentation shall be submitted to the Permit Center with the Minor Construction Plan application form.

If the submittal is a resubmittal of a previously reviewed Minor Construction Plan, a written letter which clearly identifies all changes to the plan since the last submission and a written response to all review comments detailing the changes to the plans from the last submittal shall be included.

All necessary information will be entered in the Tidemark tracking system. The Planning Department, within one (1) business day will distribute the plans, a copy of the application, and copies of all accompanying documentation to the Permit Center for pick up by Public Works (2 sets) and Public Utilities (1 set). Plans are distributed as follows:

4 sets of plans for review. (Each agency listed to receive 1 set)

- Department of Public Works – Senior Engineer, EESD
- Department of Public Works – Traffic Engineer
- Department of Public Utilities – Senior Engineer, Private Development
- Department of Planning

The staff will provide review comments within five (5) business days, beginning the first working day after submission, to the applicant, owner and the Department of Planning, which indicate the revisions required to proceed with the signature process.

If it is determined that the scope of the work exceeds what is permitted, then the plans will need to be resubmitted, and in accordance with, 11. A 3 Administrative 9 Site Plan.

Tidemark entries shall be completed by each agency and these comments will be posted on the County Website which can be found at this link: <http://www3.co.henrico.va.us/comments/> Review agencies shall notify the Department of Planning and the applicant when they have no comments.

Planner will advise applicant of the next step after the review cycle is complete: (re-submittal or Plan Approval.) It is anticipated that the number of submittal rounds will be limited due to the scope of work permitted under this procedure.

4. Minor Construction Plans for Signature:

When all requirements of Planning, Public Works, and Public Utilities are satisfied, the Planning Department shall notify the applicant that four (4) sets of plans may be submitted to the Permit Center for signature with the appropriate application. Once signed by Planning, an approval letter accompanied by two (2) signed plans will be available for pick up at the Permit Center or when appropriate, will be mailed to the Applicant. The other two sets will remain in Planning, one as the Planning Inspectors copy and the other for scanning purposes. Once the plan is scanned, Planning will advise DPU and DPW that the signed plan is available in FileNet for their reference. Due to the limited scope of proposed work, there should not have a need for a pre-construction meeting. This will be clarified in the approval letter.

APPENDIX C: POD Fast Track Process

If designated by the County Manager's office, a project may qualify for an expedited "fast track" (FT) review and approval process. The intent of this FT process is to expedite the approval of projects which provide significant economic development, redevelopment or other community benefits for Henrico, as determined by the County Manager's office. A project may be considered for the "Gold" FT process if it provides major economic benefits for Henrico, or the "Silver" FT process if it provides significant redevelopment or other community benefits for Henrico.

Applicants who would like their project to be considered for FT designation should anticipate the following steps:

1. Applicants should contact the Deputy County Manager for Community Development (DCMCD) to schedule a meeting to review the scope and nature of the proposed project. Applicants should be prepared to provide a sufficient level of detail on the economic or other benefits to the county as well as preliminary site plan and engineering information.
2. Upon designation as a FT project by the County Manager's office, the DCMCD will schedule a meeting with the Applicant and the County's FT review team (Plan Expediter from the Planning Department and designated FT team members from each review agency). The Applicant will provide a detailed presentation about the scope and nature of the project as well as site plan and engineering information. After the presentation, a Memorandum of Agreement (MOA) will be completed to establish the submission and review schedule commitments for each party.
3. If designated as a "Gold" FT project, plans will be accepted for review and considered on the next Planning Commission agenda if submitted within 4 weeks of the Planning Commission hearing, saving 2.5 weeks. Review comments will be provided by all Henrico review agencies within 6 business days after each submission. The Applicant must provide all required information and meet schedule commitments included in the MOA to remain in the FT process.
4. If designated as a "Silver" FT project, plans will be accepted for review and considered on the normal 6.5 week Planning Commission schedule. Review comments will be provided by all Henrico review agencies within 9 business days after each submission. The Applicant must provide all required information and meet schedule commitments included in the MOA to remain in the FT process.
5. When all of the comments from the Henrico FT team have been addressed, plans will be signed and approved within 5 business days after submission.

Projects which are not designated for the Fast Track process will be reviewed in accordance with steps and schedule outlined in other sections of this "Plan of Development Review Process".

Henrico County POD Fast Track Process

Memorandum of Agreement
Between
Henrico Review Agencies and the Applicant

Henrico's Fast Track (FT) approval process expedites the approval of projects which provide significant economic development, redevelopment, or other community benefits for Henrico, as determined by the County Manager's office.

An essential part of this expedited process is to establish a schedule both parties are committed to achieve. The milestones included in this Memorandum of Agreement (MOA) will provide the foundation for expedited project approval and are critical for allocation of applicant and County staff resources.

POD Project Name: _____
Case Number: _____
Fast Track Designation: _____

Henrico Fast Track Team Members

Deputy County Manager: _____
Plan Expediter: _____
Planning: _____
Public Utilities: _____
Public Works:
 Environmental: _____
 Traffic: _____
 Design: _____
 Construction: _____
Police: _____
Fire: _____
Other: _____

Applicant's Team

Developer: _____
Engineer: _____
Architect/Planner: _____
Other: _____

Fast Track Review and Approval Schedule:	Date:
Initial Submittal	
Plans routed, begin 6 or 9 day review	
Comments due to Applicant	
Staff/developer meeting	
Revised submittal due to County (if necessary)	
Planning Commission Hearing	
Construction Plans due to County	
Plans routed, begin 6 or 9 day review	
Comments due to Applicant	
2 nd submittal due to County (if necessary)	
Plans routed, begin 6 or 9 day review	
Comments due to Applicant	
Plans for Signature due to County	
Plans routed, begin 5 day signature process	
Plans Signed and Returned to Applicant	

Notes:

1. The commitments in this MOA will no longer be in effect if the Applicant fails to meet the agreed upon schedule.
2. County agencies are committed to meet this schedule. However, review timelines may be impacted by the requirements of State and Federal Agencies.

IN WITNESS WHEREOF, the Applicant and the County have caused this MOA to be executed and delivered on the dates noted below:

APPLICANT:

Developer

By: _____

Name: _____

Title: _____

Date: _____

COUNTY:

**HENRICO COUNTY, a political subdivision of the
Commonwealth of Virginia**

By: _____

Name: _____

Title: _____

Date: _____

APPENDIX D: Easement Plat Review Process

This easement plat process is for Plans of Development and Subdivision projects only, as follows:

1. Applicant hires licensed design professional to prepare plat.
2. Plat Application: Applicant submits six (6) plats and a completed plat application to the Permit Center located on the second floor of the County Administration Building. All application packages are checked in the Permit Center for completeness, entered into Tidemark and forwarded to the Real Property Department.
3. Plats are distributed by the Real Property Department to all appropriate review agencies generally as follows:
 - Department of Planning, Review Planner (1)
 - Department of Public Works, Engineering and Environmental Services Division (2)
 - Department of Public Works, Division of Traffic Engineering (1)
 - Department of Public Utilities (1)
 - Real Property Department retains (1)

TOTAL = 6 PLATS

4. Review comments and recommendation regarding approval are posted on the County Website, which can be found at this link <http://www3.co.henrico.va.us/comments/>, and entered into Tidemark by the review agency within 12 business days after receipt by the Permit Center.
5. Applicant should contact review agencies that have not recommended approval and attempt to resolve comments or concerns. Applicant is encouraged to make appointments with responsible review staff.
6. Signature of plat: When all technical requirements have been satisfied, the Applicant may submit six (6) plats for signature and a completed easement plat application to the Permit Center.
7. Signature Process: Six (6) plats for signature and a completed easement plat application should be submitted to the Permit Center. The Permit Center will update Tidemark and forward the package to the Real Property Department. Real Property will forward the plats to the review agencies for signatures and prepare the Easement Agreement. Plats will be routed for signature from Real Property to Public Works to Public Utilities to Planning and back to Real Property. All signatures will be provided within ten (10) business days, beginning the first business day after submission to the Permit Center.
8. After receipt of signatures, Real Property will forward the Easement Agreement to the Applicant for signature. When Real Property receives the signed Easement Agreement, and the recordation fee from the Applicant, Real Property will submit the signed documents to the County Attorney's Office for approval. County Attorney's Office will route the approved documents to the County Manager's Office for acceptance and County Manager's Office will return accepted documents to Real Property for recordation. Real Property will record the easement documents after this process has been completed within 20 business days after receipt of all required documents from the Applicant.

APPENDIX E: Easement Vacation and Quitclaim Process

This easement vacation and quitclaim process is for Plans of Development and Subdivision projects only, as follows:

1. Once any replacement County Facilities have been approved and accepted by the County, then the Applicant may contact the Real Property Department to request any County-owned redundant and unnecessary easements be vacated or quitclaimed.
2. Applicant hires licensed design professional to prepare plat and necessary documents.
3. Application: Applicant submits a completed "Easement Vacation and Quitclaim" application and six (6) plats to the Permit Center located on the second floor of the County Administration Building. All application packages will be checked in the Permit Center for completeness, entered into Tidemark and forwarded to the Real Property Department by the next business day.
4. Real Property will send a Routing Memo with all relevant supporting documents to all appropriate review agencies within 2 business days generally as follows:
 - Department of Planning, Review Planner (1)
 - Department of Public Works, Engineering and Environmental Services Division (2)
 - Department of Public Works, Division of Traffic Engineering (1)
 - Department of Public Utilities (1)
 - Real Property Department retains (1)

TOTAL = 6 PLATS

5. Review comments and recommendations regarding the requested vacation or quit claim will be entered into Tidemark by the review agency and posted on the County Website, which can be found at this link <http://www3.co.henrico.va.us/comments/>, within 12 business days after receipt by the Permit Center.
6. Applicant should contact review agencies that have not recommended approval and attempt to resolve comments or concerns regarding the proposed vacation or quitclaim. Applicant is encouraged to make appointments with responsible review staff. Applicant must notify Real Property when all of the comments from the review agencies have been resolved.
7. After all of the comments from the review agencies have been resolved, Real Property will forward the documents to the County Attorney's Office and the County Manager's Office for review, and will notify the Applicant of the status of the approval within 10 business days. If the Applicant's request is denied, Real Property will advise the Applicant and also update Tidemark. If the County Manager's Office recommends approval, Real Property will notify the Applicant and also update Tidemark. If the requirements for the plat have changed since the original submission, the Applicant must submit an updated application and six (6) plats to the Permit Center.

8. Upon receipt of an updated application and six (6) plats, the Permit Center will update Tidemark and forward the revised plats to the Real Property Department. Real Property will add any needed approval stamps and route the plat for approval by Public Works, Public Utilities and Planning. All plat approval reviews will be completed within 12 business days, beginning the first business day after the later of Real Property's approval notice to the Applicant or the Applicant's submission of revised plats to the Permit Center.
9. After receipt of any necessary plat approvals, Real Property will prepare an Ordinance for vacation or quitclaim for approval by the Board of Supervisors, and for quitclaims, will draft an appropriate deed. The Board of Supervisor's Resolution will be advertised for two weeks for a vacation and one week for a quitclaim. After a vacation Resolution is approved, Real Property will forward the Resolution to the Clerk of the Court, and if no person objects within 30 calendar days, the vacation will be effective. For quitclaims, Real Property will secure the signature of the County Attorney as well as the Chair and Clerk of the Board of Supervisors and then return the fully endorsed quitclaim deed to the Applicant for recordation.