



# Preliminary Plan Application

County of Henrico, Virginia

Department of Planning

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\*\*\***

## Preliminary Plan Name:

File Name/Section (Office Use Only)

**Project Description: (Include use, number of stories, building area, number of units, number of lots, density, as applicable. If appropriate, separately attach letter outlining, in detail, the scope of the request.)**

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For Office Use Only

**Requested Information: Please note any specific questions or issues that are requested to be addressed with this review.**

\_\_\_\_\_  
\_\_\_\_\_

**Traffic Study Required?** \_\_\_\_\_ **Do proposed trips exceed 4000 trips per weekday?**  YES  NO  
**Required at Rezoning?**  YES  NO **Traffic Impact Analysis Consultation?**  YES  NO

Parcel #(s) \_\_\_\_\_ Magisterial District \_\_\_\_\_ Acreage \_\_\_\_\_  
Existing Zoning \_\_\_\_\_ Zoning Case Numbers \_\_\_\_\_ BZA Case Numbers \_\_\_\_\_  
Location: \_\_\_\_\_  
(Street Address from County GIS and tie distance to nearest intersection)

Does this site contain lands identified as Chesapeake Bay Preservation Areas? No \_\_\_ Yes \_\_\_ Uncertain \_\_\_\_\_  
Does this site contain Wetlands? No \_\_\_ Yes \_\_\_ Uncertain \_\_\_\_\_

**Utilities:** Water  County  Individual Well Sewer  County  Septic Tank / Drainfield

**Engineer/Surveyor**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Phone : \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_  
Authorized Signature\* \_\_\_\_\_ Print Name \_\_\_\_\_

**FOR OFFICE USE ONLY**  
Date of Filing: \_\_\_\_\_  
Time of Filing: \_\_\_\_\_  
Comments Due to Planning Office (12 days) \_\_\_\_\_  
\_\_\_\_\_  
Application Accepted By \_\_\_\_\_ Print Name \_\_\_\_\_

## **Preliminary Plan Checklist** (To be filled out by the firm or person(s) preparing the plans)

The following is a suggested guideline for minimum information to be included with the submittal. The extent of review comments provided will be commensurate with the accuracy and completeness of the information provided.

- **Fourteen (14) sets of the site plan.** (Please indicate all information provided by checking the adjacent box.)
  - Proffers and Conditions (if applicable): Zoning proffers, previous POD conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions
  - Proposed name of development and proposed use
  - Name and address of Owner and Representative
  - Zoning of development and adjacent property
  - Scale: 1" = 100' or larger
  - Existing topography
  - Vicinity map (1" = 2000')
  - Location of existing physical features including buildings within the development
  - Proposed location of streets and alleys showing width and names
  - Location, width and purpose of rights-of-way and easements
  - Location of existing trees and required transitional buffers
  - Parking calculations
  - Environmental Site Assessment and Acknowledgements completed and signed in accordance with Chapter 10 of the County Code.
    - Location and type of Best Management Practices with Design Calculations shown on the plan.
    - A drainage area map (minimum scale of 1" = 400) feet showing offsite drainage to the property and drainage to the BMP.
    - The location of all Chesapeake Bay Preservation Areas, Resource Protection Areas, wetlands, Special Flood Hazard Areas (100-year floodplain), and mapped dam break inundation zones.
  - Schematic floor plans and elevations, if available (5 sets)
- **Utilities:** (If detailed comments for water and sewer are required, submit the following information.)
  - On site utility layout
  - Location and size of existing water and sewer mains in relation to the property
  - Estimated sewage discharge
  - Estimated water demands and fire flow requirements
  - Results of fire flow request
  - If individual well system is proposed, complete the following:
    - \*What is the shortest distance from the property to public water supply? \_\_\_\_\_
  - If individual septic tanks are proposed, complete the following:
    - \* What is the minimum distance from the property to public sewer? \_\_\_\_\_
- **Multi-family data for apartments, townhouses, detached, semi-detached dwellings** (as applicable)
  - Include the following calculations on the site plan:
    - a. gross site area, net site area (exclude public road dedication and Special Flood Hazard Area (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
- **Shopping Center Data** (as applicable)
  - Include the following calculations on the site plan:
    - a. gross site area, net site area (exclude public road dedications and Special Flood Hazard Area (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)
  - Provide a copy of existing maintenance agreements (i.e. joint access, easements, parking, etc.)
- **Traffic Study (if required) – 3 copies**