



Concept 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*****

Project Name: _____

Project Description (Include use, number of stories, building area, number of units, number of lots, density, as applicable. A separate letter outlining the scope of the request can be provided if needed.)

For Office Use Only

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

Parcel (GPIN) #(s) _____

Magisterial District _____ Zoning _____ Number of lots _____ Acreage _____

Zoning/POD 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 Sewer County
 Individual Well On-Site Sewage Disposal System

Engineer/Surveyor:

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

Representative:

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

Authorized Signature Print/Type Name

Authorized Signature Print/Type Name

FOR OFFICE USE ONLY

Application Accepted By: _____

Date of Filing: _____ Time of Filing: _____

Concept 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.

- **Eleven (11) 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, protected trees, and required transitional buffers
 - Proposed Open Space Set-Aside
 - Parking calculations
 - Environmental Site Assessment and Acknowledgements completed and signed in accordance with Chapter 10 of the County Code.
 - a. Location and type of Best Management Practices with Design Calculations shown on the plan.
 - b. A drainage area map (minimum scale of 1" = 400) feet showing offsite drainage to the property and drainage to the BMP.
 - c. The location of all Chesapeake Bay Preservation Areas, Resource Protection Areas, Stream Protection Areas, Waters of the United States, wetlands, Special Flood Hazard Areas (100-year floodplain), and mapped dam break inundation zones.
- **Four (4) sets of architectural elevations and floor plans** (if applicable)
- **Three copies of Traffic Study** (if required)
- **Electronic Copy of all plans and documents submitted are required to be emailed to DevEPlanReview@henrico.us**
- **Utilities:** (If detailed comments for water and sewer are desired, 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
- **Multiple Tenant Commercial Center** (as applicable)
 - Include the following calculations on the site plan:
 - a. Square footage of commercial/retail space and number of storefronts
 - b. Proposed uses
 - c. Parking plan

- **Urban Mixed-Use District/Planned Development District Requirements** - (as applicable)
 - **Master Plan, including the following information:**
 - a. Location of existing property lines, water courses or lakes, wooded areas, and existing roads within or adjoining the property.
 - b. Approximate location of proposed streets and rights of way with indication of whether public or private.
 - Typical street section for each proposed street type.
 - c. Approximate location of recreation areas, common areas, open spaces, and areas dedicated to public use.
 - d. Location of areas dedicated to public use.
 - e. Approximate boundaries of each phase or land bay. For each Land Bay, a table showing the following:
 - Proposed uses.
 - Acreage of common area and open space.
 - Maximum number of dwelling units for residential units and density for residential areas.
 - Square feet of floor space for office/commercial or office/service areas.
 - Site/building coverage ratios.
 - Parking; required and provided.
 - f. Schematic plan indicating phasing of the development and master water, sewer, and drainage plans.
 - g. Table of minimum lot widths and setbacks for all structures in the development.
 - **Landscape Plan (Conceptual), including the following information:**
 - a. Tree and planting bed locations (i.e., tree well or planter, etc.).
 - b. Screening devices (i.e., walls, etc.).
 - c. Existing vegetation to remain.
 - **Lighting Plan, including the following information:**
 - a. Fixture locations.
 - b. Fixture mounting heights, pole, and fixture details,