



# Subdivision Review Process

## County of Henrico, Virginia

Effective September 1, 2021

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A Subdivision plan is a detailed engineering plan for residential projects that contains all of the essential details necessary to construct site improvements. The Subdivision 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. For certain residential development, such as residential townhouses and R-5A subdivisions, the review process is integrated with the Plan of Development (POD) process. 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 maybe impacted by their requirements.

## **I. PRE-APPLICATION CONFERENCE**

Engineers/applicants submitting plans for development projects may request and participate in a pre-application conference prior to submitting a complete application for a Subdivision plan approval. The purpose of the conference is to provide an opportunity for the applicant to understand the submittal requirements and the procedures and standards applicable to an anticipated development application and receive preliminary staff feedback. This process is intended for projects that are appropriately zoned for the intended use. For applications requiring a zoning map amendment, a pre-application conference may be scheduled.

A pre-application conference is an optional process which precedes the formal submission of any plans for review. There is no fee for the meeting/conference. This brief review by applicable County agencies should not be considered as an alternative to the Concept Plan review, as it will be specifically for process and submittal requirements and not for a technical plan review.

Submissions received by Friday are scheduled for the following Thursday's Staff/Developer agendas, with an allocated 15-minute meeting period. All Staff/Developer meetings occur via WebEx and staff provides confirmation prior to the meeting date.

The following processes are eligible for such:

- Plan of Development
- Site Plan
- Tree Removal Permit
- Subdivision - Preliminary Plat
- Subdivision - Final Plat
- Minor Subdivision

### **A. Application**

The applicant submits online the POD/Site Plan/Subdivision Pre-Application Conference request form available on the Planning Department website.

## **B. Routing**

Once submitted, the form is emailed directly to the appropriate individuals within the Development Review and Design Division in the Planning Department. The submission is verified for appropriate processing of the request and assigned to planner. The request is added to the following week's Staff/Developer Agenda and the assigned planner emails the request to the other review agencies' applicable contacts with the applicable Staff/Developer date as the comment due date.

## **C. Staff/Developer Meeting**

The review agency comments are discussed with the applicant during the scheduled meeting. As noted above, the purpose of the meeting is to convey the applicable submittal requirements and the associated procedures and standards for the anticipated development application. No written documentation of comments will be provided. Discussions in this meeting are intended to facilitate the process and are not binding on the County. Processing times for review of development plans do not begin until a complete application is submitted.

# **II. CONCEPT PLAN**

Applicants submitting plans for major or unconventional subdivisions (such as R-5A subdivisions and townhouses for sale) are strongly encouraged to request a pre-application conference prior to submitting a complete application for a Preliminary or Final Plat. Discussions at the conference are not binding on the county.

## **A. Application**

Applicant submits Concept Plan application package to the Permit Center on the second floor of the County Administration building. Electronic submission of all submitted paper documents and plans is required in addition to the paper submission, including 10 copies of the proposed plan, 3 copies of a Traffic Study (if applicable), and a completed Concept Plan Application. The electronic copy should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies. There is no filing deadline or review fee for Concept Plan applications.

If the project is public water and individual on-site sewage disposal system or public sewer and individual well, then an additional construction plan is required as both the Department of Public Utilities and the State Health Department will require a set.

### **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 4,000 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 subdivision plat approval.

- Developments generating less than 4,000 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. Scheduling of Conference**

The Staff/Developer conference will be scheduled for the first available Staff/Developer meeting following the receipt of review comments as outlined below.

## **C. 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 2 business days of receipt by the County. Electronic plans submitted are available in Teams to all review agencies.

### **Plan Distribution**

*Includes: Required electronic submission of all submitted paper documents/plans, 10 copies of proposed subdivision plan and 3 copies of the Traffic Study (if applicable)*

- Division of Fire (electronically only if proposal is for UMU, RTH or R-5A development)
- Office of Building Construction and Inspections (1 set)
- Division of Police (1 set)
- Department of Planning Copy for Public Viewing (1 set)
- Department of Planning, Review Planner (1 set and 1 copy of the Traffic Study, if applicable)
- Department of Public Works, Design 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 (electronically)
- Virginia Department of Transportation (1 set)
- State Health Department (1 set if individual well and/or on-site sewage disposal system)
- School Administration (electronically; routing memo and application sent via interoffice mail)
- Dominion Energy (1 set)

## **D. Review Comments**

Comments by review agencies will be entered into Tidemark by the review agencies and emailed to the Planning Department within 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 to the engineer/applicant, the next business day.

### III. PRELIMINARY PLAT

For projects which propose 50 residential lots or less, the submittal of a preliminary plat application for review and approval by the Department of Planning is optional. For projects which propose 51 residential lots or more, the submittal of a preliminary plat for review and approval by the Department of Planning is required.

#### A. Application

Engineer submits completed preliminary plat application package to the Permit Center by the monthly deadline on the POD, Site Plan, and Subdivision Review Schedule.

Plans submitted ahead of the filing deadline are reviewed for acceptance as they are submitted. As soon as the paper submission and associated electronic submission are received by Planning, the plans are made available for the intake review by Planning, DPU, and DPW. The intake review is typically complete within 3 business days. If the submission is deemed complete, the plans are routed and scheduled for a Staff/Developer meeting.

- Required electronic submission of all submitted paper documents and plans, 9 sets of plans, a completed preliminary plat application and filing fee, and 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. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies. Requests for interpretations, waivers, or alternatives, if known, should be submitted at this time.
- If the project is public water and individual on-site sewage disposal system or public sewer and individual well, then an additional plan is required as both the Department of Public Utilities and the State Health Department will require a set.
- Appropriate fees are collected, and receipts written. All application packages are checked in the Permit Center for completeness, 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 application and checklist provided to the applicant.

- 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.
- Incomplete plans 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.

- 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 20 business days to review, beginning the first business day after submission to the County.
- A preliminary Staff/Developer agenda schedule and plans for review for the first Staff/Developer date are distributed the following day (Wednesday). All plans to be reviewed on succeeding Staff/Developer dates will be transmitted no later than the Friday following the application deadline.
- Preliminary Staff/Developer agendas are routed for coordination with reviewers and applicants, and final Staff/Developer agendas are distributed to staff and applicants weekly on the Monday prior to the Thursday meeting.
- Application information is entered into the Tidemark tracking system and FileNet.

Preliminary Director's Agenda is prepared by the Department of Planning and posted on the County Website approximately 3.5 weeks following the filing deadline.

## C. Routing

After the applicant completes all submission requirements, plans will be routed for review. Plans are distributed through 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: Required electronic submission of all submitted paper documents/plans, 9 plan sets, and, if applicable, 3 copies of the Traffic Study, 2 copies of the colored soils map and 2 copies of the soils report. (Additional set if the project is public water and individual on-site sewage disposal system or public sewer and individual well.)*

- Division of Fire (electronically only if proposal is for townhouses or R-5A development)
- Department of Planning, Property Numbering (electronically)
- Department of Planning, Copy for Public Viewing (1 set)
- Department of Planning, G.I.S. Section (electronically)
- Department of Planning, Review Planner (1 set and 1 copy of the Traffic Study if applicable)
- Department of Public Works, Design Division (2 sets)
- Department of Public Works, Traffic Engineering Division (1 set and 2 copies of the Traffic Study, if applicable)
- Department of Public Works, Construction Division (1 set)
- Department of Public Utilities (1 set, even if only well and on-site sewage disposal system are proposed)
- Department of Recreation and Parks (electronically)

- Virginia Department of Transportation (1 set)
- State Health Department (if individual well and/or on-site sewage disposal system) (1 set, 1 soils map and 1 soils report)
- School Administration (electronically; routing memo and application sent via interoffice mail)
- Dominion Energy (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/>

- 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.
- 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.
- Compiled comments, including Planning comments, will be available to be emailed by the Department of Planning to the engineer and owner/developer on Monday at 4:00 p.m.
- 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.
- Requests for interpretations, waivers, or exceptions, generated by staff comments, should be submitted no later than the Staff/Developer conference.
- 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.

#### **E. Staff/Developer Conferences**

Staff/Developer conferences are held every Thursday via WebEx. 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, which 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.



- Staff/Developer conference will be scheduled for 30 minutes based on the complexity of the project. A determination as to the length of the meeting will be made by the Review Team.
- Prior to the Staff/Developer conference, Planning staff annotates comments on the plan layout sheet, prepares standard comment forms and prepares copies of each for the applicant.
- Reviewers provide opportunity for the property owner, representative, engineer, architect, or other attendees to discuss any comments generated during plan review.
- 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.
- Review of revised plans, or additional information submitted, to resolve any remaining issues is coordinated by Planning.

## **F. Preliminary Plat Approval**

The Director of Planning shall act on a preliminary plat within 60 days of submission of a complete application, in accordance with the Henrico County Subdivision Ordinance, unless the applicant requests an extension of time or unless additional time is necessary for a state agency or public authority authorized to review the plat.

- A final Director's agenda is prepared for action by the Director. When all review agencies can recommend preliminary plat approval, the Director of Planning or his designated agent will stamp the plat approved. The Department of Planning will prepare and email the preliminary plat approval letter to the owner/developer and the engineer/surveyor/landscape architect. A copy of the preliminary plat is placed in the file with the Director's action noted on the plat.

## **IV. PRE-FINAL SUBDIVISION REVIEW (OPTIONAL)**

An optional construction plan review process for subdivision construction plans is available following preliminary plat approval and prior to submission of the final plat application. This process is only available for projects which have gone through the preliminary plat review process. This process is known as the Pre-Final submittal and it does not include review of the subdivision plat, or a review by all review agencies. The purpose of this process is to review issues related to the final site layout prior to submission of the final plat application, including plats for review. There is no filing deadline or review fee for this process.

### **A. Application**

The Pre-Final Subdivision application form and 9 sets of plans, including all required construction plan information listed on the final application, and a written letter detailing all changes to the plan since the last submission, and a written response to review comments that clearly indicates how and where each comment was addressed, are submitted to the Permit Center. An

electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies.

If the project is public water and individual on-site sewage disposal system or public sewer and individual well, then an additional construction plan is required as both the Department of Public Utilities and the State Health Department will require a set.

## **B. Routing**

The plans, provided a determination is made that the plans are complete and acceptable for review, are routed for initial review of the construction plans, without the plat. It is the applicant's responsibility to coordinate pre-final plan comments with VDOT and the Health Department as necessary.

### **Plan Distribution**

*Includes: Required electronic submission of all submitted paper documents/plans, 10 plan sets and 3 copies of the Traffic Study (if applicable) (Additional set if the project is public water and individual on-site sewage disposal system or public sewer and individual well.)*

- Department of Planning, Technician (1 set)
- Department of Planning, Review Planner (1 set and 1 copy of the Traffic Study, if applicable)
- Department of Public Works, Design Divisions (2 sets)
- Department of Public Works, Traffic Engineering Division (1 set and 2 copies of the Traffic Study, if applicable)
- Department of Public Works, Construction Division (1 set)
- Department of Public Utilities (2 set)
- Virginia Department of Transportation (1 set)
- State Health Department (if individual well and/or individual on-site sewage disposal system) (1 set)

## **C. Review Comments**

Pre-Final comments will be provided to the applicant within 12 business days, beginning the first day following submission. A Staff/Developer meeting will not be scheduled to discuss the Pre-Final submittal. Only one submission is permitted. The Staff/Developer meeting will be scheduled after the final plat application is submitted.

## **V. FINAL PLAT**

Engineer submits completed final plat application package to the Permit Center. There is no filing deadline for this process.

Plans are reviewed for acceptance as they are submitted. As soon as the paper submission and associated electronic submission are received by Planning, the plans are made available for the intake review by Planning, DPU, and DPW. The intake review is typically complete within 3 business days.

If the submission is deemed complete, the plans are routed and scheduled for a Staff/Developer meeting.

*Note: For plats recorded prior to 1960, see Appendix A.*

## **A. Application**

12 copies of the plat, 10 sets of construction plans, and a completed application and filing fee should be submitted to the Permit Center located on the second floor of the County Administration Building. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies. Appropriate fees are collected, receipts written, and Tidemark information entered. All application packages are turned over to the Development Review and Design Division in the Department of Planning. Requests for interpretations or exceptions, if known should be submitted at this time.

If the project is public water and individual on-site sewage disposal system or public sewer and individual well, then an additional construction plan and plat is required as both the Department of Public Utilities and the State Health Department will require a set.

*Note: In cases where both Subdivision and Plan of Development (POD) or Site Plan approval is required (such as for R-5A developments or townhouses for sale), the filing of a POD or Site Plan application is in lieu of the submittal of the 10 sets of construction plans. The filing of a POD or Site Plan application should be done concurrently with the filing of the final plat application and plats. Please see the Plan of Development and Site Plan Review Process document for details of the Site Plan approval process.*

## **B. Plan Intake Review**

Review Team consisting of designated Planning, Public Works and Public Utilities staff will review plans as they are submitted to determine if plans are complete based on application and checklist submitted by the applicant.

- 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.
- Incomplete plans 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.
- 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 20 business days to review, beginning the first business day after submission to the County.

- Preliminary Staff/Developer agendas are routed for coordination with reviewers and applicants, and final staff developer agendas are distributed to staff and applicants weekly on the Monday prior to the Thursday meeting.
- Application information is entered into the Tidemark tracking system and FileNet.

## C. Routing

After the applicant completes all submission requirements, plans will be routed for review. 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: Required electronic submission of all submitted paper documents/plans, 12 plats, 10 construction plans and, if applicable, 3 copies of the Traffic Study and if applicable, 2 soils map, and 2 soils report for each proposed lot/overall subdivision (Additional set if the project is public water and individual on-site sewage disposal system or public sewer and individual well.)*

- Department of Planning, Property Numbering (electronically)
- Department of Planning, Copy for Public Viewing (1 plat and 1 set of construction plans)
- Department of Planning, Review Planner (1 plat, 1 set of construction plans and 1 copy of the Traffic Study, if applicable)
- Department of Planning, Technician Check (1 plat)
- Department of Planning, G.I.S. Section (electronically)
- Department of Public Works, Design Division (2 plats, 2 sets of construction plans)
- Department of Public Works, Traffic Engineering Division (1 set of construction plans, 1 plat and 2 copies of the Traffic Study, if applicable)
- Department of Public Works, Construction Division (1 set of construction plans)
- Department of Public Utilities (1 plat, 2 sets of construction plans, even if only well and on-site sewage disposal system are proposed)
- Department of Recreation and Parks (electronically)
- Real Estate Assessment (1 plat)
- Virginia Department of Transportation (1 plat and 1 set of construction plans)
- State Health Department (if individual well and/or on-site sewage disposal system) (1 plat, 1 set of construction plans, 2 soils map and 2 soils report)
- School Administration (electronically; routing memo and application sent via interoffice mail)
- Dominion Energy (1 plat)
- Department of Public Works, Real Property Division (1 plat)

## **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/>

- 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.
- 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.
- Compiled comments, including Planning Comments, will be available to be emailed by the Department of Planning to the engineer and the owner/developer on Monday at 4:00 p.m.
- 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.
- Requests for interpretations, waivers, or exceptions, generated by staff comments, should be submitted no later than the Staff/Developer conference.
- 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.

## **E. Staff/Developer Conferences**

Staff/Developer conferences are held every Thursday via WebEx. Attendance is required at the meetings for departmental staff who have comments and recommendations on the applicant's plans. Agencies such as Police and Fire, which 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.

- 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.
- Prior to the Staff/Developer conference, the Department of Planning staff annotates comments on the plan, prepares standard comment forms and prepares copies of each for the applicant.
- 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.

- 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.

## **F. Final Approval**

The Director of Planning shall act on a final plat within 60 days of submission of a complete application, in accordance with the Henrico County Subdivision Ordinance, unless the applicant requests an extension of time.

- When all review agencies can recommend final plat approval, the Director of Planning or his designated agent will stamp the final plat approved. The Department of Planning will prepare and email the final plat approval letter to the owner/developer and the engineer/surveyor/landscape architect. A copy of the final plat is placed in the file.
- If Plan of Development (POD) or Site Plan approval is also required for a particular project (such as R-5A developments or townhouses for sale), final plat approval may not be granted until the POD or Site Plan is approved.
- Construction plans may not be approved until the Director of Planning has granted Final Approval to the subdivision plat.

## **VI. SUBDIVISION CONSTRUCTION PLANS FOR SIGNATURE**

If final plat approval is granted, the engineer/surveyor/landscape architect prepares the construction plans for submittal to the Department of Planning for final review, approval, and signature.

### **A. Application**

Seven sets of the plans should be submitted to the Permit Center with the Subdivision Construction Plans for Signature application form. A written letter which clearly identifies all changes to the plan since the last submission and a written response to previous review comments that clearly indicates how and where each comment was addressed must be included. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies. All necessary information will be entered in the Tidemark tracking system.

If the project is public water and individual on-site sewage disposal system or public sewer and individual well, then an additional construction plan is required as both the Department of Public Utilities and the State Health Department will require a set.

### **B. Routing**

The Permit Center forwards to the Department of Planning which, within 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: Required electronic submission of all submitted paper documents/plans and 7 sets of construction plans (Additional set if the project is public water and individual on-site sewage disposal system or public sewer and individual well.)*

- Department of Planning (1 set)
- Department of Public Works, Design 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)
- State Health Department (if individual well and/or on-site sewage disposal system) (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/>

- County staff will provide review comments within 12 business days, beginning the first business day after submission, 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.
- Planning will coordinate with the Health Department, if necessary, for projects without public water and sewer.
- The Department of Public Works will coordinate VDOT comments and approve the plan after the plan is accepted by VDOT.
- 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.
- 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 routed as they are submitted and will be reviewed within 12 business days.

- All re-submittals shall be submitted to the Permit Center and are required to include the Subdivision Construction Plans for Signature form, 7 sets of plans, a written letter that clearly identifies all changes to the plan since the last submission and a written response to review comments that clearly indicates how and where each comment was addressed. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies.
- The Planning Department 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.
- County staff will provide review comments within 12 business days, beginning the first business day after submission to the County, to the Engineer, Owner, and the Department of Planning.
- A processing fee will be charged for any re-submittals required after the second Plans for Signature submission (third re-submittal).

## **E. Approvals**

The Planning Department, on behalf of all agencies, will notify the applicant if final construction plans for signature may be submitted, or if an additional submission for review is required. If the submittal is responsive to all conditions of approval, proffers, annotations on the plan, technical requirements, and the Director of Planning has granted Final Approval to the subdivision plat, 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 VI.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 Pollutant Discharge Elimination System (VPDES) permit is required, the permit must be issued prior to any partial approvals.

### **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 and grading. A Clearing and Grubbing Plan cannot include work such as installation of storm sewer and/or utilities.

### **Prior to Subdivision Construction Plan Approval**

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

- The Director of Planning has approved the Final Subdivision Plat
- Off-site drainage easements have been recorded.
- All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States and/or wetlands have been submitted to DPW.



- 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 VPDES permit is required),
- A VPDES permit has been issued by the Virginia Department of Environmental Quality (in those cases where a VPDES 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.

#### 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, Landscape Architect, or Class B Surveyor. Five sets of plans and any supporting documentation shall be submitted to the Permit Center with the Clearing and Grubbing Plan application form. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies. 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.

#### Routing

All necessary information will be entered in the Tidemark tracking system. The Planning Department, within 2 days will distribute the plans, a copy of the application, and copies of all accompanying documentation through the Permit Center for pick up by Public Works - Design, Environmental and Traffic (3 sets) and Public Utilities (1 set). Planning retains 1 set.

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.

#### Review

County staff will provide review comments within 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.

### 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 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)

## **G. Subdivision 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 proceed with the signature process upon receipt of the plans.

### **Application**

A minimum of 15\* sets of plans and the Subdivision 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 4 signed copies of the approved plan of which 2 will go to the Utility Contractor if the site is developed with either County Water or County Sewer. If the site is not developed with either County Water or County Sewer, then the applicant will receive all 4 signed copies. Additional sets may be submitted if the applicant needs additional signed sets returned.

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 10 sets of plans for signature may be submitted in lieu of at least 15 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, and Department of Public Utilities.

### **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 Virginia Pollutant Discharge Elimination System - General Construction Permit (VPDES or 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 the following, will be eligible for the signature process:

- 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 and/or wetlands

- BMP / SWM Maintenance Agreements
- Funds to be escrowed
- Maintenance Agreements for placement of items within the right-of-way
- 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.

- Planning will sign 15 or more sets within 2 days of receipt of the plans, enter the Tidemark information and deliver them to Public Utilities.
  - 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, enter the Tidemark information.
  - If the Department of Public Utilities does not need to sign the final plan, and 10 sets of plans for signature have been submitted in lieu of 15, Planning will draw a red “X” through the Utility approval block and forward the plans to the Department of Public Works.
- Public Utilities will sign 15 sets within 2 business days and deliver them to Public Works.
  - Public Utilities will complete the top portion of the preconstruction form and enter the Tidemark information.
- 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 15 sets, notify Planning that the plans have been approved, send 13 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.
  - 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 both DPW and DPU if the Water and Sewer Agreements have been executed.)
- Planning will prepare and email the approval letter.
  - The date of approval shall be the date of signature by the Director of Public Works.
  - The approval letter sent by the Department of Planning will include comments and conditions imposed by the Department of Planning, the Department of Public Works, and the Department of Public Utilities.

- The approval letter will indicate that site grading may proceed after a preconstruction conference has been held with Public Works.
- 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 DPW and DPU if the Water and Sewer Agreements have been executed.)

### **Preconstruction Meeting**

#### **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.

- Each inspector attending the pre-construction meeting will initial the plans.
- Construction plans signed by the agencies attending the pre-con meeting are given to the engineer/contractor at this time. Two sets of plans for a Public Utilities preconstruction meeting are withheld if a joint DPW / PU pre-construction conference is not held.
- The pre-construction date is entered in Tidemark by DPW and DPU. The bottom portion of the pre-construction form is completed.
- The Environmental Division of DPW sends 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.
- Two 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 Building Inspections.

#### **On-site Pre-construction Conference-Public Utilities**

The owner's contractor contacts the DPU Construction Division to schedule a pre-construction meeting at least 2 business days prior to the desired meeting.

- If required, as noted on the pre-construction form, the owner's contractor shall have the Environmental Division of DPW attend the meeting. Two sets of approved construction plans will be delivered to the contractor at this meeting.
- 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.

### **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.

If no pre-construction meeting is required by Public Works, Public Works will send 7 sets of plans to Planning, one set of plans each to the Health Department (if applicable), one set of plans to Building Inspections, and 6 sets to the Department of Public Utilities. Planning distributes 5 sets to the Engineer with the approval letter.

#### **Public Works (9)**

- (2) Design Division
- (1) Construction (field)

#### **For Distribution by Public Works**

- (2) Planning
  - Planning Department
  - Zoning Enforcement Officer
- (2) Developer
  - Engineer
  - (1) Developer/Owner's Copy
- (1) Building Inspections
- (1) Health Department\*\*

#### **Public Utilities (6)\***

\*(1) set only if no public utilities are part of approval

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

#### **For Distribution by Public Utilities**

- (2) Utility Contractor

\*\*If the project is a subdivision with well and/or individual on-site sewage disposal system a copy is sent to the Health Department. If it is served by County Water and/or County Sewer, then it is added to the distribution for the developer.

## **H. Minor Site Plan: Revisions to Approved Construction Plans**

This process is for revisions to a construction plan that is subject to an active construction plan process.

### **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.

- Seven sets of plans shall be submitted if the approval of a single agency is necessary. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies.
- 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.

- The Department reviewing the plans shall coordinate with other County agencies if required. If plans need to be distributed, they are distributed by the responsible agency for review. (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.
- 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.

#### **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 of the subdivision approval.

- At the direction of the Planning Department, 7 sets of plans shall be submitted with the Minor Site Plan application, applicable fee, and a written letter detailing all changes to the plans since the previous approval to the Permit Center. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies.
- The procedures outlined in Section VI. Subdivision Plans for Signature are applied to the review of these plans.

## **VII. PREREQUISITES TO SUBDIVISION PLAT RECORDATION**

### **A. Review of Protective Covenants**

If the subdivision requires the recordation of protective covenants, documents for review must be provided at least 60 days prior to the anticipated recordation date of the subdivision plats.

#### **Application**

The applicant shall submit 4 copies of the draft document, along with a transmittal letter and the miscellaneous subdivision application to the Department of Planning. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies.

#### **Routing/Plan Distribution**

The draft document, along with a copy of the application is distributed by the Planning Department to each of the following agencies:

- County Attorney's Office – review as to form
- Department of Public Works – review as it pertains to stormwater management facilities

- Department of Community Maintenance – review as it pertains to the responsibilities of the homeowners’ association
- Department of Planning- review as to substance

**Review Comments**

Review comments are due to the Department of Planning within 10 business days, beginning the first day after receipt of the covenants by the County. Completed activities are entered into Tidemark.

- Review agencies enter comments into Tidemark and email comments to the Department of Planning. Revisions are made by the applicant and a new copy of the document is resubmitted for review.
- When all review agencies find the draft document satisfactory, the Department of Planning will notify the applicant by phone that the protective covenants may be recorded at the Circuit Court Clerk’s Office. Recordation of the protective covenants must be done prior to, or concurrent with, the recordation of the subdivision plat.
- Deed book and page number information pertaining to the recorded covenants must be referenced on the subdivision plat prior to the Planning Department’s signature for recordation.

**B. Subdivision Landscape Plans**

If required by Code, condition, or proffer, submittal of landscape plans for review and approval is required prior to the recordation of the subdivision plat. For subdivisions which also require a POD or Site Plan, the landscape plan is reviewed as part of the POD or Site Plan.

**Application**

The applicant must submit 6 sets of landscape plans, along with a completed Landscape Plan Application to the Permit Center. The Permit Center shall forward the complete package to the Department of Planning for logging and routing. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies.

**Routing/Plan Distribution**

The Permit Center forwards to the Department of Planning which, within 2 business days, will enter the Tidemark tracking information and then distribute the plans and a copy of the application through the Permit Center for pickup by designated agencies.

- Department of Public Works, Design Division (2 sets)
- Department of Public Utilities (2 sets)
- Department of Planning, Review Planner (1 set)
- Division of Police (1 set)

TOTAL NUMBER = 6 SETS

### **Review Comments**

County staff will provide review comments within 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/>. Review agencies shall notify the Department of Planning and the applicant when they have no comments. If necessary, the applicant shall resubmit revised plans in response to staff comments to the Permit Center.

### **Approval**

When all reviewing agencies are satisfied, the applicant shall submit 4 sets of landscape plans for signature, along with a transmittal letter, to the Permit Center. The Permit Center then forwards all sets of the landscape plans to the Department of Planning.

- The Review Planner signs the final sets of landscape plans and prepares the subdivision landscape plan approval letter. The Department of Planning retains two sets of approved plans.
- Two sets of approved plans and accompanying approval letter are returned to the Permit Center to be picked up by the applicant. The Department of Planning notifies the applicant by telephone that the plans are approved and ready to be picked up. The Department of Planning arranges for a scanned copy of the plans to be placed in the subdivision file.
- Installation of the landscaping improvements is usually required before the approval of any certificates of occupancy for dwellings in a subdivision. In some cases, a financial guarantee may be posted to allow these improvements to be installed at a later period of time. The applicant must contact the Code Administration Division of the Department of Planning to discuss such arrangements.

## **C. Obtaining a Bond Estimate and Posting the Completion Bond**

The Departments of Public Utilities and Public Works provide the Department of Planning with bond estimates for required infrastructure improvements after subdivision construction plans are approved by all agencies. The Department of Planning then conveys this information to the applicant via letter. \*For more information on how these figures are derived, please contact the applicable agency.

### **Criteria**

A surety, certified/cashier check (no personal checks), or letter of credit for all required subdivision improvements must be provided by the developer and approved by the County prior to recordation of the subdivision plat. After approval of the subdivision construction plans, the developer may begin installation of the required improvements. This step is not necessary if “zero” bond estimates are received from all reporting agencies.

### **Reduction Requests**

The developer should note that any request for a reduction in the bond amount prior to the recordation of the plat would require processing time that may result in a substantial delay in recording the plat. Therefore, it is recommended that there be no request for a bond reduction



if the applicant expects to record the subdivision plat within 45 days from the date of such request.

#### **D. Recordation of Off-site Easements**

All necessary off-site easements must be recorded prior to the signature of the subdivision plat for recordation. Construction plans shall not be approved until off-site easements for water and sewer have been acquired and deed book and page numbers are shown on the plans. There are two methods in which off-site easements may be recorded in conjunction with subdivision plats (See Appendix C).

##### **Public Easements**

Principal responsibility for the review of public easements is divided among three agencies:

- Department of Public Utilities (sanitary sewer and water easements)
- Department of Public Works (drainage, Special Flood Hazard Area (floodplain), sight line, slope, temporary construction, and right-of-way easements)
- Department of Planning (no ingress/egress, planting strip, and pedestrian access)

##### **Private Easements**

The City of Richmond, Dominion Energy, telephone, and cable companies record private utility easements; however, they are permitted to utilize the County utility easements and public right-of-way under franchise agreements. These easements are not subject to County review and approval at this time. The subdivider may also record private easements to facilitate their development including drainage, utility, common area maintenance, and access easements. Although these easements are not public easements, they are subject to limited County review and approval by related review agencies.

## **VIII. SUBDIVISION PLAT RECORDATION PROCESS**

All subdivision plats for recordation must undergo at least one pre-recordation review, after receiving final plat approval.

#### **A. Pre-Recordation Plat Technical Review**

##### **Application**

The applicant submits completed Subdivision Miscellaneous Application, along with fee and 6 copies of the subdivision plat to the Permit Center. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies. Appropriate fees are collected, receipts written, and Tidemark information entered. The Permit Center forwards the complete application package to the Department of Planning.

If the project is public water and individual on-site sewage disposal system or public sewer and individual well, then an additional plat is required as both the Department of Public Utilities and the State Health Department will require a set.

### **Routing/Plan Distribution**

The Permit Center forwards to the Department of Planning which, within 2 business days, will enter the Tidemark tracking information and then distribute the plans and a copy of the application through the Permit Center for pickup by designated agencies (1 plat each):

- Department of Planning, Property Numbering (Electronically)
- Department of Planning, Review Planner
- Department of Planning, Planning Technician
- Department of Public Works, Design Division
- Department of Public Utilities
- Department of Public Works, Real Property Division
- Real Estate Assessment (Electronically)
- State Health Department (if well and/or on-site sewage disposal system)
- Virginia Department of Transportation (only if on/adjacent to a VDOT right-of-way)

### **Review Comments**

Review comments are due to the Department of Planning within 5 business days, beginning the first day after receipt of the plats by the County. 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/>.

- The Department of Planning compiles all review comments as quickly as possible and provides a copy within 10 business days, beginning the first business day after submission, to the applicant and the owner/developer, which indicate the revisions required to proceed with the signature process. A copy of this plat is also placed in the final subdivision file. Tidemark entry shall be completed by Planning and the compiled comments and plat will be posted on the County Website which can be found at this link: <http://www3.co.henrico.va.us/comments/>.

The plat must be resubmitted for re-review until all technical requirements are met by all review agencies. Each resubmittal must include a response to comments letter along with the required number of plats and application. The filing fee is only required with the first submission.

## **B. Plats For Recordation**

When all technical requirements are satisfied, all departments have notified the Department of Planning the plat is satisfactory for signature, and all final approval conditions have been met (including the posting of the subdivision completion bond), the Applicant can submit the 3 sets of signed and notarized mylars (one transparent and two opaque). All signatures and stamps must be in dark black ink. Once all requirements are verified and the plats are signed by the Secretary of the Planning Commission, Acting Secretary of the Planning Commission, or Planning Director (or his designee) the Department of Planning will forward the signed sets to the Permit Center for pick up. The Department of Planning will notify the engineer/surveyor via email to pick up the mylars at the Permit Center for recordation in the Circuit Court Clerk's office. Plats will only be released to the engineer/surveyor unless another party is authorized for pick-up.

The applicant is responsible for recording the approved subdivision plats at the Circuit Court Clerk's Office within 60 days of their signature date. Information on the recordation process and necessary fees may be obtained directly from that office. After the subdivision plat has been recorded, the applicant returns two copies (one opaque and one transparent) of the approved subdivision plat to the Permit Center, along with a recordation receipt showing the plat book and page number. Building permits may not be released until the executed, recorded copies are returned to the Permit Center.

The Permit Center retains the one opaque copy of the approved subdivision plat for the subdivision plat books. The transparent copy is sent to the Department of Public Works. The Permit Center publishes the recorded plat to the Subdivision Plat Search (<https://gis.henrico.us/SubdivisionPlatSearch/#>), emails the recorded plat to the applicable agencies, and produces/sends any necessary copies of the subdivision plat to agencies.

## **IX. RELEASE OF SUBDIVISION BONDS**

### **A. Certification of Improvements**

Upon the completion of all improvements, the subdivider shall furnish a statement by a certified engineer or land surveyor that all construction is in substantial conformity to the regulations and requirements of the Subdivision Ordinance and the approved plans. This statement is submitted to the Department of Planning, with copies sent to the Department of Public Works and the Department of Public Utilities.

### **B. Release or Reductions**

After all the required field inspections have been completed, the Departments of Public Works and Public Utilities notify the Department of Planning that the subdivision bond is then eligible for reduction or release. Upon notification, the Department of Planning processes the reduction or release of the subdivision bond to the applicant or other party that posted the financial guarantee.

## **X. MINOR SUBDIVISION**

A minor subdivision procedure is available to handle any property/parcel adjustments which are outside of the scope of the established processes of Preliminary and Final Plats. Approval of a minor subdivision does not require submittal and approval of a preliminary or final plat. Instead, a minor subdivision application including a survey is submitted for review, and, if approved, the survey plat may be recorded.

Minor subdivisions are not intended to include approval of construction plans; therefore, if public improvements, such as utility extensions or road construction are needed, a Final Plat must be applied for instead, unless separate approval of the associated plans are authorized by Department of Public Works and/or Department of Public Utilities.

Minor subdivisions include any of the following:

- Family subdivision; or

- Division of a lot or parcel of land pursuant to a plan of development approved in accordance with the requirements of Chapter 24 of the County Code, if the division does not involve a new public street or an extension of an existing public street; or
- Vacation, relocation, or other alteration of a lot boundary line, if no relocation or alteration of streets, alleys, easements for public passage, or public utilities, or other public areas is involved. This portion of the minor subdivision cannot be utilized to create additional buildable lots.

All minor subdivisions must undergo at least one pre-recording review. The review and approval process for each type of minor subdivision is detailed more fully below.

## **A. FAMILY SUBDIVISIONS**

Lots created under Family Subdivision approval are not required to front on a public road for the 50-foot minimum. However, if the lot lacks the required 50 feet of public road frontage a private drive must be constructed. Therefore, the family subdivisions are broken into two categories for review and approval.

- If each of the proposed lot(s) meet the required minimum 50 feet public road frontage, the review and approval process is found further in this section.
- If any of the proposed lot(s) lack the required minimum 50 feet public road frontage, the Final Plat process is the applicable review and approval process. See Section V. for further information.

### **Application**

The applicant submits completed Minor Subdivision Application, along with fee and 6 copies of the family subdivision plat to the Permit Center. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies. Appropriate fees are collected, receipts written, and Tidemark information entered. The Permit Center forwards the complete application package to the Department of Planning.

If the project is public water and individual on-site sewage disposal system or public sewer and individual well, then an additional plat is required as both the Department of Public Utilities and the State Health Department will require a set.

### **Plan Intake Review**

The Development Process Facilitator reviews the application to ensure it meets the criteria for a family subdivision as a Minor Subdivision. Incomplete plans will not be routed for review until all application requirements are complete.

### **Routing**

The Department of Planning distributes copies of the subdivision plat through the Permit Center for pick up by designated review agencies. *(Additional set if the project is public water and individual on-site sewage disposal system or public sewer and individual well.)*

- Department of Planning, Property Numbering (electronically)

- Department of Planning, Review Planner (1 plat)
- Department of Planning, Planning Technician (1 plat)
- Department of Public Works, Design Division (1 plat)
- Department of Public Works, Traffic Division (1 plat)
- Department of Public Utilities (1 plat)
- Real Estate Assessment (electronically)
- State Health Department (if well and/or on-site sewage disposal system) (1 plat)

### **Review Comments**

Review comments are due to the Department of Planning within a minimum of 12 business days, beginning the first day after receipt of the plats by the County. Completed activities are entered in Tidemark.

- Review agencies (except Planning) enter comments into Tidemark and email comments to the Department of Planning by end of day on the Friday deadline. Planning comments will be posted by 4:00 the following Monday, which indicate whether revisions are required, or the plat can 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/>
- Should it be determined that the family subdivision requires the submission of associated construction plans, it must be reviewed and approved under the Final Plat process.

The plat must be resubmitted for re-review until all technical requirements are met by all review agencies. Each resubmittal must include a response to comments letter along with the required number of plats and application. The fee is only required with the first submission.

### **Approval and Recordation:**

When all technical requirements are satisfied and all departments have notified the Department of Planning that the plat is satisfactory for signature, the Applicant can submit the 3 paper copies for signature by the Director of Planning or his designee.

- If the submitted plats meet the requirements for approval, the Director of Planning or his designee will affix a stamp and signature of approval to all submitted copies. Two copies of the signed plats will be forwarded to Permit Center for pick up. The Department of Planning will notify the engineer/surveyor via email to pick up the signed plats at the Permit Center for recordation. Plats will only be released to the engineer/surveyor unless another party is authorized for pick-up.

The applicant is responsible for recording the approved subdivision plats at the Circuit Court Clerk's Office within 60 days of their signature date. Information on the recordation process and necessary fees may be obtained directly from that office. After the subdivision plat has been recorded, the applicant returns the remaining approved plat to the Permit Center, along with a recordation receipt showing the plat book and page number. Building permits may not be released until the executed, recorded copies are returned to the Permit Center.

The Permit Center retains the remaining approved plat for the subdivision plat books. The Permit Center publishes the recorded plat to the Subdivision Plat Search (<https://gis.henrico.us/SubdivisionPlatSearch/#>), emails the recorded plat to the applicable agencies, and produces/sends any necessary copies of the subdivision plat to agencies.

## **B. DIVISION OF LOT/PARCEL PURSUANT TO A POD/SITE PLAN**

To create a division of a lot or parcel which has a previous POD or Site Plan approval, a minor subdivision application is required, unless a subsequent POD or Site Plan includes the proposed division within the submission for review/approval. The Minor Subdivision is solely for the recordation of the parcel division and may not include other construction or work to be performed.

- If a POD or Site Plan application includes the creation of a new parcel/property lines or adjustment to existing parcel/property lines, a separate Minor Subdivision Application is not required.

### **Application**

The applicant submits completed Minor Subdivision Application, along with fee and 4 copies of the minor subdivision plat to the Permit Center. An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies. Appropriate fees are collected, receipts written, and Tidemark information entered. The Permit Center forwards the complete application package to the Department of Planning.

### **Plan Intake Review**

The Development Process Facilitator reviews the application to ensure it meets the criteria for a division of lot/parcel pursuant to a POD/site plan as a Minor Subdivision. Incomplete plans will not be routed for review until all application requirements are complete.

### **Routing**

The Department of Planning distributes copies of the subdivision plat through the Permit Center for pick up by designated review agencies (1 plat each):

- Department of Planning, Property Numbering (electronically)
- Department of Planning, Review Planner
- Department of Public Works, Design Division
- Department of Public Works, Traffic Division
- Department of Public Utilities

### **Review Comments**

Review comments are due to the Department of Planning within a minimum of 5 business days, beginning the first day after receipt of the plats by the County. Completed activities are entered in Tidemark.

- Review agencies enter comments into Tidemark and email comments to the Department of Planning by end of day on the deadline. Planning comments will advise whether

revisions are required, or the plat can proceed with the approval/recordation 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/>

The plat must be resubmitted for re-review until all technical requirements are met by all review agencies. Each resubmittal must include a response to comments letter along with the required number of plats and application. The fee is only required with the first submission.

**Approval and Recordation:**

When all technical requirements are satisfied and all departments have notified the Department of Planning that the plat is satisfactory for signature, the Applicant can submit the 3 paper copies for signature by the Planning staff and/or the Director of Planning.

- If the submitted plats meet the requirements for approval, the Director of Planning or his designee will affix a stamp and signature of approval to all submitted copies. Two copies of the signed plats will be forwarded to Permit Center for pick up. The Department of Planning will notify the engineer/surveyor via email to pick up the signed plats at the Permit Center for recordation. Plats will only be released to the engineer/surveyor unless another party is authorized for pick-up.
- Once the plat is signed and Planning scans the plat into FileNet, Planning will advise DPU and DPW of its availability for reference.

The applicant is responsible for recording the approved subdivision plats at the Circuit Court Clerk's Office within 60 days of their signature date. Information on the recordation process and necessary fees may be obtained directly from that office. After the minor subdivision plat has been recorded, the applicant must provide a copy of the recordation receipt showing the deed/plat book and page number of the recorded document. This information can be provided via email. Failure to provide the recordation information may delay associated permit/development approvals.

**C. VACATION, RELOCATION, RESUBDIVISION, OR OTHER ALTERATION OF INDIVIDUAL LOTS**

All lots/parcels of land must undergo a review and approval process by the Department of Planning to ensure the proposed adjustments do not create any zoning violations. This process is eligible for all residentially zoned properties, provided no other work is proposed beyond the lot/property line adjustments. This process cannot be utilized to create any additional residential buildable lots.

**NOTE:** For those properties which are eligible for the con-conforming standards, once the properties are consolidated through this process, they cannot be split again utilizing the non-conforming standards.

**Application**

The applicant submits completed Minor Subdivision Application, along with fee and 4 copies of the minor subdivision plat to the Permit Center. An electronic copy of all provided documents

should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies. Appropriate fees are collected, receipts written, and Tidemark information entered. The Permit Center forwards the complete application package to the Department of Planning.

### **Plan Intake Review**

The Development Process Facilitator reviews the application to ensure it meets the criteria for the vacation, relocation, resubdivision, or other alternation of individual lots as a Minor Subdivision. Incomplete plans will not be routed for review until all application requirements are complete.

### **Routing**

The Department of Planning distributes copies of the subdivision plat through the Permit Center for pick up by all reviewing agencies:

- Department of Planning, Property Numbering (electronically)
- Department of Planning, Review Planner

### **Review Comments**

Review comments are due to the Department of Planning within a minimum of 5 business days, beginning the first day after receipt of the plats by the County. Completed activities are entered in Tidemark.

- Planning comments will be posted by the comment deadline, which indicate whether revisions are required, or the plat can proceed with the signature process. Tidemark entries shall be completed by Planning and these comments will be posted on the County Website which can be found at this link: <http://www3.co.henrico.va.us/comments/>

The plat must be resubmitted for re-review until all technical requirements are met. Each resubmittal must include a response to comments letter along with the required number of plats and application. The fee is only required with the first submission.

### **Approval and Recordation:**

Should the plat result in no outstanding comments and can be approved, the Director of Planning or his designee will affix a stamp and signature of approval to 3 of the submitted copies. Two copies of the signed plats will be forwarded to Permit Center for pick up. The Department of Planning will notify the engineer/surveyor via email to pick up the signed plats at the Permit Center for recordation. Plats will only be released to the engineer/surveyor unless another party is authorized for pick-up.

The applicant is responsible for recording the approved subdivision plats at the Circuit Court Clerk's Office within 60 days of their signature date. Information on the recordation process and necessary fees may be obtained directly from that office. After the minor subdivision plat has been recorded, the applicant must provide a copy of the recordation receipt showing the deed/plat book and page number of the recorded document. This information can be provided via email. Failure to provide the recordation information may delay associated permit/development approvals.

If a subsequent submission(s) is required, the same approval and recordation process as detailed above applies.



## **APPENDIX A: 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, addition/modifications to cluster box units for mail service, or adjustments to common area amenities which do not require full site plan review. This process does not apply to sites which are subject to an active POD, Site Plan, or Subdivision construction plan approval process. Lot or parcel boundary line modifications are processed in accordance with the Minor Subdivision process.

To qualify for this process the following criteria apply:

### **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.
- No work shall be proposed within Wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Areas (100-Year Floodplain), or Mapped Dam Break Inundation Zones.
- 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 804-501-4602.

Pre-approval by Planning, DPU and DPW to determine eligibility for process by submission of an electronic explanation/sketch/plan pdf of proposed work area. The applicant must discuss with Planning the proposed project scope 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 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.

### **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.

- An electronic copy of all provided documents should be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us) to facilitate electronic records and plan review by some review agencies.
- 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 work within Wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Areas (100-Year Floodplain), or Mapped Dam Break Inundation Zones.
    - The plan proposes no review required by VDOT or Health Department.
  - Each set must be in compliance with the application checklist 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.

## Procedure

The applicant prepares the Minor Construction Plan for submittal to the County for review. The Minor Construction Plan fee, 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 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 the review agencies, with each agency receiving one set. Plans are distributed as follows:

- Department of Public Works
- Department of Public Works – Traffic Engineer
- Department of Public Utilities

- Department of Planning

The staff will provide review comments within 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, VI. H. Minor 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.

### **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 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 2 signed plans will be available for pick up at the Permit Center or when appropriate, will be emailed 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 B: PLATS RECORDED PRIOR TO 1960 PLAN REVIEW PROCESS**

The process to the develop multiple single-family dwellings in subdivisions that were platted prior to 1960, and for which streets and utilities have not been completed or have not been accepted for County maintenance follows that of the Final Plat process outlined in V. earlier in this document. This process requires the submission of the necessary subdivision construction plans and the associated subdivision plat, which will be signed for recordation by the Planning Department, similar to new development. Should the proposed development of these lots not require any right-of-way widening/dedication or resubdivision of the originally platted lots, the subdivision plat portion of the application may not be necessary. Prior to approval of building permits for construction of single-family dwellings in any subdivision that was platted prior to 1960, a final plat shall be submitted for review and approval by the Directors of Planning, Public Works, and Public Utilities. There shall be no clearing or grading of any lot without review and approval of a final plat for the involved properties.

If all required utilities and streets are complete and accepted by the County for maintenance and consolidation of the existing recorded lots into buildable lots is the only remaining item to be completed, a minor subdivision may be substituted in place of a final plat.

A Pre-Application Conference submission can determine the correct review and approval process.

### **Additional Processes and Requirements**

- Each agency will review the plan in accordance with the procedures for final construction plans and plats.
- The easement and right of way widening plat may be submitted in lieu of a subdivision plat, should all agencies be in agreement that a formal subdivision plat not be necessary. If such is permitted, the easement/right-of-way widening plat shall be reviewed in accordance with the procedures for off-site easements. (See Appendix C)
- The subdivision completion bond will be submitted as a subdivision performance bond and will be released accordingly, similar to that of new developments.
- Should all agencies be in agreement that a formal subdivision plat not be necessary:
  - When all technical requirements for approval of the construction plan for the subdivision have been satisfied and any necessary bond has been submitted, and any necessary easement and road widening dedication plat has been recorded, the construction plans shall be signed and distributed following the Subdivision Construction Plans for Signature Process. In addition, Director of Planning or his designee will stamp and sign the schematic subdivision plan “Final Approval Granted by Director”. The Department of Planning will then prepare and send a final approval letter to the owner and/or developer, with a copy sent to the engineer/surveyor/landscape architect.
  - The applicant shall attach two copies of the approved final subdivision construction plan to each building permit application. No building permit shall be issued until final subdivision construction plan is approved.

## APPENDIX C: RECORDATION OF OFF-SITE EASEMENTS

There are two methods in which off-site easements may be recorded in conjunction with subdivision plats. The method selected depends upon the individual circumstances of each subdivision and, in particular, the relationship of the owner of the off-site property and the owner of the property being subdivided. The two methods may be described as follows:

### **Method A**

When the owner of the off-site property and the owner of the property being subdivided are unrelated.

The subdivider must execute a private purchase agreement with the off-site property owner and provide an easement plat to the Real Property Division. The plat must identify the project benefiting from the easement. The Plat is circulated by the Real Property Division for review by the responsible review agencies. Upon approval of these agencies, the Real Property Division executes an easement agreement with the off-site property owner and records the easement. (It should be noted that this process is also used to record both on- and off-site easements in conjunction with Plans of Development as well as miscellaneous drainage and utility plans approved by the Departments of Public Works and Public Utilities).

### **Method B**

When the owner of the off-site property and the owner of the property being subdivided are the same and the easements are within a portion of a future section of the same project.

This method is only available if there has been a Preliminary Plat approval granted for the overall parcel. The off-site easement may be included on the final plat in a reserved parcel within the subdivision boundary as part of the section being recorded. The final plat is circulated by the Department of Planning for review by responsible review agencies. Upon approval of these review agencies, the plat is approved by the Department of Planning and the off-site easement is recorded via the subdivision plat. No easement agreement is necessary since the off-site easement is contained in the title of the property being divided and the easement is recorded via the subdivision certificate. Method B may only be used when both properties are included completely within the title of the final plat and the property owner signs the subdivision certificate. Method B is available only to a subdivider that includes the area affected by the off-site easement on the preliminary plat. The subdivider must then include the area affected by the off-site easement within the area platted. This requires the affected area to be surveyed.

Note: In any case, the applicant may choose to use Method A to record an off-site easement. If the applicant owns both properties, they may also elect to use Method B.

## APPENDIX D: EASEMENT PLAT REVIEW PROCESS

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

- Applicant hires licensed design professional to prepare plat.
- Plat Application: Applicant submits 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 Division.
- Plats are distributed by the Real Property Division to all appropriate review agencies generally as follows:
  - Department of Planning, Review Planner (1)
  - Department of Public Works, Design Division (2)
  - Department of Public Works, Division of Traffic Engineering (1)
  - Department of Public Utilities (1)
  - Department of Public Works, Real Property Division retains (1)TOTAL = 6 PLATS
- 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.
- 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.
- Signature of plat: When all technical requirements have been satisfied, the Applicant may submit 6 plats for signature and a completed easement plat application to the Permit Center.
- Signature Process: Six 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 Division. 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 10 business days, beginning the first business day after submission to the Permit Center.
- After receipt of signatures, Real Property will forward the Easement Agreement to the Applicant for signature. When the Real Property Division 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:

- Once any replacement County Facilities have been approved and accepted by the County, then the Applicant may contact the Real Property Division to request any County-owned redundant and unnecessary easements be vacated or quitclaimed.
- Applicant hires licensed design professional to prepare plat and necessary documents.
- Application: Applicant submits a completed “Easement Vacation and Quitclaim” application and 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 Division by the next business day.
- 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, Design Division (2)
  - Department of Public Works, Division of Traffic Engineering (1)
  - Department of Public Utilities (1)
  - Department of Public Works, Real Property Division retains (1)TOTAL = 6 PLATS
- 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.
- 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.
- 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 6 plats to the Permit Center.
- Upon receipt of an updated application and 6 plats, the Permit Center will update Tidemark and forward the revised plats to the Real Property Division. 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.

- 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.