



Subdivision - Plans for Signature

Final Construction Plans

County of Henrico, Virginia

Department of Planning

Henrico Planning Web Site: www.henrico.us/planning

Department of Planning, County of Henrico, Virginia, P.O. Box 90775, Henrico, Virginia 23273-0775 Phone 804-501-4602**

**For mail use P.O. Box. For deliveries C/O the Permit Center use street address 4301 E. Parham Road, Henrico, Virginia 23228.

*****DO NOT SUBMIT FOLDED PLANS*****

Name of Project: _____ **SUB #** _____

- **First Submission** (No fee required) (First Submission after receiving Final Subdivision approval)
Submit this application, 7 sets of plans to the Permit Center, a letter specifically detailing ALL changes made to the plan since the last review and responding to ALL previous comments, and electronic copy of all submitted plans and documents.
****NOTE:** If there are **no** comments after review of these plans, applicant will be notified to submit 10 or 15 sets of plans for signature. If there are comments, additional submission is required.
- **Second Submission** (First re-submittal) (No fee required)
Submit this application, 7 sets of plans to the Permit Center, a letter specifically detailing ALL changes made to the plan since the last review and responding to ALL previous comments, and electronic copy of all submitted plans and documents. (See ****NOTE** above)
- **Additional Submission** (Any subsequent re-submittals prior to signature) (**Processing Fee required - \$150**)
Submit this application, 7 sets of plans to the Permit Center, a letter specifically detailing ALL changes made to the plan since the last review and responding to ALL previous comments, electronic copy of all submitted plans and documents, and **fee** to the Permit Center. (See ****NOTE** above)
- **Final Submission** (no fee) **An original seal and signature is required on the cover sheet of every set of plans.**
Submit this application and a minimum of 10 or 15 sets of plans, depending on whether or not Public Utilities needs to sign the plans, to the Permit Center. In addition to the sets of plans for signature, the Applicant must include a signed copy from Construction Activities (VAR10), any fees required for issuance of the Construction General Permit (GCP), and the appropriate, completed tabs to be inserted into the Stormwater Pollution Prevention Plan (SWPPP) Binder.

Certification: I hereby certify that all of the required administrative documents as noted above, have been submitted and approved. I understand the submission of incomplete or inaccurate information will result in a delay in processing and action on this application.

(Engineer's/Surveyor's Name & Date) (Type or Print)

(Engineer's/Surveyor's Name) (Signature)

For Office Use Only

Engineer/Surveyor

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

Authorized Signature Print/Type Name

FOR OFFICE USE ONLY

Date of Filing: _____
Time of Filing: _____
Fee: _____ PIV Number _____

Application Accepted By Print/Type Name