



Subdivision Plat Recordation Application

County of Henrico, Virginia

Department of Planning

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

Department of Planning, County of Henrico, Virginia, P.O. Box 90775, Henrico, Virginia 23273-0775** Phone 804-501-4602 Facsimile 804-501-4379
**For mail use P.O. Box. For deliveries C/O the Permit Center use street address 4301 E. Parham Road, Henrico, Virginia 23228.

Subdivision Name & Section (if applicable): _____

Select Requested Action:

Covenants

- Covenants Review (first submission) no fee
(4 copies and electronic submission)
- Subsequent submission no fee
(4 copies, electronic submission, and comment response letter)

Minor Subdivision for Recordation

- Family Subdivision no fee
(3 paper copies of the plat)
- POD Parcel/Lot Adjustment no fee
(3 paper copies of the plat)
- Modifications to lot(s)/parcel(s) no fee
(3 paper copies of the plat)

All Other Subdivisions for Recordation

- Technical Review (first submission) \$50
(6 paper copies of the plat)
- Subsequent submission no fee
(6 paper copies of the plat and comment response letter)
- Mylars for Recordation* once authorized no fee
(Two (2) sets of white mylars, one (1) set of transparent mylars that are signed and notarized)

For Office Use Only

Project Description:

Parcel (GPIN) #(s) _____
 Magisterial District _____ Zoning _____ Number of lots _____ Acreage _____
 Zoning/POD Case Numbers _____

Applicant Information: (Please Print)

Engineer/Surveyor:

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

Representative / Authorized person to pick up plats for recordation: (Explain Relationship)

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

Authorized Signature _____ Print/Type Name _____

Authorized Signature _____ Print/Type Name _____

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Application Accepted By: _____ Fee: _____
 Date of Filing: _____ Time of Filing: _____ PIV Number: _____

Subdivision Plat Recordation Checklist (To be filled out by the firm or person(s) preparing the plans)

Minor Subdivision for Recordation

- Three (3) paper copies of the plat, including any changes noted during the review process.
- Must include seal of authorized design professional with signature and date.
- Electronic Copy of all plans and documents submitted are required to be emailed to DevEPlanReview@henrico.us

All Other Subdivisions for Recordation Checklist

Required Information for Mylar Approval & Recordation

- Two (2) White opaque double matt Mylars and one (1) Transparent Mylar of Archival Quality that will not erase, smear, or chip shall be submitted for recordation.
- Technical requirements are outlined on the Final Plat Application.
- Electronic Copy of all plans and documents submitted are required to be emailed to DevEPlanReview@henrico.us
- All Signatures and Dates shall be in dark **black** ink suitable for reproduction, with a name and title line for each signature. Per State Law, the notaries must use a stamp that will not interfere with any plat information and are legible. All stamps must be in dark black ink. The notaries must provide their registration number with their signature.
- The following provides a checklist of the items that must be completed prior to authorization for recordation:
 - Construction plans must be approved.
 - The Performance Bond, approved by the County Attorney, with the completion date two years from the date of the submission of the bond, a Cashier's Check, or Cash shall be furnished to cover the estimated cost of the improvements.
 - A copy of the RRPDC Letter, giving approval of the Street Names in the subdivision, shall be submitted to the Department of Planning for review/approval (if applicable).
 - If applicable, the Declaration of Covenants, Conditions, and Restrictions shall be submitted to the Department of Planning, for review and approval, at least 60 days prior to the recordation of the plats. The Covenants & Restrictions shall be in form and substance satisfactory to the County Attorney and shall be recorded prior to the submission of the subdivision plats for recordation. The recordation information shall be recorded in the applicable spaces on the plat, including the date(s) of recordation and associated deed book(s) and page number(s).
 - If applicable, the details for landscaping to be provided within any Planting Strip Easement, landscape buffer or other required/proffered landscape area, shall be submitted to the Department of Planning, for review and approval, prior to the recordation of the plat.
 - If applicable, the standard Stub Street Sign Letter, required from the owner & developer for all stub streets in the subdivision, shall be submitted to the Department of Planning.
 - Any required Department of Public Works contributions shall be submitted directly to the Department of Public Works. Confirmation of such is required prior to the authorization of mylars for recordation.
 - Any required maintenance agreement for improvements in the right of way shall be submitted to and approved by the Department of Public Works. Confirmation of such is required prior to the authorization of mylars for recordation.
 - The owner or developer shall provide the necessary letters, to the Department of Planning, from any utility with an easement crossing through the subdivision. The letters, from Dominion Energy (Electric), Verizon (Telephone), or other major utility company, shall state that the subdivision does not conflict with the easement or their facilities. Confirmation of receipt is required prior to the authorization of mylars for recordation.
 - All Offsite Easements and any private easements must be recorded prior to the submission of the subdivision plats for recordation. The recordation information shall be recorded in the applicable locations on the plat, including the date(s) of recordation and associated deed book(s) and page number(s).
 - Agreements shall be executed prior to the authorization for construction of water and sewer facilities and utility bond must be calculated prior to approval of the subdivision plat.

Note: The Mylars will be returned to the Engineer or Surveyor that submitted the Mylars for review and approval. The engineer or surveyor shall notify the Department of Planning if the Approved Mylars are to be returned to the owner or developer for recordation.

CERTIFICATION

I, _____ (Name, Please Print or Type), hereby certify that the attached plats and this completed application form contain all the required information for Subdivision Technical Check Applications or Mylar check applications submitted in accordance with Chapter 19 of the Henrico County Code. I understand that the submission of incomplete or inaccurate information may delay the processing.

Firm _____ Signature _____