



# Minor Subdivision Application

County of Henrico, Virginia

Department of Planning

Henrico Planning Web Site: [www.henrico.us/planning](http://www.henrico.us/planning)

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

\*\*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\*\*\***

**Subdivision Name:** \_\_\_\_\_

**Select one of the following:**

- Family Subdivision  
\*\*All existing and proposed lots meet the minimum road frontage requirement and no construction plans are required
- POD-related Division/Adjustment
- Modifications to lot(s)/parcel(s)
  - Can include vacation, consolidation, relocation, alteration, or Adjustments of existing lot(s)/parcel(s)
  - Cannot** involve any changes to streets, easements, or utilities
  - Cannot** be utilized to create any additional lots/parcels
- Resubmission – applicable to all of the above

**Project Description:**

Parcel (GPIN) #(s) \_\_\_\_\_

Magisterial District \_\_\_\_\_ Zoning \_\_\_\_\_

Number of lots \_\_\_\_\_ Acreage \_\_\_\_\_ Zoning/POD Case Numbers \_\_\_\_\_

Location: \_\_\_\_\_

(Street Address from County GIS)

**Utilities:**    **Water**     County             Individual Well  
                   **Sewer**     County             Individual On-Site Sewage Disposal System

**Applicant Information:** (Please Print)

**Owner of Record:** If more than two owners, attach additional sheets.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Phone : \_\_\_\_\_

**Engineer/Surveyor:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Phone : \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature\*                      Print/Type Name

\_\_\_\_\_  
Authorized Signature\*                      Print/Type Name

**Owner of Record:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Phone : \_\_\_\_\_

**Other:** (Explain Relationship) \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Phone : \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature\*                      Print/Type Name

\_\_\_\_\_  
Authorized Signature\*                      Print/Type Name

\*If Power of Attorney is involved, attach Power of Attorney form POF 005.

**FOR OFFICE USE ONLY**

Application Accepted By: \_\_\_\_\_

Fee: \_\_\_\_\_

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_

PIV Number: \_\_\_\_\_

## Minor Subdivision Application Checklist

(To be filled out by the firm or person(s) preparing the plans)

### Family Subdivision:

- Six (6) prints of the plat prepared in accordance with Chapter 19 of the Henrico County Code and this application form**
  - Minimum of plat size of Letter size paper (8 ½" x 11") up to plan size paper (24" x 36").
  - All type must be legible.
  - Plat shall include:
    - Name of Family Subdivision, utilizing the last name of the current property owner, e.g. Smith Family Subdivision.
    - Subdivision Certificate with signatures from all owners of record and trustee/mortgage (if applicable) and notarized.
    - Source of Title
    - Magisterial District and County.
    - Date and Scale.
    - Name of person/firm who prepared plat.
    - Engineer's or surveyor's seal and signature.
    - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
    - Boundaries of the subdivision showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet.
    - Names and locations of adjoining subdivisions or the names of owners and GPINs of adjoining parcels.
    - Four (4) points on each sheet with coordinates in the Virginia State Plane Coordinate system. All features shown on the plan must be drawn to scale based on the four reference points.
    - The exact location and material of all existing and proposed permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
    - The exact location, alignment, or arrangement of all existing easements with a statement of any restrictions or limitations placed on their use.
    - The exact location, alignment or arrangement and dimensions of all proposed lot lines.
    - The numbering of all proposed lots, with total lot area (inclusive and exclusive of the Special Flood Hazard Area (100-year floodplain) labeled for each lot
    - Location of Special Flood Hazard Area (100-year floodplain) if located on the property.
    - Location of existing/proposed well and/or individual on-site sewage disposal systems, including reserve areas (if applicable).
    - Location of all existing structures on the property including setbacks to existing/proposed lot lines.
- Electronic Copy of all plans and documents submitted are required to be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us)**

### Division of Lot/Parcel Pursuant to a Plan of Development or Site Plan:

- Four (4) prints of the plat prepared in accordance with Chapter 19 of the Henrico County Code and this application form**
  - Minimum of plat size of Letter size paper (8 ½" x 11") up to plan size paper (24" x 36").
  - All type must be legible.
  - Plat shall include:
    - GPIN(s) of property involved.
    - Subdivision Certificate with signatures from all owners of record and trustee/mortgage (if applicable) and notarized.
    - Source of Title
    - Magisterial District and County.
    - Date and Scale.
    - Name of person/firm who prepared plat.
    - Engineer's or surveyor's seal and signature.
    - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
    - Boundaries of the subdivision showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet.
    - Names and locations of adjoining subdivisions or the names of owners and GPINs of adjoining parcels.
    - Four (4) points on each sheet with coordinates in the Virginia State Plane Coordinate system. All features shown on the plan must be drawn to scale based on the four reference points.
    - The exact location and material of all existing and proposed permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
    - The exact location, alignment, or arrangement of all existing easements with a statement of any restrictions or limitations placed on their use.
    - The exact location, alignment or arrangement and dimensions of all proposed parcel/property lines.
    - Numbering/letter of each proposed parcel/property
    - Location of Special Flood Hazard Area (100-year floodplain) if located on the property.
    - Location of existing/proposed well and/or individual on-site sewage disposal systems, including reserve areas (if applicable).
    - Location of all existing structures on the property including setbacks to existing/proposed lot lines.
    - Location of parking and other site improvements including dumpster enclosures and sidewalks.
- Electronic Copy of all plans and documents submitted are required to be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us)**

**Vacation, Relocation, Resubdivision, or Other Alteration of Individual Lots/Parcels:**

- Four (4) prints of the plat prepared in accordance with Chapter 19 of the Henrico County Code and this application form**
  - Minimum of plat size of Letter size paper (8 1/2" x 11") up to plan size paper (24"x 36").
  - All type must be legible.
  - Plat shall include:
    - Name of existing subdivision and associated reference blocks and lots (if applicable).
    - Subdivision Certificate with signatures from all owners of record and trustee/mortgage (if applicable) and notarized.
    - Source of Title
    - Magisterial District and County.
    - Date and Scale.
    - Name of person/firm who prepared plat.
    - Engineer's or surveyor's seal and signature.
    - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
    - Boundaries of the subdivision showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet.
    - Names and locations of adjoining subdivisions or the names of owners and GPINs of adjoining parcels.
    - Four (4) points on each sheet with coordinates in the Virginia State Plane Coordinate system. All features shown on the plan must be drawn to scale based on the four reference points.
    - The exact location and material of all existing and proposed permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
    - The exact location, alignment, or arrangement of all existing easements with a statement of any restrictions or limitations placed on their use.
    - The exact location, alignment or arrangement and dimensions of all proposed lot lines.
    - The numbering of all proposed lots, with total lot area (inclusive and exclusive of the Special Flood Hazard Area (100-year floodplain) labeled for each lot
    - Location of Special Flood Hazard Area (100-year floodplain) if located on the property.
    - Location of existing well and/or individual on-site sewage disposal systems, including reserve areas.
    - Location of all existing structures on the property including setbacks to existing/proposed lot lines.
- Electronic Copy of all plans and documents submitted are required to be emailed to [DevEPlanReview@henrico.us](mailto:DevEPlanReview@henrico.us)**

**CERTIFICATION**

I, \_\_\_\_\_ (Name, Please Print or Type), hereby certify that the attached plats and this completed application form contain all the required information for minor subdivision 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 \_\_\_\_\_