



Department of Planning
Signature Plan 10-Day Expedited Process
Subdivision Final Construction Plan Review
County of Henrico, Virginia

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
**Use P.O. Box for all mail. Street address is 4301 E. Parham Road, Henrico, Virginia 23228 for deliveries only.

Subdivision Submittal Checklist
(Applicant must check appropriate boxes)

- 1. "Final Construction Plan Review, Certificate of Compliance" – one (1) original
- 2. A copy of the annotated plan stamped by the Department of Planning as "Conditional Approval granted by the Planning Commission".
- 3. A copy of the annotated plan stamped by the Department of Planning as "Final Approval granted by the Director of Planning".
- 4. Twenty-two (22) sets of plans.
- 5. An additional standard (24" x 36") sheet for each set of plans that cites the rezoning case number(s), and lists the proffers that affect the subject property; and the Conditional and Final conditions of approval.
- 6. Written response to all previous review comments, with explanation of how resolved.

Developer:

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

Engineer / Surveyor:

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

Authorized Signature Print/Type Name

Authorized Signature Print/Type Name

FOR OFFICE USE ONLY

Application Accepted By: _____ Date of Filing: _____ Time of Filing: _____