



# Pre-Final 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 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.

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

This application is used only for the initial review of subdivision construction plans after the Planning Commission has approved the Conditional Subdivision, and prior to filing the Final Subdivision application and plats. This submission is optional.

## Subdivision Name:

SUB #/	Section	
For Office Use Only		
<input type="checkbox"/> Section _____ <input type="checkbox"/> Resubdivision of _____ <input type="checkbox"/> Corrected plat of _____ <input type="checkbox"/> Schematic Plan (for plats recorded prior to 1960)		For Office Use Only

## Project Description:

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

Zoning Case/POD Numbers \_\_\_\_\_

Number of lots \_\_\_\_\_ Acreage \_\_\_\_\_

Density (Lots/net acre for RTH and Zero Lot Line) \_\_\_\_\_

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

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

(Street Address from County GIS and tie distance to nearest intersection)

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

## Applicant Information: (Please Print)

### Owner of Record: (If more than one Owner, attach additional form)

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

### Developer: (If more than one developer, attach additional form)

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

### Representative: (Explain Relationship)

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

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

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

Note: If Power of Attorney is involved, attach Special Limited Power of Attorney Form POF 005.

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### FOR OFFICE USE ONLY

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

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

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

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

## Pre-Final Subdivision Application Checklist (To be filled out by the firm or person(s) preparing the plans)

### Required Construction Plan Information

- 1. **Ten (10)** sets of construction plans prepared in accordance with Chapter 19, Section 19-71 of the Henrico Code.
- 2. **Standard subdivision cover sheet** with original signature and date. All other sheets may have a facsimile signature and date.
- 3. List of all **subdivision bond quantities** on the cover sheet.
- 4. **Buildable Area\* Plan** for all lots showing all applicable setbacks, lot area, and lot width (perpendicular to the lot centerline of the lot at the front building line) for each lot. Show all items that impact buildable area such as easements, wetlands, Special Flood Hazard Area (floodplain), buffers, and Chesapeake Bay Act areas. Show dwelling location for stem or cul-de-sac lots.  
\*Buildable area – that area of the lot in which a building may be legally placed, or an existing building remain, recognizing the front yard, rear yard and side yard setback requirements.  
**NOTE: Schematic plan submission serves as buildable area plan for plats recorded prior to 1960. See section below for information.**
- 5. **Existing and proposed storm drainage**, indicating location, sizes, types and grades of ditches, storm sewers, catch basins, and connections to existing drainage system, with supporting calculations and hydraulic grade line.
- 6. **Overall lot drainage map**, at a minimum scale of 1" = 200', showing flow direction arrows, minimum finished floor elevations (MFF), and location of drainage improvements (i.e. storm sewer and yard swales) for all lots.
- 7. **Existing topography** with maximum of two-foot contour intervals on design plan sheets.
- 8. **Proposed finished grading** by contours supplemented by spot elevations for all lots that have a minimum slope less than 1% from the lowest, most remote point to an adequate receiving channel.
- 9. **Profiles of outfall ditches**, if any, from invert of outfall to the natural grade, and cross sections and analysis at 50' intervals (minimum 150' or to an adequate channel).
- 10. **Erosion and Sediment Control Plan** (Indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction) in accordance with Chapter 9 of the County Code.
- 11. **Environmental Site Assessment and Acknowledgements** completed and signed in accordance with Chapter 10 of the County Code.
- 12. Accurately locate all wetlands, Resource Protection Areas, Stream Protection Areas, 100-year Special Flood Hazard Areas (floodplain), and Mapped Dam Break Inundation Zones on the plan.
- 13. Location and type of **Best Management Practices** with Design Calculations shall be shown on the plan.
  - Calculations must include compliance worksheet, removal requirement worksheets.
  - A conceptual landscape plan is required for all BMPs in front yards and all other above-ground BMPs.
  - A drainage area map is required at minimum scale of 1" = 400 feet showing offsite drainage to the property and, if applicable, drainage to the BMP.
- 14. **Tree Protection Plan** in accordance with Henrico County Landscape Manual (Phase 2) when site contains land identified as Chesapeake Bay Preservation Areas.
- 15. If subdivision is to be served by **individual on-site sewage disposal systems and/or wells**, the construction plans shall show to scale the area of each lot found to be suitable for the location of the septic drainfield system, including a reserved area for expansion or repair, the proposed well location for each lot centered with a 100' radius circle, the type of well proposed, and the buildable area\* of each lot.
  - If **individual well system** is proposed, complete the following:
    - Provide the shortest distance from the property to public water: \_\_\_\_\_
    - Specific proposed type and class of wells: \_\_\_\_\_
  - If **individual on site sewage disposal system** is proposed, complete the following:
    - Provide the shortest distance from the property to public sewer?: \_\_\_\_\_
  - Attach two copies of preliminary plat colored as a soils map to show limitation for septic tank drainfield system. (Red – severe; Yellow – moderate; Green – Slight; Blue – Special Flood Hazard Area (Floodplain) and High Water Table)
    - Include two (2) copies of a soil scientist's individual lot examination with this application.

- ❑ **16. Water and Sewer Plans** designed in accordance with DPU Standards. Include the following forms in a DPU design folder or on the plans: Engineering Report, Sewer Design Form, Plan Review Checklist, Water System Flow Request, DPU Available Flow Response, Local Review Program.
- ❑ **17. Information Sheet for Water and Sewer Agreements** shall be submitted directly to the Department of Public Utilities. Agreements shall be executed before approval of any plan for construction. Plans shall include the following information:
  - ❑ Location of all **existing and proposed public water and sanitary sewer facilities** including all pipe sizes, materials, grades and/or profiles as required by the DPU Standards Manual; and all proposed connections to County or other utility systems.
  - ❑ Standard size sheet, 24" x 36", with **topographic map of sewer service area** at a scale of 1" = 400'. Map shall show location of site in relation to adjacent properties. The map shall show the location of existing sewer mains, the proposed connections to the existing system, routing of mains from the existing system to the site, and any future sewer lines and easements necessary to serve the proposed development and off-site properties.
  - ❑ Standard size sheet (24" x 36") with **water service area** map at a scale of 1" = 400' to show site in relation to adjacent properties. The map shall show the location of existing water mains, the proposed connections to the existing system, routing of mains from the existing system to the site, and any future water lines necessary to serve the development and off-site properties. Does not have to be topographic map.
- ❑ **18.** For **phased projects**, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.
- ❑ **19. Profiles** - inverts and elevations of any utility and drainage facilities that cross the proposed water and sewer mains shall be profiled and conflicts adequately resolved.
- ❑ **20.** Show **existing and proposed utility easements** including public service corporation easements.
- ❑ **21.** Location of **existing and proposed private water and sewage treatment facilities** including wells, water storage tanks, septic tanks, drainfields, and reserved drainfields shall be indicated
- ❑ **22.** Adequacy of **fire protection** shall be addressed.
  - ❑ Show proposed fire hydrants, including closest existing fire hydrants in vicinity of site.
  - ❑ Provide hydraulic calculations which incorporate the results from the WATER SYSTEM FLOW REQUEST indicating system capacity and pressure available to serve this site from existing mains.
- ❑ **23.** Plans shall indicate required **State or Federal Permits** and list any required **Exceptions to the Standards**. All required permits and exceptions shall be approved prior to approval of any plan for construction.
- ❑ **24. Preliminary landscape plan** for required planting strip easements, BMPs, or to meet proffered conditions, as applicable
- ❑ **25.** Indicate if **off-site easements** are required. (Off-site easements must be recorded, and deed book and page numbers must be shown on the construction plans prior to signature.)
  - Yes
  - No
- ❑ **26. Proffers and Conditions** (if applicable): A sheet containing all Zoning Proffers, previous Conditional Subdivision conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions, with a statement by the engineer who prepared the signed plans that to the best of his knowledge the plan complies with all known conditions. Calculations to show compliance with proffered conditions shall be included, if applicable.
- ❑ **27. Traffic Study** (if applicable):  
Vehicle trips per weekday. - Traffic study if more than 4000 vehicles per weekday (if a 527 was not performed within the last 5 years) – 3 copies.

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**CERTIFICATION**

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