



Subdivision Plat Miscellaneous 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:

SUB #	Section
For Office Use Only	

For Office Use Only

Requested Action

- Technical Check (first submission) \$50.
(Eight (8) paper copies of the plat)
- Technical Check (subsequent submission) no fee
(Eight (8) paper copies of the plat)
- Mylar Check (without notary and signatures) no fee
(Five (5) paper copies of the plat)
- Mylars for Recordation no fee
(Two (2) sets of white mylars, one (1) set of transparent mylars that are signed and notarized, and (5) paper copies of the plat)
- Corrected Plat (Technical Check)* \$50
(Eight (8) paper copies of the plat)
- Covenants Review (Four (4) copies) no fee
On re-submittals, clearly indicate changes made to the previous submittal via strike throughs or a response to comments letter.

Project Description

- Project Name _____ Magisterial District _____ Zoning _____
- Parcel (GPIN) Number(s) _____
- POD (Plan of Development) Number (for 0 lot line and RTH Development) _____

***Complete Details of Changes Requested** - required for a Corrected Plat submittal to ensure proper processing

Applicant Information: (Please Print)

Engineer/Surveyor

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

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

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

This application is NOT to be used for Conditional or Final subdivision applications

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

Required Plat Information

- 1. **Eight (8) copies** (black line prints) of the plat prepared in accordance with Chapter 19 of the Henrico County Code
 - 16" x 24", with ½" outside ruled border at the bottom and right sides, and 1½" at the top and left side.
 - Scale: 1" = 100' may be modified to a larger scale (1" = 40', 1" = 50', 1" = 60', 1" = 80') as approved by the Director of Planning or his agent.
 - All Lettering shall be no less than 1/10" in height. An Index Map is required for plats with several matching sheets.
- 2. **Vicinity map**, with a north arrow, indicating location of subdivision or section in relationship to major roadways, in the upper right hand corner of plat.
- 3. **Planning Commission & Director of Planning Approval Stamp** in a 1½" x 3 ½" space, on each page, in the lower lefthand corner of the plat.
- 4. **Subdivision identifying information** (within a 4" x 6" space or title block), on each page, in the lower righthand corner of the plat.
 - Name of subdivision, must match the name granted to the Final Approval (the name shall be in bolder type than the rest of the Title Block information).
 - Section (if applicable) or Phase Number (for Road Dedication plats). Must match what was stated on the Final Approval.
 - Magisterial District and County of Henrico, Virginia.
 - Date (use last revised date) and Scale.
 - Name of firm / person who prepared plat (name or logo, in type, not as bold as the subdivision name).
- 5. **Legal titles, statement and certificates**
 - Subdivision Certificate.
 - Engineer's or surveyor's certificate.
 - Source of Title.
 - Engineer's or surveyor's seal and signature.
 - Appropriate notary certification.
 - Declaration of Covenants, Conditions, and Restrictions governing the Common Area (or as required by Conditional Rezoning Case).
- 6. **Site Data and General Information**
 - Proposed use of subdivision & POD Numbers (Plan of Development for RTH and Zero Lot Line Subdivisions).
 - Zoning & Conditional Zoning Case Numbers.
 - Parcel Number(s) (GPIN).
 - Number of lots.
 - Acres in Lots.
 - Lot Area Chart showing total lot area and area outside of Special Flood Hazard Area (floodplain) for each lot.
 - Acres in Road Dedication Street Right-of-way, R / W Widening.
 - Acres in Special Flood Hazard Area (Floodplain)
 - Acres in the Common Area.
 - Acres in Reserved Areas (acres reserved for future development or for other purposes as stated on the plat).
 - Acres in Reserved for Conservation Areas (land that property owner will attempt to deed to Recreation & Parks).
 - Total Area in Acres.
 - Density (For Zero lot line and RTH Development, or for compliance with proffered conditions)
 - Type of water supply system (County System or Individual Wells).
 - Type of sanitary supply system (County System or Individual on-site sewage disposal systems).
 - Name and address of the record owner of the land, and the name and address of the developer or subdivider.
 - Private Streets information (For RTH and Zero Lot Line projects)
- 7. **Standard Notes**
 - A. Required Notes** (standard for all plats)
 - Building Setback Statement:** "Building Setback Lines shall conform to Chapter 24 of the Henrico County Code."
 - B. Standard Notes** (required as applicable)
 - Buildable Area Statement:** (*) Lots marked with * (single asterisk) have limitations for dwelling shape, size, and location. For details refer to construction plans on file in the Department of Planning". (An asterisk is required on all "reverse corner lots.)
 - Chesapeake Bay Preservation Area Statement:** "All or a portion (*Must pick one*) of this subdivision is located in a Chesapeake Bay Preservation Area which is subject to the provisions of Section 24 - 106.3 of Chapter 24 of the County Code or its successor."

B. Standard Notes (required as applicable) (continued)

- ❑ **Wetlands Statement:** (**) “Lots marked with ** (double asterisk) may contain waters and/or wetlands as determined at the time of recordation of the plat. Disturbance outside of designated water and wetland impact areas will require approval from the U.S. Army Corps of Engineers and/or the Virginia Department of Environmental Quality. Additional requirements may be imposed on these lots prior to the issuance of building permit. See construction plans on file in the Department of Planning for additional details.”
- ❑ **RPA or SPA Statement:** (***) “Lots marked with *** (triple asterisk) contain RPA and/or SPA. These areas consist of vegetation that is effective in retarding runoff, preventing erosion, and filtering nonpoint source pollution, and they are to remain undisturbed and are to be protected from all construction or land disturbing activities. See construction plans on file in the Department of Planning for additional details.”
- ❑ **Joint Access Statement** “The property owners of lots ____ and ____ agree to share equally in the maintenance costs of the shared driveway”.
- ❑ **Septic Systems:** “For new construction, any on-site sewage treatment system not requiring a Virginia Pollutant Discharge Elimination System permit shall have a reserve sewage disposal site on the same lot in accordance with the requirements of Section 23-64 of the Henrico County Code. Such systems shall be pumped out at least once every five years. Building construction of a permanent nature is prohibited within the reserve sewage treatment site.”
- ❑ **Common Area:** “The common area is dedicated to the common use and enjoyment of the homeowners of (Subdivision Name) and is not dedicated for use by the general public, as more fully set forth in Article (Number) of the Declaration of Covenants, Conditions, and Restrictions recorded on (Date) in deed book (Number), Page (Number).”
- ❑ **Coal Mines:** “This subdivision is on an abandoned coal mine site. For details, refer to the report on file in the Department of Planning.”
- ❑ **Temporary Construction Easement:** “The (*width*) temporary construction easement on (*lots*) shall revert to the lot owners when the construction of the () is completed.”
- ❑ **Dam Break Inundation Zone Statement:** (****) “Lots marked with **** (quadruple asterisk) contain areas within a dam break inundation zone. See construction plans on file in the Department of Planning for additional details.”

❑ **8. Engineering data (Planimetric data)**

- ❑ Boundaries of the subdivision(based on NAD 83 state coordinate system) 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. The boundaries of the subdivision shall be shown with a heavier line than the remainder of the plat.
- ❑ Provide the names and locations of adjoining subdivisions, including Zoning, the Lot Lines, Lot Numbers, Block Letters, Section Letter or Number, and the Plat Book (PB) & Page (PG) Numbers. For adjoining acreage parcels, provide the names of owners, as shown on the Real Estate Assessment records, with deed book and page number, and the parcel numbers (GPIN).
- ❑ Beginning September 1, 2000, four (4) points with coordinates in the Virginia State Plane Coordinate system on each sheet. All features shown on the plan must be drawn to scale based on the four (4) reference points.
- ❑ The exact location and material of all permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
- ❑ All existing monuments shall be shown as a hollow diamond and all proposed monuments as a solid diamond. All block corners shall be monumented, for townhouse subdivisions, and referenced, when possible, to the exterior boundaries of the site. Identify both existing and proposed monuments on both sides of right-of-way abutting the subdivision.
- ❑ The exact location, alignment, arrangement and width along property lines of all streets, whether opened or not, that intersect or parallel the boundary of the subdivision.
- ❑ The exact location, alignment or arrangement of streets and alleys in the subdivision; the names of all streets; and the bearing, angles of intersection of all streets, including their width along the line of any obliquely intersecting street
- ❑ The lengths of arcs, radii, and tangent bearings. Must be individually referenced, not by lot number.
- ❑ The exact location, alignment, or arrangement and dimensions of all lot lines. Show the “lot building lines” (front yard setbacks for minimum lot width) on the buildable area plans with the construction plans, and not on the plats.
- ❑ The numbering of all lots with consecutive Arabic numerals in each block, and all blocks shall be lettered in consecutive alphabetical order.
- ❑ The exact boundaries of all property to be dedicated for public use, all property reserved for the common use of residents, and all property otherwise reserved along with the purposes and reasons for the reservations, with area of such parcels.
- ❑ The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
- ❑ Show the exact location, alignment, arrangement, and use of all easements with a statement of any restrictions or limitations placed on their use. Show the deed book (DB) or plat book (PB) and page (PG) numbers, on the plats, for all existing easements except easements in an adjacent recorded subdivision.
- ❑ Show the centerline and width of all easements, except variable width easements, and the tie distance dimensions across lot lines. Show the distance from the centerline to the edge of the easement.
- ❑ Show sight distance easements per approved construction plans
- ❑ Show the boundaries of the Special Flood Hazard Area (100-year floodplain) and variable width drainage & utility easement as a line of large solid dots. Must be tied at property lines.
- ❑ Label the Base Flood Elevation line (100-year floodplain line) as “limits of Special Flood Hazard Area” or as required by the Dept. of Public Works Design Division.

8. **Engineering data (Planimetric data) (continued)**

- Label the area within the Base Flood Elevation line (100-year floodplain line) as a "variable width drainage & utility easement", or as required by the Dept. of Public Works Design Division.
- Show the boundaries with tie distance dimensions across lot lines for all mapped dam break inundation zones.
- Show all Base Flood Elevation line (floodplain line) tie distance dimensions across lot lines.
- Show the standard "Temporary Construction Easement Note" for all temporary construction easements.
- Lot Dimensions and Bearings should be located outside of all 8' Drainage & Utility Easements.
- Relocate all lettering off of lines or remove lines through the lettering.
- Show the location and lines of the boundaries of Resource Protection Areas (RPAs), Resource Management Areas (RMAs) and Stream Protection Areas (SPAs). Tie distance dimensions across lot lines.
- Show all "wetland notes and symbols" on the approved construction plans, but not on the plats **unless they are required by the U.S. Army Corps of Engineers, with a USCOE Permit Number.**
- Show the waterline or edge of lakes, ponds, and rivers on the plats.
- Show the centerline of all branches, creeks, and streams on the plats.
- The existing physical features shall be shown on the buildable area plan and approved construction plans.
- Do not show the following existing physical features on the subdivision plats: buildings, swimming pools, driveways, ditches, road centerlines, curb & gutter lines, edge of pavement lines, parking spaces, cable TV lines, power lines, telephone lines, and transmission towers.
- All Road, Street right-of-way (R / W) and property lines should be shown as solid lines.

Subdivision Recordation Checklist

Required Information for Mylar Approval & Recordation

- Two (2) Final Plats for recordation shall be submitted on 4 mil thick White opaque double matt Mylars and One (1) Transparent Mylar of Archival Quality that will not erase, smear, or chip.
- All Signatures and Dates, on the mylars, 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.
- Construction plans must be approved prior to recordation of the plat.
- A 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, prior to the recordation of the plats.
- A copy of the RRPDC Letter, giving approval of the Street Names in the subdivision, shall be submitted to the Department of Planning for approval, prior to the recordation of the plat (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 simultaneously with the subdivision plat (if applicable).
- The details for landscaping to be provided within any Planting Strip Easement, landscape buffer or other required or 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 prior to the recordation of the plats (if applicable).
- Any required Environmental Fund contribution or BMP Fund Contribution shall be submitted to the Department of Public Works prior to recordation of the plat.
- Any required maintenance agreement for improvements in the right of way shall be submitted to and approved by the Department of Public Works prior to recordation of the plat.
- The owner or developer shall provide a letter, to the Department of Planning, from any utility with an easement crossing through the subdivision. The letter, from Dominion Virginia Power (Electric), Verizon (Telephone), or a Gas Pipeline company, shall state that the subdivision does not conflict with the easement or their facilities. The letter is required prior to the recordation of the plats.
- All Offsite Easements, to be recorded concurrently with the subdivision plats, shall follow the procedure required for their recordation. See POF021 Appendix C.
- All Offsite Easements recorded prior to the recordation of the plats shall be shown as an "Existing Easement". The Deed Book and Page Numbers, for all existing easements, shall be added to the plats prior to their recordation.
- "RRPDC Street Name" Approval Letter, approving all street names, should be submitted with the technical check.
- Standard "Stub Street Sign Letter" is required, prior to recordation, for all stub streets in the subdivision.

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 _____