



Subdivision Review Process

County of Henrico, Virginia

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POF 021

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A Subdivision plan is a detailed engineering plan for residential projects that contains all of the essential details necessary to construct site improvements. The Subdivision process is designed to provide a means by which the numerous reviews and recommendations of all applicable Henrico County, State and Federal agencies can be coordinated. For certain residential development, such as multi-family or zero-lot lines, the review process is integrated with the Plan of Development (POD) process. This integrated process is managed by the Planning Department and coordinated with County and certain external agencies. County agencies involved with these reviews are committed to meeting the review deadlines. The County coordinates the review with agencies outside of the County to the maximum extent possible, but review timelines may be impacted by their requirements.

I. PRELIMINARY PLAN: Applicants submitting plans for major or unconventional subdivisions (such as zero lot line developments and townhouses for sale) are strongly encouraged to submit plans for preliminary review prior to submitting a complete application for a Conditional Subdivision.

A. Application: Fourteen (14) copies of the Preliminary Plan, three (3) copies of a Traffic Study (if applicable), and a completed application should be submitted to the Permit Center located on the second floor of the County Administration Building. There is no filing deadline or review fee for Preliminary Plan applications.

Traffic Study

- If rezoning is necessary, a traffic impact analysis may be required depending on trip generation.
 - If the proposed development will generate more than 4000 trips per weekday, a traffic study will be required by the County.
 - Should it be determined that a Traffic Study is required to be submitted with a site plan or subdivision for approval, the study will be required with the initial application submitted for review and approval by the Planning Commission.
 - Developments generating less than 4000 trips per weekday, may require a traffic study by the County prior to plan review. Contact Public Works – Traffic Engineering prior to submitting any plans.
- B. Routing:** The Permit Center forwards the plans to the Development Review and Design Division in the Department of Planning. Plans and a copy of the application are distributed through the Permit Center by the Planning Department, within two business (2) days of receipt, for pick up by all review agencies.

Plan Distribution includes: 14 site plans and 3 copies of the Traffic Study (if applicable)

- Division of Fire (1 set if proposal is for UMU, RTH or Zero Lot Line development)
- Office of Building Construction and Inspections (1 set)
- Division of Police (1 set)
- Department of Planning Copy for Public Viewing (1 set)
- Department of Planning, Review Planner (1 copy of the Traffic Study, if applicable)
- Department of Public Works, Engineering and Environmental Services Division (2 sets)

- Department of Public Works, Division of Traffic Engineering (1 set and 2 copies of the Traffic Study, if applicable)
- Department of Public Utilities (1 set)
- Department of Recreation and Parks (1 set)
- Virginia Department of Transportation (1 set)
- State Health Department (1 set if individual well and/or on-site sewage disposal system)
- School Administration (1 set)
- Virginia Power (1 set)

- C. **Review Comments:** Comments by review agencies will be entered into Tidemark by the review agencies, and e-mailed to the Planning Department within twelve (12) business days from receipt of the plans, beginning the first day after submission to the County. The comment due date is noted on the routing memo. Compiled comments will be emailed, faxed or available to be picked up by the engineer/applicant, the next business day.
- D. **Staff/Developer Meeting:** A meeting with the applicant will be scheduled for the first available Staff/Developer meeting.

II. CONDITIONAL SUBDIVISION PLAN: For projects which propose 50 single family, conventional residential lots or less, the submittal of a Conditional Subdivision for review and approval by the Planning Commission is optional. For projects which propose 51 single family, conventional residential lots or more, the submittal of a Conditional Subdivision for review and approval by the Planning Commission is required.

- A. **Application:** Applicant submits completed Conditional Subdivision application package to the Permit Center by deadline on Planning Commission meeting calendar. All plans received by this deadline will be reviewed by the review team the following Tuesday and scheduled for a staff/developer meeting if complete.

Note: Certain subdivisions may be eligible for concurrent Conditional and Final Approval, subject to approval by the Department of Planning. (See Appendix C)

1. Ten (10) sets of plans, six (6) copies of the layout sheet(s) along with a completed Conditional Subdivision application and filing fee, three (3) copies of a Traffic Study if required, should be submitted to the Permit Center located on the second floor of the County Administration Building. Appropriate fees are collected and receipts written.
2. All application packages are checked in the Permit Center for completeness, assigned a Tidemark case number, and then turned over to the Development Review and Design Division in the Planning Department. Requests for interpretations or special exceptions, if known, should be submitted at this time.

- B. **Plan intake review:** Review Team consisting of designated Planning, Public Works and Public Utilities staff will review plans within 2 business days (Tuesday following the Friday deadline) to determine if plans are complete based on application and checklist provided to the applicant.

1. Principal Planner in Planning Department's Development Review and Design Division will make final determination regarding which plans are acceptable for further review. In the absence of the Principal Planner, the designated Planner IV in the Planning Department's Development Review and Design Division will make the final determination.
 2. Incomplete plans will not be eligible for placement on the requested Planning Commission agenda, and will not be routed for review until all application requirements are complete. The Planning Department will notify the applicant/engineer/owner if the plan submission was found to be complete, or if deficiencies in the application will not allow review to proceed. Complete applications will be scheduled for a staff/developer conference.
 3. Review Team schedules plans for staff/developer conference ensuring, to the extent possible, that the County's review staff is provided at least 10 business days to complete reviews. Review Team also determines whether the plan review will be scheduled for 30 minutes or 45 minutes based on the complexity of the proposed development. Projects which include review of a Traffic Study will require up to twenty (20) business days to review, beginning the first business day after submission to the County.
 4. A preliminary staff/developer agenda schedule and plans for review for the first staff/developer day are distributed the following day (Wednesday). All plans to be reviewed on succeeding staff/developer days will be transmitted no later than the Friday following the application deadline.
 5. Preliminary staff/developer agendas will be posted on the Department of Planning Web Page by 4:30 p.m. on the following Monday. This and other development information is also posted on the County's Planning Webpage that can be found at this link: (<http://henrico.us/planning/staff-dev-agenda/>).
 6. Application information is entered into the Tidemark tracking system and FileNet.
 7. Preliminary Planning Commission agenda is prepared by the Department of Planning and is mailed approximately four weeks prior to the Planning Commission meeting to all applicants, engineers and review agencies.
- C. **Routing:** After the applicant completes all submission requirements, plans will be routed for review and will be placed on the next Planning Commission agenda. Plans are distributed through the Permit Center by the Planning Department for pick up by all reviewing agencies. (A copy of the application signature sheet is included with the plans.)

Plan Distribution includes: 11 plan sets, 6 layout sheets, and, if applicable, 3 copies of the Traffic Study, 2 copies of the colored soils map and 2 copies of the soils report.

- Division of Fire (1 set if it is a townhouse for sale or zero lot line development)
- Department of Planning, Property Numbering (1 layout sheet)
- Department of Planning, Copy for Public Viewing (1 set)
- Department of Planning, G.I.S. Section (1 layout sheet)

- Department of Planning, Review Planner (1 set and 1 layout sheet), 1 copy of colored soils map, 1 copy of the soils report, and 1 copy of the Traffic Study if applicable)
- Department of Public Works, Engineering, and Environmental Services Division (2 sets)
- Department of Public Works, Traffic Engineering Division (1 set and 2 copies of the Traffic Study, if applicable)
- Department of Public Works, Construction Division (1 set)
- Department of Public Utilities (1 set)
- Real Property (1 layout sheet)
- Department of Recreation and Parks (1 layout sheet)
- Virginia Department of Transportation (1 set)
- State Health Department (if individual well and/or on-site sewage disposal system) (1 set, 1 soils map and 1 soils report)
- School Administration (1 layout sheet)
- Virginia Power (1 set)

D. **Review Comments:** Review comments and departmental recommendation regarding approval are posted by the review deadline on the County Website, at this link: <http://www3.co.henrico.va.us/comments/>

1. Review agencies (except Planning) enter comments into Tidemark and email comments to the Department of Planning by 4:00 p.m. on the Friday prior to the next Thursday's Staff/Developer conference. Planning comments will be posted by 4:00 the following Monday.
2. The applicant will be notified via the Online Commenting system when comments have been posted. The email will provide a link to the applicable comments and also to comments for the overall project.
3. Compiled comments, including Planning comments, will be available to be e-mailed, faxed or picked up from the Department of Planning by engineer Monday at 4:00 p.m. A copy of the compiled comments will be mailed to the owner/developer by Planning.
4. Engineer should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the staff/developer conference. Engineer is encouraged to make appointments with responsible review staff.
5. Requests for interpretations or exceptions, generated by staff comments, should be submitted no later than the Staff/Developer conference.

E. **Staff/Developer Meeting:** Meetings are held every Thursday in the Planning Department Conference Room. Attendance is required at the meetings for departmental staff who have comments and recommendations on the applicant's plans. Agencies which have limited staff devoted to plan review, if unable to attend, will confer with the case planner prior to the staff/developer conference to review comments in detail. The planner responsible for coordinating the review of the plans will notify the responsible Department staff if significant changes are made to the plans which affect safety.

1. Staff/developer conference will be scheduled for 30 to 45 minutes based on the complexity of the project. A determination as to the length of the meeting will be made by the Review Team.
 2. Prior to the staff/developer conference, Planning staff annotates comments on the plan layout sheet, prepares standard comment forms and prepares copies of each for the applicant.
 3. Reviewers provide opportunity for the property owner, representative, engineer, architect, or other attendees to discuss any comments generated during plan review.
 4. A summary of agreements reached and further steps to be taken by each participant are discussed at the end of the meeting. Coordination issues resolved at the meeting are noted. The Planning Department documents and coordinates final comments. Decisions on substantive matters (i.e., waivers, exceptions, etc.) decided after the meeting by review agencies are communicated to the planner and the applicant by the Review agency. Follow-up meetings are scheduled as necessary.
 5. Review of revised plans, or additional information submitted, to resolve any remaining issues is coordinated by Planning. Planning advises applicant of next steps in process. Revised plans to be included in the Planning Commission agenda must be submitted by Friday, 1.5 weeks prior to Planning Commission meeting.
- F. **Planning Commission:** The Planning Commission holds a monthly public hearing, as shown per the Planning Commission's meeting schedule (generally on the fourth Wednesday of every month at 9:00 a.m.) on all Conditional Subdivision applications. At this meeting, action will be taken to approve, defer or deny the applications.
1. The final agenda is prepared 1.5 weeks prior to the Planning Commission meeting, including reduced sets of plans with staff comments.
 2. The Planning Commission agenda and plans are hand delivered to the six Planning Commission members by the Planning Department the Wednesday before the Wednesday of the Planning Commission meeting.
 3. Revised plans, and requests for placement on the Planning Commission Agenda expedited agenda, are accepted for the Planning Commission meeting until 4:00 p.m. on the Friday before the Planning Commission meeting. Revised plans are routed to review agencies as soon as possible upon receipt, for comment prior to the Planning Commission hearing
 4. Following Planning Commission action, a letter detailing the Planning Commission's action (approval, deferral, denial) is mailed to the property owner/developer with a copy to the engineer / land surveyor / landscape architect. Notice of the availability of copies of the annotated conditional subdivision plat upon request is mailed to the engineer. A copy of the conditional plat is placed in the file.

III. PRE-FINAL CONSTRUCTION PLAN REVIEW (OPTIONAL): An optional construction plan review process for subdivision construction plans is available following Conditional Subdivision approval and prior to submission of the Final Subdivision application. This process is not available for projects which have not gone through the Conditional Subdivision review process. This process is known as the Pre-Final submittal and it does not include review of the subdivision plat, or a review by all review agencies. The purpose of this process is to review issues related to the final site layout prior to submission of the Final Subdivision Application, including plats for review.

- A. **Application:** The Pre-Final Construction Plan application form and ten (10) sets of plans, including all required construction plan information listed on the final application, and a written letter detailing all changes to the plan since the last submission, and a written response to review comments that clearly indicates how and where each comment was addressed, are submitted to the Permit Center.
- B. **Routing:** The plans, provided a determination is made that the plans are complete and acceptable for review, are routed for initial review of the construction plans, without the plat. It is the applicant's responsibility to coordinate pre-final plan comments with VDOT and the Health Department as necessary.

Plan Distribution includes: 10 plan sets and 3 copies of the Traffic Study (if applicable)

- Department of Planning, Technician/Copy for Public Viewing (1 set)
 - Department of Planning, Review Planner (1 set and 1 copy of the Traffic Study, if applicable)
 - Department of Public Works, Engineering, and Environmental Services
Division (2 sets)
 - Department of Public Works, Traffic Engineering Division (1 set and 2 copies of the Traffic Study, if applicable)
 - Department of Public Works, Construction Division (1 set)
 - Department of Public Utilities (2 set)
 - Virginia Department of Transportation (1 set)
 - State Health Department (if individual well and/or individual on-site sewage disposal system)
(1 set)
- C. **Review Comments:** Pre-Final comments will be provided to the applicant within twelve (12) business days, beginning the first day following submission. A staff / developer meeting will not be scheduled to discuss the Pre-Final submittal. Only one submission is permitted. The staff / developer meeting will be scheduled after the Final Subdivision application is submitted.

IV. FINAL SUBDIVISION PLAN: The applicant submits completed Final Subdivision application package to the Permit Center. Plans for Final Subdivision review should be submitted by 4:30 p.m. on Tuesday of each week. All plans received by this deadline will be reviewed by the review team the following Thursday and scheduled for a staff/developer meeting if complete. Incomplete plans will not be routed for review until all application requirements are complete.

Note: For plats recorded prior to 1960, see Appendix B.

A. **Application:** Fifteen (15) copies of the plat, ten (10) sets of construction plans, and a completed application and filing fee should be submitted to the Permit Center located on the second floor of the County Administration Building. Appropriate fees are collected, receipts written, and Tidemark information entered. All application packages are turned over to the Development Review and Design Division in the Department of Planning. Requests for interpretations or exceptions, if known should be submitted at this time.

Note: In cases **where both Subdivision and Plan of Development (POD) approval is required** (such as for zero lot line developments or townhouses for sale), the filing of a POD application is in lieu of the submittal of the ten (10) sets of construction plans. The filing of a POD application should be done concurrently with the filing of the Final Subdivision application and plats. Please see the Plan of Development Review Process document for details of the site plan approval process.

B. **Plan Intake Review:** Review Team consisting of designated Planning, Public Works and Public Utilities staff will review plans every Thursday to determine if plans are complete based on application and checklist submitted by the applicant.

1. Principal Planner in Planning Department's Development Review and Design Division will make final determination regarding which plans are acceptable for further review. In the absence of the Principal Planner, the designated Planner IV in the Planning Department's Development Review and Design Division will make the final determination.
2. Incomplete plans, will not be eligible for placement on the requested Planning Commission agenda, and will not be routed for review until all application requirements are complete. The Planning Department will notify the applicant/engineer/owner if the plan submission was found to be complete, or if deficiencies in the application will not allow review to proceed. Complete applications will be scheduled for a staff developer.
3. Review Team schedules plans for staff/developer conference ensuring, to the extent possible, that the County's review staff is provided at least 10 business days to complete reviews. Review Team also determines whether the plan review will be scheduled for 30 minutes or 45 minutes based on the complexity of the proposed development. Projects which include review of a Traffic Study will require up to twenty (20) business days to review, beginning the first business day after submission to the County.

4. A preliminary staff/developer agenda schedule and plans for review for the first staff/developer day are distributed by 2:30 p.m. the following day (Wednesday). All plans to be reviewed on succeeding staff/developer days will be transmitted no later than the Friday following the application deadline.
 5. Preliminary staff/developer agendas will be posted on the Department of Planning Web Page by 4:30 p.m. on the following Monday. This and other development information is also posted on the County's Planning Webpage that can be found at this link: (<http://henrico.us/planning/staff-dev-agenda/>).
 6. Application information is entered into the Tidemark tracking system and FileNet.
- C. **Routing:** The plans, provided a determination is made that the plans are complete and acceptable for review, are routed for review.

Plan Distribution includes: 15 plats, 10 construction plans and, if applicable, 3 copies of the Traffic Study and if applicable, 2 soils map, and 2 soils report

- Department of Planning, Property Numbering (1 plat)
- Department of Planning, Copy for Public Viewing (1 plat and 1 set of construction plans)
- Department of Planning, Review Planner (1 plat, 1 set of construction plans and 1 copy of the Traffic Study, if applicable)
- Department of Planning, Technician Check (1 plat)
- Department of Planning, G.I.S. Section (1 plat *electronically*)
- Department of Public Works, Engineering, and Environmental Services Division (2 plats, 2 sets of construction plans)
- Department of Public Works, Traffic Engineering Division (1 set of construction plans, 1 plat and 2 copies of the Traffic Study, if applicable)
- Department of Public Works, Construction Division (1 set of construction plans)
- Department of Public Utilities (1 plat, 2 sets of construction plans)
- Department of Recreation and Parks (1 plat)
- Real Estate Assessment (1 plat)
- Virginia Department of Transportation (1 plat and 1 set of construction plans)
- State Health Department (if individual well and/or on-site sewage disposal system) (1 plat, 1 set of construction plans, 2 soils map and 2 soils report)
- School Administration (1 plat)
- Virginia Power (1 plat)
- Real Property (1 plat)

- D. **Review Comments:** Review comments and departmental recommendation regarding approval are posted by the review deadline on the County Website, at this link: <http://www3.co.henrico.va.us/comments/>

1. Review agencies (except Planning) enter comments into Tidemark and email comments to the Department of Planning by 4:00 p.m. on the Friday prior to the next Thursday's Staff/Developer conference. Planning Comments will be posted by 4:00 the following Monday.

2. The applicant will be notified via the Online Commenting system when comments have been posted. The email will provide a link to the applicable comments and also to comments for the overall project.
3. Compiled comments, including Planning Comments, will be available to be e-mailed, faxed or picked up from the Department of Planning by engineer Monday at 4:00 p.m. A copy of the compiled comments will be mailed to the owner/developer by Planning.
4. Engineer should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the staff/developer conference. Engineer is encouraged to make appointments with responsible review staff.
5. Requests for interpretations or exceptions, generated by staff comments, should be submitted no later than the Staff/Developer conference.
6. If concurrence is provided by the Planner and the agency reviewer, electronic pdfs may be used occasionally as informal submittals to consider specific project details. Informal pdf submittals are intended for details which pertain to one review agency, and when allowed, must be incorporated in subsequent paper submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers, but may take up to 12 business days.

E. Staff/Developer Conferences are held every Thursday in the Planning Department Conference Room. Attendance is required at the meetings for departmental staff who have comments and recommendations on the applicant's plans. Agencies who have limited staff devoted to plan review, if unable to attend, will confer with the case planner prior to the staff/developer conference to review comments in detail. The planner responsible for coordinating the review of the plans will notify the responsible Department staff if significant changes are made to the plans which affect safety.

1. Staff/developer conference will be scheduled for 30 to 45 minutes based on the complexity of the project. A determination as to the length of the meeting will be made by the Review Team.
2. Prior to the staff/developer conference, the Department of Planning staff annotates comments on the plan, prepares standard comment forms and prepares copies of each for the applicant.
3. A summary of agreements reached and further steps to be taken by each participant are discussed at the end of the meeting. Coordination issues resolved at the meeting are noted. The Planning Department documents and coordinates final comments. Decisions on substantive matters (i.e., waivers, exceptions, etc.) decided after the meeting by review agencies are communicated to the planner and the applicant by the Review agency. Follow-up meetings are scheduled as necessary.
4. Review of revised plans, or additional information submitted, to resolve any remaining issues is coordinated by Planning. Planning advises applicant of next steps in process.

F. Final Approval: The Director of Planning shall act on a final plat within 60 days of submission of a complete application, in accordance with the Henrico County Subdivision Ordinance, unless the applicant requests an extension of time.

1. When all review agencies can recommend Final Subdivision Approval, the Director of Planning or his designated agent will stamp the final plat approved. The Department of Planning will prepare and send the Final Subdivision Approval letter to the owner and/or developer, with a copy sent to the engineer / surveyor / landscape architect. A copy of the final plat is placed in the file.
2. If Plan of Development (POD) approval is also required for a particular project (such as zero lot line developments or townhouses for sale), Final Subdivision Approval may not be granted until the Planning Commission has approved the POD.
3. Construction plans may not be approved until the Director of Planning has granted Final Approval to the subdivision plat.

V. SUBDIVISION CONSTRUCTION PLANS FOR SIGNATURE: The engineer / surveyor / landscape architect prepares the construction plans for submittal to the planning department for final review, approval and signature.

- A. **Application:** Seven (7) sets of the plans should be submitted for initial review purposes only. The plans shall be submitted to the Permit Center with the "Subdivision Construction Plans for Signature" application form. A written letter which clearly identifies all changes to the plan since the last plan revision and a written response to review comments that clearly indicates how and where each comment was addressed shall be included. All necessary information will be entered in the Tidemark tracking system.
- B. **Routing:** The Permit Center forwards to the Department of Planning which, within two (2) business days, will enter the Tidemark tracking information, confirm application includes response letter, and then distribute the plans and a copy of the application through the Permit Center for pickup by designated agencies.

Plan Distribution includes: 7 sets of construction plans:

- Department of Planning (1 set)
- Department of Public Works, Engineering and Environmental Services Division (2 sets)
- Department of Public Works, Division of Traffic Engineering (1 set)
- Department of Public Works, Construction Division (1 set)
- Department of Public Utilities or State Health Department (if individual well and/or on-site sewage disposal system) (1 set)
- Virginia Department of Transportation (1 set)

C. Review Comments: Review comments and departmental recommendation regarding approval are posted within 12 business days on the County Website, at this link: <http://www3.co.henrico.va.us/comments/>

1. County staff will provide review comments within twelve (12) business days, beginning the first business day after submission, to the Engineer, Owner, and the Department of Planning, which indicate the revisions required to proceed with the signature process. The Tidemark entries shall be completed by each agency, and these comments will be posted on the County Website.
2. Planning will coordinate with the Health Department, if necessary, for projects without public water and sewer. If the project is public water and septic or public sewer and individual well, then an additional construction plan is required as both the Department of Public Utilities and the State Health Department will require a set.
3. The Department of Public Works will coordinate VDOT comments and approve the plan after the plan is accepted by VDOT.
4. Review agencies shall notify the Planning Department and the engineer when they have no comments. All agencies shall submit a statement indicating whether revised plans for additional review are required, or whether plans for final signature may be submitted upon notice by the Planning Department. The Planning Department will notify the applicant of the next required step.
5. If concurrence is provided by the Planner and the agency reviewer, electronic pdfs may be used occasionally as informal submittals to consider specific project details. Informal pdf submittals are intended for details which pertain to one review agency, and when allowed, must be incorporated in subsequent paper submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers, but may take up to 12 business days.

D. Re-submittal of Plans: Re-submittals are handled on a “first come/first served” basis, and will be reviewed within 12 business days.

1. All re-submittals shall be submitted to the Permit Center, and are required to include the Subdivision Construction Plans for Signature form, seven (7) sets of plans, a written letter that clearly identifies all changes to the plan since the last plan revision and a written response to review comments that clearly indicates how and where each comment was addressed.
2. The Planning Department will distribute the plans, a copy of the application form and letter/review comment response through the Permit Center for pick up by review agencies.
3. County staff will provide review comments within twelve (12) business days, beginning the first business day after submission to the County, to the Engineer, Owner, and the Department of Planning.
4. A processing fee will be charged for any re-submittals required after the second Plans for Signature submission (third re-submittal).

- E. Approvals:** The Planning Department, on behalf of all agencies, will notify the applicant if final construction plans for signature may be submitted, or if an additional submission for review is required. If the submittal is responsive to all conditions of approval, proffers, annotations on the plan, technical requirements, and the Director of Planning has granted Final Approval to the subdivision plat, then the Department of Planning, the Department of Public Works and the Department of Public Utilities will proceed with the signature process in accordance with Item **V.G.** below.
- F. Interim Approvals and Partial Permits:** Prior to signature of Final Construction plans, an applicant may apply for partial approvals. If a Virginia Stormwater Management Program (VSMP) permit is required, the permit must be issued prior to any partial approvals.
1. **Clearing and Grubbing:** The scope of work proposed in a Clearing and Grubbing plan must be limited to the removal of vegetation, installation of erosion and sediment control measures, and installation of tree protection measures. It may also include removal of the root debris associated with the removed vegetation. A Clearing and Grubbing Plan cannot include work such as filling, grading, or installation of storm and/or sanitary sewer.
- a. **Authorization to clear and grub a site** prior to POD Construction Plan approval may be obtained provided the following conditions are met:
- The Planning Commission has approved the project.
 - Off-site drainage easements have been recorded.
 - All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States have been submitted to DPW.
 - A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning.
 - A stormwater management (SWM) plan has been submitted to and approved by DPW and Planning (in those cases where a VSMP permit is required),
 - A VSMP permit has been issued by the Virginia Department of Environmental Quality (in those cases where a VSMP permit is required), and
 - A Preconstruction meeting has been conducted with the Environmental Inspector, the Developer and the Contractor in attendance. The Planning Inspector will attend if tree protection measures are required.
- b. **Application:** The engineer prepares the Clearing and Grubbing Plan for submittal to the County for review. Clearing and Grubbing Plans must be prepared by a Licensed Engineer, Landscape Architect, or Class B Surveyor. Five (5) sets of plans and any supporting documentation shall be submitted to the Permit Center with the Clearing and Grubbing Plan application form. If the submittal is a resubmittal of a previously reviewed Clearing and Grubbing Plan, a written letter which clearly identifies all changes to the plan since the last submission and a written response to all review comments that clearly indicates how and where each comment was addressed shall be included.

- c. **Routing:** All necessary information will be entered in the Tidemark tracking system. The Planning Department, within two (2) days will distribute the plans, a copy of the application, and copies of all accompanying documentation through the Permit Center for pick up by Public Works - Design, Environmental and Traffic (3 sets) and Public Utilities (1 set). Planning retains 1 set.
- i. The Engineer is responsible for submitting plans to VDOT if work in VDOT ROW is proposed or stormwater is discharged to VDOT ROW. The Department of Public Works will coordinate VDOT comments
- d. **Review:** County staff will provide review comments within twelve (12) business days, beginning the first business day after submission to the County, to the engineer / surveyor/ landscape architect, owner and the Department of Planning, which indicate the revisions required to proceed with the signature process. Tidemark entries shall be completed by each agency and these comments will be posted on the County Website which can be found at this link: <http://www3.co.henrico.va.us/comments/>

If concurrence is provided by the Planner and the agency reviewer, electronic pdfs may be used occasionally as informal submittals to consider specific project details. Informal pdf submittals are intended for details which pertain to one review agency, and when allowed, must be incorporated in subsequent paper submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers, but may take up to 12 business days.

Review agencies shall notify the Department of Planning and the applicant when they have no comments.

- e. **Clearing and Grubbing Plans for Signature:** When all requirements of Planning, Public Works, and Public Utilities are satisfied, the Planning Department shall notify the applicant that eight (8) sets of plans may be submitted to the Permit Center for signature. Once signed, a Preconstruction Meeting will be conducted and signed plans will be distributed as follows:
- Public Works (3 sets)
 - Planning (1 set)
 - Public Utilities (1 set)
 - Developer/Engineer/Contractor (3 sets)

G. **Subdivision Construction Plan Signature Process:** When all technical requirements are satisfied and all departments have notified the Department of Planning that plans are ready for signature, the Planning Department notifies the Applicant that plans for Final signature may be submitted, then the Department of Planning, the Department of Public Works and the Department of Public Utilities will proceed with the signature process.

1. **Application:** A minimum of sixteen (16)* sets of plans and the Subdivision Plans for Signature application form should be submitted for signature purposes to the Permit Center. The cover sheet of each set for final signature must have an original signature and date on the Engineer's seal. *The applicant will receive four (4) signed copies of the approved plan of which two (2) will go to the Utility Contractor if the site is developed with either County Water or County Sewer. If the site is not developed with either County Water or County Sewer then the applicant will receive all four (4) signed copies. Additional sets may be submitted if the applicant needs additional signed sets returned.

a. **Plans which do not include Public Utility approval:** If the Department of Public Utilities does not need to sign the final plan, DPU's review comment letter / tech memo will contain a statement indicating that eleven (11) sets of plans for signature may be submitted in lieu of at least sixteen (16) sets. Planning will draw a red "X" through the Utility approval block. The Department of Public Works will distribute, via pick-up receptacles in the Permit Center, one (1) set each to the Division of Fire, and Department of Public Utilities.

2. **Signature Process:** It is anticipated that all plans will be signed within 6 business days; however this timeframe can be impacted by the issuance of the General Construction Permit (GCP) from the Virginia Department of Environmental Quality (DEQ). Applicants who have addressed all comments and met all technical requirements, and certify on the Plans for Signature Application that, except for Water and Sewer Agreements, all other required administrative documents have been approved, including but not limited to:

- Off-site Easement Plats
- E&S Bonds and Agreements
- Authorization from state and/or federal regulatory agencies for impacts to the Waters of the United States
- BMP / SWM Maintenance Agreements
- Funds to be escrowed
- Maintenance Agreements for placement of items within the right-of-way
- Environmental Fund Contribution
- Construction permits from VDH and DEQ for water and sewer if required,

will be eligible for the **Signature Process**.

In addition to the sets of plans for signature, the Applicant must include a signed copy of the General Permit for Discharges of Stormwater from Construction Activities (VAR10) Registration Statement, any fees required for issuance of the General Construction Permit (GCP), and the appropriate, completed tabs to be inserted into the Stormwater Pollution Prevention Plan (SWPPP) Binder.

- a. Planning will sign 16 or more sets within 2 days of receipt of the plans, enter the Tidemark information and deliver them to Public Utilities.
 - i. Planning shall attach a pre-construction form to the plans, indicate on the pre-construction form if the Planning Inspector needs to attend the pre-construction meeting, enter the Tidemark information.
 - ii. If the Department of Public Utilities does not need to sign the final plan, and eleven (11) sets of plans for signature have been submitted in lieu of sixteen (16) Planning will draw a red "X" through the Utility approval block and forward the plans to the Department of Public Works.
- b. Public Utilities will sign 16 sets within 2 business days and deliver them to Public Works.
 - i. Public Utilities will complete the top portion of the preconstruction form, and enter the Tidemark information.
- c. Public Works will process the GCP fees, upload the Registration Statement information into the Virginia Department of Environmental Quality (DEQ) Online Permitting System, and insert the appropriate tabs into the SWPPP binder within 2 business days. Once the Department of Public Works has received a notice of permit coverage letter from DEQ for the project, (*DEQ has stated that the permit will be issued in "no less than 24 hours" after they have received the uploaded information), they will sign 16 sets, notify Planning that the plans have been approved, send 13 sets to the Public Works Environmental Inspector to hold a preconstruction conference, and send 2 sets to Public Utilities and 1 set to Planning within 2 business days.
 - i. Public Works will enter tidemark information and notify the engineer that a pre-construction meeting may be scheduled within 3 business days after the plans have been signed (A joint preconstruction conference may be scheduled with DPW and DPU if the Water and Sewer Agreements have been executed.)
- d. Planning will prepare and mail the approval letter.
 - i. The date of approval shall be the date of signature by the Director of Public Works
 - ii. The approval letter sent by the Department of Planning will include comments and conditions imposed by the Planning Commission, the Department of Public Works, and the Department of Public Utilities.
 - iii. The approval letter will indicate that site grading may proceed after a preconstruction conference has been held with Public Works.
 - iv. The approval letter will state that the Department of Public Utilities will authorize construction of water and sewer by separate letter, and that utility work may proceed after a preconstruction conference is held with Public Utilities. (A joint preconstruction conference may be scheduled with both agencies if the Water and Sewer Agreements have been executed.)

3. Preconstruction Conference

- a. **On-site Pre-construction Conference - Public Works / Planning / Public Utilities:** The owner's contractor contacts the Environmental Division of DPW to schedule an "on-site pre-construction meeting". The Environmental Division will coordinate with Public Works, Construction and Survey Divisions, and the Planning and Public Utilities Inspectors as necessary.
 - i. Each inspector attending the pre-construction meeting will initial the plans.
 - ii. Construction plans signed by the agencies attending the pre-con meeting are given to the engineer/contractor at this time. Two (2) sets of plans for a Public Utilities preconstruction meeting are withheld if a joint DPW / PU pre-construction conference is not held.
 - iii. The pre-construction date is entered in Tidemark by DPW and DPU. The bottom portion of the pre-construction form is completed.
 - iv. The Environmental Division of DPW sends two (2) sets of plans and the pre-construction distribution form to the Department of Public Utilities for the DPU pre-construction meeting. The Environmental Inspector will indicate on the pre-construction form if he needs to attend the Utilities Pre-construction meeting. The pre-construction meeting may be scheduled once the Water and Sewer Agreements have been approved. An authorization to proceed with utility work letter will be sent to the Owner and Engineer by Public Utilities once the Water and Sewer Agreements have been executed and the utility pre-construction meeting has been held.
 - v. Two (2) sets of plans are also sent by DPW to Planning (or one set if Planning's Zoning Enforcement Officer received his set previously), and one set is sent to Building Inspections, and the Division of Fire.
- b. **On-site Pre-construction Conference-Public Utilities:** The owner's contractor contacts the DPU Construction Division to schedule a pre-construction meeting at least 2 business days prior to the desired meeting.
 - i. If required, as noted on the pre-construction form, the owner's contractor shall have the Environmental Division of DPW attend the meeting. Two (2) sets of approved construction plans will be delivered to the contractor at this meeting.
 - ii. The Department of Public Utilities will enter the pre-construction date into the Tidemark system, and send the authorization to proceed with utility work letter.

4. Construction Plan Distribution

- a. **Construction Plan Distribution:** After the preconstruction conference, Public Works will distribute the plans to Public Utilities for the utility preconstruction meeting, and to other required agencies via pick-up receptacles in the Permit Center.
- b. If no pre-construction meeting is required by Public Works, Public Works will send seven (7) sets of plans to Planning, and one set of plans each to the Health Department, Building Inspections, Division of Fire and sends six (6) sets to the Department of Public Utilities. Planning distributes five (5) sets to the Engineer with the approval letter.

Public Works (10)

- (2) Engineering and Environmental Services Division
- (1) Construction (field)

For Distribution by Public Works

- (2) Planning
 - Planning Department
 - Zoning Enforcement Officer
- (2) Developer
 - (2) Engineer and Developer/Owner's Copy
- (1) Division of Fire
- (1) Building Inspections
- (1) Health Department**

Public Utilities (6)*

***(1) set only if no public utilities are part of approval**

- (1) Public Information
- (2) Construction Inspection
- (1) Backflow Technician

For Distribution by Public Utilities

- (2) Utility Contractor

**If the project is a subdivision with well and/or septic a copy is sent to the Health Department. If it is served by County Water and/or County Sewer then it is added to the distribution for the developer.

H. Revisions to Approved Construction Plans: This process is for revisions to a construction plan that is subject to an active construction plan process.

1. **Plans requiring single agency approval:** Plans requiring MINOR revisions for approval by a single agency shall be submitted to the department having primary responsibility for the proposed revision. The applicant should discuss the proposed revisions and confirm that they are eligible for this process prior to submission.
 - a. Nine (9) sets of plans shall be submitted if the approval of a single agency is necessary.
 - b. A transmittal letter is required which describes the proposed revision. A copy of the transmittal letter is to be sent to Planning, DPU, and DPW by the engineer. For example, changes to roads, drainage and erosion control shall be submitted to the Department of Public Works and changes to water mains and sewer lines shall be submitted to the Department of Public Utilities.
 - c. The Department reviewing the plans shall coordinate with other County agencies if required. If plans need to be distributed they are distributed (If a determination is made during the review that the scope of the revisions requires a complete review by other review agencies, the plans shall be submitted for administrative review to the Planning Department under the regular process.) All comments shall be addressed on the revised plan before it is approved for construction.

- d. An approval letter and approved plans will be sent to the owner and engineer by the Department having primary responsibility for the revision, and a copy of the letter and one set of the approved revised plan shall be sent to Planning, Public Utilities, or Public Works.
2. **Plans requiring multiple agency approval:** Changes of significant impact, and/or plans requiring more than one agency's approval, as determined by the Planning Department, must be submitted to the Planning Department for administrative review, and appropriate fees paid. Examples of significant changes include changes which impact proffered or otherwise required buffers, involve additional clearing, involve significant revisions to grading or locations of site features, or which affect other items regulated by proffers or conditions required by the Planning Commission.
 - a. At the direction of the Planning Department, **seven (7) sets** of plans shall be submitted with the subdivision application and administrative plan review fee. The plans shall be submitted to the Permit Center with the application, fee, and a **written letter detailing all changes to the plans since the previous approval.**
 - b. The procedures outlined in Section V. Construction Plans for signature are applied to the review of these plans.

VI. PRE-REQUISITES TO SUBDIVISION PLAT RECORDATION:

A. Plat Technical Check (optional):

1. **Application:** The applicant submits completed Subdivision Miscellaneous Application, along with fee and eight (8) copies of the subdivision plat to the Permit Center. Appropriate fees are collected, receipts written, and Tidemark information entered. The Permit Center forwards the complete application package to the Department of Planning.
2. **Routing:** The Department of Planning distributes copies of the subdivision plat through the Permit Center for pick up by all reviewing agencies (1 plat each):
 - Department of Planning, Property Numbering
 - Department of Planning, Review Planner
 - Department of Planning, Planning Technician
 - Department of Public Works, Engineering Services Division
 - Department of Public Utilities
 - Real Property
 - Real Estate Assessment (Electronically)
 - State Health Department (if well and/or septic)
 - Virginia Department of Transportation
3. **Review Comments:** Review comments are due to the Department of Planning within five (5) business days, beginning the first day after receipt of the plats by the County. Completed activities are entered in Tidemark.

- a. All comments are compiled on the subdivision plat by Planning and forwarded to the Permit Center for pickup by the applicant. A copy of this plat is also placed in the final subdivision file.
 - b. The Department of Planning compiles all review comments as quickly as possible and provides a copy within ten (10) business days, beginning the first business day after submission, to the applicant and the owner/developer, which indicate the revisions required to proceed with the signature process. Tidemark entries shall be completed by each agency and these comments will be posted on the County Website which can be found at this link: <http://www3.co.henrico.va.us/comments/>
- B. **Review of Protective Covenants:** If the subdivision requires the recordation of protective covenants, documents for review must be provided at least sixty (60) days prior to the anticipated recordation date of the subdivision plats.
1. **Application:** The applicant shall submit four (4) copy copies of the draft document, along with a transmittal letter and the miscellaneous subdivision application to the Department of Planning.
 2. **Routing:** The Review Planner forwards a copy of the draft document to the County Attorney's Office for review as to form. Another copy is sent to the Department of Public Works for review as it pertains to storm water management facilities. Another copy is sent to the Department of Community Maintenance as it pertains to the responsibilities of the Home Owners Association. Lastly, the Review Planner reviews the document as to substance.
 3. **Review Comments:** Review comments are due to the Department of Planning within ten (10) business days, beginning the first day after receipt of the covenants by the County. Completed activities are entered into Tidemark.
 - a. The Review Planner compiles all review comments on a marked up copy of the document, which is then returned to the applicant. Revisions are made by the applicant and a new copy of the document is resubmitted for review.
 - b. When all review agencies find the draft document satisfactory, the Department of Planning will notify the applicant by phone that the protective covenants may be recorded at the Circuit Court Clerk's Office. Recordation of the protective covenants must be done prior to, or concurrent with, the recordation of the subdivision plat.
 - c. Deed book and page number information pertaining to the recorded covenants must be referenced on the subdivision plat.

C. **Subdivision Landscape Plans:** If required by condition or proffer, submittal of landscape plans for review and approval is required prior to the recordation of the subdivision plat. For subdivisions which also require a POD, the landscape plan is reviewed as part of the POD.

1. Application: the applicant must submit six (6) sets of landscape plans, along with a completed Landscape Plan Application to the Permit Center. The Permit Center shall forward the complete package to the Department of Planning for logging and routing.
2. Routing: Plans are distributed to the Permit Center by the Department of Planning for pickup by all reviewing agencies.
 - Department of Public Works, Engineering and Environmental Services Division (2 sets)
 - Department of Public Utilities (2 sets)
 - Department of Planning, Review Planner (1 set)
 - Division of Police (1 set)

TOTAL NUMBER = 6 SETS

3. Review Comments: County staff will provide review comments within twelve (12) business days, beginning the first business day after submission to the County, to the engineer / surveyor / landscape architect, owner, and the Department of Planning, which indicate the revisions required to proceed with the signature process. Tidemark entries shall be completed by each agency and these comments will be posted on the County Website which can be found at this link: <http://www3.co.henrico.va.us/comments/>. Review agencies shall notify the Department of Planning and the applicant when they have no comments. If necessary, the applicant shall resubmit revised plans in response to staff comments to the Permit Center.
4. Approval: When all reviewing agencies are satisfied, the applicant shall submit four (4) sets of landscape plans for signature, along with a transmittal letter, to the Permit Center. The Permit Center then forwards all sets of the landscape plans to the Department of Planning.
 - a. The Review Planner signs the final sets of landscape plans and prepares the subdivision landscape plan approval letter. The Department of Planning retains two sets of approved plans.
 - b. Two sets of approved plans and accompanying approval letter are returned to the Permit Center to be picked up by the applicant. The Department of Planning notifies the applicant by telephone that the plans are approved and ready to be picked up. The Department of Planning arranges for a scanned copy of the plans to be placed in the subdivision file.
 - c. Installation of the landscaping improvements is usually required before the approval of any certificates of occupancy for dwellings in a subdivision. In some cases, a financial guarantee may be posted to allow these improvements to be installed at a later period of time. The applicant must contact the Code Administration Division of the Department of Planning to discuss such arrangements.

D. **Obtaining a Bond Estimate and posting the Completion Bond:** The Departments of Public Utilities and Public Works provide the Department of Planning with bond estimates for required infrastructure improvements after subdivision construction plans are approved by all agencies. The Department of Planning then conveys this information to the applicant via letter. *For more information on how these figures are derived, please contact the applicable agency.

1. Criteria: A surety, certified/cashier check (no personal checks), or letter of credit for all required subdivision improvements must be provided by the developer and approved by the County prior to recordation of the subdivision plat. After approval of the subdivision construction plans, the developer may begin installation of the required improvements. This step is not necessary if “zero” bond estimates are received from all reporting agencies.
2. Reduction Requests: The developer should note that any request for a reduction in the bond amount prior to the recordation of the plat would require processing time that may result in a substantial delay in recording the plat. Therefore, it is recommended that there be no request for a bond reduction if the applicant expects to record the subdivision plat within forty-five (45) days from the date of such request.

E. **Recordation of Off-site Easements:** All necessary off-site easements must be recorded prior to or concurrent with the recordation of the subdivision plat. Construction plans shall not be approved until off-site easements for water and sewer have been acquired and deed book and page numbers are shown on the plans. There are three methods in which off-site easements may be recorded in conjunction with subdivision plats (See Appendix D).

1. Public Easements: Principal responsibility for the review of public easements is divided among three agencies:
 - Department of Public Utilities (sanitary sewer and water easements)
 - Department of Public Works (drainage, Special Flood Hazard Area (floodplain), slope, temporary construction, and right-of-way easements)
 - Department of Planning (no ingress/egress, planting strip, and pedestrian access)
2. Private Easements: The City of Richmond, Dominion Virginia Power, telephone and cable companies record private utility easements, however, they are permitted to utilize the County utility easements and public right-of-way under franchise agreements. These easements are not subject to County review and approval at this time. The subdivider may also record private easements to facilitate their development including drainage, utility, common area maintenance, and access easements. Although these easements are not public easements, they are subject to limited County review and approval by related review agencies.

VII. SUBDIVISION PLAT RECORDATION PROCESS: Three sets of mylars (two opaque and one transparent) for recordation review, prepared in accordance with county requirements, along with a completed application and five (5) paper copies of the plats are submitted to the Permit Center. The Permit Center forwards the complete package to the Department of Planning for logging and routing. Two optional reviews may be utilized to prepare plats for approval and recordation.

- **Technical Check: (optional):** The applicant has the option of submitting copies of the subdivision plat, along with a completed application and fee, to the County for a tech check review prior to preparation of the final mylar sets. This option is encouraged when there are questions dealing with the final format of the subdivision plat and/or when construction plans are not approved. (See item #VI. A).
 - **Mylar Check:** Five (5) paper copies may be submitted for a mylar check, prior receiving notary and all required signatures on the plat. This option is available following the initial technical check, and/or after construction plans have been approved.
- A. **Routing:** Paper copies of the plats are distributed to the Permit Center by the Department of Planning for pickup by all reviewing agencies. All required information, plans and letters must be provided to the appropriate County departments. All conditions of final subdivision approval must be met.

Plat distribution includes 5 paper copies of the plat and 1 electronic copy

- Real Estate Assessment (electronic)
 - Department of Public Works, Engineering and Environmental Services Division (1 plat)
 - Department of Public Utilities (1 plat)
 - Department of Planning, Property Numbering (1 plat)
 - Department of Planning, Planning Technician (1 plat)
 - Health Department (if individual well and/or individual on-site sewage disposal system) (1 plat)
- B. **Review Comments:** Comments from all reviewing agencies are forwarded to the Department of Planning within five (5) business days, beginning with the first day after receipt of the plats by the County.
1. The Department of Planning compiles all review comments as quickly as possible and provides a copy within ten (10) business days, beginning the first business day after submission, to the applicant.
 2. Tidemark entries shall be completed by each agency and these comments will be posted on the County Website which can be found at this link: <http://www3.co.henrico.va.us/comments/>
 3. If staff review indicates errors in the plat or failure to comply with all conditions and requirements of the final approval letter, the plat will be returned to the applicant for revision or correction. Resubmittal of revised plats and an application after remedial action will begin a new review period.

- C. **Signatures:** When all technical requirements are satisfied, all departments have notified the Department of Planning the plat is satisfactory for signature, and all final approval conditions have been met, the Applicant can submit the 3 sets of signed and notarized mylars (one transparent and two opaque). All signatures and stamps must be in dark black ink. Once all requirements are verified and the plats are signed by the Secretary or Acting Secretary of the Planning Commission, the Department of Planning will forward the signed sets to the Permit Center for pick up. The Department of Planning will notify the engineer/surveyor via email to pick up the mylars at the Permit Center for recordation in the Circuit Court Clerk's office. Plats will only be released to the engineer/surveyor unless another party is authorized for pick-up.
- D. **Recordation:** The applicant is responsible for recording the approved subdivision plats at the Circuit Court Clerk's Office within 60 days of their signature date. Information on the recordation process and necessary fees may be obtained directly from that office. After the subdivision plat has been recorded, the applicant returns two copies (one opaque and one transparent) of the approved subdivision plat to the Permit Center, along with a recordation receipt showing the deed book and page number. Building Permits may not be released until the executed, recorded copies are returned to the Permit Center.
- E. **Distribution:** The Permit Center retains the one opaque copy of the approved subdivision plat for the subdivision plat books. The transparent copy is sent to the Department of Public Works. The Permit Center makes and sends copies of the subdivision plat to the following agencies:
- Real Estate Assessment (2 paper copies and 1 electronic copy)
 - School Administration (1 paper copy)
 - Department of Planning (1 paper copy and 1 electronic copy)
 - Department of Public Works (1 paper and 1 electronic copy)
 - Permit Center (1 electronic copy)
 - Department of Community Revitalization (1 electronic copy)
 - Information Technology / Geographic Information Systems (1 electronic copy)

VIII. RELEASE OF SUBDIVISION BONDS:

- A. **Certification of Improvements:** Upon the completion of all improvements, the subdivider shall furnish a statement by a certified engineer or land surveyor that all construction is in substantial conformity to the regulations and requirements of the Subdivision Ordinance and the approved plans. This statement is submitted to the Department of Planning, with copies sent to the Department of Public Works and the Department of Public Utilities.
- B. **Release or Reductions:** After all the required field inspections have been completed, the Departments of Public Works and Public Utilities notify the Department of Planning that the subdivision bond is then eligible for reduction or release. Upon notification, the Department of Planning processes the reduction or release of the subdivision bond to the applicant or other party that posted the financial guarantee.

APPENDIX A: SUBDIVISION TEN-DAY EXPEDITED SIGNATURE PROCESS

If requested by the applicant, the first submittal to the County after Final Subdivision approval qualifies for the 10-day expedited signature process if the construction plans submitted conform to the subdivision plans approved by the Planning Commission and the construction plans are submitted within 6 months of Final Subdivision approval. All information must be submitted at the same time to each agency, and all agencies must receive complete submittals on the same day. Each agency shall review the submission to determine that the minimum submission requirements have been met by the end of the next day following receipt of the plans and E-mail the Department of Planning to confirm receipt of a complete submission. If the submission is incomplete, the project is not eligible for the expedited review process, but will continue to be reviewed under the regular process. (See #31.) Comments shall be provided to the Department of Planning by all agencies within seven (7) working days, beginning the first day after submission. If plans generate review comments, they will be reviewed under the regular process. Plans will be signed in ten (10) working days, beginning the first working day after submission, if there are no unresolved issues or comments, and the following items are complete:

Required by Planning (prior to plan approval):

- Subdivision Construction Plans For Signature application
- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and Planning checklist.
- A copy of the annotated plan stamped by the Department of Planning “Conditional Approval granted by the Planning Commission”.
- A copy of the annotated plan stamped by the Department of Planning “Final Approval granted by the Director of Planning”.
- Twenty-two (22) sets of plans.
- 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 lists both the Conditional and Final Subdivision conditions of approval.
- Written response to all previous review comments with explanation of how resolved

Required by Public Works (prior to plan approval):

- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPW checklist.
- A copy of the annotated plan stamped by the Department of Planning “Conditional Approval granted by the Planning Commission”.
- A copy of the annotated plan stamped by the Department of Planning “Final Approval granted by the Director of Planning”.
- Three (3) sets of plans.
- 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 lists both the Conditional and Final Subdivision conditions of approval.
- All appropriate maintenance agreements.
- Environmental Compliance Agreement with a letter of credit or cash.
- Evidence of Corp of Engineers and/or DEQ permits and others as may be required.
- Signed copy of the General Permit for Discharges of Stormwater from Construction Activities (VAR10) Registration Statement (where applicable).

- Virginia Stormwater Management Program (VSMP) permit fees (where applicable).
- Deed book and page number for offsite easements shown on plans.
- Verification of VDOT approval where applicable.
- Evidence of nutrient offset purchase and supporting information (where applicable)
- Written response to all review comments with explanation of how resolved

Required by Public Utilities (prior to plan approval):

- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPU checklist.
- A copy of the annotated plan stamped by the Department of Planning “Conditional Approval granted by the Planning Commission”.
- A copy of the annotated plan stamped by the Department of Planning “Final Approval granted by the Director of Planning”.
- One (1) set of plans.
- 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 lists both the Conditional and Final Subdivision Conditions of approval.
- Off-site easements recorded with deed book and page shown on plans
- Off-site plans approved
- Overall water and sewer plan approved for phased project
- VDH/DEQ Construction Permits issued when required
- Local Review Program form
- Sanitary sewer analysis approved and downstream capacity confirmed
- VDOT permits attached when required
- Written response to all review comments with explanation of how resolved
- Evidence of Corp of Engineers and/or DEQ permits and others as may be require

APPENDIX B: PLATS RECORDED PRIOR TO 1960 PLAN REVIEW PROCESS

This process applies to the development of multiple single-family dwellings in subdivisions that were platted prior to 1960, and for which streets and utilities have not been completed, or have not been accepted for County maintenance.

Prior to approval of building permits for construction of single-family dwellings in any subdivision that was platted prior to 1960, a schematic subdivision plan shall be submitted for review and approval by the Directors of Planning, Public Works and Public Utilities. There shall be no clearing or grading of any lot without review and approval of a schematic subdivision plan. Schematic subdivision plans are intended to substitute for the buildable area plan that is normally a part of the subdivision construction plan.

Schematic subdivision plans are also intended to identify when a construction bond and/or an easement and road widening dedication plat are required to permit construction of single-family dwellings on previously recorded lots or parcels.

1. **Pre-submission Conference:** Applicants are strongly encouraged to request a pre-submission conference. Pre-submission conferences may be scheduled thru the Department of Planning on any day Staff/Developer conferences are scheduled upon submission of a copy of the original plat and a preliminary layout plan for the property, a minimum of one week prior to the requested conference date. Based upon staff availability.
 - a. The purpose of a pre-submission conference is to determine applicable zoning regulations and the validity of the plat, identify known development constraints, determine preliminary availability of public sewer and water and to determine minimum construction standards. Pre-submission conferences are intended to guide development of schematic subdivision plans, their corresponding construction plans, and easement and road widening dedication plats. Pre-submission conferences are informal reviews that are not intended to be a substitute for the complete review process.
2. **Schematic Subdivision Plan Application Processing:** Request for schematic subdivision plan review and approval shall be filed and processed in accordance with the procedure for filing and processing Final Subdivision Applications with the exception that fifteen (15) copies of the schematic subdivision plan and two (2) copies of the originally recorded plat, shall be filed in lieu of fifteen (15) copies of the final plat. The plans shall be prepared by a professional engineer, surveyor or landscape architect and shall be submitted to the Permit Center.
 - a. Every request for schematic subdivision plan approval shall be accompanied by a completed final subdivision application form, checklist and fee along with the required construction plans.
 - b. The schematic subdivision plan shall be incorporated into the subdivision construction plans as a buildable area plan and shall include the information as required on the Final Subdivision Application for schematic subdivision plans.

- c. The construction plans shall be prepared in accordance with Chapter 19, Section 19-71 of the Henrico Code and shall include the information indicated as required on the Final Subdivision Application for construction plans. In addition, if the construction plans require the dedication of additional right-of-way or public Easements, fifteen (15) copies of the easement and road widening dedication plat shall be submitted.
3. Each agency will review the plan in accordance with the procedures for final construction plans and shall include with their comments a determination if bonding and/or an easement and road widening dedication plat will be required to implement the schematic plan.
4. The easement and right of way dedication plat shall be submitted in lieu of a subdivision plat, which shall be reviewed in accordance with the procedures for off-site easements. (See Appendix D)
5. The bond will be submitted as a subdivision performance bond and will be released accordingly.
6. When all technical requirements for approval of the construction plan for the schematic subdivision have been satisfied and any necessary bond has been submitted, and any necessary easement and road widening dedication plat has been recorded, the construction plans shall be signed and distributed following the Subdivision Construction Plans for Signature Process. In addition, Director of Planning or his designated agent will stamp and sign the schematic subdivision plan "Final Approval Granted by Director". The Department of Planning will then prepare and send a final approval letter to the owner and/or developer, with a copy sent to the engineer/ surveyor/landscape architect.
7. The applicant shall attach two copies of the approved final schematic subdivision plan to each building permit application. No building permit shall be issued until final schematic subdivision plan is approved.

APPENDIX C: CONCURRENT CONDITIONAL AND FINAL SUBDIVISION APPROVAL

An application for concurrent conditional and final subdivision approval may be submitted in instances where complete subdivision construction plans are not required as part of the subdivision approval. The final subdivision application form is to be used with the appropriate box checked on the front of the application. The applicant must pay the required fees for both the Conditional and Final Subdivision Approval together.

The applicant is required to contact the Department of Planning prior to filing the application in order to determine if the specific project is eligible for this review. Some examples of projects that may be reviewed in this manner include:

- Subdivision of property into building lots on an existing road that does not require any new road improvements, public utility improvements, new wells and septic tank/drainfields or alternatives.
- Dedication of public right-of-way for existing roads that do not require any new road improvements.
- Dedication of public right-of-way for new roads where construction plans are included as part of an approved Plan of Development.
- Conversion of BMP lots or well lots into building lots.

This is not intended to be a complete list of project categories eligible for this combined approval process, nor does this list of project categories allow for a combined approval process in all circumstances.

Note: Where the developer proposes modifications, extensions or connections to County water and/or sewer mains, plans for construction of water and/or sewer shall be prepared in accordance with the Department of Public Utilities Standards for Design and Construction. Plans for proposed modifications, extensions or connections to County water and/or sewer mains shall be included in the final subdivision plans submitted to the County. Where the Department of Planning determines that final subdivision plans are not required, then plans for the construction of these water and/or sewer improvements shall be submitted directly to the Department of Public Utilities. Water and/or sewer plans must be approved by the Department of Public Utilities before construction can begin.

APPENDIX D: RECORDATION OF OFF-SITE EASEMENTS

There are three methods in which off-site easements may be recorded in conjunction with subdivision plats. The method selected depends upon the individual circumstances of each subdivision and, in particular, the relationship of the owner of the off-site property and the owner of the property being subdivided. The three methods may be described as follows:

i. Method A

When the owner of the off-site property and the owner of the property being subdivided are unrelated. The subdivider must execute a private purchase agreement with the off-site property owner and provide an easement plat to the Real Property Office. The plat must identify the project benefiting from the easement. The Plat is circulated by the Real Property Office for review by the responsible review agencies. Upon approval of these agencies, the Real Property Office executes an easement agreement with the off-site property owner and records the easement. (It should be noted that this process is also used to record both on- and off-site easements in conjunction with Plans of Development as well as miscellaneous drainage and utility plans approved by the Departments of Public Works and Public Utilities).

ii. Method B

When the owner of the off-site property and the owner of the property being subdivided are the same and the easements are within a portion of a future section of the same project. This method is only available if there has been a Conditional approval granted for the overall parcel. The off-site easement may be included on the final plat in a reserved parcel within the subdivision boundary as part of the section being recorded. The final plat is circulated by the Department of Planning for review by responsible review agencies. Upon approval of these review agencies, the plat is approved by the Department of Planning and the off- site easement is recorded via the subdivision plat. No easement agreement is necessary since the off-site easement is contained in the title of the property being divided and the easement is recorded via the subdivision certificate. Method B may only be used when both properties are included completely within the title of the final plat and the property owner signs the subdivision certificate. Method B is available only to a subdivider that includes the area affected by the off-site easement on the conditional plat. The subdivider must then include the area affected by the off-site easement within the area platted. This requires the affected area to be surveyed.

iii. Method C

When the owner of the off-site property and the owner of the property being subdivided are the same and the easements are within a portion of a future or unrelated project. The off-site easement may be shown on the subdivision plat, however the plat must contain a note that the easement is to be recorded concurrently by a separate easement agreement. The subdivision plat is circulated by the Department of Planning for review by the responsible review agencies. Upon approval by these agencies, the Real Property Office executes an easement agreement with the off-site property owner using a copy of the subdivision plat as an exhibit. The subdivision plat is then approved by the Department of Planning and the off-site easement and plat are concurrently recorded by the applicant who provided a copy of the recorded easement agreement to the Real Property Office. Method C is used to expedite processing as review agencies can concurrently review the subdivision plat and the easement plat. Method C was created to consolidate review by the responsible agencies. In addition to consolidating review, the proposed off-site easements are shown in the same context on the subdivision plat as they appear on the construction plans so that review is easier and more effective. Method C also addresses the concern expressed by the Real Property Office that the subdivision certificate does not adequately define the rights and responsibilities in conjunction with easements and that they would prefer to record easements with separate agreements.

Note: In any case, the applicant may choose to use Method A to record an off-site easement. If the applicant owns both properties, they may also elect to use either Method B or Method C.

APPENDIX E: Easement Plat Review Process

This easement plat process is for Plans of Development and Subdivision projects only, as follows:

1. Applicant hires licensed design professional to prepare plat.
2. Plat Application: Applicant submits six (6) plats and a completed plat application to the Permit Center located on the second floor of the County Administration Building. All application packages are checked in the Permit Center for completeness, entered into Tidemark and forwarded to the Real Property Department.
3. Plats are distributed by the Real Property Department to all appropriate review agencies generally as follows:
 - Department of Planning, Review Planner (1)
 - Department of Public Works, Engineering and Environmental Services Division (2)
 - Department of Public Works, Division of Traffic Engineering (1)
 - Department of Public Utilities (1)
 - Real Property Department retains (1)

TOTAL = 6 PLATS

4. Review comments and recommendation regarding approval are posted on the County Website, which can be found at this link <http://www3.co.henrico.va.us/comments/>, and entered into Tidemark by the review agency within 12 business days after receipt by the Permit Center.
5. Applicant should contact review agencies that have not recommended approval and attempt to resolve comments or concerns. Applicant is encouraged to make appointments with responsible review staff.
6. Signature of plat: When all technical requirements have been satisfied, the Applicant may submit six (6) plats for signature and a completed easement plat application to the Permit Center.
7. Signature Process: Six (6) plats for signature and a completed easement plat application should be submitted to the Permit Center. The Permit Center will update Tidemark and forward the package to the Real Property Department. Real Property will forward the plats to the review agencies for signatures and prepare the Easement Agreement. Plats will be routed for signature from Real Property to Public Works to Public Utilities to Planning and back to Real Property. All signatures will be provided within ten (10) business days, beginning the first business day after submission to the Permit Center.
8. After receipt of signatures, Real Property will forward the Easement Agreement to the Applicant for signature. When Real Property receives the signed Easement Agreement, and the recordation fee from the Applicant, Real Property will submit the signed documents to the County Attorney's Office for approval. County Attorney's Office will route the approved documents to the County Manager's Office for acceptance and County Manager's Office will return accepted documents to Real Property for recordation. Real Property will record the easement documents after this process has been completed within 20 business days after receipt of all required documents from the Applicant.

APPENDIX F: Easement Vacation and Quitclaim Process

This easement vacation and quitclaim process is for Plans of Development and Subdivision projects only, as follows:

1. Once any replacement County Facilities have been approved and accepted by the County, then the Applicant may contact the Real Property Department to request any County-owned redundant and unnecessary easements be vacated or quitclaimed.
2. Applicant hires licensed design professional to prepare plat and necessary documents.
3. Application: Applicant submits a completed "Easement Vacation and Quitclaim" application and six (6) plats to the Permit Center located on the second floor of the County Administration Building. All application packages will be checked in the Permit Center for completeness, entered into Tidemark and forwarded to the Real Property Department by the next business day.
4. Real Property will send a Routing Memo with all relevant supporting documents to all appropriate review agencies within 2 business days generally as follows:
 - Department of Planning, Review Planner (1)
 - Department of Public Works, Engineering and Environmental Services Division (2)
 - Department of Public Works, Division of Traffic Engineering (1)
 - Department of Public Utilities (1)
 - Real Property Department retains (1)

TOTAL = 6 PLATS

5. Review comments and recommendations regarding the requested vacation or quit claim will be entered into Tidemark by the review agency and posted on the County Website, which can be found at this link <http://www3.co.henrico.va.us/comments/>, within 12 business days after receipt by the Permit Center.
6. Applicant should contact review agencies that have not recommended approval and attempt to resolve comments or concerns regarding the proposed vacation or quitclaim. Applicant is encouraged to make appointments with responsible review staff. Applicant must notify Real Property when all of the comments from the review agencies have been resolved.
7. After all of the comments from the review agencies have been resolved, Real Property will forward the documents to the County Attorney's Office and the County Manager's Office for review, and will notify the Applicant of the status of the approval within 10 business days. If the Applicant's request is denied, Real Property will advise the Applicant and also update Tidemark. If the County Manager's Office recommends approval, Real Property will notify the Applicant and also update Tidemark. If the requirements for the plat have changed since the original submission, the Applicant must submit an updated application and six (6) plats to the Permit Center.

8. Upon receipt of an updated application and six (6) plats, the Permit Center will update Tidemark and forward the revised plats to the Real Property Department. Real Property will add any needed approval stamps and route the plat for approval by Public Works, Public Utilities and Planning. All plat approval reviews will be completed within 12 business days, beginning the first business day after the later of Real Property's approval notice to the Applicant or the Applicant's submission of revised plats to the Permit Center.

9. After receipt of any necessary plat approvals, Real Property will prepare an Ordinance for vacation or quitclaim for approval by the Board of Supervisors, and for quitclaims, will draft an appropriate deed. The Board of Supervisor's Resolution will be advertised for two weeks for a vacation and one week for a quitclaim. After a vacation Resolution is approved, Real Property will forward the Resolution to the Clerk of the Court, and if no person objects within 30 calendar days, the vacation will be effective. For quitclaims, Real Property will secure the signature of the County Attorney as well as the Chair and Clerk of the Board of Supervisors and then return the fully endorsed quitclaim deed to the Applicant for recordation.