



Subdivision - Plans for Signature

Final Construction Plans

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.

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

Name of Project: _____ **SUB #** _____

- o **First Submission** (No fee required) (First Submission after submission filed with pre-Final or Final Application)
Submit this application and seven (7) sets of plans to the Permit Center. **Include a letter specifically detailing ALL changes made to the plan since the last submission, and responding to all previous comments.** NOTE: If there are no comments after review of these plans, applicant will be notified to submit a minimum of (11) or (16) sets of plans for signature. If there are comments, additional submission is required.
- o **Second Submission** (First re-submittal) (No fee required)
Submit this application, seven (7) sets of revised plans, a response to all previous review comments, and a letter specifically detailing all changes to the plan since the last revision to the Permit Center. (See NOTE above)
- o **Additional Submission** (Any subsequent re-submittals prior to signature)(Processing Fee required - \$150)
Submit this application, seven (7) sets of revised plans, a response to all previous review comments, a letter specifically detailing all changes to the plan since the last revision, and fee to the Permit Center. (See NOTE above)
- o **Final Submission** (no fee) *An original seal and signature is required on the cover sheet of every set of plans.*
Submit this application and a minimum of eleven (11) or sixteen (16) sets of plans, depending on whether or not Public Utilities needs to sign the plans, to the Permit Center. In addition to the sets of plans for signature, the Applicant must include a signed copy from Construction Activities (VAR10), any fees required for issuance of the Construction General Permit (GCP), and the appropriate, completed tabs to be inserted into the Stormwater Pollution Prevention Plan (SWPPP) Binder.
A Streamlined Signature Process may be requested if all administrative documents have been approved and all review comments have been addressed.*
- o **Streamlined Signature Submission** (no fee) *An original seal and signature is required on the cover sheet of every set of plans.* Provided all review comments have been addressed, and technical requirements are met, the applicant must certify that, except for Water and Sewer Agreements, all other required administrative documents have been approved the project will be eligible for a Streamlined Signature Process. This process will provide approval signatures from all of the Review Departments within six (6) business days. Required administrative documents:
 - o Off-site Easement Plats
 - o E&S Bonds and Agreements
 - o Authorization from State and/or federal regulatory agencies for impacts to the Waters of the USA
 - o BMP/ SWM Maintenance Agreements
 - o Environmental Fund Contribution
 - o Maintenance Agreements for placement of items within the ROW
 - o Funds to be escrowed
 - o Construction permits from VDH & DEQ for water/sewer if required.

For Office Use Only

Certification: I hereby certify that all of the required administrative documents as noted above, have been submitted and approved. I understand the submission of incomplete or inaccurate information will result in a delay in processing and action on this application.

(Engineer's/Surveyor's Name & Date) (Type or Print)

(Engineer's/Surveyor's Name) (Signature)

Engineer/Surveyor

Name: _____

Address: _____

City/State: _____ Zip _____

E-Mail _____

Phone : _____ Fax _____

Authorized Signature Print/Type Name

FOR OFFICE USE ONLY

Date of Filing: _____

Time of Filing: _____

Fee: _____ PIV Number _____

Application Accepted By Print/Type Name