



# Transfer of Approval for a Plan of Development

County of Henrico, Virginia

Department of Planning

Henrico Planning Web Site: [www.henrico.us/planning](http://www.henrico.us/planning)

Department of Planning, County of Henrico, Virginia, P.O. Box 90775, Henrico, Virginia 23273-0775\*\* Phone 804-501-4602 Facsimile 804-501-4379

\*\*For mail use P.O. Box. For deliveries C/O the Permit Center use street address 4301 E. Parham Road, Henrico, Virginia 23228.

Approval of a Plan of Development by the Planning Commission is granted to the owner of the property. The owner, by acceptance, agrees to the conditions of approval by the Planning Commission. These conditions are listed in the letters of confirmation (approval letters). Plan of Development approval by the Planning Commission is not transferable, except to the holder of the first mortgage. Therefore, in order to receive the continued protection and rights conferred by a valid Plan of Development approval, it is important that a new owner of property promptly request that the Planning Commission transfer its previous approval. The owner or contract/purchaser of the subject property may use this application form to file the request.

**Request for Transfer of Approval - I,** \_\_\_\_\_, the new owner / contract purchaser of the development identified below, request a transfer of approval of the Plan of Development. I agree to accept and be responsible for continued compliance with the conditions of the original approval granted the former owner.

**Name of Project:** \_\_\_\_\_

**Future Name of Building(s):** \_\_\_\_\_

**Current POD#:** \_\_\_\_\_ **Address/Parcel:** \_\_\_\_\_

Upon receipt of this request, the development will be inspected to ensure compliance with the conditions of the Plan of Development approval. If problems are identified, the owner or his representative will be contacted to discuss any corrections that may be necessary and a timetable for when they will be completed must be agreed upon. Once all outstanding issues have been resolved between the applicant and staff, then staff will be able to make a favorable recommendation to the Planning Commission regarding the Transfer of Approval. If any deficiencies are noted during the initial inspection, the site will be inspected again after the agreed upon completion date to ensure compliance. The owner or his representative will need to attend the Planning Commission meeting when the request is considered. The owner/representative will be contacted by the assigned staff planner to discuss the details pertaining to the request, and the schedule for placement of the Transfer of Approval request on the Planning Commission's agenda. Property transfer must be complete prior to final action by the Planning Commission.

For Office Use Only

Transfer of Approval Application Fee \$150.00

Inspection requested by: \_\_\_\_\_ Date: \_\_\_\_\_ *for office use only*  
Inspection completed by: \_\_\_\_\_ Date inspected: \_\_\_\_\_ Date report submitted to planner: \_\_\_\_\_

## Applicant Information:

**Owner of Record:** If more than one owner, attach additional sheets\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone : \_\_\_\_\_ Fax \_\_\_\_\_

**Representative:** (Explain Relationship)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone : \_\_\_\_\_ Fax \_\_\_\_\_

Authorized Signature\* \_\_\_\_\_ Print Name \_\_\_\_\_

**Property Manager:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone : \_\_\_\_\_ Fax \_\_\_\_\_

Authorized Signature\* \_\_\_\_\_ Print Name \_\_\_\_\_

**Party to receive correspondence:** (Explain Relationship)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone : \_\_\_\_\_ Fax \_\_\_\_\_

### FOR OFFICE USE ONLY

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

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

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

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