



Subdivision Review Process

County of Henrico, Virginia

Effective November 14, 2023 for all new plan applications. Refer to Legacy process effective September 1, 2021 for all applications that had an original submission prior to November 14, 2023.

TABLE OF CONTENTS

I. PRE-APPLICATION CONFERENCE	3
A. APPLICATION	3
B. ROUTING	4
C. STAFF/DEVELOPER MEETING	4
II. CONCEPT PLAN	4
A. APPLICATION	4
B. COMPLETENESS CHECK – APPLICATION COMPLETENESS	4
C. SCHEDULING OF CONFERENCE	4
D. REFERRALS	4
E. REVIEW COMMENTS	5
F. STAFF/DEVELOPER CONFERENCES	5
III. PRELIMINARY PLAT	5
A. APPLICATION	6
B. COMPLETENESS CHECK -APPLICATION COMPLETENESS	6
C. INITIAL REVIEW – PLAN COMPLETENESS	6
D. REFERRALS	7
E. REVIEW COMMENTS	7
F. STAFF/DEVELOPER CONFERENCES	8
G. PRELIMINARY PLAT APPROVAL	8
IV. PRE-FINAL SUBDIVISION REVIEW (OPTIONAL)	8
A. APPLICATION	8
B. COMPLETENESS CHECK – APPLICATION COMPLETENESS	9
C. REFERRALS	9
D. REVIEW COMMENTS	9
V. FINAL PLAT	9
A. APPLICATION	10
B. COMPLETENESS CHECK – APPLICATION COMPLETENESS	10
C. INITIAL REVIEW	10
D. REFERRALS	11
E. REVIEW COMMENTS	11
F. STAFF/DEVELOPER CONFERENCES	12
G. FINAL APPROVAL	12

VI. SUBDIVISION CONSTRUCTION PLANS FOR SIGNATURE	12
A. APPLICATION	12
B. COMPLETENESS CHECK – APPLICATION COMPLETENESS	12
C. REFERRALS	13
D. REVIEW COMMENTS	13
E. RE-SUBMITTAL OF PLANS	13
F. APPROVAL	14
G. INTERIM APPROVALS AND PARTIAL PERMITS	14
H. SUBDIVISION CONSTRUCTION PLAN SIGNATURE PROCESS	16
I. MINOR SITE PLAN: REVISIONS TO APPROVED CONSTRUCTION PLANS	19
VII. PREREQUISITES TO SUBDIVISION PLAT RECORDATION	20
A. REVIEW OF PROTECTIVE COVENANTS	20
B. SUBDIVISION LANDSCAPE PLANS	20
C. OBTAINING A BOND ESTIMATE AND POSTING THE COMPLETION BOND	21
D. RECORDATION OF OFF-SITE EASEMENTS	22
VIII. SUBDIVISION PLAT RECORDATION PROCESS	22
A. PRE-RECORDATION PLAT TECHNICAL REVIEW	22
B. PLATS FOR RECORDATION	23
IX. RELEASE OF SUBDIVISION BONDS	24
A. CERTIFICATION OF IMPROVEMENTS	24
B. RELEASE OR REDUCTIONS	24
X. MINOR SUBDIVISION	24
A. FAMILY SUBDIVISIONS	24
B. DIVISION OF LOT/PARCEL PURSUANT TO A POD/SITE PLAN	26
C. VACATION, RELOCATION, RESUBDIVISION, OR OTHER ALTERATION OF INDIVIDUAL LOTS	27
APPENDIX A: MINOR CONSTRUCTION PLAN	29
APPENDIX B: PLATS RECORDED PRIOR TO 1960 PLAN REVIEW PROCESS	32
APPENDIX C: RECORDATION OF OFF-SITE EASEMENTS	33
APPENDIX D: EASEMENT PLAT AND ROW REVIEW PROCESS	34
APPENDIX E: EASEMENT VACATION AND EASEMENT QUIT CLAIM PROCESS	35

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 developments, such as residential townhouses and R-5A subdivisions, the review process is integrated with the Plan of Development (POD) or Site Plan 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.

Henrico County utilizes an electronic land management system for all Planning related application submissions. For customers, the system is known as Build Henrico and is available at <https://build.henrico.us>. The [Quick Guide](#) gives instruction on registering as a new user and the [Full Customer Guide](#) helps explain navigating and using the Customer Portal. For staff, the system is known as POSSE. The appropriate system name will be utilized where possible based on the applicable user. Electronic submission of all documents must comply with the [document submission standards](#). Additional information can be found on the Build Henrico help page at henrico.us/build/help/.

I. PRE-APPLICATION CONFERENCE

Engineers/applicants submitting plans for development projects may request and participate in a pre-application conference prior to submitting a complete application for a Subdivision plan approval. The purpose of the conference is to provide an opportunity for the applicant to understand the submittal requirements and the procedures and standards applicable to an anticipated development application and receive preliminary staff feedback. The Development Review and Design division is responsible for administrating the Subdivision process and coordination of the pre-application conference. This process is intended for projects that are appropriately zoned for the intended use. For applications requiring a zoning map amendment, a pre-application conference may be scheduled with the Comprehensive Planning Division.

A pre-application conference is an optional process which precedes the formal submission of any plans for review. There is no fee for the meeting/conference. This brief review by applicable County agencies should not be considered as an alternative to the Concept Plan review, as it will be specifically for process and submittal requirements and not for a technical plan review.

Submissions received by Friday are scheduled for the following Thursday's Staff/Developer agendas, with an allocated 15-minute meeting period, subject to availability in the schedule. All Staff/Developer meetings occur virtually, and staff provides confirmation prior to the meeting date.

The following processes are eligible for such:

- Plan of Development
- Site Plan
- Tree Removal Permit
- Subdivision - Preliminary Plat
- Subdivision - Final Plat
- Minor Subdivision

A. Application

The applicant submits the POD/Site Plan/Subdivision Pre-Application Conference request form online using the form submission [on the Planning Department website](#). This application is **not** to be submitted through the Build Henrico customer Portal.

B. Routing

Once submitted, the form is emailed directly to the appropriate individuals within the Development Review and Design Division in the Planning Department. The submission is verified for appropriate processing of the request and assigned to planner. The request is added to the following week's Staff/Developer Agenda and the assigned planner emails the request to the other review agencies' applicable contacts with the applicable Staff/Developer date as the comment due date.

C. Staff/Developer Meeting

The review agency comments are discussed with the applicant during the scheduled meeting. As noted above, the purpose of the meeting is to convey the applicable submittal requirements and the associated procedures and standards for the anticipated development application. No written documentation of comments will be provided. Discussions in this meeting are intended to facilitate the process and are not binding on the County. Processing times for review of development plans do not begin until a complete application is submitted.

II. CONCEPT PLAN

Applicants submitting plans for major or unconventional subdivisions (such as R-5A and townhouse subdivisions) are strongly encouraged to request a pre-application conference prior to submitting a complete application for a Preliminary or Final Plat. Discussions at the conference are not binding on the county.

A. Application

Applicant submits Concept Plan application package via the Build Henrico [Customer Portal](#). Electronic submission of all documents and plans is required, in accordance with the [Planning Document Submission Standards](#), including the [Planning Application Signature Form](#), [Concept Plan Application Checklist](#), the proposed subdivision plan, and a Traffic Study (if applicable). There is no filing deadline, minimum submission requirements of technical content, or review fee for Concept 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 4,000 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 subdivision plat approval.
- Developments generating less than 4,000 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. Completeness Check – Application Completeness

Planning Intake Team reviews submission to ensure all required data fields/information are correctly completed and required application documents and signatures are provided.

C. Scheduling of Conference

The Staff/Developer conference will be scheduled for the first available Staff/Developer meeting following the receipt of review comments as outlined below.

D. Referrals

The Development Review and Design (DRD) Division of Planning distributes the plans electronically (referrals) in

POSSE to all review agencies within 2 business days of receipt of a complete application by County.

Plan Distribution

- Division of Fire (only if proposal is for CMU, PD, RTH or R-5A development)
- Department of Building Construction and Inspections
- Division of Police
- Department of Planning, Review Planner
- Department of Public Works, Design Division
- Department of Public Works, Environmental Services Division
- Department of Public Works, Traffic Engineering Division
- Department of Public Utilities
- Department of Recreation and Parks
- Virginia Department of Transportation (VDOT)
- State Health Department (if individual well and/or on-site sewage disposal system)
- School Administration
- Dominion Energy

E. Review Comments

Comments by review agencies will be uploaded into POSSE by the review agencies within 12 business days from receipt of the plans, beginning the first business day after submission to the County. The comment due date is noted in the referral. The applicant will receive an automated email from Build Henrico as each Agency's comments are available. A referral summary will be uploaded by Planning the next business day.

F. Staff/Developer Conferences

Staff/Developer conferences are held virtually every Thursday. Attendance is required at the meetings for departmental staff which have comments and recommendations on the applicant's plans. Agencies such as Police and Fire, 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.

- Staff/Developer conference is typically scheduled for a minimum of 30 minutes.
- Reviewers provide an opportunity for the property owner, representative, engineer, architect, or other attendees to discuss any comments generated during plan review.
- Following the meeting, Planning staff documents final comments and uploads the meeting notes and an annotated staff plan to POSSE.

III. PRELIMINARY PLAT

For projects which propose 50 residential lots or less, the submittal of a preliminary plat application for review and approval by the Director of Planning is optional. For projects which propose 51 residential lots or more, the submittal of a preliminary plat for review and approval by the Director of Planning is required.

A. Application

Engineer submits completed preliminary plat application package via the Build Henrico [Customer Portal](#) following the standard submission instructions found on the Build Henrico [Help Site](#) by the monthly deadline on the [POD, Site Plan, and Subdivision Review Schedule](#).

Plans submitted ahead of the filing deadline are reviewed for acceptance as they are submitted. As soon as the submission is received by Planning, the documents are reviewed for completion of the application by Planning. The intake review is a two-step process and is typically complete within 3 business days. Once the application is complete the documents are reviewed by Planning, DPU, and DPW for plan submission completeness. If the submission is deemed complete, the documents are referred to agencies for review and scheduled for a Staff/Developer meeting.

- Electronic submission of all documents and plans in accordance with the [Planning Document Submission Standards](#) is required, including a completed [Planning Application Signature Form](#), [Preliminary Subdivision Application Checklist](#) with all required items, filing fee, subdivision plans, and a Traffic Study (if required). Requests for interpretations, waivers, or alternatives, if known, should be submitted at this time.

B. Completeness Check -Application Completeness

Planning Intake Team reviews submission to ensure all required data fields/information are correctly completed and required application documents and signatures are provided in addition to fees paid. Project reference numbers and Project name are assigned. Team determines if application will be accepted into the system for initial intake review. If there are outstanding items needed, the information needed is transmitted to applicant via POSSE, which includes an automated email from Build Henrico.

C. Initial Review – Plan Completeness

Once there are no outstanding items for the completeness check Planning facilitates an internal plan completeness check by the Review Team, consisting of designated Planning, Public Works, and Public Utilities staff. The Team 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.

- 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.
- Incomplete plans will not be referred for review via POSSE until all application requirements are complete. The Planning Department will notify the applicant/engineer/owner via POSSE and email if the plan submission was found to be complete, or if deficiencies in the application will not allow review to proceed without submission of additional information. Complete applications will be scheduled for a Staff/Developer conference.
- 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 longer based on the complexity of the proposed development. Projects which include review of a Traffic Study will require up to 20 business days to review, beginning the first business day after submission to the County.
- Plans accepted for review are distributed by the Thursday following the application deadline for the first Staff/Developer date. All other plans are routed based on their acceptance and scheduled for the appropriate related Staff/Developer date.

- Preliminary Staff/Developer agendas are routed for coordination with reviewers and applicants, and final Staff/Developer agendas are distributed to staff and applicants weekly on the Friday prior to the Thursday meeting.
- Preliminary Director’s Agenda is prepared by the Department of Planning and posted on the County Website approximately 3.5 weeks following the filing deadline.

D. Referrals

After the applicant completes all submission requirements, the Development Review and Design (DRD) Division of Planning distributes the plans electronically (referral) via POSSE to all review agencies.

Plan Distribution

- Division of Fire (only if proposal is for UMU, PD, townhouses or R-5A development)
- Department of Planning, Property Numbering
- Department of Planning, Review Planner
- Department of Public Works, Design Division
- Department of Public Works, Environmental Services Division
- Department of Public Works, Traffic Engineering Division
- Department of Public Works, Construction Division
- Department of Public Utilities (even if only well and on-site sewage disposal system are proposed)
- Department of Recreation and Parks
- Virginia Department of Transportation (VDOT)
- State Health Department (if individual well and/or on-site sewage disposal system)
- School Administration
- Dominion Energy

E. Review Comments

Review comments and departmental recommendation regarding approval are transmitted to the applicant via [Build Henrico](#).

- Review agencies upload comments into POSSE by the comment deadline noted in the referral.
- The applicant will receive an automated email from Build Henrico as each agency’s comments are available. The email will provide a link to the applicable comments and also to comments for the overall project.
- A referral summary will be entered into POSSE by Planning the following business day and the applicant will receive an automated email via Build Henrico when posted.
- The engineer should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the Staff/Developer conference. The engineer is encouraged to make appointments with responsible review staff.
- Requests for interpretations, waivers, or exceptions, generated by staff comments, should be submitted no later than the Staff/Developer conference.
- If concurrence is provided by the Planner and the agency reviewer, electronic pdfs may be used occasionally as informal submittals by email 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 formal submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers.

F. Staff/Developer Conferences

Staff/Developer conferences are held virtually every Thursday. Attendance is required at the meetings for departmental staff which have comments and recommendations on the applicant's plans. Agencies such as Police and Fire, 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.

- Staff/Developer conference is typically scheduled for a minimum of 30 minutes.
- Reviewers provide an opportunity for the property owner, representative, engineer, surveyor, landscape architect, or other attendees to discuss any comments generated during plan review.
- 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.
- Review of revised plans, or additional information submitted, to resolve any remaining issues is coordinated by Planning.
- A Preliminary Plat is annotated by staff for approval by the Director of Planning.

G. Preliminary Plat Approval

The Director of Planning shall act on a preliminary 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 or unless additional time is necessary for a state agency or public authority authorized to review the plat.

- A final Director's agenda is prepared for action by the Director, including the preliminary plat and staff report. When all review agencies can recommend preliminary plat approval, the Director of Planning or his designated agent will stamp the plat approved. The Department of Planning will prepare and email the preliminary plat approval letter to the owner/developer and the applicant team listed on the application. A copy of the preliminary plat and action letter are placed in the file/uploaded to POSSE with the Director's action noted on the plat.

IV. PRE-FINAL SUBDIVISION REVIEW (OPTIONAL)

An optional construction plan review process for subdivision construction plans is available following preliminary plat approval and prior to submission of the final plat application. This process is only available for projects which have gone through the preliminary plat 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 plat application, including plats for review. There is no filing deadline or review fee for this process.

A. Application

Applicant submits completed pre-final application package for review via the Build Henrico [Customer Portal](#). Electronic submission of all documents and plans is required, in accordance with the [Planning Document Submission Standards](#), including the [Planning Application Signature Form](#) signed by the engineer, the [Pre-Final](#)

[Subdivision](#) application checklist, a plan with all required construction plan information listed, 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.

B. Completeness Check – Application Completeness

Planning Intake Team reviews submission to ensure all required data fields/information are correctly completed and required application documents, including a response to comments letter and signature document are provided. If there are outstanding items needed, the information needed is transmitted to applicant via an automated email from Build Henrico.

C. Referrals

Once the application is complete, the Development Review and Design (DRD) Division of Planning distributes the plans electronically (referrals) in POSSE to all review agencies within 2 business days of receipt by County 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

- Department of Planning, Technician
- Department of Planning, Review Planner
- Department of Public Works, Design Division
- Department of Public Works, Environmental Services Division
- Department of Public Works, Traffic Engineering Division
- Department of Public Works, Construction Division
- Department of Public Utilities
- Virginia Department of Transportation (VDOT)
- State Health Department (if individual well and/or individual on-site sewage disposal system)

D. Review Comments

Pre-Final comments will be provided to the applicant within 12 business days, beginning the first day following submission. A referral detailing next steps will be entered into POSSE the next business day by Planning and the applicant will receive an automated email from Build Henrico. 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 plat application is submitted.

V. FINAL PLAT

Engineer submits completed final plat application package for review via the Build Henrico Customer Portal following the standard submission instructions outlined on the [Build Henrico website](#). There is no filing deadline for this process.

Plans submitted ahead of the filing deadline are reviewed for acceptance as they are submitted. As soon as the submission is received by Planning, the documents are reviewed for completion of the application by Planning. The intake review is a two-step process and is typically complete within 3 business days. Once the application is complete the documents are reviewed by Planning, DPU, and DPW for plan submission completeness. If the submission is deemed complete, the documents are referred to agencies for review and scheduled for a Staff/Developer meeting.

- Electronic submission of all documents and plans in accordance with the [Planning Document Submission Standards](#) is required, including a completed Planning Application Signature Form, Preliminary Subdivision Application Checklist with all required items, filing fee, subdivision plans, and a Traffic Study (if required). Requests for interpretations, waivers, or alternatives, if known, should be submitted at this time.
- *Note: For plats recorded prior to 1960, see Appendix A.*

A. Application

Applicant submits completed pre-final application package for review via the Build Henrico [Customer Portal](#). Electronic submission of all documents and plans is required, in accordance with the [Planning Document Submission Standards](#), including the Planning Application [Signature Form](#), the [Final Subdivision](#) application checklist with all required items, Filing Fee, Subdivision Final Plat and construction plans, and traffic study if applicable. Requests for interpretations or exceptions, if known, should be submitted at this time.

Note: In cases where both Subdivision and Plan of Development (POD) or Site Plan approval is required (such as for R-5A developments or townhouses), the filing of a POD or Site Plan application is in lieu of the submittal of construction plans. The filing of a POD or Site Plan application should be done concurrently with the filing of the final plat application and plats. Please see the Plan of Development and Site Plan Review Process document for details of the Site Plan approval process.

B. Completeness Check – Application Completeness

The Planning Intake Team reviews submission to ensure all required fields are completed correctly for application documents, contacts, and data fields, that required signatures are provided, and response to comments letter has been provided. If there are outstanding items needed, the information needed is transmitted to applicant via POSSE and email.

C. Initial Review

Once there are no outstanding items for the completeness check, Planning facilitates an internal plan completeness check by the Review Team, consisting of designated Planning, Public Works and Public Utilities staff. The Team will review plans as they are submitted to determine if plans are complete based on application and checklist submitted by the applicant.

- 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.
- Incomplete plans will not be referred for review via POSSE until all application requirements are complete. The Planning Department will notify the applicant/engineer/owner via POSSE and email if the plan submission was found to be complete, or if deficiencies in the application will not allow review to proceed without submission of additional information. Complete applications will be scheduled for a Staff/Developer conference.
- The 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. Staff/Developer conference is typically scheduled for a minimum of 30 minutes. Projects which include review of a Traffic Study will require up to 20 business days to review, beginning the first business day after submission to the County.
- Plans accepted for review are distributed by the Thursday following the application deadline for the first Staff/Developer date. All other plans are routed based on their acceptance and scheduled for the appropriate related Staff/Developer date.

D. Referrals

After the applicant completes all submission requirements, the Development Review and Design (DRD) Division of Planning distributes the plans electronically (referral) via POSSE to all review agencies.

Plan Distribution

- Department of Planning, Property Numbering
- Department of Planning, Review Planner
- Department of Planning, Technician Check
- Department of Public Works, Design Division
- Department of Public Works, Environmental Services Division
- Department of Public Works, Traffic Engineering Division
- Department of Public Works, Construction Division
- Department of Public Utilities (even if only well and on-site sewage disposal system are proposed)
- Department of Recreation and Parks
- Real Estate Assessment
- Virginia Department of Transportation
- State Health Department (if individual well and/or on-site sewage disposal system)
- School Administration
- Dominion Energy
- Department of Public Works, Real Property Division

E. Review Comments

Review comments and departmental recommendation regarding approval are transmitted to the applicant via [Build Henrico](#).

- Review agencies upload comments into POSSE by the comment deadline noted in the referral.
- The applicant will receive an automated email from Build Henrico when each agency's comments are available. The email will provide a link to the applicable comments and also to comments for the overall project.
- A referral summary will be entered into POSSE by Planning the following business day and the applicant will receive an automated email.
- The engineer should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the Staff/Developer conference. The engineer is encouraged to make appointments with responsible review staff.
- Requests for interpretations, waivers, or exceptions, generated by staff comments, should be submitted no later than the Staff/Developer conference.
- If concurrence is provided by the Planner and the agency reviewer, electronic pdfs may be used occasionally as informal submittals by email 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 formal submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers.

F. Staff/Developer Conferences

Staff/Developer conferences are held virtually every Thursday. Attendance is required at the meetings for departmental staff who have comments and recommendations on the applicant's plans. Agencies such as Police and Fire, 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.

- Staff/Developer conference is typically scheduled for one a minimum of 30 minutes.
- 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.
- 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.
- Planning annotates Final Plat for action by the Director of Planning.

G. 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.

- When all review agencies can recommend final plat approval, the Director of Planning or his designated agent will stamp the final plat approved. The Department of Planning will prepare and email the final plat approval letter to the owner/developer and the applicant team listed on the application. A copy of the final plat and approval letter are placed in the file/uploaded to POSSE.
- If Plan of Development (POD) or Site Plan approval is also required for a particular project (such as R-5A developments or townhouses), final plat approval may not be granted until the POD or Site Plan is approved.
- Construction plans may not be approved until the Director of Planning has granted Final Approval to the subdivision plat.

VI. SUBDIVISION CONSTRUCTION PLANS FOR SIGNATURE

If final plat approval is granted, the engineer/surveyor/landscape architect prepares the construction plans for submittal for final review, approval, and signature.

A. Application

Applicant submits Construction plans for review and/or signature application package via the [Build Henrico Customer Portal](#). Electronic submission of all documents and plans is required, in accordance with the [Planning Document Submission Standards](#), including the [Planning Application Signature Form](#) signed by the engineer/surveyor/landscape architect, the [Subdivision Construction Plans](#) checklist form, a written letter which clearly identifies all changes to the plan since the last submission, and a written response to previous review comments that clearly indicates how and where each comment was addressed.

B. Completeness Check – Application Completeness

Planning Intake Team reviews submission to ensure all required fields are completed correctly for application

documents, contacts, fees and data fields, that required signatures are provided, fees are paid, and response to comments letter has been provided. If there are outstanding items needed, the information needed is transmitted to applicant via an automated email from Build Henrico and email from Planning.

C. Referrals

Once the application is complete, the Development Review and Design (DRD) Division of Planning distributes the plans electronically (referrals) in POSSE to all review agencies within 2 business days of receipt by County.

Plan Distribution

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

D. Review Comments

Review comments and departmental recommendation regarding approval are transmitted to the applicant via [Build Henrico](#).

- County staff will provide review comments within 12 business days, beginning the first business day after submission, to the engineer/Surveyor/Landscape Architect and owner via Build Henrico, and indicate the revisions required to proceed with the signature process. The POSSE entries shall be completed by each agency. The applicant will receive an automated email from Build Henrico as each agency's comments are uploaded.
- Planning will coordinate with the Health Department, if necessary, for projects without public water and sewer.
- The Department of Public Works will coordinate VDOT comments and approve the plan after the plan is accepted by VDOT.
- Review agencies shall indicate when they have no comments. All agencies shall indicate 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 provide a referral summary via Build Henrico the next business day after review comments are completed to notify the applicant of the next required step.
- If concurrence is provided by the Planner and the agency reviewer, electronic pdfs by email 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 formal submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers.

E. Re-submittal of Plans

Re-submittals are routed as they are submitted and will be reviewed within 12 business days.

- All re-submittals shall be submitted via the Build Henrico Customer Portal and are required to include the Planning Application Signature Form signed by the engineer, the Final Subdivision Construction Plans checklist form, a written letter that clearly identifies all changes to the plans since the last submission and a written response to previous review comments that clearly indicates how and where each comment was addressed must be included.
- The Department of Planning will distribute the plans via POSSE to all review agencies.
- County staff will provide review comments via POSSE to the engineer/surveyor/landscape architect and owner within 12 business days, beginning the first business day after submission to the County, and the applicant will receive an automated email from Build Henrico as each agency's comments are uploaded.
- A referral summary will be provided via an automated email from Build Henrico by Planning the next business day after completion of comments detailing next steps.

F. Approval

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 VI. H. below.

G. Interim Approvals and Partial Permits

Prior to signature of Final Construction plans, an applicant may apply for partial approval. If a Virginia Pollutant Discharge Elimination System (VPDES) permit is required, the permit must be issued prior to any partial approvals.

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 and grading. A Clearing and Grubbing Plan cannot include work such as installation of storm sewer and/or utilities.

Prior to Subdivision Construction Plan Approval

Authorization to clear and grub a site prior to Subdivision Construction Plan approval may be obtained provided the following conditions are met:

- The Director of Planning has approved the Final Subdivision Plat
- 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 and/or wetlands 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 VPDES permit is required),
- A VPDES permit has been issued by the Virginia Department of Environmental Quality (in those cases where a VPDES 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.

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. The applicant submits a plan via the Build Henrico Customer Portal following the standard submission instructions outlined on the [Build Henrico website](#), including the [Planning Application Signature Form](#) signed by the engineer, the Plan of Development, Site Plan and Subdivision [Clearing and Grubbing plan checklist](#) form, and, 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.

Completeness Check and Referral

Planning Intake Team reviews submission to ensure all required data fields/information are correctly completed and required application documents and signatures are provided. The Planning Department, within 2 days will distribute the plans via POSSE to Public Works – Design, Traffic Engineering, Environmental Services and Construction, Public Utilities and Planning for review.

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.

Review

County staff will provide review comments via Build Henrico within 12 business days, beginning the first business day after submission to the County, to the engineer / surveyor/ landscape architect and owner, which indicate the revisions required to proceed with the signature process. POSSE entries shall be completed by each agency, and the applicant will receive an automated email as each agency's comment is uploaded.

If concurrence is provided by the Planner and the agency reviewer, electronic pdfs by email 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 formal paper submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers.

All agencies shall indicate when they have no comments. whether revised plans for additional review are required, or whether plans for final signature may be submitted upon notice by the Planning Department.

A referral summary will be provided by the Planner via Build Henrico the next business day detailing the next step in the process.

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 plans can be submitted for signature along with the [Plans for Signature or Recordation Form](#).

The submission for clearing and grubbing plans for signature is a two-part process. Both parts must be completed prior to the County's initiation of the signature process.

- A minimum of 6 sets of paper plans and the [Plans for Signature or Recordation 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.
- A PDF copy of the signed and sealed plan and the signature form must be uploaded via the Build Henrico [Customer Portal](#) following the [standard submission instructions](#) . This electronic plan set must match that of the provided paper set.

Once signed, a Preconstruction Meeting will be conducted and signed plans will be distributed as follows:

- Public Works (2 sets)

- Planning (electronic)
- Public Utilities (1 set)
- Developer/Engineer/Contractor (3 sets)

Once plans have returned from pre-construction meeting, DPW Design is responsible for the updating of the final construction plan in POSSE and uploading of the fully completed pre-construction form into POSSE. **Since the applicant will have supplied the document at the time of submission, only the cover sheet will require scanning and subsequent substitution within the provided document.** Once this process is complete, an email stating the fully scanned plan and completed pre-construction form are available should be sent to Planning and DPU notifying them of its availability within POSSE. The same responsibility for updating POSSE documentation applies if the plan does not require a pre-construction meeting.

H. 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. The Department of Planning, the Department of Public Works and the Department of Public Utilities will proceed with the signature process submission of the plans and the Plans for Signature or Recordation Form to the Permit Center for the signature process.

Application

The submission for construction plans for signature is a two-part process. Both parts must be completed prior to the County's initiation of the signature process.

- A minimum of 10 sets of paper plans and the [Plans for Signature or Recordation 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.
- A PDF copy of the signed and sealed plan and the signature form must be uploaded via the Build Henrico [Customer Portal](#) following the [standard submission instructions](#). This electronic plan set must match that of the provided paper set.

*The applicant will receive 4 signed copies of the approved plan of which 2 will go to the Utility Contractor. Additional sets may be submitted if the applicant needs additional signed sets returned.

Plans which do not include/require Public Utilities 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 5 sets of plans for signature may be submitted in lieu of at least 10 sets. Both the digital plans and paper plans must have the Utility approval block marked out with a large "X" through the entire approval block. The Department of Public Works will distribute, via pick-up receptacles in the Permit Center, 1 set to the Department of Public Utilities.

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 Virginia Pollutant Discharge Elimination System - General Construction Permit (VPDES or 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 the following, will be eligible for the signature process:

- 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 and/or wetlands
- BMP / SWM Maintenance Agreements
- Funds to be escrowed
- Maintenance Agreements for placement of items within the right-of-way
- Proof of purchase of offsite nutrient credit purchases.
- Construction permits from VDH and DEQ for water and sewer if required, will be eligible for the Signature Process.
- 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), in the form of cash or check made payable to Henrico County
- The appropriate, completed tab to be inserted into the Stormwater Pollution Prevention Plan binder, uploaded as an application document to Build Henrico

Planning will sign 10 or more sets within 2 days of receipt of the plans, enter the POSSE information and deliver them to Public Utilities.

- Planning shall affix a sticker to the plans indicating the applicable POSSE Job number, provide a pre-construction form with the plans, enter the relevant POSSE information, and indicate on the pre-construction form if the Planning Inspector needs to attend the pre-construction meeting. The initial completed pre-construction form will be scanned and uploaded to POSSE by Planning for the specific Job.
- Planning will complete the related POSSE activities when finished signing the plans.
- If the Department of Public Utilities does not need to sign the final plan, and 6 sets of plans for signature have been submitted in lieu of 10, with the Utility approval block marked through with a "X" and forward the plans to the Department of Public Works.

Public Utilities will sign 10 sets within 2 business days and deliver them to Public Works.

- Public Utilities will complete the DPU portion of the preconstruction form.
- DPU will complete the related POSSE activities when finished signing the plans.

Public Works will process the GCP fees, upload the Registration Statement information into the Virginia Department of Environmental Quality (DEQ) Online Permitting System (once the Design Engineer has signed the plans), 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, (see ** note below, they will

- Sign 5/10 sets,
- Complete the related POSSE activities when finished signing the plans,
- Notify Planning that the plans have been approved by providing a scanned completed pre-construction form,
- Send 8 sets to the Public Works Environmental Inspector to hold a preconstruction conference, and
- Send 2 sets to Public Utilities within 2 business days.
- **DEQ has stated that the permit will be issued in "no less than 24 hours" after they have received the uploaded correct information.

- Public Works will 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 both DPW and DPU if the Water and Sewer Agreements have been executed.)

Planning will prepare and email the approval letter.

- The date of approval shall be the date of signature by the Director of Public Works.
- The approval letter sent by the Department of Planning will include comments and requirements imposed by the Department of Planning, the Department of Public Works, and the Department of Public Utilities.
- The approval letter will indicate that site grading may proceed after a preconstruction conference has been held with Public Works.
- 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 DPW and DPU if the Water and Sewer Agreements have been executed.)

Preconstruction Meeting

On-site Pre-construction Conference - Public Works / Planning / Public Utilities

The owner's contractor contacts the Environmental Services Division of DPW to schedule an "on-site pre-construction meeting". The Environmental Services Division will coordinate with Public Works Construction Division, and the Planning and Public Utilities Inspectors as necessary.

- The Environmental Inspector and the DEQ Certified Responsible Land Disturber (RLD) will co-sign the plans.
- Co-signed Construction Plans are distributed to the applicant at this time. Three sets of plans for a Public Utilities preconstruction meeting are withheld if a joint DPW / DPU pre-construction conference is not held.
- The pre-construction date is entered in POSSE by DPW. The bottom portion of the pre-construction form is completed.
- The Environmental Services Division of DPW sends 3 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.

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.

- If required, as noted on the pre-construction form, the owner's contractor shall have the Environmental Services Division of DPW attend the meeting. Two sets of approved construction plans will be delivered to the contractor at this meeting.
- The Department of Public Utilities will enter the pre-construction date into the POSSE system and send the authorization to proceed with utility work letter.

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.

If no pre-construction meeting is required by Public Works, Public Works will send 2 sets of plans to Planning, and 6 sets to the Department of Public Utilities. Planning distributes 2 sets to the Engineer with the approval letter.

Planning – electronic only

Public Works (4 total)

- (1) Engineering Division
- (1) Design Division for Planning

For Distribution by Public Works

- (2) Developer
 - Engineer
 - Developer/Owner’s Copy

Public Utilities (6 total)*

*(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

Once plans have returned from pre-construction meeting, DPW Design is responsible for the updating of the final construction plan in POSSE and uploading of the fully completed pre-construction form into POSSE. Since the applicant will have supplied the document at the time of submission, only the cover sheet will require scanning and subsequent substitution within the provided document. Once this process is complete, an email stating the fully scanned plan and completed pre-construction form are available should be sent to Planning and DPU notifying them of its availability within POSSE. The same responsibility for updating POSSE documentation applies if the plan does not require a pre-construction meeting.

I. Minor Site Plan: Revisions to Approved Construction Plans

This process is for revisions to a construction plan that is subject to an active construction plan process.

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.

- With prior approval, applicant submits [Construction plans for review](#) and/or signature via the Build Henrico [Customer Portal](#) as a direct submittal to the single agency (Planning, DPU or DPW) following the [standard submission instructions](#) found on the Build Henrico [Help Site](#). 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.
- A transmittal letter is required which describes the proposed revision.
- The Department reviewing the plans shall coordinate with other County agencies if required. If plans need to be distributed, they are distributed by the responsible agency for review. (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 Minor Site plan review to the Planning Department under the regular process.) All comments shall be addressed on the revised plan before it is approved for construction.
- 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 plan shall be uploaded in POSSE as a subjob to the appropriate Project case.

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 for review and/or signature via the Build Henrico [Customer Portal](#)

following the [standard submission instructions](#) as found on the [Build Henrico Help Site](#). 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 of the subdivision approval.

- At the direction of the Planning Department submission shall include the Planning [Application Signature Form](#), the [Minor Site Plan checklist](#), applicable fee, and a written letter detailing all changes to the plans since the previous approval.
- The procedures outlined in Section VI. Subdivision Plans for Signature are applied to the review of these plans.

VII. PREREQUISITES TO SUBDIVISION PLAT RECORDATION

A. Review of Protective Covenants

If the subdivision requires the recordation of protective covenants, documents for review must be provided at least 60 days prior to the anticipated recordation date of the subdivision plats.

Application

The applicant shall submit the application package via the Build Henrico [Customer Portal](#) following the [standard submission instructions](#) as found on the Build Henrico [Help Site](#), including the Planning [Application Signature Form](#), and [Subdivision Plat Recordation](#) application checklist.

The draft document and application is referred by the Planning Department to each of the following agencies via POSSE:

- County Attorney's Office – review as to form
- Department of Public Works -Design Division – review as it pertains to stormwater management facilities
- Department of Community Maintenance – review as it pertains to the responsibilities of the homeowners' association.
- Department of Planning- review as to substance
- Public Utilities – review as it pertains to utilities.

Review Comments

- Review comments are completed via POSSE within 10 business days, beginning the first day after receipt of the covenants by the County. The applicant will receive an automated email from Build Henrico as each agency's comments are available. A referral summary will be uploaded by Planning the next business day summarizing next steps.
- When all review agencies find the draft document satisfactory, the Department of Planning will notify the applicant 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.
- Deed book and page number information pertaining to the recorded covenants must be referenced on the subdivision plat prior to the Planning Department's signature for recordation.

B. Subdivision Landscape Plans

If required by Code, 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 or Site Plan, the landscape plan is reviewed as part of the POD or Site Plan process.

Application

The applicant shall upload an application package via the Build Henrico [Customer Portal](#) following the [standard submission instructions](#) as found on the Build Henrico [Help Site](#), including the [Planning Application Signature Form](#), [Landscape Plan Application Checklist](#), proposed Landscape Plan, and Application Fee.

Referral

The Department of Planning will distribute the application via POSSE within 2 business days to the following agencies.

- Department of Public Works, Design Division
- Department of Public Works, Environmental Services Division
- Department of Public Utilities
- Department of Planning, Review Planner
- Division of Police

Review Comments

County staff will provide review comments via Build Henrico within 12 business days, beginning the first business day after submission to the County, to the engineer/surveyor/landscape architect and owner, which indicate the revisions required to proceed with the signature process. Planning will provide a referral summary via Build Henrico the next business day indicating next steps. If necessary, the applicant shall resubmit revised plans in response to staff comments via Build Henrico.

Approval

When all reviewing agencies are satisfied, the applicant shall submit 3 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.

- The Review Planner signs the final sets of landscape plans and prepares the subdivision landscape plan approval letter. The Department of Planning retains one set of approved plans.
- 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 uploaded to POSSE.
- 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.

C. 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.

Criteria

A surety, in the form of a cashier check (no personal or corporate 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.

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 45 days from the date of such request.

D. Recordation of Off-site Easements

All necessary off-site easements must be recorded prior to the signature of the subdivision plat for recordation. 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 two methods in which off-site easements may be recorded in conjunction with subdivision plats (See Appendix C).

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), sight line, slope, temporary construction, and right-of-way easements)
- Department of Planning (no ingress/egress, planting strip, and pedestrian access)

Private Easements

The City of Richmond, Dominion Energy, 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.

VIII. SUBDIVISION PLAT RECORDATION PROCESS

All subdivision plats for recordation must undergo at least one pre-recordation review, after receiving final plat approval.

A. Pre-Recordation Plat Technical Review

Application

The applicant submits the Pre-recordation plat via the Build Henrico [Customer Portal](#) following the [standard submission instructions](#) outlined on the Build Henrico [Help Site](#), including the [Planning Application Signature Form](#), the [Subdivision Plat Recordation Checklist](#), the application fee, and the plat.

Referral

The Development Review and Design (DRD) Division of Planning distributes the plat electronically (referrals) in POSSE to all review agencies within 2 business days of receipt by County.

Plan Distribution

- Department of Planning, Property Numbering
- Department of Planning, Review Planner
- Department of Planning, Planning Technician
- Department of Public Works, Design Division
- Department of Public Utilities
- Department of Public Works, Real Property Division
- Real Estate Assessment
- State Health Department (only if well and/or on-site sewage disposal system)
- Virginia Department of Transportation (only if on/adjacent to a VDOT right-of-way)

Review Comments

Review comments are posted via POSSE within 7 business days, beginning the first day after receipt of the plats by the County.

The applicant will receive an automated email from [Build Henrico](#) as each Agency's comments are available.

The Department of Planning compiles all review comments as quickly as possible and provides a referral summary and compiled plat with comments within 3 business days, beginning the first business day following the review comment due date, to the applicant and the owner/developer, which indicate the revisions required to proceed with the signature process. A copy of this plat is also placed in the final subdivision file and uploaded to POSSE. The plat must be resubmitted for re-review via Build Henrico until all technical requirements are met by all review agencies. Each resubmittal must include a response to comments letter along with the plat and application. The filing fee is only required with the first submission.

B. Plats For Recordation

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 (including the posting of the subdivision completion bond), the Applicant can submit the 3 sets of signed and notarized paper plats and the [Plans for Signature or Recordation Form](#) to the Permit Center. All signatures and stamps must be in dark black ink. Once all requirements are verified and the plats are signed by the Secretary of the Planning Commission, Acting Secretary of the Planning Commission, or Planning Director (or his designee). 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.

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 plat book and page number. Building permits may not be released until the executed, recorded copies are returned to the Permit Center.

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 publishes the recorded plat to the Subdivision Plat Search (<https://gis.henrico.us/SubdivisionPlatSearch/#>), emails the recorded plat to the applicable agencies, and produces/sends any necessary copies of the subdivision plat to agencies. Planning uploads a copy of the signed plat to POSSE.

IX. 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.

X. MINOR SUBDIVISION

A minor subdivision procedure is available to handle any property/parcel adjustments which are outside of the scope of the established processes of Preliminary and Final Plats. Approval of a minor subdivision does not require submittal and approval of a preliminary or final plat. Instead, a minor subdivision application including a survey is submitted for review, and, if approved, the survey plat may be recorded.

Minor subdivisions are not intended to include approval of construction plans; therefore, if public improvements, such as utility extensions or road construction are needed, a Final Plat must be applied for instead, unless separate approval of the associated plans are authorized by Department of Public Works and/or Department of Public Utilities.

Minor subdivisions include any of the following:

- Family subdivision that does not require Construction Plans; or
- Division of a lot or parcel of land pursuant to a plan of development or site plan approved in accordance with the requirements of Chapter 24 of the County Code, if the division does not involve a new public street or an extension of an existing public street; or
- Vacation, relocation, or other alteration of a lot boundary line, if no relocation or alteration of streets, alleys, easements for public passage, or public utilities, or other public areas is involved. This portion of the minor subdivision cannot be utilized to create additional buildable lots.

All minor subdivisions must undergo at least one pre-recording review. The review and approval process for each type of minor subdivision is detailed more fully below.

A. FAMILY SUBDIVISIONS

Lots created under Family Subdivision approval are not required to front on a public road for the 50-foot minimum. However, if the lot lacks the required 50 feet of public road frontage a private drive must be constructed. Therefore, the family subdivisions are broken into two categories for review and approval.

- If each of the proposed lot(s) meet the required minimum 50 feet public road frontage, the review and approval process is found further in this section.
- If any of the proposed lot(s) lack the required minimum 50 feet public road frontage, the Final Plat process is the applicable review and approval process. See Section V. for further information.

Application

The applicant submits completed Minor Subdivision Application via the Build Henrico [Customer Portal](#) following the [standard submission instructions](#) as found on the Build Henrico [Help Site](#) in accordance with the [Planning Document Submission Standards](#), including the [Planning Application Signature Form](#), [Minor Subdivision Application Checklist](#), minor subdivision plan, and application Fee.

Plan Intake Review

The Development Process Facilitator reviews the application to ensure it meets the criteria for a family subdivision as a Minor Subdivision. Incomplete plans will not be routed for review until all application requirements are complete.

Referral

The Department of Planning distributes copies of the subdivision plat via POSSE.

- Department of Planning, Property Numbering
- Department of Planning, Review Planner
- Department of Planning, Planning Technician
- Department of Public Utilities
- Real Estate Assessment/GIS
- State Health Department (if well and/or on-site sewage disposal system)

Review Comments

Review comments are due via POSSE within a minimum of 12 business days, beginning the first day after receipt of the plats by the County.

- Review agencies enter comments via POSSE by the deadline. Applicant receives an automated email via Build Henrico as each agency's comments are posted.
- Planning provides a Referral Summary the next day summarizing next steps and the applicant will get an email when it is posted.
- Should it be determined that the family subdivision requires the submission of associated construction plans, it must be reviewed and approved under the Final Plat process.

The plat must be resubmitted for re-review via Build Henrico until all technical requirements are met by all review agencies. Each resubmittal must include a response to comments letter along with the required number of plats and application. The fee is only required with the first submission.

Approval and Recordation:

When all technical requirements are satisfied and all departments have notified the Department of Planning that the plat is satisfactory for signature, the Applicant can submit the 3 paper copies and the Plans for Signature or Recordation Form to the Permit Center for the signature process.

- If the submitted plats meet the requirements for approval, the Director of Planning or his designee will affix a stamp and signature of approval to all submitted copies. Two copies of the signed plats will be forwarded to Permit Center for pick up. The Department of Planning will notify the engineer/surveyor via email to pick up the signed plats at the Permit Center for recordation. Plats will only be released to the engineer/surveyor unless another party is authorized for pick-up.

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 the remaining

approved plat to the Permit Center, along with a recordation receipt showing the plat book and page number. Building permits may not be released until the executed, recorded copies are returned to the Permit Center.

The Permit Center retains the remaining approved plat for the subdivision plat books. The Permit Center publishes the recorded plat to the Subdivision Plat Search (<https://gis.henrico.us/SubdivisionPlatSearch/#>), emails the recorded plat to the applicable agencies, and produces/sends any necessary copies of the subdivision plat to agencies. Planning uploads a copy of the signed plat to POSSE.

B. DIVISION OF LOT/PARCEL PURSUANT TO A POD/SITE PLAN

To create a division of a lot or parcel which has a previous POD or Site Plan approval, a minor subdivision application is required, unless a subsequent POD or Site Plan includes the proposed division within the submission for review/approval. The Minor Subdivision is solely for the recordation of the parcel division and may not include other construction or work to be performed.

- If a POD or Site Plan application includes the creation of a new parcel/property lines or adjustment to existing parcel/property lines, a separate Minor Subdivision Application is not required.

Application

The applicant submits completed Minor Subdivision Application via the Build Henrico [Customer Portal](#) following the [standard submission instructions](#) outlined on the Build Henrico [Help Site](#) in accordance with the [Planning Document Submission Standards](#), including the [Planning Application Signature Form](#), [Minor Subdivision Application Checklist](#), minor subdivision plan, and application fee.

Plan Intake Review

The Development Process Facilitator reviews the application to ensure it meets the criteria for a division of lot/parcel pursuant to a POD/site plan as a Minor Subdivision. Incomplete plans will not be routed for review until all application requirements are complete.

Referral

The Department of Planning distributes copies of the subdivision plat via POSSE to the following agencies:

- Department of Planning, Property Numbering
- Department of Planning, Review Planner
- Department of Public Works, Design Division
- Department of Public Works, Traffic Engineering Division
- Department of Public Utilities

Review Comments

Review comments are due within a minimum of 5 business days, beginning the first day after receipt of the plats by the County. Completed activities are entered in POSSE.

- Review agencies enter comments via POSSE. The applicant will receive an automated email from [Build Henrico](#) as each Agency's comments are available.
- A referral summary will be uploaded via POSSE by the Planner the next business day, and the applicant will receive an automated email detailing next steps.

The plat must be resubmitted for re-review via Build Henrico until all technical requirements are met by all review agencies. Each resubmittal must include a response to comments letter along with the required number of plats and application. The fee is only required with the first submission.

Approval and Recordation:

When all technical requirements are satisfied and all departments have notified the Department of Planning that the plat is satisfactory for signature, the Applicant can submit the 3 paper copies and the [Plans for Signature or Recordation Form](#) to the Permit Center for the signature process

- If the submitted plats meet the requirements for approval, the Director of Planning or his designee will affix a stamp and signature of approval to all submitted copies. Two copies of the signed plats will be forwarded to Permit Center for pick up. The Department of Planning will notify the engineer/surveyor via email to pick up the signed plats at the Permit Center for recordation. Plats will only be released to the engineer/surveyor unless another party is authorized for pick-up.
- Once the plat is signed and Planning uploads the plan into POSSE, Planning will advise DPU and DPW of its availability for reference.

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 minor subdivision plat has been recorded, the applicant must provide a copy of the recordation receipt showing the deed/plat book and page number of the recorded document. This information can be provided via email. Failure to provide the recordation information may delay associated permit/development approvals.

C. VACATION, RELOCATION, RESUBDIVISION, OR OTHER ALTERATION OF INDIVIDUAL LOTS

All lots/parcels of land must undergo a review and approval process by the Department of Planning to ensure the proposed adjustments do not create any zoning violations. This process is eligible for all residentially zoned properties, provided no other work is proposed beyond the lot/property line adjustments. This process cannot be utilized to create any additional residential buildable lots.

NOTE: For those properties which are eligible for the con-conforming standards, once the properties are consolidated through this process, they cannot be split again utilizing the non-conforming standards.

Application

The applicant submits completed Minor subdivision application via the Build Henrico [Customer Portal](#) following the [standard submission instructions](#) as found on the Build Henrico [Help Site](#), including the [Planning Application Signature Form](#), [Minor Subdivision Application Checklist](#), minor subdivision plan, and application fee.

Plan Intake Review

The Development Process Facilitator reviews the application to ensure it meets the criteria for the vacation, relocation, resubdivision, or other alternation of individual lots as a Minor Subdivision. Incomplete plans will not be routed for review until all application requirements are complete.

Referral

The Department of Planning distributes copies of the subdivision plat to the following agencies.

- Department of Planning, Property Numbering
- Department of Planning, Review Planner

Review Comments

Review comments are due within a minimum of 5 business days, beginning the first day after receipt of the plats by the County. Completed activities are entered in POSSE.

Planning comments will be posted via POSSE by the comment deadline, which indicate whether revisions are required, or the plat can proceed with the signature process. The plat must be resubmitted for re-review via Build Henrico until all technical requirements are met. Each resubmittal must include a response to comments letter along with the plat and application. The fee is only required with the first submission.

Approval and Recordation:

Should the plat result in no outstanding comments, and can be approved, the Director of Planning or his designee will affix a stamp and signature of approval to 3 of the submitted copies. Two copies of the signed plats will be forwarded to Permit Center for pick up. The Department of Planning will notify the engineer/surveyor via email to pick up the signed plats at the Permit Center for recordation. Plats will only be released to the engineer/surveyor unless another party is authorized for pick-up. Planning will upload a copy of the plat in POSSE.

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 minor subdivision plat has been recorded, the applicant must provide a copy of the recordation receipt showing the deed/plat book and page number of the recorded document. This information can be provided via email. Failure to provide the recordation information may delay associated permit/development approvals.

If a subsequent submission(s) is required, the same approval and recordation process as detailed above applies.

APPENDIX A: MINOR CONSTRUCTION PLAN

A Minor Construction Plan approval process is available for Minor Construction Plans which involve small areas of construction such as sidewalk improvements, parking space revisions, dumpster additions, or a parking plan to accompany a building permit. For sites subject to an active POD, SitePlan, or Subdivision construction plan approval process, refer to the Minor Site Plan procedure to process revised construction plans.

To qualify for this process the following criteria apply:

Criteria

- Land disturbance shall not exceed 2,500 square feet.
- No changes shall be proposed to any utilities.
- No work shall be proposed within public drainage or utility easements, or within public rights of way.
- No work shall be proposed which requires VDOT or Health Department review.
- No work shall be proposed within Wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Areas (100-Year Floodplain), or Mapped Dam Break Inundation Zones.
- Plan must be pre-approved by Planning, DPU and DPW prior to submittal.

The pre-approval process is coordinated through the Department of Planning with the Plan Expeditor. To discuss a submittal of this scope, the applicant must schedule an appointment by calling the Planning Department main number at 804-501-4602. Pre-Approval is not handled within Build Henrico.

Pre-approval by Planning, DPU and DPW to determine eligibility for process by submission of an electronic explanation/sketch/plan pdf of proposed work area. The applicant must discuss with Planning the proposed project scope and the plan acceptance criteria. Once all items have been received, Planning will coordinate with DPU and DPW for acceptance based on explanation of the project. Within 2 business days of the receipt of the required items, DPU, DPW and Planning will conduct a joint meeting to determine the appropriate process for the proposed work. Once a determination has been made, Planning will explain the process to the applicant/engineer using the appropriate application as a guide.

Submission Requirements

The submittal of a plan under the Minor Construction Plan application must be accompanied by the following:

- [Planning Application Signature Form](#) and [Minor Construction Plan Checklist](#) (filled out completely with all required signatures.)
- Scope of Work Cover Letter (a letter clearly describing all proposed work.)
- Pre-Approval documentation provided after the pre-submittal meeting with the Plan Expeditor, Public Works, and Public Utilities.
 - The plan shall include the following notes on the front page of the plan:
 - The plan proposes under 2500 SF of land disturbance.
 - The limits of disturbance must be clearly delineated and quantified.
 - The plan proposes no changes to existing utilities.
 - The plan proposes no work proposed within public drainage, utility easements or rights of way.
 - The plan proposes no work within Wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Areas (100-Year Floodplain), or Mapped Dam Break Inundation Zones.
- The plan proposes no review required by VDOT or Health Department.

- Typical plan items NOT required:
 - NO standard cover sheet required.
 - DPU will not require information sheets to accompany the submittal.
 - DPW will not require standard information sheets.
 - Plan preparation by an engineer is not required.

Procedure

The applicant submits the minor construction plan package for review via the Build Henrico [Customer Portal](#) following the [standard submission instructions](#) as found on the Build Henrico [Help Site](#).

If the submittal is a resubmittal of a previously reviewed Minor Construction Plan, a written letter which clearly identifies all changes to the plan since the last submission and a written response to all review comments detailing the changes to the plans from the last submittal shall be included.

The Planning Department, within 1 business day will distribute the plans via POSSE as follows:

- Department of Public Works, Design Division
- Department of Public Works, Traffic Engineering Division
- Department of Public Utilities
- Department of Planning

The staff will provide review comments via POSSE within 5 business days, beginning the first business day after submission, to the applicant and owner, which indicate the revisions required to proceed with the signature process.

If it is determined that the scope of the work exceeds what is permitted, then the plans will need to be resubmitted in accordance with Section IV.I. Minor Site Plan.

Planner will advise applicant of the next step after the review cycle is complete (re-submittal or Plan Approval.) via referral summary in POSSE. It is anticipated that the number of submittal rounds will be limited due to the scope of work permitted under this procedure.

Minor Construction Plans for Signature

When all requirements of Planning, Public Works, and Public Utilities are satisfied, the Planning Department shall notify the applicant that plans and the [Plans for Signature or Recordation Form](#) can be submitted to the Permit Center for the signature process.

The submission for minor construction plans for signature is a two-part process. Both parts must be completed prior to the County's initiation of the signature process.

- A minimum of 3 sets of paper plans and the [Plans for Signature or Recordation 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.
- A PDF copy of the signed and sealed plan and the signature form must be uploaded via the Build Henrico Customer Portal following the standard submission instructions outlined on the [Build Henrico website](#). This electronic plan set must match that of the provided paper set.

Once signed by Planning, an approval letter accompanied by 2 signed plans will be available for pick up at the Permit Center or when appropriate, will be emailed to the applicant. The other set will remain in Planning for the purposes of scanning and uploading to POSSE. Once the plan is scanned, Planning will advise DPU and DPW that the signed plan is available in POSSE for their reference. Due to the limited scope of proposed work, there should not be a need

for a pre-construction meeting. This will be clarified in the approval letter.

APPENDIX B: PLATS RECORDED PRIOR TO 1960 PLAN REVIEW PROCESS

The process to the develop 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 follows that of the Final Plat process outlined in V. earlier in this document. This process requires the submission of the necessary subdivision construction plans and the associated subdivision plat, which will be signed for recordation by the Planning Department, similar to new development. Should the proposed development of these lots not require any right-of-way widening/dedication or resubdivision of the originally platted lots, the subdivision plat portion of the application may not be necessary. Prior to approval of building permits for construction of single-family dwellings in any subdivision that was platted prior to 1960, a final plat 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 final plat for the involved properties.

If all required utilities and streets are complete and accepted by the County for maintenance and consolidation of the existing recorded lots into buildable lots is the only remaining item to be completed, a minor subdivision may be substituted in place of a final plat.

A Pre-Application Conference submission can determine the correct review and approval process.

Additional Processes and Requirements

- Each agency will review the plan in accordance with the procedures for final construction plans and plats.
- The easement and right of way widening plat may be submitted in lieu of a subdivision plat, should all agencies be in agreement that a formal subdivision plat not be necessary. If such is permitted, the easement/right-of-way widening plat shall be reviewed in accordance with the procedures for off-site easements. (See Appendix C)
- The subdivision completion bond will be submitted as a subdivision performance bond and will be released accordingly, similar to that of new developments.
- Should all agencies be in agreement that a formal subdivision plat not be necessary:
 - When all technical requirements for approval of the construction plan for the 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 designee 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.
 - The applicant shall attach the approved final subdivision construction plan to each building permit application. No building permit shall be issued until final subdivision construction plan is approved.

APPENDIX C: RECORDATION OF OFF-SITE EASEMENTS

There are two 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 two methods may be described as follows:

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 Division. The plat must identify the project benefiting from the easement. The Plat is circulated by the Real Property Division for review by the responsible review agencies. Upon approval of these agencies, the Real Property Division 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). Additional information about the easement plat review and recordation process may be found in Appendix D.

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 Preliminary Plat 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 preliminary 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.

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 Method B.

APPENDIX D: EASEMENT PLAT AND ROW REVIEW PROCESS

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

- Applicant hires licensed design professional to prepare plat.
- Plat Application: Applicant submits easement plat via the Real Property (Easements & ROW) application on the Build Henrico Customer Portal following the standard submission instructions outlined on the Build Henrico website (<https://build.henrico.us/>).
- All application packages are managed by the Real Property Division.
- Plats are distributed by the Real Property Division to all appropriate review agencies generally as follows:
 - Department of Planning, Review Planner
 - Department of Public Works, Design Division
 - Department of Public Works, Division of Traffic Engineering
 - Department of Public Utilities
 - Department of Public Works, Real Property Division
- Review comments and recommendation regarding approval are uploaded into POSSE by the review agency within 12 business days after receipt.
- 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.
- Signature of plat: When all technical requirements have been satisfied, the Applicant may submit 6 plats for signature and a completed easement plat application to the Permit Center.
- Signature Process: Six paper plats for signature and a completed easement plat application should be submitted to the Permit Center. The Permit Center will update POSSE and forward the package to the Real Property Division. 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 10 business days, beginning the first business day after submission to the Permit Center.
- After receipt of signatures for all plats except VDOT ROW plats, Real Property will forward the Easement Agreement to the Applicant for signature. When the Real Property Division receives the signed Easement Agreement and, if required, the Certificate of Partial Satisfaction recordation fee from the Applicant, the Real Property Division 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 the Real Property Division for recordation. The Real Property Division will record the easement documents after this process has been completed within 20 business days after receipt of all required documents from the Applicant.
- After the receipt of signatures for VDOT ROW plat, Real Property will forward the approved plat to the engineer for handling. The engineer and VDOT will separately record the plat.
- After the plat has been recorded, the recorded plat will be uploaded to POSSE and sent to the engineer.

APPENDIX E: EASEMENT VACATION AND EASEMENT QUIT CLAIM PROCESS

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

- Once any replacement County Facilities have been approved and accepted by the County, then the Applicant may contact the Real Property Division to request any County-owned redundant and unnecessary easements be vacated or quitclaimed.
- Applicant hires licensed design professional to prepare plat and necessary documents.
- Application: Applicant submits a completed Real Property (Easements & ROW) application via the Build Henrico Customer Portal following the standard submission instructions outlined on the Build Henrico website (<https://build.henrico.us/>).
- The Real Property Division will send a Routing Memo with all relevant supporting documents to all appropriate review agencies within 2 business days generally as follows:
 - Plan preparation by an engineer is not required.
 - Department of Planning, Review Planner
 - Department of Public Works, Design Division
 - Department of Public Works, Division of Traffic Engineering
 - Department of Public Utilities
 - Department of Public Works, Real Property Division
- Review comments and recommendations regarding the requested vacation or quit claim will be entered into POSSE by the review agency.
- 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 the Real Property Division when all of the comments from the review agencies have been resolved.
- When comments from all review agencies have been resolved, the Applicant may submit 6 signed, sealed, and dated final paper plats to the Permit Center. The Permit Center will update POSSE and forward the revised plats to the Real Property Division. 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.
- After the plats have been signed by the review agencies, 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 POSSE. If the County Manager's Office recommends approval, Real Property will notify the Applicant and also update POSSE. If the requirements for the plat have changed since the original submission, the Applicant must submit an updated application and 6 plats to the Permit Center.

- After receipt of any necessary plat approvals and the advertisement fee, 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 and Ordinance 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 ordinance will be recorded and 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.