



Floodplain Variance Request Application: County Engineer Variance

County of Henrico, Virginia
Department of Public Works, Design Engineering Division
P.O. Box 90775, Henrico, VA 23273-0775 | 4305 E. Parham Rd., Henrico, VA 23228
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Section 1: General Information

A. General Conditions of this Variance Application

1. A variance is a grant of relief from any requirement of the Henrico County Floodplain Ordinance. Variances may only be granted in compliance with the provisions of Division 5 of the Floodplain Ordinance found at Henrico County Code Sec. 10-14, et seq.
2. No work may begin in a Special Flood Hazard Area (SFHA) or areas adjacent until a floodplain development permit has been issued.
3. The issuance of a variance does not guarantee that a floodplain development permit will be issued for the project.
4. By signing and submitting this application, the applicant certifies that all statements contained herein, and any additional documents submitted with the application are true and accurate.
5. Applicant is hereby informed that other permits may be required to fulfill local, state, or federal regulatory requirements.

Items in gray boxes are for Office Use Only and will be completed by DPW staff when reviewing the permit.

B. Pre-Application Meeting

A pre-application meeting may be requested with the Floodplain Administrator to discuss the proposed development, ordinance requirements, and the application procedures that will apply to that project. While pre-application meetings are not mandatory, they are recommended for large and/or complicated projects. Discussions or guidance offered by the Floodplain Administrator during a pre-application meeting do not constitute a commitment to approve or deny an application.

Applicants are strongly encouraged to review the [Henrico County Technical Guidance Manual for Floodplain Management](#) to learn more about floodplain development requirements, as well as additional guidance for meeting technical requirements.

C. Application Submittal

Applications for Floodplain Development Variances must be submitted through the Department of Public Works. Applications may be submitted in-person or via email. If submitted in person, applications must be dropped off at the Department of Public Works' Reception Desk on the 3rd floor of the Henrico County Administration Annex Building, located at 4305 East Parham Road. If submitted via email, applications must be sent to dpw@henrico.us.

Henrico County is transitioning to online permit submittals through [Build Henrico](#). **However, the Floodplain Development Variances are not part of the initial phase, and until they are integrated into the Build Henrico system, applications must be submitted directly to the Department of Public Works for review; any documents submitted through the Build Henrico platform will not be accepted.**

Section 2: Owner, Applicant, and Property Information

A. Owner of Record: (if more than one owner, attach additional sheets)

Name: _____
Street Address: _____
Mailing Address: _____
Phone Number: _____ Email Address: _____
Signature: _____ Print Name: _____ Date: _____

B. Applicant Information:

Name: _____
Street Address: _____
Mailing Address: _____
Phone Number: _____ Email Address: _____
Signature: _____ Print Name: _____ Date: _____

C. Property Information:

Property Address: _____
Parcel Number (GPIN): _____ Tax Assessed Value (structure only): _____
Subdivision: _____ Section: _____ Block: _____ Lot: _____

D. Floodplain Determination

Flood Zone(s): A AE Floodway Shaded X | Community SFHA FEMA SFHA
 Project is adjacent to floodplain (within required setbacks, low spot, next to end of study)
Base Flood Elevation (BFE): _____ (based on NAVD 88)
Floodplain Map Effective Date: _____ FIRM Panel (if applicable): _____

Section 3: Variance Request Information

A. Project Description

Description must include project description, ordinance requirements, explanation of what requirements are being requested to be waived, and explanation of why the ordinance requirements cannot be met (i.e., need for the variance request). Please be specific as possible and attach additional pages if needed.

Project Cost: _____
Is the project a substantial improvement/damage? Yes No

B. Ordinance Requirement(s) Requesting to be Waived

Please identify the specific section of the Henrico County Floodplain Ordinance (example: Henrico County Code Sec. 10-9(b)).

C. Variance Criteria

All floodplain variance requests must meet the requirements of Sec. 10-15 of the Henrico County Code. Please answer the questions below related to those requirements. Additional pages may be attached to this form if additional space is needed.

1. Please provide an explanation of how this variance request has provided a showing of good and sufficient cause.

2. Please provide an explanation of how the failure to grant the variance request would result in exceptional hardship to the applicant.

3. Please provide an explanation of how this variance request will not create or result in:
 - a. Unacceptable or prohibited increases in flood heights.

 - b. Additional threats to public safety.

 - c. Extraordinary public expense.

 - d. Nuisances.

 - e. Fraud or victimization of the public.

 - f. Conflicts with other existing laws or ordinances.

4. Please provide an explanation of how this variance request will not be detrimental to other property in the vicinity.

5. Please provide an explanation of how the circumstances giving rise to the variance request are not of a general or recurring nature.

6. Please provide an explanation of how the need for the variance arises from the physical character of the property or from the use or development of adjacent property and not from the personal or financial situation of the applicant.

7. Please provide an explanation of how this variance request is for only the minimum necessary to provide relief.

D. Additional Variance Criteria

In addition to the requirements listed above, all County Engineer floodplain variance requests must meet the requirements of Sec. 10-16 of the Henrico County Code. Please answer the questions below related to those requirements. Additional pages may be attached to this form if additional space is needed.

1. Please provide an explanation of how this variance request will not increase the danger to life and property due to increased flood heights or velocities caused by encroachments.

2. Please provide an explanation of how this variance request will not increase the risk of injury to others if materials are swept onto other lands or transported in floods.

3. Please provide an explanation demonstrating the water supply and sanitation system proposed for the development and their ability to prevent disease, contamination, and unsanitary conditions will not be impacted.

4. Please provide an explanation of how the variance request will affect the susceptibility of the proposed facility to flood damage and the effect of such damage on individual owners.

5. Please provide an explanation of the importance of the variance request to the community of the services that will be provided by the proposed facility.

6. Please identify available alternative locations for the proposed use that are not subject to flooding.

7. Please provide an explanation of the compatibility of the proposed use with existing or reasonably anticipated development.

8. Please provide an explanation of the compatibility of the proposed use with the comprehensive plan and county floodplain management program.

9. Please provide a description of existing and proposed vehicular access to the property during floods.

10. Please provide a description of the expected heights, velocity, duration, rate of rise, and sediment transport of foreseeable flood waters on the property. Technical data to support this information must be provided.

The County Engineer may consider any other factors particularly relevant to the purposes of the Floodplain Ordinance when reviewing this variance request (Sec. 10-16(k) of the Henrico County Code).

Section 4: Documentation

The following documentation is required to complete this application. Check all that are applicable to the proposed development and attach documentation to the application form.

A. Documentation Required for All Development

- Site Plan (must clearly identify floodplain boundaries (100-yr and 500-yr), existing development, proposed development, and distance from floodplain to proposed/existing structures).
- No-Rise Certificate with supporting technical data (required only if located within the SFHA).

B. Additional Documentation That May Be Required for Development

Additional documentation may be required to support this variance application. This will be dependent on the proposed development and variance request. Applicants should coordinate with the Floodplain Administrator to determine what documentation may be necessary to support this application prior to submittal.

Examples of Additional Documentation:

- Construction Documents for Building (must clearly identify elevations for the lowest floor and mechanical equipment and if applicable, the location, size, and height above grade for all flood openings).
- Dry Floodproofing Certificate.
- Itemized Cost Breakdown (for additions/alterations to existing structures only).
- Historic Structure Documentation.
- Flood-Damage Resistant Material Documentation.
- Letter of Map Change Documentation.
- Property Owner Notification Documentation (for alteration of a watercourse only).

Section 5: Certification

I, the applicant, certify that to the best of my knowledge the information contained in this application is true and accurate. I understand that the granting of a floodplain variance may result in increased risk to life and property and increased flood insurance premiums on this property.

Signature: _____ Print Name: _____ Date: _____

OFFICE USE ONLY

Section 6: Variance Request Review and Determination

DPW-Floodplain Management

Date Received: _____ Received By: _____

Application Determined Complete: Yes No Date: _____ Initials: _____

If no, application returned to applicant for corrections. Date: _____ Initials: _____

Resubmitted Application Date Received: _____ Received By: _____

Resubmitted Application Determined Complete: Date: _____ Initials: _____

Floodplain Administrator Recommendation:

Application Sent to County Engineer: Yes No Date: _____ Initials: _____

- Variance Request Approved.** The information submitted for the proposed project was reviewed and determined to be in compliance with the variance requirements in the Henrico County Floodplain Ordinance and determined to be the minimum necessary to provide relief. The granting of this variance may result in increased risk to life and property and increased flood insurance premiums on this property
- Variance Request Approved with Conditions.** The information submitted for the proposed project was reviewed and approved with the conditions outlined below. The granting of this variance may result in increased risk to life and property and increased flood insurance premiums on this property.

- Variance Request Denied.** The proposed project is not in compliance with the Henrico County Floodplain Ordinance, as outlined below:

County Engineer or Authorized Designee:

Signature: _____ Print Name: _____ Date: _____