



Department of Planning
Signature Plan 10-Day Expedited Process
POD Final Construction Plan Review
 County of Henrico, Virginia

Henrico Planning Web Site: www.co.henrico.va.us/planning

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

**Use P.O. Box for all mail. Street address is 4301 E. Parham Road, Henrico, Virginia 23228 for deliveries only.

Name of Project: _____ POD # _____

Plan of Development (POD) Submittal Checklist
 (Applicant must check appropriate boxes)

- o 1. "Final Construction Plan Review, Certificate of Compliance" – one (1) original
- o 2. A copy of the annotated plan stamped by the Department of Planning "as approved by the Planning Commission".
- o 3. Twenty four (24) sets of plans.
- o 4. An additional standard (24" x 36") sheet for each set of plans that cites the rezoning case number(s), and lists the proffers that affect the subject property; and the Planning Commission Conditions of Approval.
- o 5. Written response to all previous review comments, with explanation of how resolved.

Developer:

Name: _____
 Address: _____
 City/State: _____ Zip _____
 E-Mail _____
 Phone : _____ Fax _____

Engineer / Surveyor:

Name: _____
 Address: _____
 City/State: _____ Zip _____
 E-Mail _____
 Phone : _____ Fax _____

 Authorized Signature Print Name

 Authorized Signature Print Name

FOR OFFICE USE ONLY

Application Accepted By: _____ Date of Filing: _____ Time of Filing: _____