



# Final Subdivision Application

County of Henrico, Virginia

Department of Planning

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

## Subdivision Name:

|                            |         |
|----------------------------|---------|
| Sub #<br>(Office Use Only) | Section |
|----------------------------|---------|

- Section \_\_\_\_\_
- Resubdivision of \_\_\_\_\_
- Conditional and Final Approval Combined  
(Approval required by the Director of Planning)  
(15) Fifteen plats and (15) fifteen sets of construction plans required
- Schematic Plan (for plats recorded prior to 1960)
- Revision to previously approved construction plan  
(9) nine sets of construction plans and administrative fee required

For Office Use Only

## Project Description:

Magisterial District \_\_\_\_\_ Zoning \_\_\_\_\_

Zoning Case/POD Numbers \_\_\_\_\_

Number of lots \_\_\_\_\_ Acreage \_\_\_\_\_

Density (Lots/net acre for RTH and Zero Lot Line) \_\_\_\_\_ Parcel (GPIN) #(s) \_\_\_\_\_

Location: \_\_\_\_\_

(Street Address from County GIS and tie distance to nearest intersection)

- Exception requested?  Yes  No If yes, state reason referring to County Code and attach letter with request and supporting justification

**Utilities:** Water  County  Individual Well  
 Sewer  County  Individual On-Site Sewage Disposal System

## Applicant Information: (Please Print)

**Owner of Record:** (If more than one Owner, attach additional form)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Phone : \_\_\_\_\_ Fax \_\_\_\_\_

**Engineer/Surveyor**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Phone : \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature Print/Type Name

\_\_\_\_\_  
Authorized Signature Print/Type Name

**Developer:** (If more than one developer, attach additional form)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Phone : \_\_\_\_\_ Fax \_\_\_\_\_

**Representative:** (Explain Relationship)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Phone : \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature Print/Type Name

\_\_\_\_\_  
Authorized Signature Print/Type Name

If Power of Attorney is involved, attach Special Limited Power of Attorney Form POF 005.

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

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_ PIV Number: \_\_\_\_\_

Note: This application may be used for both Conditional and Final approval when approved by the Director of Planning.

## Final Subdivision Application Checklist (To be filled out by the firm or person(s) preparing the plans)

### Required Plat Information (For schematic plans for plats approved prior to 1960, refer to submission Requirements at the end of this application)

- 1. **Fifteen (15) prints of the plat prepared in accordance with Chapter 19 of the Henrico County Code and this application form**
  - 16" x 24", with ½" outside ruled border at the bottom and right sides, and 1 ½" at the top and left side.
  - Scale (1" = 100') (may be modified for RTH development or for lots of 10 acres or more) unless otherwise permitted by the Director of Planning.
  - Lettering to be no less than 1/10" in height.
- 2. **Vicinity map** indicating location of subdivision in relationship to major roadways
- 3. **Space for Planning Commission approval stamp** (1½" x 3 ½"), on each page, in the lower left-hand corner of the plat
- 4. **Subdivision identifying information** (within a 4" x 6" title block space), on each page, in the lower right-hand corner of the plat
  - Name of subdivision (bold type).
  - Section (if applicable).
  - Magisterial District and County.
  - Date and Scale.
  - Name of person/firm who prepared plat.
- 5. **Legal titles, statement and certificates**
  - Subdivision Certificate.
  - Engineer's or surveyor's certificate.
  - Source of Title.
  - Engineer's or surveyor's seal and signature.
  - Appropriate notary statement.
- 6. **Site Data and General Information**
  - Zoning and proposed use of subdivision.
  - Parcel/GPIN number(s).
  - Number of lots.
  - Lot area chart.
  - Total Acreage and breakdown summary (acres in lots, acres in streets or roads, acres in common area, acres in floodplain).
  - Type of water supply system.
  - Type of sanitary supply system.
  - Name of the record owner of the land, and the name of the subdivider.
  - Location of Special Flood Hazard Area (100-year floodplain) if located on the property.
  - Location of mapped dam break inundation zones if located on the property.
  - RTH and zero lot line subdivision plans shall contain the following additional information:
    - Total Area \_\_\_\_\_ acres
    - Area in common area \_\_\_\_\_ acres
    - Area in dedicated streets \_\_\_\_\_ acres
    - Area in Special Flood Hazard Area (floodplain) \_\_\_\_\_ acres
    - POD Number \_\_\_\_\_
- 7. **Engineering data (Planimetric data)**
  - Boundaries of the subdivision showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet.
  - Names and locations of adjoining subdivisions or the names of owners and Parcel ID numbers of adjoining parcels.
  - Four (4) points on each sheet with coordinates in the Virginia State Plane Coordinate system. All features shown on the plan must be drawn to scale based on the four reference points.
  - The exact location and material of all existing and proposed permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
  - The exact location, alignment, arrangement and width along property lines of all streets, whether opened or not, that intersect or parallel the boundary of the subdivision.
  - The exact location, alignment or arrangement of streets and alleys in the subdivision; the names of the streets; and the bearing, angles of intersection of all streets, including their width along the line of any obliquely intersecting street.
  - The lengths of arcs and radii and tangent bearings.
  - The exact location, alignment, or arrangement of all easements with a statement of any restrictions or limitations placed on their use.
  - The exact location, alignment or arrangement and dimensions of all lot lines.
  - The numbering of all lots, and block letters.
  - The exact boundaries of all property to be dedicated for public use, all property reserved for the common use of residents, and all property otherwise reserved along with the purposes and reasons for the reservations.
  - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
  - The location of Chesapeake Bay Preservation Areas, including the boundaries of RPA's and RMA's, and a statement as follows: "All or a portion of this subdivision is located in a Chesapeake Bay Preservation Area which is subject to the provisions of section 24-106.3 of Chapter 24 of the County Code, or its successor." Permitted activities in the RPA are restricted, and any development or disturbance in the RPA requires approval by the County's Director of Public Works.
- 8. **Subdivision Covenants** if common area is proposed or if required by proffers

## Required Construction Plan Information

- ❑ 1. **Nine (9) sets** of construction plans prepared in accordance with Chapter 19, Section 19-71 of the Henrico Code.
- ❑ 2. **Standard subdivision cover sheet** requires engineer's seal with original signature and date. All other sheets may have a facsimile signature and date.
- ❑ 3. List of all **subdivision bond quantities** on the cover sheet.
- ❑ 4. **Buildable Area\* Plan** for all lots showing all applicable setbacks, lot area, and lot width (perpendicular to the lot centerline at the front building line) for each lot. Show all items that impact buildable area such as easements, wetlands, Special Flood Hazard Areas (floodplains), buffers, Chesapeake Bay Act areas, and mapped dam break inundation zones.
  - \*Buildable area – that area of the lot in which a building may be legally placed, or an existing building remain, recognizing the front yard, rear yard and side yard setback requirements.
- ❑ 5. **NOTE: Schematic plan submission serves as buildable area plan for plats recorded prior to 1960. See section below for required information.**
- ❑ 5. **Existing and proposed storm drainage**, indicating location, sizes, types and grades of ditches, storm sewers, catch basins, and connections to existing drainage system, with supporting calculations and hydraulic grade line.
- ❑ 6. **Overall lot drainage map**, at a minimum scale of 1" = 200', showing flow direction arrows, minimum finished floor elevations (MFF), and location of drainage improvements (i.e. storm sewer and yard swales) for all lots.
- ❑ 7. **Existing topography** with maximum of two-foot contour intervals on design plan sheets.
- ❑ 8. **Proposed finished grading** by contours supplemented by spot elevations for all lots that have a minimum slope less than 1% from the lowest, most remote point to an adequate receiving channel.
- ❑ 9. **Profiles of outfall ditches**, if any, from invert of outfall to the natural grade, and cross sections and analysis at 50' intervals (minimum 150' or to an adequate channel).
- ❑ 10. **Erosion and Sediment Control Plan** (Indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction) in accordance with Chapter 9 of the County Code.
- ❑ 11. **Environmental Site Assessment and Acknowledgements** completed and signed in accordance with Chapter 10 of the County Code.
- ❑ 12. Accurately locate all wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Area (100-year floodplain), and mapped dam break inundation zones on the plan.
- ❑ 13. Location and type of **Best Management Practices** with Design Calculations shall be shown on the plan.
  - ❑ Calculations must include compliance worksheet, removal requirement worksheets.
  - ❑ A conceptual landscape plan is required for all BMPs in front yards and all other above-ground BMPs.
  - ❑ A drainage area map is required at minimum scale of 1" = 400 feet showing offsite drainage to the property and, if applicable, drainage to the BMP.
- ❑ 14. **Tree Protection Plan** in accordance with Henrico County Landscape Manual (Phase 2) when site contains land identified as Chesapeake Bay Preservation Areas.
- ❑ 15. If subdivision is to be served by **individual on-site sewage disposal systems and/or wells**, the construction plans shall show to scale the area of each lot found to be suitable for the location of the septic drainfield system, including a reserved area for expansion or repair, the proposed well location for each lot centered with a 100' radius circle, the type of well proposed, and the buildable area\* of each lot.
  - ❑ If **individual well system** is proposed, complete the following:
    - ❑ Provide the shortest distance from the property to public water: \_\_\_\_\_
    - ❑ Specific proposed type and class of wells: \_\_\_\_\_
  - ❑ If **individual on site sewage disposal system** is proposed, complete the following:
    - ❑ Provide the shortest distance from the property to public sewer?: \_\_\_\_\_
    - ❑ Attach two copies of preliminary plat colored as a soils map to show limitation for septic tank drainfield system. (Red – severe; Yellow – moderate; Green – Slight; Blue – Special Flood Hazard Area (floodplain) and High Water Table)
    - ❑ Include two (2) copies of a soil scientist's individual lot examination with this application.
- ❑ 16. **Water and Sewer Plans** designed in accordance with DPU Standards. Include the following forms in a DPU design folder or on the plans: Engineering Report, Sewer Design Form, Plan Review Checklist, Water System Flow Request, DPU Available Flow Response, Local Review Program.
- ❑ 17. Information Sheet for **Water and Sewer Agreements** shall be submitted directly to the Department of Public Utilities. Agreements shall be executed before approval of any plan for construction. Plans shall include the following information:
  - ❑ Location of all **existing and proposed public water and sanitary sewer facilities** including all pipe sizes, materials, grades and/or profiles as required by the DPU Standards Manual; and all proposed connections to County or other utility systems.
  - ❑ Standard size sheet, 24" x 36", with **topographic map of sewer service area** at a scale of 1" = 400'. Map shall show location of site in relation to adjacent properties. The map shall show the location of existing sewer mains, the proposed connections to the existing system, routing of mains from the existing system to the site, and any future sewer lines and easements necessary to serve the proposed development and off-site properties.
  - ❑ Standard size sheet (24" x 36") with **water service area** map at a scale of 1" = 400' to show site in relation to adjacent properties. The map shall show the location of existing water mains, the proposed connections to the existing system, routing of mains from the existing system to the site, and any future water lines necessary to serve the development and off-site properties. Does not have to be topographic map.
- ❑ 18. For **phased projects**, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.
- ❑ 19. **Profiles** - inverts and elevations of any utility and drainage facilities that cross the proposed water and sewer mains shall be profiled and conflicts adequately resolved.
- ❑ 20. Show **existing and proposed utility easements** including public service corporation easements.

- 21. Location of **existing and proposed private water and sewage treatment facilities** including wells, water storage tanks, septic tanks, drainfields, and reserved drainfields shall be indicated.
- 22. Adequacy of **fire protection** shall be addressed.
  - Show proposed fire hydrants, including closest existing fire hydrants in vicinity of site.
  - Provide hydraulic calculations which incorporate the results from the WATER SYSTEM FLOW REQUEST indicating system capacity and pressure available to serve this site from existing mains.
- 23. Plans shall indicate required **State or Federal Permits** and list any required **Exceptions to the Standards**. All required permits and exceptions shall be approved prior to approval of any plan for construction.
- 24. **Preliminary landscape plan** for required planting strip easements, BMPs, or to meet proffered conditions, as applicable.
- 25. Indicate if **off-site easements** are required. (Off-site easements must be recorded, and deed book and page numbers must be shown on the construction plans prior to signature.)  Yes  No
- 26. **Proffers and Conditions** (if applicable): A sheet containing all Zoning Proffers, previous Conditional Subdivision Conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions, with a statement by the engineer who prepared the signed plans that to the best of his knowledge the plan complies with all known conditions. Calculations to show compliance with proffered conditions shall be included, if applicable.

**Required information for Schematic Plan submissions for plats recorded prior to 1960.** (See POF021 Appendix B)

Note: The schematic plan is provided in lieu of the plat, and serves as the buildable area plan for the construction plans.

- 1. **Fifteen (15) prints of the schematic plan**
  - Scale (1" = 100') may be modified for lots of 10 acres or more) unless otherwise permitted by the Director of Planning.
  - Lettering to be no less than 1/10" in height.
- 2. **Two (2) prints of the originally recorded plat**
- 3. **Subdivision identifying information**
  - Name of subdivision (bold type) and section (if applicable).
  - Magisterial District and County.
  - Date and Scale.
  - Name of person / firm who prepared the plat.
- 4. **General Information**
  - Zoning.
  - Parcel (GPIN) Number(s).
  - Type of water supply system.
  - Type of sanitary supply system.
  - Name of the record owner(s) of the land, and the name of the developer (if different).
- 5. **Engineering Data (Planimetric data)**
  - Boundaries of the subdivision showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet.
  - Names and locations of adjoining subdivisions or the names of owners and Parcel ID numbers of adjoining parcels.
  - Four (4) points on each sheet or Master Sheet with coordinates in the Virginia State Plane Coordinate system. All features shown on the plan must be drawn to scale based on the four reference points.
  - The exact location and material of all existing and proposed permanent reference monuments, including any monument of the Geodetic Control Network located on the property.
  - The exact location, alignment, arrangement and width along property lines of all streets, whether opened or not, that intersect or parallel the boundary of the subdivision.
  - The exact location, alignment or arrangement of streets and alleys in the subdivision; the names of the streets; and the bearing, angles of intersection of all streets, including their width along the line of any obliquely intersecting street.
  - The lengths of arcs and radii and tangent bearings.
  - The exact location, alignment, or arrangement of all easements with a statement of any restrictions or limitations placed on their use.
  - The exact location, alignment or arrangement and dimensions of all lot lines.
  - The numbering of all lots, and block letters.
  - The exact boundaries of all property to be dedicated for public use.
  - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
  - Building restriction lines to include minimum yard setbacks, buffers or other improvements required by proffered conditions of rezoning, planting strip easements, drainage and/or utility easements, Chesapeake Bay Preservation Areas, Special Flood Hazard Areas (floodplains), wetlands, Steam Protection Areas, and mapped dam break inundation zones.
  - All existing and or proposed wells; and existing and proposed primary, secondary and reserved drainfields, and a soils map if private sanitary systems are proposed.
  - All existing improvements.

**CERTIFICATION**

I, \_\_\_\_\_ (Name, Please Print or Type), hereby certify that the attached plats and this completed application form contain all the required information for final subdivision applications submitted in accordance with Chapter 19 of the Henrico County Code. I understand that the submission of incomplete or inaccurate information may delay the processing.

Firm \_\_\_\_\_ Signature \_\_\_\_\_