

Plan of Development Checklist and Requirements for all POD Submittals

Certification:

I, _____ (Engineer's/Surveyor's Name) (Type or Print) hereby certify the attached and completed application contains the information as specified below in accordance with Chapter 24 of the Henrico County Code. I understand the submission of incomplete or inaccurate information will result in a delay in processing and action on this application, and incomplete submittals will not be eligible for placement on the requested Planning Commission agenda. Plans determined to be incomplete by the review team will not be eligible for placement on the requested Planning Commission agenda.

FOR OFFICE USE ONLY

Application Accepted By: _____

Fee: _____

Date of Filing: _____ Time of Filing: _____

PIV Number: _____

Department of Planning

- o 1. **POD Application Form** (filled out completely and accurately with all required original signatures and if applicable, Limited Power of Attorney form attached.) If Administrative, or Master Plan Review is desired, separately attach letter outlining in detail the scope of the request. All information provided must be checked off on the check list contained in this application.
- o 2. **Seventeen (17) sets of construction plans with Standard POD Cover Sheet** on standard 24" x 36" sheets. Each set shall include:
 - o **Proffers and Conditions** (if applicable): Zoning Proffers, previous POD 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.
 - o **Grading, Drainage and Erosion Control Plans** (see #9)
 - o **Geographic Information System (GIS) requirements** (see # 10)
 - o **Utility Plans** (see #11)
 - o **Site Layout Plans** (minimum scale 1"=50', minimum letter size 1/8") including following information:
 - a. Location map at a scale of not less than one inch equals 2,000 feet with the location of the property clearly identified
 - b. North arrow, numeric scale and graphic/bar scale on all sheets
 - c. Dates of plan preparation and/or plan revisions
 - d. Boundary survey with gross and net acreage of this site (net acreage excludes proposed right-of-way for road widening, public road dedication and flood plain areas.)
 - e. Owner's name, zoning and present use of adjoining tracts (includes properties across street or alley)
 - f. Location, width, and names of all existing (or proposed) streets and water courses
 - g. Location of all utilities, drainage structures, and existing or proposed easements
 - h. Location, dimensions, and proposed uses of all buildings and structures. Label required and actual setbacks.
 - i. Parking schedule to show the number of spaces required and provided, and basis for calculations
 - j. Dimensional parking lot layout including:
 - Construction and paving details
 - Width of aisles and drives, curb radii, sidewalks and walkways
 - Location, type, and size of vehicular entrances to site and loading areas
 - Traffic lane markings, regulatory signs and sight distance lines
 - Angle and dimension of parking stalls and handicap accessible parking spaces
 - k. Location and type of trash disposal, including recycling, and screening details
 - l. Location of HVAC/mechanical equipment and screening details
 - m. Location, type, size and height of fencing, retaining walls with guard rail systems, and buffer strips or landscape strips
 - n. Accessible routes connecting all site features, including but not limited to parking ramps, other buildings on the site, recreational facilities, swimming pools, public transportation stops
 - o. Location of existing structures to remain or be demolished
 - p. Phasing Plan, if proposed.
 - o **Tree Protection Plan** prepared in accordance with Chapter 24 of Henrico County Code and the Henrico County Landscape Manual. Plan must show the following at a minimum:
 - a. Accurate location of all wetlands, RPAs, RMAs, and Special Flood Hazard Areas (floodplains).
 - b. Compliance with all applicable proffered zoning conditions (buffers, setbacks, etc.)
 - c. Location and type of Best Management Practices (see #9)
 - d. Limits of grading, location of all existing trees, and designated areas for Tree Protection (if applicable)
 - e. Description or details of Tree Protection measures, and location shown on grading plans and erosion control plans.
 - f. Canopy coverage calculations.

- o 3. **Mylar** – one standard 24" x 36" sheet of the site layout plan.

- o 4. **Lighting Plan (optional)** if submitted must include:
 - o Site plan (minimum scale: 1"=30', minimum letter size: 1/8") including:
 - a. Date of preparation/revision, north arrow, and scale
 - b. Zoning, owner's name, and use of all adjacent tracts
 - c. Location, width, and purpose of all utilities, easements and loading areas
 - d. Street names and right of way widths
 - e. Location of all exterior fixtures, including building mounted lights
 - o Point by point photometric plan, including cumulative light level for all light fixtures and
 - a. Light levels to property line and the edge of all buildings
 - b. Maximum foot candle level
 - c. Average foot candle level
 - d. 0.5 foot candle limit
 - o Fixture and Pole Details
 - a. Catalogue cut sheets and materials (on plan sheet or with project identification clearly labeled on each sheet)
 - b. Light source type and wattage/lumens
 - e. Fixture mounting height
 - o Reproductive set: (1) one set of reproducible plans (mylar, sepia, vellum) on 24" x 36" sheet
- o 5. **Schematic Landscape Plan (optional unless site contains Proffered Buffers, Transitional Buffers, Overlay District, or Best Management Practices) (Final Landscape Plan for review and approval will be required after POD approval – See Landscape Plan application for final landscape plan filing requirements and for timing of submission).** If submitted must include:
 - o Site Plan (minimum scale: 1"=30', minimum letter size 1/8") including:
 - a. Date of preparation/revision, north arrow, and scale
 - b. Zoning, owner's name, and use of all adjacent tracts
 - c. Location, width and purpose of all utilities, easements and loading areas
 - d. Street names and right of way widths
 - e. Location of all required buffers or planting strips
 - f. Location and type of any Best Management Practices or Stormwater Detention Basins
 - g. Contoured grading plan to minimum 2' interval
 - o Conceptual design to include
 - a. Existing trees to remain, including description of the trees in the areas to be preserved
 - b. Proposed conceptual landscaping identifying, at a minimum, the location and size of evergreen trees, deciduous trees, and evergreen or deciduous shrubs in required buffers
 - c. Planting zones within or around Best Management Practices and the types of plant materials (i.e. tree/shrub, deciduous/evergreen) to be planted (see #9)
 - d. Proposed fencing or walls within buffers and easements
 - e. Proposed berms within buffers and easements

Building Inspections and Department of Planning:

- o 6. **Architectural Plans** – Five (5) sets including:
 - o Elevations showing construction material for all exterior surfaces, structure height, and number of stories. Information on color scheme is requested.
 - o Floor plans (Schematic) with use of interior building spaces, access points, and loading areas labeled and dimensioned.
 - o Virginia Uniform Statewide Building Code Information:
 - a. Use group classification
 - b. Construction type
 - c. Fire protection systems (sprinklers, alarms, standpipes)
- o 7. **Multi-family data for apartments, townhouses, detached, semi-detached dwellings** (as applicable)
 - o Include the following calculations on the site plan:
 - a. gross site area, net site area (exclude public road dedication and flood plain)
 - b. total number of units and project density (units/net acre)
 - c. number of stories and number of bedroom units for each type of unit
 - d. parking required and provided
- o 8. **Shopping Center Data** (as applicable)
 - o Include the following calculations on the site plan:
 - a. gross site area, net site area (exclude public road dedications and flood plain)
 - b. existing and proposed: gross floor area of buildings, gross leaseable space, gross storage area
 - c. percentage of ground covered by buildings, interior, and exterior loading areas (Site Coverage)
 - o Provide a copy of existing maintenance agreements (i.e. joint access, easements, parking, etc.)

Department of Public Works

- o 9. **Grading, Drainage and Erosion Control Plan** to include:
 - o Current version of the standard Henrico County Erosion and Sediment Control Notes and Details sheet including:
 - a. Environmental Site Assessment completed and signed in accordance with Chapter 10 of the County Code
 - b. Acknowledgments completed and signed
 - o Location and type of Best Management Practices (BMP) to include:
 - a. Calculations which must include compliance worksheet and removal requirement worksheets
 - b. Detailed design features for control structure and grading, including routing calculations if applicable
 - c. A conceptual landscape plan for all BMPs located in front yards and any other aboveground BMPs (see #5).
 - o A drainage area map at minimum scale of 1"= 400 feet showing offsite drainage to the property and drainage to the BMP.
 - o Existing and proposed storm drainage, indicating location, sizes, types and grades and cross sections of ditches, storm sewers, catch basins and connections to existing drainage system with design calculations including hydraulic grade line.
 - o Accurate location of all wetlands, RPA's, RMA's, Special Flood Hazard Areas (floodplains), and mapped dam break inundation zones.
 - o Existing topography with maximum of two-foot contour intervals
 - o Proposed finished grading by contours supplemented where necessary by spot elevations
 - o Profiles of all storm and sanitary sewer crossings, and of storm sewer outfalls, if any, from invert of outfall to existing grade.
 - o Site engineer's or land surveyor's seal and signature.
 - o Standard Construction Notes and Details
- o 10. **Geographic Information System (GIS)** (Required After September 1, 2000)
 - o Four (4) reference coordinate points tied to the Geodetic Control Network (GCN) with coordinates in the Virginia State Plane Coordinate System (distributed near the corners of the site).
 - o All features shown on the plan must be drawn to scale and tied to the four reference points.
 - o All County GIS monuments located within the site shall be identified.
- o 11. **Subdivision or Plan of Development Traffic Impact Analysis Application** (POF 027)(required for every POD application)
 - o **Supplemental Traffic Analysis (STA)** for submission to VDOT as defined in 24-VAC-30-155-50 C. (Required if applicable) (5 copies of package containing items listed in POF027 shall be submitted)
 - o **Fees for the STA shall NOT be submitted to Henrico County (See POF 027 for additional information regarding STA Fees)**

Department of Public Utilities

- o 11. **Utility Plans - Water and Sewer**
 - o Cover sheet requires engineer seal with original signature and date. All other sheets may have a facsimile signature and date.
 - o 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, Domestic Meter Sizing Form, Fire Flow Estimate Form, Local Review Program and Notice of Intent to Discharge Non-Domestic Wastewater.
 - o 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.
 - o Plans shall include the following information:
 - a. 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.
 - b. 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.
 - c. 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.
 - o For phased projects, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.
 - o 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.
 - o Show existing and proposed utility easements including public service corporation easements
 - o Location of existing and proposed private water and sewage treatment facilities including wells, water storage tanks, septic tanks and drainfields shall be indicated.
 - o Adequacy of fire protection shall be addressed.
 - a. Show proposed fire hydrants, including closest existing fire hydrants in vicinity of site.
 - b. Provide Insurance Office Organization (ISO) fire flow computations for commercial, industrial or multi-family development.
 - c. Provide hydraulic calculations that incorporate the results from the WATER SYSTEM FLOW REQUEST indicating system capacity and pressure available to serve this site from existing mains.
 - o 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.