



Department of Public Works

Signature Plan 10-Day Expedited Process

Subdivision 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.

Subdivision Submittal Checklist

(Applicant must check appropriate boxes)

- 1. "Final Construction Plan Review, Certificate of Compliance" – one (1) original
- 2. A copy of the annotated plan stamped by the Department of Planning as "Conditional Approval granted by the Planning Commission".
- 3. A copy of the annotated plan stamped by the Department of Planning as "Final Approval granted by the Director of Planning".
- 4. Three (3) sets of plans.
- 5. 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 lists both the Conditional and Final conditions of approval.
- 6. All appropriate Maintenance Agreements.
- 7. Erosion and Sedimentation Agreement with a letter of credit or cash.
- 8. Evidence of Corp of Engineers and/or DEQ permits and others as may be required.
- 9. Deed book and page number for offsite easements shown on plans.
- 10. Verification of VDOT approval where applicable.
- 11. Environmental Fund Contribution
- 12. 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/Type Name

 Authorized Signature Print/Type Name

FOR OFFICE USE ONLY

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