



# Subdivision or Plan of Development Traffic Impact Analysis Application

County of Henrico, Virginia

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 / SUB #	Previous POD/Adm. or SUB #	For Office Use Only
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**This application is required to be submitted with all Conditional Subdivision and POD applications.**

**Site Information:**

Development location: \_\_\_\_\_  
(Street Address from County GIS and tie distance to nearest intersection)

Highways connected to: \_\_\_\_\_

Distance of access point to nearest state maintained road: \_\_\_\_\_

Parcel number (s) \_\_\_\_\_

Size in acres: \_\_\_\_\_

Business square ft \_\_\_\_\_

Number of Dwelling Units \_\_\_\_\_

Peak Hour Trip Generation \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Developer's/Engineer's Certification:**

I have, in accordance with Section 15.2-2222.1 of the Code of Virginia and its supporting regulations, 24 VAC 30-155-50, examined the criteria that require that a Traffic Impact Analysis be submitted to VDOT, via the locality, if the proposal will substantially affect transportation on state controlled highways, and have determined that the above referenced proposal:

- DOES NOT require submission of a Supplemental Traffic Analysis (STA) for this proposed plan. I acknowledge that the County of Henrico, VA and / or VDOT may require that one is submitted and that action may not be taken on my proposal until this is submitted.
- DOES require submission of a Supplemental Traffic Impact Analysis (STA) for this proposed plan. Five (5) copies of the STA has been enclosed in accordance with VDOT regulations, and includes the information listed in the STA Package Checklist:

\_\_\_\_\_  
(Engineer's Name) (Signature)

\_\_\_\_\_  
(Engineer's Name & Date) (Type or Print)

**Contact Information:**

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

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

\_\_\_\_\_  
Authorized Signature\*                      Print Name

\_\_\_\_\_  
Authorized Signature\*                      Print Name

\*If Power of Attorney is involved, attach Special Limited Power of Attorney form POF 005.

**Subdivision or POD STA Package Checklist:** (Traffic Impact Analysis Regulations: 24 VAC 30-155-50)

Five copies of the Supplemental Traffic Analysis Package shall be submitted. Each package shall contain the following information:

- A Standard Henrico County Traffic Analysis Cover Sheet (see form POF 027.1) containing:
  - Contact information for the
    - Locality,
    - Developer (or owner);
  - Site information
    - Development location,
    - Highways connected to,
    - Parcel number or numbers; and
  - Proposal summary with the
    - Development name,
    - Size in acres.
- A Supplemental Traffic Analysis as defined in 24-VAC-30-155-50 C.
- A List of Proffered Conditions approved by Henrico County that apply to the development.
- A Concept Plan of the proposed development. (May be site layout plan or full set of construction plans)

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**Fees: The VDOT fee should not be submitted to Henrico County.**

A fee, made payable to VDOT will be required to be delivered by the applicant directly to VDOT.

For projects which require a Supplemental Traffic Analysis to be submitted to VDOT, the applicant will be required to deliver the review package, consisting of the site plans, the STA Package noted above, and the VDOT application fee directly to the VDOT, after Henrico County has determined that all required elements of the submission are complete. The applicant will be contacted by Planning to pick up the plans and STA package from Henrico County, and to deliver them, with the fee, to the VDOT Sandston Residency office.

**VDOT Fees**

- For the initial or second review of a subdivision plat, site plan, or plan of development accompanied by a supplemental traffic analysis, a single fee for both reviews will be determined by the number of vehicle trips generated per peak hour of the generator, as follows:
  - 100 or less vehicles per peak hour - \$500
  - More than 100 vehicles per peak hour - \$1,000
- For a third or subsequent submission of a subdivision plat, site plan, or plan of development accompanied by a supplemental traffic analysis that is requested by VDOT on the basis of the failure of the applicant to address deficiencies previously identified by VDOT, the fee is equal to the initial fee paid.

**FOR OFFICE USE ONLY**

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

Fee: Submit fee directly to VDOT –  
Do not submit to Henrico County

Date of Filing: \_\_\_\_\_ Time of Filing: \_\_\_\_\_