

## The 2026 Vision

Henrico County will be a diverse, safe, and prosperous community with distinct and sustainable neighborhoods and business districts that provide a range of housing, employment, service, education, recreation, and cultural opportunities for all people of the county. Growth and development will continue in an efficient manner that promotes the health, safety, morals, order, convenience, prosperity and general welfare of all residents while contributing to a well balanced and stable economy, and preserving significant environmental and quality of life features that have become hallmarks of Henrico's various communities.

Henrico County will continue to achieve a balance of residential and commercial uses, housing options, mixed demographics, development and open spaces, while balancing its historic fabric with new growth. Henrico County has been and will remain a community that is proud of its progress and excited about its future, a place that people are happy to call home, and a community where businesses want to locate, remain, and grow.



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PLANNING FOR  
HENRICO'S FUTURE

## Henrico County Planning Department Graduate Student Internship Program



HENRICO COUNTY  
PLANNING DEPT

<http://www.co.henrico.va.us/planning>

## Henrico County Planning Department Graduate Student Internship

The Henrico County Planning Department Graduate Student Internship Program is a great way to gain first-hand experience in the land use planning field. Our interns are exposed to all aspects of the land use planning process—from comprehensive planning and long range planning issues, to site plan review and zoning administration. Program participants rotate through the department and are assigned a variety of responsible tasks that put classroom experience into real-life practice.

Students interested in participating in the Henrico County Planning Department Internship Program must meet the following qualifications:



- **Must be a student in good standing in an accredited urban and regional planning graduate program**
- **Preferably have completed two semesters of graduate study**
- **Must be willing to commit to a minimum of 15 hours per week**
- **Must be willing to commit to a semester length appointment**
- **Must submit a cover letter, résumé and 2 letters of recommendation (one of which must be from a previous employer)**

## The Henrico County Planning Department

The Henrico County Planning Department is an award-winning agency in the forefront of many current land use planning issues. The department is made up of four divisions: Comprehensive Planning, Development Review and Design, Code Administration, and Planning Systems. Comprehensive Planning is responsible for the preparation of the County's comprehensive plan, the review of rezoning and provisional use permit applications, and the maintenance of demographic information. Development Review and Design reviews and makes recommendations on site, subdivision, and landscape plans. The Code Administration Division is responsible for administration of land use regulations and serves as staff to the Board of Zoning Appeals. Planning Systems provides technology support to the Department including geographical information systems.

The Planning Department also provides support to the Board of Supervisors and the Planning Commission.

The intern can expect to be included in the work of all Planning Department divisions.

### Role of the Intern

Interns with the Henrico County Planning Department will work a rotating schedule with each of the department's divisions. While the exact nature of the assignments will vary, interns can expect to be assigned responsible tasks that will not only assist the department in achieving its mission, but will also serve as powerful learning tools. Examples of the many tasks that interns may expect to participate in include:

#### Comprehensive Planning

- Interns will meet with rezoning applicants to review requests and identify issues and possible solutions.
- Interns attend community meetings and public hearings.

#### Development Review and Design

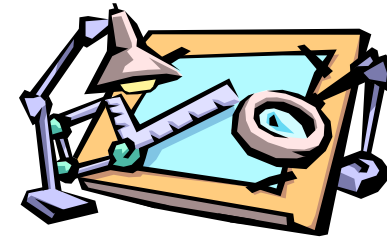
- Interns will assist in reviewing plans of development and coordinating reviews with other County agencies.
- Interns will participate in meetings with staff and developers to identify issues and solutions.

#### Code Administration

- Interns will attend site visits and assist in the preparation of staff analysis reports.
- Interns will assist in the preparation of graphics for the Board of Zoning Appeals (BZA).

#### Planning Systems

- Interns will assist in preparation of maps and other exhibits for inclusion in reports
- Interns will maintain Geographic Information System layers, digitizing drawings and attaching data



### Application Deadlines:

**For Fall 2011**

**Please submit by August 5, 2011**

**For Spring 2012**

**Please submit by December 9, 2011**

**For additional information, contact:**

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