

## 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 wellbalanced 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.



## Henrico County Planning Department Undergraduate Internship Program

Henrico County Planning Department  
P. O. Box 90775  
Henrico, VA 23273-0775

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Planning for Henrico's Future

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

## Henrico County Planning Department Undergraduate Internship Program

The Henrico County Planning Department Undergraduate Internship Program is a great way to gain first-hand experience in the land use planning field, with a particular emphasis on the role of Geographic Information Systems (GIS) in the mapping and analysis of land use information. Interns are exposed to all aspects of the land use planning process—from comprehensive and long range planning issues, to site plan review and code administration. Program participants, working with practicing GIS professionals, are assigned a variety of responsible tasks that put their classroom experience into real-life practice.



Students interested in the Undergraduate Internship Program must meet the following qualifications:

*Must be a student in good standing in an accredited civil engineering, geography, public administration, or urban and regional planning program.*

*Must be available for a 12-week appointment and a minimum of 32 hours per week*

*Must submit a cover letter, résumé, a letter of recommendation, and two samples of work, at least one of which incorporates the use of a Geographic Information System (GIS) in the analysis of a land use planning issue*

### 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.

### The Role of the Intern

Interns with the Henrico County Planning Department work on multiple tasks including data entry, map making, and analysis of GIS data. Work will be geared toward individual skills, abilities, and interests. The intern will become part of the Planning Department's GIS team, and will work in a fast-paced environment.

Interns can expect to participate in the following tasks:

**Site analysis for rezoning cases and public facilities**

**Production of maps and graphics for rezoning, plan of development, and variance cases**

**Creating and editing GIS data**

**Manipulating GIS data in database format**

**Site plan and subdivision review**

### Application Deadlines:

**For Fall 2009**

**Please submit no later than August 14, 2009**

**For Spring 2010**

**Please submit no later than December 18, 2009**



**For additional information, please contact:**

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