

Application for Appeal: Step by Step instructions

Home

Welcome to Build Henrico!

For information, guides, and tutorials please go to our [Help using Build Henrico page](#).

- Select 'Complaints' to report an issue to the County or see updates on your previous issues.
- Select 'Permits' to create and apply for a building, trade, demolition, elevator, sign, fire protection system, or other construction permit.
- Select 'Land Development Applications' to create and apply for any Planning, Department of Public Utilities, or Department of Public Works related applications. These include Plan of Development, Subdivision, Rezoning, Variances, Utility Plans, Utility Agreements, Hauling Permits, Work in the Right of Way Permits, Floodplain Permits, and Capital Projects.

- [Complaints](#)
- [Land Development Applications](#)
- [Permits](#)
- [Inquiries](#)
- [My Referrals](#)

MY INSPECTIONS MY ACTIVITIES MY PROJECTS

Below are your recent inspection activities.
- To request an inspection, click on the MY ACTIVITIES tab.

Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Location	View Permit
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At the Build Henrico website home screen, click on "Land Development Applications".

Apply for a Land Development Approval

Select the Application Type from the Menu Categories shown below. For assistance on selecting the correct Application Type, please contact the respective agency as outlined below:

- To create and submit to the Planning Department the following applications: subdivision, plan of development, rezoning, proffer amendment, provisional use permit, appeal, conditional use permit, variance, interpretation, temporary use permit, zoning confirmation letter, or administrative modification.
- For any construction plan activities or Temporary Use Permit (TUP) related to a Plan of Development/Site Plan/Subdivision utilize the Plan of Development/Site or Subdivision menu categories.
- For DPU related Construction Activities and Public Utilities Review contact the Department of Public Utilities at 804-501-4275
- For DPW related Construction Activities, CIP Floodplain, Hauling Permits, and Real Property related reviews contact the Department of Public Works at 804-501-4393

Subdivision

[Subdivision](#)

Plan of Development (POD)/Site Plan

[Plan of Development](#)

Land Use Approvals

[Provisional Use Permit](#)

[Rezoning & Proffer Amendment](#)

Board of Zoning Appeals

[Appeal](#)

[Conditional Use Permit](#)

[Variance](#)

Construction Activities

[DPU Construction](#)

[Direct to DPW Submittal](#)

[Work in Right of Way](#)

CIP - County Contractors Only

[Environmental Capital Project](#)

[Transportation Development](#)

Administrative Approvals

[Administrative Modification](#)

[Interpretation](#)

[Temporary Use Permit](#)

[Zoning Confirmation Letter](#)

Public Utilities Review

[Water and Sewer Agreements](#)

[Water and/or Sewer Plan](#)

Floodplain

[Floodplain](#)

Hauling Permits

[Hauling Permit](#)

Real Property (Easements & ROW)

[Real Property Review \(Easements & ROW\)](#)

Then choose the type of application. Click on "Appeal".

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APPLICATION INSTRUCTIONS

APPLICATION

*asterisk indicate a required field.

Planning Application Name:

Appeal

*Select the option that best describes the application:

(None)

*Select the type of application:

(None)

*Select the scope of activity:

(None)

Presubmittal Application:

*Description of Proposed Activity:

Short description of Appeal request.

Is this job a part of a project?

Select the project by name:

or project number:

ZONING INFORMATION

Zoning Information:

Next

When all required fields have been filled out, click "Next".

Use the drop down options to make a selection.

Screen ID: 1579907

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LOCATIONS

Addressed Locations

You may enter an address or full parcel number in the Address field below.

- For an address search it is best to enter address number and street name but not street type (e.g. Road, Circle, Lane)

- Asbestos Certifications: For Electrical, Mechanical and Plumbing Permits, the following box must be checked for commercial buildings that were constructed prior to January 1, 1985, including residential buildings that are being renovated or demolished for commercial or public development. For Building Permits please fill out and submit the Certification of Asbestos Inspection form.

*Address:

Search

Enter the address and click "Search". Click on the correct address and then click "Select". Note: when entering an address do not add the street type (e.g. Road, Circle, Lane)

Parcel ID

Address

Net Acres

Total Area:

Specific Location:

*Water Supply Type:

(None)

*Sewer Type:

(None)

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Next

Parcel ID

Address



768-753-0395

4301 E PARHAM RD, HENRICO, VA 23228

Select

Clear All

Check All

Refine Search

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ZONING DATA

Religious Use? Yes No

Age Restriction? Yes No

Code Section:

Existing Zoning(s)

Zoning Code

+ Zoning Data

Parcels must be added on the previous screen to select them in the grid below.

Parcel ID	Acreage	Existing Zoning	Proposed Zoning	Determination	Existing Land Use Designation	Future Land Use Designation	Comment
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Total Acreage:

Density:

Number of Lots/Units Proposed:

Number of Beds:

This page does not apply to Appeals. Click "Next" to continue with the application

Screen ID: 1668154

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APPEAL REQUEST

* Describe the determination that you wish to appeal:

* Explain how the determination impacted the appellant:

* What is the basis of the appeal?

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Next

Write a short description in each box provided. Reminder that (*) indicates required information.

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NON-PROFIT INFORMATION

The following is only applicable to Board of Zoning Appeals applications.

Is the applicant a non profit organization that also owns the property?

Non-Profit ID No.:

Reason for Fee Waiver:

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This page does not apply to most Appeal applications. Click "Next" to continue with the application.

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Upload the necessary documents based on the Application Type being submitted. Once uploaded, please ensure the Document Type from the drop-down menu is selected for each document. For information, guides, and tutorials please go to our Help section using the [Build Henrico page](#).

DOCUMENTS TO ATTACH

Required	Uploaded	Attachment Type	Description	Sample Form
Required		Justification of Appeal	Document stating the justification of the appeal, usually either a mistake of fact or an incorrect application of the law.	None
Optional		Applicant Exhibits	Photographs, drawings, or other exhibits submitted by the applicant in support of their request.	None
Optional		Architectural Floor Plan(s)	Floor plan(s) with use of interior building spaces, access points, and loading areas labeled/dimensioned.	None
Optional		Concept Plan	Conceptual site plan for the development of the proposed use, including all required items outlined on the complete plan checklist.	None
Optional		Conceptual Building Elevations	Graphic representation of proposed buildings that may include information such as architectural design, exterior building materials, and building height.	None
Optional		DPU - Utility Plan	Plans proposing modification or extensions of County water and sewer mains not part of the POD or Subdivision process.	None
Optional		Power of Attorney Form	County originated document completed/submitted by the applicant authorizing the use of a Power of Attorney.	None
Optional		Property Survey	Survey of property (existing conditions).	None

UPLOADED DOCUMENTS

A Justification of Appeal is required for all Appeal applications. Use the + Upload Files to upload the needed documents.

File Name Document Type

Drop Files Here

Appeal APP-2023-100603 (Draft)

Upload the necessary documents based on the Application Type being submitted. Once uploaded, please ensure the Document Type from the drop-down menu is selected for each document. For information, guides, and tutorials please go to our Help section using the [Build Henrico page](#).

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UPLOADED DOCUMENTS

+ Upload Files

File Name	Document Type	Comments
- (1) New Documents		
<input type="checkbox"/> approved.PNG New	Justification of Appea	<input type="text" value="Add comment"/>

- Application Documents
 - Applicant Exhibits
 - Justification of Appeal
- Architectural Floor Plan(s)
 - Architectural Floor Plan(s)
- Concept Plan
 - Concept Plan
- Conceptual Building Elevations
 - Conceptual Building Elevations

Once the documents have been uploaded, use the drop down option to add the document type. Then click "Next".

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+ Contact

Name	Contact Type	Phone	Email	
Jean-Luc Picard	Applicant	(804) 501-4609	poa002@henrico.us	


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Click this icon to update the applicant information and subscribe to notifications.

Appeal APP-2023-100531 (Draft)

Use this screen to add any contacts that may be associated with this project.

+ Contact

Name	Contact Type	Phone	Email	
 Jean-Luc Picard	Applicant	(804) 501-4609	poa002@henrico.us	✖

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Next

This field appears when adding contacts.

Job Contact

*Type:

Name:

Phone: () -

Email: **Subscribe to Notifications**

Comments:

MAILING ADDRESSES

+ Mailing Address

Address

Primary

Cancel

Save

Save & Close

When adding a contacts, please Subscribe to Notifications in order for everyone associated with the Appeal to receive updates on it's progress. Click Save & Close when complete.

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SUBMIT APPLICATION

The application is ready for submission. Please click Pay Fees and Submit in order to officially submit your application for review. Please note that all applications are reviewed for completeness and accuracy upon submission.

Should this application be submitted on behalf of Henrico County and/or Henrico County Schools, please click Save and contact the Planning Department at 804-501-4602.

Fees

The following fees must be paid as part of your application.

Description	Amount	Balance
Appeal Fee	\$300.00	\$300.00

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Pay Fees & Submit Application

Save

Click "Pay Fees & Submit Application". You will then be redirected to the Paymentus application in order to submit required fees. After paying the fees, you will receive an email confirming the application is complete.

Screen ID: 1579632



Appeal APP-2023-100531 (Submitted)

CONFIRMATION

Submission Successful.

Application Number: APP-2023-100531

To view the information and status for this Land Development Application, [click here.](#)

The Appeal application has been successfully submitted.