



Application For Design Assistance

County of Henrico, Virginia

Department of Community Revitalization

Henrico Community Revitalization Web Site: <https://henrico.gov/revit/>

Department of Community Revitalization, County of Henrico, Virginia, P.O. Box 90775, Henrico, Virginia 23273-0775**

Phone 804-501-7640 Facsimile 804-501-7630

**Use P.O. Box for all mail. Street address is 4905 Dickens Road, Henrico, Virginia 23230 for deliveries only.

*** Application must be submitted and approved before starting work. ***

Applicant/Property Information

Applicant:

Name: _____

Company: _____

Address: _____

City/State/ Zip-code: _____

E-Mail: _____

Phone: _____ Fax: _____

Relationship to Property Owner (if not owner): _____

Property Owner (if different from applicant):

Name: _____

Company: _____

Address: _____

City/State/ Zip-code: _____

E-Mail: _____

Phone: _____ Fax: _____

Project Site (address): _____

Identification Number:

Federal Tax ID number of Applicant

Property ID Number (GPIN): _____

Number of Employees: _____ Full Time: _____ Part-Time: _____

(Required for Disbursement of Grant Funds)

A request for design assistance is hereby submitted for the property identified above. If approved, document preparation will include: a concept plan (elevations), a site plan, and a preliminary construction cost-estimate. By signing this application and submitting it to the County, I certify and expressly agree that:

1. Design Assistance renderings are not construction drawings, but are conceptual and are not to be used to obtain construction bids. The purpose of these drawings is solely to provide assistance related to conceptual design and to provide a preliminary estimate of the related costs.
2. It is the property owner's responsibility to obtain detailed construction drawings in order to get an accurate construction cost and bid the work.
3. Any decision by the property owner to use these drawings related to the bidding of work or other purposes is solely at the discretion of and the responsibility of the property owner.
4. By providing this conceptual design assistance, the County has not approved any plans for compliance with zoning and other ordinances and requirements of the County.
5. Your participation in the Enterprise Zone Grant Program may be contingent upon acquiring a building permit and a jobs agreement approved and signed by the County Manager.

Signatures:

Property Owner: _____ Date: _____

Applicant (if not owner): _____ Date: _____