



Application For Design Assistance

Henrico Investment Program (HIP)

Henrico County Department of Community Revitalization

804-501-7640 (Assistance) enterprisezone@henrico.gov (Electronic Submission)

P.O. Box 90775, Henrico, Virginia 23273-0775 (Mail Submission)

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 Owner (if not owner): _____

Property Owner (if different from applicant):

Name: _____

Address: _____

City/State/ Zip-code: _____

E-Mail: _____

Phone: _____ Fax: _____

Project Site (address):

Property ID Number (GPIN): _____

HIP Zone: _____

Site Plan, Interior, or Exterior Modifications:**For Interior Reconfiguration Only:**

Years Remaining on Lease: _____

Size of Tenant Space (in square feet): _____

In the space below, please describe the site plan, interior, or exterior design objectives sought by the applicant:

A request for Design Assistance is hereby submitted for the property identified above. If approved, document preparation for exterior façade improvements or interior reconfiguration will include: a concept plan (elevations, perspective drawings, alternatives), a site plan, and a preliminary construction cost-estimate. Requests for Site Plan Development will only include 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 documents are NOT construction documents and are NOT intended for the solicitation of construction bids. They are provided for the express purpose of presenting a conceptual design concept that includes a preliminary estimate of related costs.
2. Detailed construction drawings/documents required to obtain construction bids and regulatory approvals are the explicit responsibility of the property owner and/or designated representative.
3. The Existing and Proposed Site Plan sheets are prepared without the benefit of an official boundary/site survey and may not be an accurate representation of such. The owner/applicant is encouraged to consider contracting for the preparation of a boundary survey.
4. Design Assistance documents DO NOT represent an approval and/or compliance with the County of Henrico Zoning Ordinance or other County development regulations/requirements.

Signatures:

Property Owner: _____ Date: _____

Applicant (if not owner): _____ Date: _____