



**Project Name:**

**Plans**

**POD-**

**Date Received by Public Works:**

**Date Comments Completed:**

**RECOMMENDATION TO PLANNING DIRECTOR:**

The Traffic Engineering Section:

- can recommend approval of this project to the Planning Director.
- cannot recommend approval of this project to the Planning Director because...

**ROAD IMPROVEMENT COMMENTS:**

1.  Road improvements and/or right-of-way dedication is required.
  - Right-of-way dedication to **X** feet from centerline of right-of-way is required for property frontage along **Street**.
  - Property/right-of-way lines at roadway intersections shall be a chord/tangent. The beginning and ending points of the right-of-way tangent are determined by measuring back from the right-of-way extended PI (point of intersection). The ends of the tangent line shall be a minimum of 25 feet from the right-of-way extended PI (in each direction) for residential streets and 30 feet for non-residential streets.
  - Road widening to ... feet from centerline is required along ...
  - Road widening to ... feet from centerline and a --- feet wide shoulder is required along .....
2.  Show dimensions, right-of-way centerlines, curb return radii, and right-of-way widths of all roads (both sides) and intersections on the plans.
3.  The minimum allowable centerline radii for curves is ... feet along ... Centerline lengths shall be minimum 100' long.
4.  All roads intersecting another road shall do so at an angle of 90 degrees for a minimum distance of 60 feet measured from the near edge of pavement/face of curb of the thru lane of the intersecting road in all directions. "Road" shall mean public road, private road, multifamily access, alley, and commercial access.
5.  The minimum access point spacing (measured from the near edge of pavement of existing road to centerline of new road) is **250 feet** along.... **Road**

**STANDARD PLAN COMMENTS:**

6.  Provide the vehicle trips per weekday, AM peak hour weekday trip generation (enter/exit) and PM peak hour weekday trip generation (enter/exit) on the plan cover sheet. There is a newer POD cover sheet that needs to be used that is available at [Engineering & Environmental Services - Henrico County, Virginia](#).



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7.  Show the minimum queue length for drive-thru lanes. (XXX Feet)
8.  Raised, landscaped islands with a minimum width of 9 feet are required at the ends of all rows of parking to separate parking areas from driveways.
9.  Label driveway widths, curb radii, and typical parking space dimensions on the plans.
10.  Curb radii adjacent to parking spaces need to be a minimum of 4.5 feet.
11.  There may be no more than 50 single-family lots on a single point of access.
12.  There may be no more than 82 multi-family units on a single point of access.
13.  Final grading details need to be shown in order to determine the need for a guardrail or other accepted vehicular protection.
14.  MASH (Manual for Assessing Safety Hardware) standard guardrails and proper end treatments are required along public roadways where the appropriate clear zone is not provided. Refer to the current VDOT GRIT (Guardrail Installation Training) Manual. The approximate locations of the guardrail and end treatments need to be shown on the plan within the right-of-way or an easement.
15.  In private developments, guardrail or other accepted vehicular protection is required along drive aisles, parking lots, or internal private roads adjacent to a BMP, or where a 7.5 feet wide clear zone having a graded 6:1 or flatter shelf from the face of curb or near edge of pavement is not provided. When there is a water hazard with a depth of 2 feet or more, the minimum clear zone increases to 10 feet. The approximate locations of the guardrail or other accepted vehicular protection need to be shown on the plans.
16.  Per Public Works policy, a 5' wide standard Henrico County sidewalk with a 4 feet-wide utility strip (measured between the back of curb and near edge of sidewalk) is required along **Road** for the entire frontage of the property. Sidewalk shall include a minimum 1' shelf beyond the far edge of the sidewalk (from the public roadway).
17.  All sidewalks must be located within the right-of-way. For road classes I-IV, a permanent easement will be needed in addition to the proposed right-of-way to incorporate the entire sidewalk plus a minimum 1' shelf beyond the far edge of the sidewalk.
18.  Within residential streets in subdivisions, any proposed cluster box unit (CBU) for mail collection shall be installed according to the criteria found in Appendix B(1) of the current VDOT Road Design Manual. Provide details of the CBU relative to the roadway, demonstrating the CBU is located outside of the clear zone and is ADA accessible.
19.  Pedestrian passing areas are needed in sidewalk.



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20.  Sidewalks that run along the end of parking spaces are required to be 5 feet wide exclusive of the width of curbing.
21.  Wheel stops or bollards are required in any proposed handicap parking spaces and any regular parking spaces adjacent to the ramps. Provide handicap parking signs, R7-8, in front of handicap parking spaces
22.  The maximum length of a road segment is 1320 feet.
23.  Show standard Henrico County end-of-road barricades.
24.  A standard R1-1 Stop Sign and 24-inch white stop bar are required at all egress points from this development.
25.  Recommend standard R1-1 Stop Signs and 24-inch white stop bar at all internal intersections within the proposed development
26.  Provide and show the locations of the subdivision street name signs. The street name signs must meet the specifications in the Department of Public Works Design Manual (Section 2-38). Signs for public roads shall display a green background with white lettering while **signs for private roads shall display a white background with black lettering.**
27.  Provide and show the locations of the subdivision speed limit signs and Stop signs.
28.  Specify the proposed type of posts for subdivision street name signs, stop signs, speed limit signs, etc. in the public right-of-way. If not using the standard green u-channel, square wood or square metal posts in the public right-of-way, provide a Henrico County Right-of-Way Maintenance Agreement prior to plan approval. Any non-standard signpost must be approved by the Traffic Engineer prior to plan approval. Provide a catalog cut of any proposed non-standard signpost.
29.  Within subdivisions, bump-outs are required on public *residential* roadways with a speed limit of 25 mph or less. Bump-outs are curb extensions that reduce the travel lanes along a roadway. They are predominantly located at intersections to reduce pedestrian crossing distances but may be installed at a mid-block section of roadway. Bump-outs are also used as a traffic calming measure. Locations of bump-outs should be coordinated with Traffic Engineering. For an example of bump-outs, please see sheets B-4 and B-5 of [Appendix B](#) in the Public Works Design Manual.
30.  No on-street parking will be permitted for this development on the adjacent public roads now or in the future.
31.  Provide intersection sight distance lines to scale on the plan for all access points onto the public right-of-way. Provide a profile of the roadway along with the driver's line of sight. Show sight distance 14.5 feet from edge of travel lane. Adequate sight distance must be demonstrated prior to Public Works' approval of this plan.



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- 32.  Sight Distance easements will be required for the proposed access points where the sight distance line is outside the proposed right-of-way. All easements need to be shown and identified on the plans.
- 33.  Sight Distance lines and easements shall remain free of all structures, trees, shrubbery, and signs that are higher than 30" above the ground where the sight distance originates, except utility poles, fire hydrants, and traffic control signs.
- 34.  A minimum of 30 feet to the first point of conflict is required at the proposed entrances from a public street.
- 35.  All two-way drive aisles need to be a minimum of 24 feet wide and a maximum of 30 feet wide. Call out the dimensions on the plans.
- 36.  All one-way drive aisles need to be a minimum of 18 feet wide. Henrico County Division of Fire may require 20 feet.
- 37.  Dedicated turnaround spaces with adequate back-out room are required in any dead end of rows of parking. Label the striped-out turn-around space and NO PARKING sign on the plan.
- 38.  Bollards are needed for vehicular protection for any proposed doors that swing into the proposed drive aisles around the proposed building. Details for the bollards need to be shown on the plans.
- 39.  Show truck movements on the plan.
- 40.  Provide a maintenance of traffic plan for all work proposed in the public right-of-way.
- 41.  Improvements along ... (State Route ...) must be approved by the Department of Transportation.
- 42.  A note needs to be included on the plans indicating: "A traffic signal exists at the intersection of \_\_\_\_\_ and \_\_\_\_\_. The contractor shall contact the Traffic Engineering Signal Shop at (804) 727-8303 with any questions pertaining to the signal. A Miss Utility ticket shall be called in to field locate traffic control equipment and cables at least 72 hours prior to beginning work on or adjacent to the right-of-way within 500 feet of the intersection. The contractor or developer will be responsible for the cost of repair or replacement of any damaged traffic control equipment."
- 43.  A note needs to be included on the plans indicating: "If there are any Henrico County maintained signs within the construction limits that the contractor feels are in the way, please contact Traffic Engineering at (804) 727-8296 for removal and re-installation."
- 44.  The developer is responsible for all costs associated with modifying any existing traffic signal adjacent to the site.



**DEPARTMENT OF PUBLIC WORKS  
TRAFFIC ENGINEERING  
PLAN REVIEW COMMENTS**

# TRAFFIC

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- 45.  A note needs to be included on the plans indicating: "The contractor is responsible for installing all stop signs, directional signs, and striping shown on the plans."
- 46.  A note needs to be included on the plans indicating: "Coordinate in the field with Henrico County Traffic Engineering at 804-727-8282 regarding the striping and arrows on \_\_\_\_\_ before installation."
- 47.  Show proposed striping and arrows on the plan for the widening of \_\_\_\_\_ .
- 48.  Provide evidence that VDOT has reviewed the current scope of work shown on the plan and has no comments regarding the proposed work.
- 49.  Additional comments may follow upon review of a subsequent submittal.

**ADDITIONAL PLAN COMMENTS:**

**Bryant Cuffey**

Traffic Engineer, Plan Review

County of Henrico - Department of Public Works

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