



# Clearing and Grubbing Plan Checklist

For Plan of Development, Site Plan and Subdivision Applications  
County of Henrico, Virginia

Henrico Planning: [henrico.gov/planning](http://henrico.gov/planning) Build Henrico: [build.henrico.us](http://build.henrico.us)

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\*\*For mail use P.O. Box. For deliveries C/O the Permit Center use street address 4301 E. Parham Road, Henrico, Virginia 23228.

**Name of Project:** \_\_\_\_\_

**Associated Job#** \_\_\_\_\_

**Use this checklist when submitting a Clearing and Grubbing application for one of the following:**

- Initial Plan Submission  Resubmission for Review  
(Resubmission for signature – USE THE RESUBMISSION FOR SIGNATURE FORM)

## Authorization to Clear and Grub - Application constraints:

Authorization to clear & grub a site prior to POD, Site Plan, or Subdivision Construction Plan approval may be obtained provided all of the following conditions are met:

- The Planning Director has approved the project, (POD, Site Plan, or Final Plat)
- All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States and/or wetlands have been submitted to DPW.
- Off-site drainage easements have been recorded.
- A stormwater management (SWM) plan has been submitted to and approved by DPW and Planning (in those cases where the project is a CBPA or VSMP land-disturbing activity).
- A VPDES permit has been issued by the Virginia Department of Environmental Quality (in those cases where a VPDES permit is required),
- A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning, and
- A Preconstruction meeting has been conducted with the Environmental Inspector, the Developer, and the Contractor in attendance. The Planning Inspector will attend if tree protection measures are required.
- Public and private utilities within the clearing limits are protected as required by the utility owner.
- The scope of work proposed in a Clearing and Grubbing plan must be limited to the removal of vegetation, installation of erosion and sediment control measures, and installation of tree protection measures. It may also include removal of the root debris associated with the removed vegetation and grading. A Clearing and Grubbing Plan cannot include work such as installation of storm sewer and/or utilities, nor demolition of water and sewer mains/services.

**Required Signatures:** The signature of both the legal owner(s) on record and the firm or person(s) preparing the plans are required on the **Planning Application Signature Form**. If Power of Attorney is involved, you must also submit the **Special Limited Power of Attorney form**.

## Certification:

By signing this document and the Planning Application Signature Form the Engineer/Surveyor/Etc. certifies the application and plans contains the information as specified in this document, following the rules and guidelines set forth in the **Planning Document Submission Standards**, in accordance with Chapters 10 and 24 of the Henrico County Code and the Environmental Program Manual of the Henrico County Public Works Department. And an understanding that the submission of incomplete or inaccurate information will result in a delay in processing and action on this application.

Firm \_\_\_\_\_ Signature \_\_\_\_\_ Name \_\_\_\_\_

## Checklist and Requirements for Clearing and Grubbing Plans

(To be filled out by the firm or person(s) preparing the plans)

All required items must be submitted in the required format with the initial submission to qualify as a complete submission. Plans determined to be incomplete by the intake review team will not be eligible for processing.

**An Electronic Copy of all supporting documents are required to be submitted in compliance with the rules and guidelines found in the [Planning Document Submission Standards](#) and uploaded through the Build Henrico Customer Portal.**

- 1. **Planning Application Signature Form** (filled out completely with all required signatures).
- 2. **Clearing and Grubbing Plan Checklist** (filled out completely by the firm or person(s) preparing the plans)
- 3. **Digital Plans** formatted to 24"x36" Standard Sheet in compliance with the rules and guidelines found in the Planning Document Submission Standards, will include:

NOTE: The applicant is responsible for providing a copy to VDOT if work in VDOT ROW is proposed or stormwater is discharged to VDOT ROW.

- Environmental Compliance Plan** to include:
  - Current version of the standard Henrico County Erosion and Sediment Control Notes and Details sheet including:
  - Environmental Site Assessment completed and signed in accordance with Chapter 10 of the County Code
  - Acknowledgments completed and signed
  - Location and type of all erosion and sediment control (ESC) measures.
  - A stormwater management plan in accordance with Chapter 10 of the County Code.
  - A drainage area map at minimum scale of 1"= 400 feet showing offsite drainage to the property.
  - Existing storm drainage, indicating location, sizes, types and grades and cross sections of ditches, storm sewers, and connections to existing drainage system with design calculations including hydraulic grade line.
  - Accurate location of all wetlands, RPAs, RMAs, SPAs, Special Flood Hazard Areas (floodplains), and mapped dam break inundation zones.
  - Special Flood Hazard Area information (if applicable)
  - No-Rise Certificate for development in the 100-yr floodplain, if any, with relevant supporting technical data if applicable in accordance with Chapter 10 of the Henrico County Code.
  - Location of Special Flood Hazard Area (100 Year Floodplain) if located on the property. Label the Special Flood Hazard Area boundary with the type (Henrico County or FEMA) and Zone (A, AE, etc.) of the Special Flood Hazard Area.
  - Location of FEMA 500-yr floodplain and/or FEMA floodway if located on the property.
  - Existing and proposed topography with maximum of two-foot contour intervals
  - Site engineer's or land surveyor's seal and signature.
  - Location of all existing public water and sanitary sewer facilities including all pipe sizes, materials, grades and/or profiles as required by the DPU Standards Manual
  - Location of existing utility easements including public service corporation easements.
  - Location of existing private water and sewage treatment facilities including wells, water storage tanks, septic tanks, drainfields, and reserved drainfields shall be indicated.
- Tree Protection Plan** prepared in accordance with Chapter 24 of Henrico County Code and the Henrico County Landscape Manual. Plan must show the following at a minimum:
  - Any conditions of approval of a development approval or permit relating to buffers, landscaping, screening, berms, mounds, erosion and sediment control, and water quality maintenance or protection
  - Identification of all protected trees on the site
  - Identification of tree protection zone boundaries, including the limits of land disturbance, clearing, grading, and trenching
  - Detailed drawings of tree protection measures, including protective tree fencing, tree wells and aeration systems, staking specifications, transplanting specifications, and other applicable drawings
  - Procedures and schedules for the implementation, installation, and maintenance of tree protection measures, all of which must be installed prior to any land disturbing activity
  - Limits of wetlands, tributary streams, 100-year floodplains (base flood hazard area), limits of Chesapeake Bay Resource Protection Areas, all buffers required by the County Code (including Resource Protection Area buffers and SPA buffers), and other natural features
- Geographic Information System (GIS)**
  - Four (4) reference coordinate points tied to the Geodetic Control Network (GCN) with coordinates in the Virginia State Plane Coordinate System (distributed near the corners of the site).
  - All features shown on the plan must be drawn to scale and tied to the four reference points.
  - All County GIS monuments located within the site shall be identified.
- Proffers and Conditions** (if applicable):
  - A plan sheet with all Zoning Proffers, previous POD Conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions, with a statement by the engineer who prepared the signed plans that to the best of his knowledge the plan complies with all known conditions that affect the proposed clearing and grubbing plan.