



Concept Plan Checklist

County of Henrico, Virginia

Department of Planning

Henrico Planning: henrico.gov/planning Build Henrico: 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 for: Initial Submission Resubmission for review

NOTE: The following is a suggested guideline for minimum information to be included with the submittal. The extent of review comments provided will be commensurate with the accuracy and completeness of the information provided.

Please note any specific questions or issues that are requested to be addressed with this review within the "Description of Proposed Activity" Box when completing the application in Build Henrico.

Required Signatures: The signature of the representative, firm, or person(s) preparing the plans, as well as acknowledgement of any applicable certifications are required on the [Planning Application Signature Form](#). If a Power of Attorney is involved, you must also submit the [Special Limited Power of Attorney form](#).

Checklist and Requirements for Concept Plan Checklist

(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. **Concept Plan Checklist** (filled out completely by the firm or person(s) preparing the plans)
3. **Cover Letter** that explains what is being proposed and lists specific questions that you wish the County to address.
4. **Digital Plans** formatted to 24"x36" Standard Sheet in compliance with the rules and guidelines, as set forth in the [Planning Document Submission Standards](#), may include:
 - o Proffers and Conditions (if applicable): Zoning proffers, previous POD conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions
 - o Proposed name of development and proposed use
 - o Name and address of Owner and Representative
 - o Zoning of development and adjacent property
 - o Scale: 1" = 100' or larger
 - o Existing topography
 - o Vicinity map (1" = 2000')
 - o Location of existing physical features including buildings within the development
 - o Proposed location of streets and alleys showing width and names
 - o Location, width and purpose of rights-of-way and easements
 - o Location of existing trees, protected trees, and required transitional buffers
 - o Proposed Open Space Set-Aside
 - o Parking calculations
 - o Environmental Site Assessment and Acknowledgements completed and signed in accordance with Chapter 10 of the County Code.
 - a. Location and type of Best Management Practices with Design Calculations shown on the plan.

- b. A drainage area map (minimum scale of 1" = 400) feet showing offsite drainage to the property and drainage to the BMP.
- c. The location of all Chesapeake Bay Preservation Areas, Resource Protection Areas, Stream Protection Areas, Waters of the United States, wetlands, Special Flood Hazard Areas (100-year floodplain), and mapped dam break inundation zones.

5. Architectural elevations and floor plans (if applicable)

6. Traffic Study (if required) If proposed trips exceed 4,000 per weekday or a Traffic Impact Analysis required as part of a rezoning, Traffic Study should be included.

7. More Detailed Comments for:

Utilities: (If detailed comments for water and sewer are desired, submit the following information.)

- o On site utility layout
- o Location and size of existing water and sewer mains in relation to the property
- o Estimated sewage discharge
- o Estimated water demands and fire flow requirements
- o Results of fire flow request
- o If individual well system is proposed, complete the following:
 - *What is the shortest distance from the property to public water supply? _____
- o If individual septic tanks are proposed, complete the following:
 - * What is the minimum distance from the property to public sewer? _____

Multi-family data for apartments, townhouses, detached, semi-detached dwellings (as applicable)

- o Include the following calculations on the site plan:
 - a. gross site area, net site area (exclude public road dedication and Special Flood Hazard Area (flood plain))
 - b. total number of units and project density (units/net acre)
 - c. number of stories and number of bedroom units for each type of unit
 - d. parking required and provided

Multiple Tenant Commercial Center (as applicable)

- o Include the following calculations on the site plan:
 - a. Square footage of commercial/retail space and number of storefronts
 - b. Proposed uses
 - c. Parking plan

Urban Mixed-Use District/Planned Development District Requirements - (as applicable)

- o **Master Plan, including the following information:**
 - a. Location of existing property lines, water courses or lakes, wooded areas, and existing roads within or adjoining the property.
 - b. Approximate location of proposed streets and rights of way with indication of whether public or private.
 - Typical street section for each proposed street type.
 - c. Approximate location of recreation areas, common areas, open spaces, and areas dedicated to public use.
 - d. Location of areas dedicated to public use.
 - e. Approximate boundaries of each phase or land bay. For each Land Bay, a table showing the following:
 - Proposed uses.
 - Acreage of common area and open space.
 - Maximum number of dwelling units for residential units and density for residential areas.
 - Square feet of floor space for office/commercial or office/service areas.
 - Site/building coverage ratios.
 - Parking; required and provided.
 - f. Schematic plan indicating phasing of the development and master water, sewer, and drainage plans.
 - g. Table of minimum lot widths and setbacks for all structures in the development.
- o **Landscape Plan (Conceptual), including the following information:**
 - a. Tree and planting bed locations (i.e., tree well or planter, etc.).
 - b. Screening devices (i.e., walls, etc.).
 - c. Existing vegetation to remain.
- o **Lighting Plan, including the following information:**
 - a. Fixture locations.
 - b. Fixture mounting heights, pole, and fixture details.