



Final Plat Checklist

(including Construction and Minor Site Plans)

County of Henrico, Virginia Department of Planning

Henrico Planning: henrico.gov/planning

Build Henrico: build.henrico.gov

Department of Planning, County of Henrico, Virginia, P.O. Box 90775, Henrico, Virginia 23273-0775** Phone 804-501-4602 planning@henrico.gov

**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 ☐ Construction Plans for Review
- Comment Response Letter required
☐ Minor Site Plan – Revision of approved subdivision construction plan
Digital plans and Minor Site Plan fee required

(Submissions for signature require the use of the Plans for Signature or Recordation Form.)

Required Signatures: The signature of both the legal owner(s) on record and the 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**.

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 Final Plat Submittals

(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 Build Henrico Customer Portal

- ☐ 1. **Planning Application Signature Form** (filled out completely with all required signatures).
- ☐ 2. **Final Plat Checklist** (filled out completely by the firm or person(s) preparing the plans)
- ☐ 3. **Revision Request Letter** (detailing requested changes from previously approved plans required for all plans with preliminary plat approval)
- ☐ 4. **Traffic Study (if required)**
 - o If proposed trips exceed 4,000 per weekday or a Traffic Impact Analysis required as part of a rezoning, Traffic Study should be included.
- ☐ 5. **Digital Subdivision Plats and Construction Plans** formatted to the instructed sheet size for type of plan/plat, in compliance with the rules and guidelines as set forth in the Planning Document Submission Standards including the following:
 - ☐ **Digital copy of the plat prepared in accordance with Chapter 19 of the Henrico County Code will include the following**
 - o 16" x 24", with 1/2" outside ruled border at the bottom and right sides, and 1 1/2" at the top and left side.
 - o Scale (1" = 100') Minimum but typically (1"=50') for clarity purposes unless otherwise permitted by the Planning Director. (May be modified for Higher Density Developments or for lots of 10 acres or more)
 - o Lettering to be no less than 1/10" in height.
 - o Provide blanks for the recordation information to be completed by County staff within the 1/2" bottom margin on each page.
 - ☐ **Vicinity map** indicating location of subdivision in relationship to major roadways, access roads critical to identifying location of site, and major county owned facilities in top right-hand corner of the cover page.
 - ☐ **Block for Planning Director approval stamp** (1 1/2" x 3 1/2"), on each page, in the lower left-hand corner of the plat
 - ☐ **Subdivision identifying information** (within a 4" x 6" title block space), on each page, in the lower right-hand corner of the plat
 - o Name of subdivision, must match the name granted to the Preliminary Plat Approval (if applicable)
 - The name shall be in bolder type than the rest of the Title Block information.

- Section (if applicable).
- Magisterial District and County.
- Date and Scale.
- Name of person/firm who prepared plat.

☐ **Legal titles, statement, and certificates**

- Subdivision Certificate:
The subdivision of land shown hereon designated as (NAME OF SUBDIVISION AS IT APPEARS IN TITLE BLOCK) is with the free consent and in accordance with the desires of the undersigned owner and trustee. There (is/is not) a mortgage on this property. The streets, right-of-way, and easements shown on this plat are dedicated to the County of Henrico, Virginia. All easements are for surface and underground drainage and underground and overhead utilities, unless as otherwise noted on this plat.
Given under our hand and seals this day of _____, 20____.
 - Must be signed by all owners of record and trustee/mortgage (if applicable) and notarized
 - Copies for review do not need the signatures affixed
- Engineer's or surveyor's certificate:
To the best of my knowledge and belief all of the requirements as set forth in the ordinance for approving plats of all subdivisions for recordation in Henrico County, Virginia have been complied with. All monuments (will be set by (DATE)/have been set).
By: _____ Signature _____
(SURVEYOR'S NAME W/ LICENSE NUMBER/FIRM)
- Source of Title.
- Engineer's or surveyor's seal and signature.
- Appropriate notary statement for each applicable signature noted in the Subdivision Certificate.

☐ **Site Data and General Information**

- Zoning, including applicable rezoning case numbers, and proposed use of subdivision.
- Parcel/GPIN number(s).
- Number of lots and lot area for each lot within the subdivision (can be shown on each lot or within a chart). If the site contains Special Flood Hazard Area (SFHA), then provide lot area inclusive and exclusive of SFHA where applicable.
- Site Statistics Breakdown:
 - Total Area _____ acres
 - Area in lots _____ acres
 - Area in common area _____ acres (if applicable)
 - Area in right-of-way _____ acres (if applicable)
 - Area Reserved for Future Development _____ acres (if applicable)
 - Area in Special Flood Hazard Area (floodplain) _____ acres (if applicable)
 - POD/Site Plan Number _____ (for any subdivision which requires an associated POD/Site Plan)
 - Density _____ units per acre (for any subdivision which requires an associated POD/Site Plan)
- Type of water supply system. (County System or Individual Wells).
- Type of sanitary supply system. (County System or Individual on-site sewage disposal systems).
- Name and address of the record owner(s) of the land, and the name and address of the subdivider/developer (if applicable).

☐ **Standard Notes**

- Building setback lines shall conform to Chapter 24 of the Henrico County Code.
- Choose one of the following: (All OR a portion) of this subdivision is located in a Chesapeake Bay Preservation Area which is subject to the provisions of Division 8 of Article 5 of Chapter 24 of the County Code, or its successor.
- (If Applicable): The common area is dedicated to the common use and enjoyment of the homeowners of (SUBDIVISION NAME) and is not dedicated for use by the general public, as more fully set forth in Article (NUMBER) of the Declaration of Covenants, Conditions, and Restrictions recorded on (DATE) in deed book (NUMBER), Page (NUMBER).
 - If necessary, add: and amended on (DATE) in deed book (NUMBER), Page (NUMBER)
- (If Applicable): All of the property shown on this Subdivision Plat shall be subject to, and all owners of lots shown on this Subdivision Plat shall be governed by "The Declaration of Covenants, conditions and restrictions for (Subdivision/Association Name)" applicable to all property in (Subdivision Name), recorded in the Clerk's Office of the Circuit Court of the County of Henrico, Virginia, on (Date) in deed book (number), page (number).
 - If necessary, add: and amended on (DATE) in deed book (NUMBER), Page (NUMBER)

☐ **Special Notations**

- (**For Lots requiring individual on-site sewage disposal systems**) For a subdivision that does not have public sewer, a notation in accordance with sections 23-33 & 23-60 of the Henrico County Code should be added as follows: "For new construction, any on-site sewage treatment system not requiring a Virginia Pollutant Discharge Elimination System permit shall have a reserve sewage disposal site on the same lot in accordance with the requirements of section 23-60 of the Henrico County Code. Owners of such systems shall, at least once every five years, either pump out their septic tanks and submit documentation thereof, or submit documentation, certified by an operator or on-site soil evaluator licensed or certified under chapter 23 of Title 54.1 of the Code of Virginia as being qualified to operate, maintain, or design on-site sewage systems, that the septic system has been inspected within the last five years, is functioning properly, and the tank does not need to have the

effluent pumped out of it. All documentation shall be submitted to the director of public works. Building shall be prohibited on the area of all sewage disposal sites."

- **(For Subdivisions containing RPA)** A notation as follows: "The 100-foot RPA buffer area consisting of vegetation that is effective in retarding runoff, preventing erosion, and filtering nonpoint source pollution is to be retained and remain undisturbed."
- **(For Lots with limitations to buildable area) (*)** Lots marked with an * have limitations for dwelling shape, size, and location. If a lot contains an RPA and/or SPA, these areas are to remain undisturbed and vegetated and are to be protected from all construction or land disturbing activities
 - An asterisk is required on all reverse-corner lots.
- **(For Lots containing wetlands and/or Water of the U.S.) (**)** Lots marked with ** may contain waters and/or wetlands as determined at the time of recordation of the plat. Disturbance outside of designated water and wetland impact areas will require approval from the U. S. Army Corps of Engineers and/or the Virginia Department of Environmental Quality. Additional requirements may be imposed on these lots prior to the issuance of building permits.
- **(For Lots Containing RPA and/or SPA) (***)** Lots marked with a triple asterisk (***) contain RPA and/or SPA. The buffer areas consisting of vegetation that is effective in retarding runoff, preventing erosion, and filtering nonpoint source pollution are to be retained, remain undisturbed, and be protected from all construction or land disturbing activities. Permitted activities in the RPA are restricted, and any development or disturbance in the RPA requires prior approval by the County Engineer. See construction plan on file in the Department of Planning for additional details.
- **(For Wetlands)** The wetland limits shall only be shown on the plats with a USACOE permit number.
 - Wetland limits established by: _____
 - USACOE Permit Number: _____
- **(For Temporary Construction Easements)** The (WIDTH) temporary construction easement on (LOTS) shall revert to the adjacent lot owners when the construction of the (?) is completed.
- **(For Temporary Turnaround Easements)** (FEET)' radius temporary turnaround easement shall revert to the adjacent lot(s) or property owner(s) when the road is extended.
- **(For Joint Access Easements)** The property owners of (Lot) and (Lot) agree to share equally in the maintenance costs of the shared driveway.
 - Must provide deed book and page number of private easements on the plat.
- **(For Lots without Health Department Approval)** These Lots shall be held for further study. Lots (NUMBERS), Block (LETTER), were tested by the Health Department on (DATE) and found to be unsuitable for on-site sewage disposal systems at that time.
- **(For Coal Mines)** This subdivision is on an abandoned coal mine site. For details refer to the report on file in the Department of Planning.
- **(For Historical Preservation Areas)** The land shown as Lots (NUMBERS), BLOCK (LETTER), (SUBDIVISION NAME) is subject to the Declaration of Covenants and Restrictions, for historical preservation areas, recorded on: _____, 20____, IN DEED BOOK:____ PAGE:____.
 - **(PUT ON SHEETS WITHIN PLAT WITH AFFECTED LOTS):** SEE HISTORICAL PRESERVATION NOTE, FOR LOTS (NUMBERS) ON SHEET 1.

☐ **Engineering data (Planimetric data)**

- Boundaries of the subdivision showing the lengths of its courses and distances to 1/100 of a foot and bearings to half minutes, based on an accurate field survey with an error of closure not exceeding one foot in 10,000 feet. The line weight of which should be the heaviest on the plat.
- Names, Zoning and locations of adjoining subdivisions or the names of owners and Parcel ID numbers of adjoining parcels.
 - Also include deed book/plat book number and page number for all adjacent parcels as applicable.
- Four (4) points on each sheet with coordinates in the Virginia State Plane Coordinate system. All features shown on the plan must be drawn to scale based on the four reference points.
- The exact location and material of all existing and proposed permanent reference monuments, including any monument of the Geodetic Control Network located on the property. Show all proposed monuments as solid black diamonds and all existing monuments as hollow diamonds.
- The exact location, alignment, arrangement, and width along property lines of all streets, whether opened or not, that intersect or parallel the boundary of the subdivision.
- The exact location, alignment or arrangement of streets and alleys in the subdivision; the names of the streets; and the bearing, angles of intersection of all streets, including their width along the line of any obliquely intersecting street.
- The tangent distance of all corners when rounded at intersections, except in cases where streets intersect at right angles.
- The lengths of arcs, radii and tangent bearings individually referenced, not by lot number.
- The exact location, alignment, or arrangement of all easements with a statement of any restrictions or limitations placed on their use.
- The exact location, alignment or arrangement and dimensions of all lot lines to 1/100 of a foot and bearings to half minutes.
- Provide tie distances for public and private easements within or directly abutting the subdivision where they intersect lot lines and the overall subdivision boundary.
- The numbering of all lots with consecutive Arabic numerals in each block, and all blocks shall be lettered in consecutive alphabetical order. In the case of a resubdivision of lots in any block, the lots shall be numbered with consecutive Arabic numerals, beginning with the numeral following the highest lot numeral in the block.
- The exact boundaries of all property to be dedicated for public use, all property reserved for the common use of residents, and all property otherwise reserved along with the purposes and reasons for the reservations.
- The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.

- The location of Chesapeake Bay Preservation Areas, including the boundaries of RPA's, RMA's, and SPA's, along with tie distances where they intersect lot lines and the overall subdivision boundary.
- Location of Special Flood Hazard Area (100-year floodplain) if located on the property.
- Location of FEMA 500-yr floodplain and/or FEMA floodway if located on the property
- Location of dams (on-site and immediately upstream) and mapped dam break inundation zones if located on the property.
- Covenants: if common area is proposed or if required by proffers, covenants are required to be submitted a minimum of 60 days prior to the recordation of the plat.
- Location of Special Flood Hazard Area (100 Year Floodplain) if located on the property.
 - Show the base flood elevation as large solid black dots and label as "Special Flood Hazard Area and Variable Width Drainage and Utility Easement". Include in this label the type (Henrico County or FEMA) and Flood Zone (A, AE, etc.) of the Special Flood Hazard Area.
 - Show base flood elevation line tie distance dimensions across lot and boundary lines.

EACH CONSTRUCTION PLAN SHALL INCLUDE THE FOLLOWING TO QUALIFY AS A COMPLETE INITIAL SUBMITTAL

Required Construction Plan Information

Note: For R-5A and RTH projects, construction plans will be provided with the POD/Site Plan. Refer to the POD/Site Plan application for required information in addition to the information below.

Department of Planning

- ☐ **Electronic construction plans** with Standard Subdivision Cover Sheet formatted to 24"x36" Standard Sheet in compliance with the Planning Document Submission Standards
 - ☐ Index/Overall layout sheet for multiple page plan layout
 - ☐ **Proffers and Conditions sheet** (required for sites with Conditional Zoning or Provisional Use Permit, or Preliminary Plat approval) A sheet containing all Zoning Proffers, previous Preliminary Plat 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. Calculations to show compliance with proffered conditions shall be included, if applicable.
 - ☐ **Site Layout Plan** (minimum scale of 1" = 50', minimum letter size 1/8") to include:
 - Existing zoning, existing and proposed use(s).
 - Adjacent Parcels: the names, lot lines and parcel (GPIN) numbers of adjoining subdivisions and adjacent property owners.
 - Boundary lines of land to be subdivided, and number of lots.
 - Dimensional information, including a complete boundary survey, net acreage calculations, required & proposed setbacks.
 - Existing and proposed easements, drainage structures and utilities.
 - Location, type, size and height of fencing, retaining walls, and buffer strips or landscape strips.
 - ☐ **Site Grading Plan** – Grading, including existing topography and proposed finished grades at 2' intervals.
 - ☐ **Buildable Area* Plan** for all lots showing all applicable setbacks, layout, lot lines, approximate dimensions of lots, lot area, and lot width for each lot. Dwelling placement for any stem or cul-de-sac lots, and if townhouses, the location of the buildings and setbacks from lot lines. Show all items that impact buildable area such as easements, wetlands, Special Flood Hazard Areas (floodplains), buffers, Chesapeake Bay Act areas, dams (on-site and immediately upstream), and mapped dam break inundation zones.
 - *Buildable area – that area of the lot in which a building may be legally placed, or an existing building remain, recognizing the front, rear and side yard setback requirements.
 - ☐ **Location of existing physical features** including buildings within the subdivision and adjacent to the subdivision within 300 feet.
 - ☐ **Proposed location of streets** showing width and names, and proposed location and widths of alleys.
 - ☐ **Existing Right-of-way:** Location, width, names and use of all existing public rights-of-way or private rights-of way or easements within 300 feet of the subdivision.
 - ☐ **Tree Protection Plan** -in accordance with Section 24-5313 of the Zoning Ordinance, including the location of any required buffers, landscape strips, tree preservation, and/or tree protection areas.
 - ☐ **Open Space Plan** (if applicable)
 - Delineation of all open space and area calculations
 - Identification of the types and designs of open space areas, including indication of the types of priority areas (see Sec. 24-5204 of the zoning ordinance) and proposed development within the areas
 - Location of entrances on adjacent buildings (if applicable)
 - ☐ **Water Quality Impact Assessment** – if required by Article II of Chapter 10 and Section 24-5803.

Provide if applicable:

- ☐ **Additional Documentation**
 - ☐ Waiver request - state request and attach letter with request and supporting justification.

- ☐ **R-5A or RTH subdivision plans** shall contain the following additional information: (For RTH, provide layout details, dimensions, setbacks and type of use, i.e., townhouse, detached, semi-detached.)
 - ☐ Total Area: _____ acres.
 - ☐ Area in Special Flood Hazard Area (floodplain): _____ acres.
 - ☐ Area in common area: _____ acres.
 - ☐ Area in dedicated streets: _____ acres.
- ☐ **Schematic Landscape Plan** (optional unless site contains Proffered Buffers, Transitional Buffers, Overlay District, or Best Management Practices)
- ☐ **Lighting Plan** (optional unless lighting is required per ordinance, or by condition of Rezoning Case or Provisional Use Permit)
 - ☐ Plans for any street lighting system showing location, type, wattage, height, and photometric plan.
- ☐ If subdivision is to be served by **individual on-site sewage disposal systems and/or wells**, the construction plans shall show to scale the area of each lot found to be suitable for the location of the septic drainfield system, including a reserved area for expansion or repair, the proposed well location for each lot centered with a 50' radius circle (for Class III-B wells) or 100' radius circle (for Class III-C wells), the type of well proposed, and the buildable area* of each lot.
 - ☐ If **individual well system** is proposed, complete the following:
 - ☐ Provide the shortest distance from the property to public water: _____
 - ☐ Specific proposed type and class of wells: _____
 - ☐ If **individual on site sewage disposal system** is proposed, complete the following:
 - ☐ Provide the shortest distance from the property to public sewer: _____
 - ☐ Include copy of a soil scientist's individual lot examination with this application.

Department of Public Works – Design Division

- ☐ An Environmental Site Assessment, completed and signed in accordance with Chapter 10 of the Henrico County Code.
- ☐ A drainage area map showing the limits of analysis for each stormwater discharge point.
- ☐ A stormwater management (SWM) plan to include:
 - ☐ The location and type of all SWM facilities;
 - ☐ Virginia Runoff Reduction Method Worksheets, including the completed Site Data and Summary tabs; and
 - ☐ Calculations to show compliance with the channel protection and flood protection requirements, where necessary.
 - ☐ An erosion and sediment control plan.
 - ☐ Accurate location of all wetlands, Resource Protection Areas, Stream Protection Areas, Resource Management Areas, Special Flood Hazard Areas (100-year floodplain), dams (on-site and immediately upstream), and mapped dam break inundation zones.

Department of Public Works - Traffic

- ☐ Right-of-way widths (if variable, at least two points) and right-of-way centerlines.
- ☐ Dimensions between intersecting roads.
- ☐ Vehicle trips per weekday.
- ☐ Traffic study if more than 4000 trips per weekday (if a VDOT Chapter 527 was not performed within the last 5 years).
- ☐ Traffic Information data completed on the Standard coversheet.

Department of Public Utilities – Only if County Water and/or County Sewer serves the project.

- ☐ Engineering Report - Complete included Forms as required by scope of project.
- ☐ Sewer Design Form – Complete Form as required by the scope of project.
- ☐ Water System Flow Request.
- ☐ DPU Available Flow Response.
- ☐ Domestic Meter Sizing Form.
- ☐ Fire Flow Estimate Form.
- ☐ Local Review Program.
- ☐ Notice of Intent to Discharge Non-Domestic Wastewater.

Checklist and Requirements for Final Construction Plans for Signature

- ☐ All applicable items noted in checklist above.
- ☐ **Standard subdivision cover sheet** (formatted to 24" x 36" sheets in compliance with the Planning Document Submission Standards) require engineer's seal with original signature and date. All other sheets may have a facsimile signature and date.
- ☐ **List of all subdivision bond quantities** on the cover sheet.
- ☐ **Existing and proposed storm drainage**, indicating location, sizes, types and grades of ditches, storm sewers, catch basins, and connections to existing drainage system, with supporting calculations and hydraulic grade line.
- ☐ **Overall lot drainage map**, at a minimum scale of 1" = 200', showing flow direction arrows, minimum finished floor elevations (MFF), and location of drainage improvements (i.e. storm sewer and yard swales) for all lots.
- ☐ **Existing topography** with maximum of two-foot contour intervals on design plan sheets.
- ☐ **Site Grading Plan** - Grading, including existing topography and proposed finished grades at 2' intervals.

- ☐ **Proposed finished grading** by contours supplemented by spot elevations for all lots that have a minimum slope less than 1% from the lowest, most remote point to an adequate receiving channel.
- ☐ **Profiles of outfall ditches**, if any, from invert of outfall to the natural grade, and cross sections and analysis at 50' intervals (minimum 150' or to an adequate channel).
- ☐ **Special Flood Hazard Areas** (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 floodplain.
 - ☐ Location of FEMA 500-yr floodplain and/or FEMA floodway if located on the property.
- ☐ Location and type of **Best Management Practices** with Design Calculations shall be shown on the plan.
 - ☐ Calculations must include compliance worksheet, removal requirement worksheets.
 - ☐ A conceptual landscape plan is required for all BMPs in front yards and all other above-ground BMPs.
 - ☐ A drainage area map is required at minimum scale of 1" = 400 feet showing offsite drainage to the property and, if applicable, drainage to the BMP.
- ☐ **Water and Sewer Plans** designed in accordance with DPU Design Standards.
 - ☐ **For phased projects**, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.
 - ☐ Information Sheet for **Water and Sewer Agreements** shall be submitted directly to the Department of Public Utilities. Agreements shall be executed prior to the authorization for construction of water and sewer facilities, approval of building permits, and subdivision plat approval.
 - ☐ Plans shall include the following information:
 - ☐ The proposed water supply and water distribution system with plans and profiles for the proposed water mains, showing existing water mains, pipe sizes, location of valves and fire hydrants, or other system of water supply. Plans and profiles are to be shown on a standard 24-inch by 36-inch profile sheet. Drawings shall comply with requirements of the DPU Design Standards.
 - ☐ The proposed method of sewage disposal with plans and profiles of proposed sanitary sewers, including existing sewers within the proposed subdivision and immediately adjacent thereto. Plans and profiles are to be shown on a standard 24-inch by 36-inch profile sheet. Drawings shall comply with requirements of the DPU Design Standards.
 - ☐ Standard size sheet, 24" x 36", with **topographic map of sewer service area**. Map shall show location of site in relation to adjacent properties. The map shall show the location of existing sewer mains, the proposed connections to the existing system, routing of mains from the existing system to the site, and any future sewer lines and easements necessary to serve the proposed development and off-site properties.
 - ☐ Standard size sheet (24" x 36") with **water service area map** to show site in relation to adjacent properties. The map shall show the location of existing water mains, the proposed connections to the existing system, routing of mains from the existing system to the site, and any future water lines necessary to serve the development and off-site properties. Does not have to be topographic map.
- ☐ **Profiles** - inverts and elevations of any utility and drainage facilities that cross the proposed water and sewer mains shall be profiled and conflicts adequately resolved.
- ☐ Show **existing and proposed utility easements** including public service corporation easements
- ☐ Indicate if **off-site easements** are required. (Off-site easements must be recorded, and deed book and page numbers must be shown on the construction plans prior to signature.) ☐ Yes ☐ No
- ☐ Location of **existing and proposed private water and sewage treatment facilities** including wells, water storage tanks, septic tanks, drainfields, and reserved drainfields shall be indicated.
- ☐ Adequacy of **fire protection** shall be addressed.
 - ☐ Show proposed fire hydrants, including closest existing fire hydrants in vicinity of site.
 - ☐ Provide hydraulic calculations which incorporate the results from the WATER SYSTEM FLOW REQUEST indicating system capacity and pressure available to serve this site from existing mains.
- ☐ Plans shall indicate required **State or Federal Permits** and list any required Exceptions to the Standards. All required permits and exceptions shall be approved prior to approval of any plan for construction.
- ☐ **Tree Protection Plan** in accordance with Sec. 24-5313. 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

- ☐ **Schematic Landscape Plan** (optional unless site contains Proffered Buffers, Transitional Buffers, Overlay District, or Best Management Practices) (Final Landscape Plan for review and approval will be required after plan approval – See Landscape Plan application for final landscape plan filing requirements and for timing of submission).
- ☐ If submitted must include:
- Site Plan (minimum scale: 1"=30', minimum letter size 1/8") including:
 - Date of preparation/revision, north arrow, and scale
 - Zoning, owner's name, and use of all adjacent tracts
 - Location, width and purpose of all utilities, easements and loading areas
 - Street names and right of way widths
 - Location of all required buffers or planting strips
 - Location and type of any Best Management Practices or Stormwater Detention Basins
 - Contoured grading plan to minimum 2' interval
 - Conceptual design to include
 - Existing trees to remain, including description of the trees in the areas to be preserved
 - Proposed conceptual landscaping identifying, at a minimum, the location and size of evergreen trees, deciduous trees, and evergreen or deciduous shrubs in required buffers
 - Planting zones within or around Best Management Practices and the types of plant materials (i.e. tree/shrub, deciduous/evergreen) to be planted
 - Proposed fencing or walls within buffers and easements
 - Proposed berms within buffers and easements
- ☐ **Lighting Plan** (optional unless lighting is required per ordinance, or by condition of Rezoning Case or Provisional Use Permit)
- ☐ Plans for any street lighting system showing location, type, wattage, height, and photometric plan.
- ☐ **Environmental Compliance Plan**, in accordance with Chapter 5 of the Henrico County Environmental Compliance Manual (all chapter references are related to the Henrico County Environmental Program Manual), to include:
- ☐ Site engineer's or land surveyor's seal and signature;
 - ☐ The location of Resource Protection Areas (RPAs), Stream Protection Areas (SPAs), Resource Management Areas (RMAs), and buffers required by conditions of zoning, development, or use;
 - ☐ A comprehensive drainage plan that clearly indicates items such as 1) existing and proposed drainage structures located onsite and those located offsite that will receive drainage from the project, and 2) topography and/or direction of flow;
 - ☐ Information necessary to demonstrate that land disturbance is the minimum necessary to provide for the proposed use or development;
 - ☐ Evidence that all applicable U.S. Army Corps of Engineers and state permits needed for activities in state waters and wetlands or appropriate waivers of jurisdiction have been obtained;
 - ☐ Information necessary to demonstrate compliance with the requirements of the Chesapeake Bay Preservation Area (CBPA) program as described in Chapter 6;
 - ☐ Information concerning the presence and location of certain environmental land features that are present on the site will be provided in the form of an Environmental Site Assessment (ESA) as described in Chapter 7;
 - ☐ The following components are also required depending on the type of land-disturbing activity (VESCP vs. VSMP vs. CBPA) proposed (see Table 5.1 of the Henrico County Environmental Compliance Manual). For assistance in determining whether the proposed development is a VSMP land-disturbing activity, refer to Chapter 3.
 - Information necessary to demonstrate compliance with the Erosion and Sediment Control (ESC) plan requirements for VESCP land-disturbing activities as described in Chapter 8;
 - Information necessary to demonstrate compliance with the stormwater management (SWM) plan requirements for VSMP land-disturbing activities and CBPA land-disturbing activities as described in Chapter 9;
 - Information necessary to demonstrate compliance with the pollution prevention plan (PPP) requirements for VSMP land-disturbing activities as described in Chapter 10;
 - Information necessary to demonstrate compliance with the measures required as a result of applicable Total Maximum Daily Loads (TMDLs) for VSMP land-disturbing activities as described in Chapter 11; and
 - Information necessary to demonstrate compliance with the stormwater pollution prevention plan (SWPPP) requirements for VSMP land-disturbing activities as described in Chapter 13.
 - ☐ Information necessary to demonstrate compliance with the Municipal Separate Storm Sewer System (MS4) requirements as described in Chapter 15