



# Plans for Signature or Recordation Form

County of Henrico, Virginia

Department of Planning

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 for submission of paper plans for:**  Plans for Signature  Recordation

*(Do not use this submission document unless instructed to do so by assigned Planning staff)*

## Plan Type (and required copies):

*Submit the minimum required paper copies and any additional copies desired along with this document, with original signature(s), to the Permit Center for processing.*

- |   |   |
|---|---|
| <input type="checkbox"/> Clearing & Grubbing Plan (6)         | <input type="checkbox"/> Final Construction Plans for Signature (refer to DPU Technical Memo) |
| <input type="checkbox"/> Landscape, Lighting & Fence Plan (3) | ___ POD/Site Plan (10 or 5)   |
| <input type="checkbox"/> Minor Construction Plan (3)          | ___ Subdivision (10 or 5)   |
| <input type="checkbox"/> Minor Subdivision (3)                |   |
| <input type="checkbox"/> Mylars (3 paper copies)              |   |

## NOTE:

- 1) A Digital Copy of this document and the plans must also be uploaded to Build Henrico as a resubmission of the respective plan to be considered a complete submission.
- 2) All plans for Signature or Recordation must contain all the information as required by the respective checklist and requested during the review process.
- 3) Approved plats will only be released to the engineer/surveyor of record unless another representative is expressly authorized to pick up plats for recordation as noted on this form.

## Certification:

By signing this form the Engineer/Surveyor/Landscape Architect certifies the application and plans contain the information as specified in the respective checklist and requested during the review process, is formatted 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.

**Signature:** by signing below you agree to the Certification statement above.

Firm: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature\*

Print Name

**Representative / Authorized person to pick up plats for recordation:** (explain relationship)

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_