



Landscape, Lighting, and Fence 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

(Resubmission for signature requires the use of the Plans for Signature Form.)

Plan Type: *use for respective alternative plan.

- Combination Landscape, Lighting, and/or Fence Plan Tree Removal Permit
 * Landscape Plan Review Only * Lighting Plan Review Only * Fence Plan Review Only (Security)

NOTE: When proffers for conditional zoning or POD / Site Plan conditions of approval require landscape plan approval, the landscape plan is to be submitted after clearing rough site grading is completed and building construction has begun.

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 form 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 Landscape, Lighting, and Fence Plan

(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 **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. **Landscape, Lighting, and Fence Plan Checklist** (filled out completely by the firm or person(s) preparing the plans)
3. **Digital Plans** formatted to 24"x36" Standard Sheets in compliance with the rules and guidelines, as set forth in the Planning Document Submission Standards, will include:
- Site Plan, including site boundary and proposed topography (A copy of the approved grading plan may be attached in lieu of showing grades on the landscape plan.)
 - Minimum scale : 1" = 30'
 - Minimum letter size: 1/8"
 - Date of preparation/revision.
 - P.O.D. number on all sheets (upper right-hand corner).
 - Owner's name, zoning, and present use of adjacent tracts.
 - Zoning and Magisterial District of subject tract.
 - Location, width, and purpose of all utilities, easements, and loading areas.

- g. Location of all Chesapeake Bay Preservation Areas (RMA's and RPA's), SPA's, wetlands, floodplains, and mapped dam break inundation zones.
- h. Location of all water courses, elevation of all permanent water bodies, and water quality elevation for any BMP.
- i. Location, name, and right-of-way width of all streets.
- j. Required sight distance triangles and sight lines at all intersections with public right-of-ways
- k. Location of all wells and drainfields.
- l. Location of all required transitional buffers, proffered buffers, and tree protection areas.
- m. Conditions of approval or proffered conditions pertaining to provision of landscaping on the site.
- n. Location, materials, and height of any existing walls or fences.

4. Additional Requirements for all Landscape Plans:

- o Location of all existing and proposed plant materials, lawn, sod, and mulch areas
 - a. Plant list and legend (see format below) *
 - b. Size and location of all existing plant material to remain. (In accordance with approved Tree Protection Plan)
 - c. Planting, staking, guying details.
- o Landscape calculations
 - a. Proposed tree canopy calculations.
 - b. Native Species calculations. (Minimum 35% Native Species Required)
 - c. Interior greenspace calculations
 - d. Planting summary of existing and proposed plant material within required transitional and proffered buffers.
- o Additional information (if applicable)
 - a. Details on refuse area screening and fencing, including materials, colors, and height.
 - b. Details on mechanical area screening and fencing, including materials, colors, and height.
 - c. Location and details of proposed fences and walls.
 - d. Irrigation location if irrigation is provided. (Separate approval by Department of Public Utilities is required.)
 - e. Location of all light poles

PLANT LIST *

Symbol	Quantity	Botanical Name	Common Name	Height/Spread	Caliper	Root	Comments	Native Species	Tree Canopy Credit

5. Additional requirements for an Alternative Landscape Plan

Submit plan, detailed letter and supporting information as necessary that demonstrates all of the following:

- o The site size, configuration, topography, existence of utility or other easements, location of existing buildings on the site or other conditions that make strict compliance with the requirements of Article 5. Division 3. Landscaping and Tree Protection impractical.
- o The alternative landscaping is of similar quality, effectiveness, durability, and performance as is required by the standards in Article 5. Division 3. Landscaping and Tree Protection
- o The alternative landscaping is consistent with the purposes of Article 5. Division 3. Landscaping and Tree Protection, taking into account the number of plantings, the species, arrangement, and coverage proposed, the location of plantings on the development site, the level of screening achieved, and the height, spread and canopy of the proposed plantings at maturity.

6. Additional Requirements for all Lighting Plans:

- o Any conditions of approval of a development approval or permit pertaining to lighting on the site
- o Location, height, and design details of each exterior light fixture, including a description of the fixture shielding.
 - a. Catalogue cut sheets and materials on plan sheet,
 - b. Light source type and wattage/lumens
- o Point by Point Photometric plan showing average horizontal illuminance for site features is within the minimum and maximum foot candles (Sec. 24-5503)
 - a. Provide light level at lot lines and edge of all buildings
- o If deviations from the standards are requested, an Alternative Lighting Plan demonstrating compliance with the applicable criteria (Sec. 24-5506) must be submitted.

7. Additional requirements for all Alternative Lighting Plans

Submit plan, detailed letter and supporting information as necessary that demonstrates all of the following:

- The proposed lighting is appropriate for the protection of the subject land, development, and the public.
- If the requested lighting is greater than the maximum allowed by this division, the condition, location, or use of the land or if the history of activity in the area indicates the land or any materials stored or used on it are in significantly greater danger of theft or damage, or members of the public are at greater risk for harm than on surrounding land without the additional lighting.
- If the requested lighting is less than the minimum required by this division, the condition, location, or use of the land or the character of surrounding development indicates the purpose and intent of these regulations would be better served by reduced lighting.
- The proposed deviation from the standards, with any imposed conditions, will not have a significant adverse effect on neighboring lands.

8. Additional Requirements for all Fence Plans (including Walls and Hedges)

- Site plan showing location of fence, wall, or hedge and which identifies finished face for walls and fences.
- Construction detail of wall or fence, including construction materials, colors, and height.
- Plant list and planting details for hedges.
- If fence/wall height is proposed which exceeds height standards, the fence plan must be submitted with an alternative landscape plan.
 - a. Plantings must be provided to mitigate impact of proposed height.

9. Additional requirements for a Fence Plan Security Exemption

Submit plan, detailed letter and supporting information as necessary that demonstrates all of the following:

- Fence Plan and Details: The proposed deviation of the fence/wall height or materials, in accordance with section 24-5409, will alleviate an unusual danger of theft, damage, or significant hazard to public safety without adversely affecting the security, function, appearance or value of nearby property.
- The condition, location or use of the land, or the history of activity in the area, indicates the land or any materials stored or used on it are in significantly greater danger of theft or damage, or members of the public are at greater risk for harm than on surrounding land without the security exemption.
- The proposed deviation from the standards is the minimum required and, with any imposed conditions, will not have a significant adverse effect on the neighboring lands.
- The security plan is distinct from the landscape plan and lighting plan but may incorporate elements of each.

10. Additional requirements for Tree Removal Permit for Protected Tree

Reference Section 24-5313. Tree removal on an individual single-family lot is not subject to this standard.

- Letter detailing request and purpose of tree removal
- Plan detailing location, identification, and size (DBH) of tree(s) to be removed
- Plan detailing replacement and mitigation of protected tree(s) in accordance with Chapter 24 Section 24-5313.F of the County Code