



Minor Construction Plan Checklist

For Plan of Development, Site Plan, and Subdivision Plans
County of Henrico, Virginia
Department of Planning

Henrico Planning: www.henrico.gov/planning

Build Henrico: build.henrico.us

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

(Submissions for signature require the use of the Plans for Signature Form along with physical plans.)

SCOPE OF WORK AND PREAPPROVAL: The scope of work typically covered by this process involves small areas of construction for sites that are not subject to an active POD or Subdivision construction plan review process, must meet the criteria outlined below under Item 5.A, and requires preapproval prior to submittal.

Contact Planning at 804-501-4602 to coordinate pre-approval. Pre-approval granted: _____ / _____ / _____

Required Signatures: The signature of all 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 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 Minor Construction Plan Submittals

(To be completed by the 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. **Minor Construction Plan Checklist** (filled out completely).
- 3. **Scope of Work Cover Letter** (a letter clearly describing all proposed work.)
- 4. **Pre-Approval Documentation** (provided after the pre-submittal meeting)
- 5. **Digital Plans** formatted to 24"x36" Standard Sheet in compliance with the rules and guidelines found in Planning Document Submission Standards will include:
 - A. **The following must be noted on the first page of the plan:**
 - The plan proposes under 2500 SF of land disturbance. (The limits of disturbance must be clearly delineated.)
 - The plan proposes no changes to existing utilities.
 - The plan proposes no work within public drainage easements, utility easements, or public rights of way.
 - The plan proposes no work within Wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Areas (100-Year Floodplain), or Mapped Dam Break Inundation Zones.
 - The plan proposes no work which requires review required by VDOT or Health Department.

B. Additional requirements for a Minor Construction Plan:

- Proffers and Conditions (if applicable): Zoning Proffers, previous POD/Site Plan Conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions.
- Existing zoning, existing and proposed use(s).
- Existing and proposed conditions including property lines.
- Dimensional information, including required and proposed setbacks.
- Location of existing public utility easements and private utilities in the area of work.
- Location of drainage structures and public drainage easements.
- If an adjustment to an existing parking layout is proposed, then a dimensional parking lot layout should be provided including:
 - Construction and paving details
 - Width of aisles and drives, curb radii, sidewalks, and walkways
 - Location, type, and size of vehicular entrances to site and loading areas
 - Traffic lane markings, regulatory signs, and sight distance lines
 - Parking schedule to show the number of spaces required and provided, and basis for calculations
 - Angle and dimension of parking stalls and handicap accessible parking space
- Proposed areas of land disturbance, including demolition, proposed grading, areas of construction and tree protection.
- Construction details for proposed work.