



# Minor Subdivision Checklist

County of Henrico, Virginia

Department of Planning

Henrico Planning: [www.henrico.gov/planning](http://www.henrico.gov/planning)

Build Henrico: [build.henrico.us](http://build.henrico.us)

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

\*\*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/recordation require the use of the Plans for Signature Form along with physical plans that may require reduction to 16"x24" for recordation at the Courthouse.)

## Plan Type:

- Modifications to lot(s)/parcel(s)
- Can include vacation, consolidation, relocation, alteration, or adjustments of existing lot(s)/parcel(s)
  - Cannot** involve any changes to streets, easements, or utilities
  - Cannot** be utilized to create any additional lots/parcels
- POD/Site Plan-related Division/Adjustment
- Family Subdivision
- \*\*All existing and proposed lots meet the minimum road frontage requirement, and no construction plans are required

**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 Minor Subdivisions

(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. **Plan Checklist** (filled out completely by the firm or person(s) preparing the plans)
3. **Digital Plans** formatted to 24"x36" Standard Sheet in compliance with the rules and guidelines found in the Planning Document Submission Standards (*may require reduction to 16"x24" for recordation at courthouse*), will include the required information listed for:

### **Vacation, Relocation, Resubdivision, or Other Alteration of Individual Lots/Parcels:**

- Plat shall include: (All type must be legible)
  - Name of existing subdivision and associated reference blocks and lots (if applicable).
  - Subdivision Certificate with signatures from all owners of record and trustee/mortgage (if applicable) and notarized.
  - Source of Title
  - Magisterial District and County.
  - Date and Scale.
  - Name of person/firm who prepared plat.
- Engineer's or surveyor's seal and signature.
- The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
- 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.

- Names and locations of adjoining subdivisions or the names of owners and GPINs of adjoining parcels.
- 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.
- The exact location, alignment, or arrangement of all existing easements with a statement of any restrictions or limitations placed on their use.
- The exact location, alignment or arrangement and dimensions of all proposed lot lines.
- The numbering of all proposed lots, with total lot area (inclusive and exclusive of the Special Flood Hazard Area (100-year floodplain) labeled for each lot
- Location of Special Flood Hazard Area (100-year floodplain) if located on the property.
- Location of existing well and/or individual on-site sewage disposal systems, including reserve areas.
- Location of all existing structures on the property including setbacks to existing/proposed lot lines.

**Division of Lot/Parcel Pursuant to a Plan of Development or Site Plan:**

- Plat will include: (All type must be legible)
  - GPIN(s) of property involved.
  - Subdivision Certificate with signatures from all owners of record and trustee/mortgage (if applicable) and notarized.
  - Source of Title
  - Magisterial District and County.
  - Date and Scale.
  - Name of person/firm who prepared plat.
  - Engineer's or surveyor's seal and signature.
  - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
  - 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.
  - Names and locations of adjoining subdivisions or the names of owners and GPINs of adjoining parcels.
  - 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.
  - The exact location, alignment, or arrangement of all existing easements with a statement of any restrictions or limitations placed on their use.
  - The exact location, alignment or arrangement and dimensions of all proposed parcel/property lines.
  - Numbering/letter of each proposed parcel/property
  - Location of Special Flood Hazard Area (100-year floodplain) if located on the property.
  - Location of existing/proposed well and/or individual on-site sewage disposal systems, including reserve areas (if applicable).
  - Location of all existing structures on the property including setbacks to existing/proposed lot lines.
  - Location of parking and other site improvements including dumpster enclosures and sidewalks.

**Family Subdivision:**

- Certificate of Qualification for Family Subdivision required.**
- Plat will include: (all type must be legible)
  - Name of Family Subdivision, utilizing the last name of the current property owner, e.g. Smith Family Subdivision.
  - Subdivision Certificate with signatures from all owners of record and trustee/mortgage (if applicable) and notarized.
  - Source of Title
  - Magisterial District and County.
  - Date and Scale.
  - Name of person/firm who prepared plat.
  - Engineer's or surveyor's seal and signature.
  - The north point with magnetic bearing, or if true meridian is shown, the basis for its determination.
  - 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.
  - Names and locations of adjoining subdivisions or the names of owners and GPINs of adjoining parcels.
  - 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.
  - The exact location, alignment, or arrangement of all existing easements with a statement of any restrictions or limitations placed on their use.
  - The exact location, alignment or arrangement and dimensions of all proposed lot lines.
  - The numbering of all proposed lots, with total lot area (inclusive and exclusive of the Special Flood Hazard Area (100-year floodplain) labeled for each lot
  - Location of Special Flood Hazard Area (100-year floodplain) if located on the property.
  - Location of existing/proposed well and/or individual on-site sewage disposal systems, including reserve areas (if applicable).
  - Location of all existing structures on the property including setbacks to existing/proposed lot lines.