



POD and Site Plan Checklist

(including Construction and Minor Site Plans)

County of Henrico, Virginia Department of Planning

Henrico Planning: 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: POD Site Plan Master Plan Lighting Plan Included Schematic Landscape Plan Included

Construction Plan for Review

Minor Site Plan – Revision to approved POD/Site Plan construction plan –fee required

Revised POD/Site Plan - Revisions to a Previously Approved POD or Site Plan (previous approval within one year)- fee required
Provide Previously Approved Plan # _____

Re-submittal prior to Planning Director or Planning Commission Approval (not Plans for Signature)

(Submissions for signature require the use of the Plans for Signature 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/Landscape Architect certifies the application and plans contains the information as specified in this document, following the rules and guidelines set forth in **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 POD and Site Plans

(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. **POD and Site Plan Checklist** (filled out completely by the firm or person(s) preparing the plans)
- 3. **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.
- 4. **Digital Construction plans** with Standard POD/Site Plan Cover Sheet formatted to 24" x 36" sheets in compliance with the rules and guidelines as set forth in the Planning Document Submission Standards including the following:

POD or Site Plan Submission Additional Requirements

** **File Final Subdivision Application** in accordance with BH23 for all R-5A and Townhouse projects. All required information per the Final Subdivision application must be included on the construction plans.

- Architectural Plans, including floor plans** (if applicable) formatted to 24" x 36" sheets detailing
 - Elevations showing construction material for all exterior surfaces
 - Structure height, dimensions, and number of stories.
 - Information on color scheme is requested.
 - Floor plans with use of interior building spaces, access points, and loading areas labeled and dimensioned.
 - o Virginia Uniform Statewide Building Code Information:
 - Use group classification
 - Construction type

- Fire protection systems (sprinklers, alarms, standpipes)
- Urban Mixed-Use District/Planned Development District additional submittal requirements** (See page 3)
- Additional documentation** (if applicable)
 - Requests for Waivers or Alternatives as applicable

Minor Site Plan Submission Additional Requirements

- Letter detailing the requested changes on the plans**

Each POD or Site Plan must include the following to qualify as a complete initial submittal:

Departments of Planning and Building Inspections

- Index/Overall layout sheet for multiple page plan layout**
- Proffers and Conditions sheet**
- Site Layout Plan (minimum scale of 1" = 50', minimum letter size 1/8") to include:**
 - Existing zoning, existing and proposed use(s).
 - Dimensional information, including a complete boundary survey, net acreage calculations, required & proposed setbacks.
 - Dimensional parking lot layout including width of drive aisles and drives, sidewalks and walkways, angle and dimensional parking stalls, handicap accessible parking spaces and loading areas
 - Parking schedule to show the number of spaces required and provided, and basis for calculations
 - Designation of the number and location of required vehicular and bicycle parking spaces, access aisles, and driveways
 - Demonstration of compliance with ADA standards
 - Demonstrate the relation of the off-street parking facilities to the development they are designed to serve, including how the parking facilities coordinate with the vehicular, pedestrian, bicycle, and transit circulation systems for the development
 - An alternative parking plan, if alternatives to providing the minimum off-street parking spaces are proposed, demonstrating use of one or more of the following as required by the zoning ordinance:
 - Off-site parking (Sec. 24-5211)
 - On-street parking (Sec. 24-5212)
 - Deferred parking (Sec. 24-5213)
 - Valet and tandem parking (Sec. 24-5214)
 - Existing and proposed easements, drainage structures and utilities.
 - Location of dumpsters, HVAC and Mechanical equipment with proposed screening details.
 - 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.**
- Tree Protection Plan – in accordance with Section 24-5313 of the Zoning Ordinance, including the location of any required buffers, landscape strips or tree protection areas.**
- Lighting Plan – required in accordance with Chapter 24 Division 5.**
 - Fixture locations.
 - Fixture and pole details and manufacturer cut-sheets.
 - Fixture mounting heights, pole and fixture details, and manufacturer cut sheets.
 - Photometric Plan.
- Provide if applicable:**
 - **Layout sheet with metes and bounds**, if any subdivision or property line adjustments are proposed (for minor subdivision recordation)
 - **Schematic Landscape Plan** (optional unless site contains Proffered Buffers, Transitional Buffers, Overlay District, or Best Management Practices) - N/A (See #2, page 5)
 - **Multi-family data for apartments, townhouses, detached, semi-detached dwellings** - N/A (See #5, page 6)
 - **Commercial Center Data** - N/A (See #6, on page 6)
 - **For R-5A and RTH Projects:**
 - Buildable Area Plan (reference Final Plat Application for requirements)
 - Acreage Calculations, including Total Area, Area in Common Area, Area in Special Flood Hazard Area and Area in Dedicated Streets.
 - **Open Space Plan**
 - 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)
 - **Urban Mixed-Use District/Planned Development District Requirements** - N/A
 - **Master Plan, including the following information:**
 - Location of existing property lines, water courses or lakes, wooded areas, and existing roads within or adjoining the property.

- Approximate location of proposed streets and rights of way with indication of whether public or private.
- Typical street section for each proposed street type.
- Approximate location of recreation areas, common areas, open spaces, and areas dedicated to public use.
- Location of areas dedicated to public use.
- Approximate boundaries of each phase or land bay. For each Land Bay, a table showing the following:
 - Proposed uses.
 - Acreage of common area and open space.
 - Maximum number of dwelling units for residential units and density for residential areas.
- **CPTED Plan** – required for all 24-hour operations and additional uses specified by Section 24-5508 B.
- Square feet of floor space for office/commercial or office/service areas.
- Site/building coverage ratios.
- Parking, required and provided.
 - Schematic plan indicating phasing of the development and master water, sewer, and drainage plans.
 - Table of minimum lot widths and setbacks for all structures in the development.
- **Landscape Plan (Conceptual), including the following information:**
 - Tree and planting bed locations (i.e., tree well or planter, etc.).
 - Size of tree identified (i.e., large or medium, ornamental or street, etc.).
 - Sight distances.
 - Screening devices (i.e., walls, etc.).
 - Existing vegetation to remain.
 - Protected Trees
- **Lighting Plan, including the following information:**
 - Fixture locations.
 - Fixture and pole details and manufacturer cut-sheets.
 - Fixture mounting heights, pole and fixture details, and manufacturer cut sheets.
 - Photometric Plan.
- **Architectural information as previously stated on page 2.**

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.
- Queue lengths for drive up windows measured from the center of the last window for drive thru service.
- 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

- 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

Additional Requirements for Final Construction Plans for signature

Department of Planning

- Proffers and Conditions** (if applicable): Zoning Proffers, previous POD 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 their knowledge the plan complies with all known conditions.
- Site Layout Plans** (minimum scale 1" =50', minimum letter size 1/8") including following information:
 - Location map at a scale of not less than one-inch equals 2,000 feet with the location of the property clearly identified
 - North arrow, numeric scale, and graphic/bar scale on all sheets
 - Dates of plan preparation and/or plan revisions
 - Boundary survey with gross and net acreage of this site (net acreage excludes proposed right-of-way for road widening, public road dedication and flood plain areas.)
 - Owner's name, zoning, and present use of adjoining tracts (includes properties across street or alley)
 - Location, width, and names of all existing (or proposed) streets and water courses
 - Location of all utilities, drainage structures, and existing or proposed easements
 - Location, dimensions, and proposed uses of all buildings and structures. Label required and actual setbacks.
 - Dimensional parking lot layout 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
 - Angle and dimension of parking stalls and handicap accessible parking spaces
 - Location and type of trash disposal, including recycling, and screening details
 - Location, type, size, and height of fencing, retaining walls with guard rail systems, and buffer strips or landscape strips
 - Accessible routes connecting all site features, including but not limited to parking ramps, other buildings on the site, recreational facilities, swimming pools, public transportation stops
 - Location of existing structures to remain or be demolished
 - Phasing Plan, if proposed.
 - Location of construction trailers. If none are shown, a separate Temporary Use Permit review/approval process is required.
- Tree Protection Plan** prepared in accordance with Section 24-5313 of the Zoning Ordinance. 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
 - Canopy Coverage Calculations
- Open Space Plan**
 - Sufficient evidence that deed restrictions, covenants, or other legal instruments have been recorded (and referenced, if applicable) that ensure continued use of the land as open space and to provide for its management, operation, and maintenance
- Lighting Plan** 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.
 - Any conditions of approval of a development approval or permit pertaining to lighting on the site.
 - Location, height, and design details of each exterior light fixture, including a description of the fixture shielding and whether it meets DOE Energy Star requirements.
 - Catalogue cut sheets and materials on plan sheet.
 - Light Source type and wattage/lumens.
 - Outdoor light fixtures must meet DOE Energy Star requirements or be in the top 25 percent of efficiency for similar products.
 - Point by Point Photometric plan showing average horizontal illuminance for site features is with the minimum and maximum foot candles (sec.24-55503).
 - Provide light level at lot lines and edge of all buildings.
 - If deviations from the standards for security reasons are requested, a security plan demonstrating compliance with the applicable criteria (Sec. 24-5506) must be submitted.

- 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 POD/Site Plan approval – See Landscape Plan application for final landscape plan filing requirements and for timing of submission).** If submitted must include:
 - o 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, planting strips, or tree protection areas
 - Location and type of any Best Management Practices or Stormwater Detention Basins
 - Contoured grading plan to minimum 2' interval
 - o Conceptual design to include
 - Existing trees to remain, including description of the trees in the areas to be preserved, including transitional buffers and tree protection areas
 - 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 (see #9)
 - Proposed fencing or walls within buffers and easements
 - Proposed berms within buffers and easements

Building Inspections and Department of Planning:

- Multi-family data for apartments, townhouses, detached, semi-detached dwellings** (as applicable)
 - o Include the following calculations on the site plan:
 - gross site area, net site area (exclude public road dedication and flood plain)
 - total number of units and project density (units/net acre)
 - number of stories and number of bedroom units for each type of unit
 - parking required and provided
- Commercial Center Data** (as applicable)
 - o Include the following calculations on the site plan:
 - gross site area, net site area (exclude public road dedications and flood plain)
 - existing and proposed: gross floor area of buildings, gross leasable space, gross storage area
 - percentage of ground covered by buildings, interior, and exterior loading areas (Site Coverage)
 - o Provide a copy of existing maintenance agreements (i.e., joint access, easements, parking, etc.)

Department of Public Works

- 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:
 - o Site engineer's or land surveyor's seal and signature.
 - o 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.
 - o 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.
 - o Information necessary to demonstrate that land disturbance is the minimum necessary to provide for the proposed use or development.
 - o 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;
 - o Information necessary to demonstrate compliance with the requirements of the Chesapeake Bay Preservation Area (CBPA) program as described in Chapter 6.
 - o 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.
 - o 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.
- **Geographic Information System (GIS)**
 - Four (4) reference coordinate points tied to the Geodetic Control Network (GCN) with coordinates in the Virginia State Plane Coordinate System (distributed near the corners of the site).
 - All features shown on the plan must be drawn to scale and tied to the four reference points.
 - All County GIS monuments located within the site shall be identified.
- **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 Special Flood Hazard Area.
 - Location of FEMA 500-yr floodplain and/or FEMA floodway if located on the property.

Department of Public Utilities

- **Utility Plans - Water and Sewer**
 - Cover sheet requires engineer seal with original signature and date. All other sheets may have a facsimile signature and date.
 - Water and Sewer Plans designed in accordance with DPU Standards. Include the following forms in a DPU design folder or on the plans: Engineering Report, Sewer Design Form, Water System Flow Request, DPU Available Flow Response, Domestic Meter Sizing Form, Fire Flow Estimate Form, Local Review Program and Notice of Intent to Discharge Non-Domestic Wastewater.
 - Information Sheet for Water and Sewer Agreements shall be submitted directly to the Department of Public Utilities. Agreements shall be executed prior to authorization for construction of water and sewer facilities and approval of building permits.
 - Plans shall include the following information:
 - Location of all existing and proposed public water and sanitary sewer facilities including all pipe sizes, materials, grades and/or profiles as required by the DPU Standards Manual, and all proposed connections to County or other utility systems.
 - Standard size sheet, 24" x 36", with topographic map of sewer service area at a scale of 1" = 400'. 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 at a scale of 1" = 400' 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.
 - For phased projects, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.
 - 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
 - Location of existing and proposed private water and sewage treatment facilities including wells, water storage tanks, septic tanks and 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 Insurance Office Organization (ISO) fire flow computations for commercial, industrial, or multi-family development.
 - Provide hydraulic calculations that 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.