POD & Site Plan Review Process

County of Henrico, Virginia

Effective November 14, 2023 for all new plan applications. Refer to Legacy process effective September 1, 2021 for all applications that had an original submission prior to November 14, 2023.

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A Plan of Development (POD) or a Site Plan is a detailed engineering plan for proposed development projects that contains all of the essential details necessary to construct site improvements. The POD and Site Plan process is designed to provide a means by which the numerous reviews and recommendations of all applicable Henrico County, State and Federal agencies can be coordinated. This integrated process is managed by the Planning Department and coordinated with County and certain external agencies. County agencies involved with these reviews are committed to meeting the review deadlines. The County coordinates the review with agencies outside of the County to the maximum extent possible, but review timelines may be impacted by their requirements.

Henrico County utilizes an electronic land management system for all Planning related application submissions. For customers, the system is known as Build Henrico and is available at https://build.henrico.gov. The Quick Guide gives instruction on registering as a new user and the Full Customer Guide for help navigating and using the Customer Portal. For staff, the system is known as POSSE. The appropriate system name will be utilized where possible based on the applicable user. Electronic submission of all documents must comply with the document submission standards. Additional information can be found on the Build Henrico help page at Henrico.gov/build/help/.

I. PRE-APPLICATION CONFERENCE

Engineers/applicants submitting plans for development projects may request and participate in a pre-application conference prior to submitting a complete application for Plan of Development (POD) or site plan approval. The purpose of the conference is to provide an opportunity for the applicant to understand the submittal requirements and the procedures and standards applicable to an anticipated development application and receive preliminary staff feedback. The Development Review and Design Division is responsible for administrating the POD/Site Plan process and coordination of the pre-application conference. This process is intended for projects that are appropriately zoned for the intended use. For applications requiring a zoning map amendment, a pre-application conference may be scheduled with the Comprehensive PlanningDivision.

A pre-application conference is an optional process which precedes the formal submission of any plans for review. There is no fee for the meeting/conference. This brief review by applicable Countyagencies should not be considered an alternative to the Concept Plan review, as it will be specifically for process and submittal requirements and not for a technical plan review.

Submissions received by Friday are scheduled for the following Thursday's Staff/Developer agendas,with an allocated 15-minute meeting period, subject to availability in the schedule. All Staff/Developer meetings occur virtually, and staff provides confirmation prior to the meeting date.

The following processes are eligible for such:

- Plan of Development
- Site Plan
- Tree Removal Permit
- Subdivision - Preliminary Plat
- Subdivision - Final Plat
- Minor Subdivision

A. Application

The applicant submits the POD/Site Plan/Subdivision Pre-Application Conference request form online and available on the Planning Department website. This application is **not** to be submitted through the Build Henrico Customer Portal.

B. Routing

Once submitted, the form is emailed directly to the appropriate individuals within the Development Review and Design Division in the Planning Department. The submission is verified for appropriate processing of the request and assigned to a planner. The request is added to the following week's Staff/Developer Agenda and the assigned planner emails the request to the other review agencies' applicable contacts with the applicable Staff/Developer date as the comment due date.

C. Staff/Developer Meeting

The review agency comments are discussed with the applicant during the scheduled meeting. As noted above, the purpose of the meeting is to convey the applicable submittal requirements and the associated procedures and standards for the anticipated development application. No written documentation of comments will be provided. Discussions in this meeting are intendedto facilitate the process and are not binding on the County. Processing times for review of development plans do not begin until a complete application is submitted.

II. CONCEPT PLAN

Engineers/applicants submitting plans for major development projects and projects involving undeveloped property are strongly encouraged to submit plans for Concept Plan review prior to submitting a complete application for Plan of Development (POD) or Site Plan approval.

A. Application

Applicant submits Concept Plan application package via the Build Henrico Customer Portal. Electronic submission of all documents and plans is required, in accordance with the Planning Document Submission Standards, including the Planning Application Signature Form, Concept Plan Application Checklist, the proposed Site/POD plan, architectural plans (if provided), and a Traffic Study (if applicable). There is no filing deadline, minimum submission requirements of technical content, or review fee for Concept Plan applications.

Traffic Study

- If rezoning is necessary, a traffic impact analysis may be required depending on trip generation.
- If the proposed development will generate more than 4,000 trips per weekday, a traffic study will be required by the County.
- Should it be determined that a Traffic Study is required to be submitted with a POD, Site Plan or Subdivision for approval, the study will be required with the initial application submitted.
- Developments generating less than 4,000 trips per weekday may require a traffic study by the County prior to plan review. Contact Public Works – Traffic Engineering prior to submitting any plans.

B. Completeness Check - Application Completeness

Planning Intake Team reviews submission to ensure all required data fields/information are correctly completed and required application documents and signatures are provided.

C. Scheduling of Conference

The Staff/Developer conference will be scheduled for the first available Staff/Developer meeting following the receipt of review comments as outlined below.

D. Referrals

The Development Review and Design (DRD) Division of Planning distributes the plans electronically (referrals) in POSSE to all review agencies within 2 business days of receipt of a complete application by County.

Plan Distribution

- Division of Fire
- Department of Building Construction and Inspections
- Division of Police
- Department of Planning, Review Planner
- Department of Public Works, Design Division
- Department of Public Works, Environmental Services Division
- Department of Public Works, Traffic Engineering Division
- Department of Public Utilities
- Department of Recreation and Parks
- Virginia Department of Transportation (VDOT)
- State Health Department (if individual well and/or on-site sewage disposal system)
- School Administration (if residential in nature)
- Dominion Energy

E. Review Comments

Comments by review agencies will be uploaded into POSSE by the review agencies within 12 business days from receipt of the plans, beginning the first business day after submission to the County. The comment due date is noted in the referral. The applicant will receive an automated email from Build Henrico as each Agency's comments are available. A referral summary will be uploaded by the Planning the next businessday.

F. Staff/Developer Conferences

Staff/Developer conferences are held virtually every Thursday. Attendance is required at the meetings for departmental staff which have comments and recommendations on the applicant's plans. Agencies such as Police and Fire, which have limited staff devoted to plan review, if unable to attend, will confer with the case planner prior to the Staff/Developer conference to review comments in detail. The Planner responsible for coordinating the review of the plans will notify the responsible Department staff if significant changes are made to the plans which affect safety.

- Staff/Developer conference is typically scheduled for a minimum of 30 minutes.
- Reviewers provide an opportunity for the property owner, representative, engineer, surveyor, landscape architect, or other attendees to discuss any comments generated during plan review.
- Following the meeting, Planning staff documents final comments and uploads an annotated staff plan to POSSE.

III. PLAN OF DEVELOPMENT OR SITE PLAN

The POD and Site Plan process is designed to provide a means by which the reviews and recommendations of all agencies can be coordinated. The County Code establishes the procedure forreview of, and decisions on POD/Site Plan applications by the Director of Planning.

POD review and approval is required for the following proposed development:

- Residential development in the R-5A, R-5, R-6, and RTH districts, and Mixed Use and PlannedDevelopment districts consisting of 50 or more dwelling units;

- Nonresidential development having a gross floor area of 65,000 square feet or more; or
- Development for which POD approval is required by Article 4: Use Regulations, of the Zoning Ordinance.

Development for which POD approval is not required still requires approval of Site Plan under the Zoning Ordinance unless a specific exemption applies. Exempted development includes construction of or alterations to individual single-family dwellings; alterations to the interior of a building with no increase in the gross floor area and no change of use that would impact design standards, off-street parking, landscaping, buffers, or other development standards; and development limited to activities requiring approval of a sign permit.

A Minor Site Plan may be submitted for revisions to an active construction plan process, or for plans subject to previous approval. Refer to Section IV I. for further information.

If the application will include the creation of new parcel/property lines or adjustment to existing parcel/property lines, a layout sheet with metes and bounds should be included within the plan set for review and approval as part of the POD, Site Plan, or Minor Site Plan. The inclusion of such will allow for simultaneous review of a Minor Subdivision and eliminate an additional separate Minor Subdivision review and approval process, as all parcel/property line adjustments require review andapproval by the Department of Planning, prior to recordation.

A. Application

Engineer submits completed POD or Site Plan application package via the Build Henrico Customer Portal. Electronic submission of all documents and plans is required, in accordance with the Planning Document Submission Standards, by the monthly deadline on the POD, Site Plan and Subdivision Review schedule (https://henrico.gov/planning/pod-site-plan-and-subdivision-review-schedule/).

Plans submitted ahead of the filing deadline are reviewed for acceptance as they are submitted. As soon as the submission is received by Planning, the documents are reviewed for intake by Planning, DPU, and DPW. The intake review is typically complete within 3 business days. If the submission is deemed complete, the documents are referred to agencies for review and scheduled for a Staff/Developer meeting.

- **POD:** Electronic submission of all documents and plans, in accordance with document standards, is required, including a completed Planning Application Signature Form, POD and Site Plan Application Checklist with all required items, Filing Fee, POD plans, architectural drawings (if applicable), and a Traffic Study (if required). Requests for interpretations, waivers, or alternatives (if known), should be submitted at this time.
- **Site Plan:** Electronic submission of all documents and plans, in accordance with document standards, is required including a completed Planning Application Signature Form, POD and Site Plan Application Checklist with all required items, Filing Fee, Site Plans, architectural drawings (if applicable), and a Traffic Study (if required). Requests for interpretations, waivers, or alternatives (if known) should be submitted at this time.
- **Minor Site Plan:** POD: Electronic submission of all documents and plans, in accordance with document standards, is required, including a completed Planning Application Signature Form, POD and Site Plan Application Checklist with all required items, Filing Fee, POD plans, architectural drawings (if applicable), and a Traffic Study (if required). Requests for interpretations, waivers, or alternatives (if known), should be submitted at this time. Refer to Section IV. I. for processing.

B. Completeness Check – Application Completeness

Planning Intake Team reviews submission to ensure all required data fields/information are correctly completed and required application documents and signatures are provided in addition to fees paid. Project reference numbers and Project name are assigned. Team determines if application will be accepted into the system for initial intake review. If there are outstanding items needed, the information needed is transmitted to applicant via POSSE, which includes an automated email from Build Henrico.

C. Initial Review – Plan Completeness

Once there are no outstanding items for the completeness check, Planning facilitates an internal plan completeness check via a review team. The Review Team, consisting of designated Planning, Public Works and Public Utilities staff, will review plans within 2 business days (Tuesday following the Friday deadline) to determine if plans are complete based on the application checklist provided to the engineer.

- Principal Planner in Planning Department's Development Review and Design Division will make final determination regarding which plans are acceptable for further review. In the absence of the Principal Planner, the designated Planner IV in the Planning Department's Development Review and Design Division will make the final determination.
- Incomplete plans will not be referred for review via POSSE until all application requirements are complete. The Planning Department will notify the applicant/engineer/owner via POSSE and email if the plan submission was found to be complete, or if deficiencies in the application will not allow review to proceed without submission of additional information. Complete applications will be scheduled for a Staff/Developer conference.
- Review Team schedules plans for Staff/Developer conference ensuring, to the extent possible, that the County's review staff is provided at least 10 business days to completereviews. Staff/developer conference is typically scheduled for a minimum of 30 minutes. Projects which include review of a Traffic Study will require up to 20 business days to review, beginning the first business day after submission to the County.
- Plans accepted for review are distributed by the Thursday following the application deadline for the first Staff/Developer date. All other plans are routed based on their acceptance and scheduled for the appropriate related Staff/Developer date.
- Preliminary Staff/Developer agendas are routed for coordination with reviewers and applicants, and final Staff/Developer agendas are distributed to staff and applicants weekly on the Friday prior to the Thursday meeting.
- Preliminary Director's Agenda is prepared by the Department of Planning and posted on the County Website approximately 3.5 weeks following the filing deadline. Public notification for POD's, and Site Plans at the discretion of the Director, are mailed to adjoining property owners to allow citizen input and answer questions during the review of the plans.

D. Referrals

After the applicant completes all submission requirements, the Development Review and Design (DRD) Division of Planning distributes the plans electronically (referral) via POSSE to all review agencies.

Plan Distribution

- Division of Fire
- Department of Building Construction and Inspections
- Division of Police
- Department of Planning, Property Numbering
- Department of Planning, Review Planner
- Department of Public Works, Design Division
- Department of Public Works, Environmental Service Division
- Department of Public Works, Traffic Engineering Division
- Department of Public Works, Construction Division
- Department of Public Utilities

- Department of Recreation and Parks
- Virginia Department of Transportation (VDOT)
- State Health Department (if well and/or on-site sewage disposal system)
- School Administration (if residential development is proposed)
- Dominion Energy

E. Review Comments

Review comments and departmental recommendation regarding approval are transmitted to the applicant via Build Henrico.

- Review agencies upload comments into POSSE by the comment deadline noted in the referral.
- The applicant will receive an automated email from Build Henrico as each agency's comments are available. The email will provide a link to the applicable comments and also to comments for the overall project.
- A referral summary will be entered into POSSE by Planning the following business day and the applicant will receive an automated email via Build Henrico when posted.
- The engineer should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the Staff/Developer conference. The engineer is encouraged to make appointments with responsible review staff.
- Requests for interpretations, waivers, or exceptions, generated by staff comments, should be submitted no later than the Staff/Developer conference.
- If concurrence is provided by the Planner and the agency reviewer, electronic pdfs may be used occasionally as informal submittals by email to consider specific project details. Informal PDF submittals are intended for details which pertain to one review agency, and when allowed, must be incorporated in subsequent formal submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers.

F. Staff/Developer Conferences

Staff/Developer conferences are held virtually every Thursday. Attendance is required at the meetings for departmental staff which have comments and recommendations on the applicant'splans. Agencies such as Police and Fire, which have limited staff devoted to plan review, if unable to attend, will confer with the case Planner prior to the Staff/Developer conference to review comments in detail. The Planner responsible for coordinating the review of the plans will notify the responsible Department staff if significant changes are made to the plans which affect safety. A Staff/Developer conference will not be scheduled for Minor Site Plans, unless specifically requested by the applicant.

- Staff/Developer conference is typically scheduled for a minimum of 30 minutes.
- Reviewers provide an opportunity for the property owner, representative, engineer, surveyor, landscape architect, or other attendees to discuss any comments generated during plan review.
- A summary of agreements reached and further steps to be taken by each participant are discussed at the end of the meeting. Coordination issues resolved at the meeting are noted. The Planning Department documents and coordinates final comments. Decisions on substantive matters (i.e., waivers, exceptions, etc.) decided after the meeting by review agencies are communicated to the Planner and the applicant by the review agency. Follow-up meetings are scheduled as necessary.
- Review of revised plans, or additional information submitted, to resolve any remaining issues is coordinated by Planning.
- A POD/Site Plan is annotated by staff for approval by the Director of Planning.

G. Plan of Development or Site Plan Approval

The Director of Planning shall act on a POD or Site Plan application within 60 days of submissionof a complete application, in accordance with the Henrico County Zoning Ordinance, unless the applicant requests an extension of time or unless additional time is necessary for a state agencyor public authority authorized to review the plan.

- A final Director's agenda is prepared for action by the Director following the close of the citizen comment period.
- Following action by the Director of Planning on the application, a letter detailing the Director of Planning's action (approval, deferral, denial) is emailed to the property owner/developer and the engineer. Notice of the availability of copies of the approved plan upon request is mailed to the engineer with the approval letter. The Director's action will be noted on the plan. A copy of the POD or Site Plan is placed in the file/uploaded in POSSE with the Director's action noted on the plan.

For applications requiring Planning Commission action, the case will be placed on the Planning Commission's evening meeting agenda. Should Planning Commission approval be required the following steps are required:

- The Planning Commission holds a monthly public hearing, as shown per the Planning Commission's meeting schedule (generally on the first Thursday after the second Wednesday of every month) at 7:00 pm on all Development applications. At this meeting, action will be taken to approve, defer or deny the application.
- Notice letters are sent out at least eight calendar days prior to the Planning Commission meeting to all adjoining property owners based on the tax records and the list prepared by the Planning staff.
- The final agenda is prepared approximately 2 weeks prior to the Planning Commission meeting, including reduced sets of plans with staff comments.
- Revised plans are accepted for the Planning Commission meeting until 4:00 p.m. on the Friday before the Planning Commission meeting. Revised plans are routed to review agencies as soon as possible upon receipt, for comment prior to the Planning Commission hearing.
- Request for placement on the Planning Commission's Expedited Agenda are accepted until the Tuesday before the meeting.
- Following Planning Commission action, a letter detailing the Planning Commission's action (approval, deferral, denial) is emailed to the property owner/developer and the engineer. Notice of the availability of copies of the annotated POD plan upon request is mailed to the engineer with the approval letter. A copy of the POD/Site Plan staff plan is placed in the file with the action noted and uploaded to POSSE.

IV. POD CONSTRUCTION PLANS FOR REVIEW AND SIGNATURE

If the POD or Site Plan is approved, the engineer prepares the construction plans for submittal for final approval and signature.

A. Application

Engineer submits Construction plans for review and/or signature via the Build Henrico Customer Portal. Electronic submission of all documents and plans is required, in accordance with the Planning Document Submission Standards, including the Planning Application Signature Form signed by the engineer, the Plan of Development and Site Plan Checklist form, a written letter that clearly identifies all changes to the plans since the last submission, and a written response to previous review comments that clearly indicates how and where each comment was addressed must be included.

B. Completeness Check - Application Completeness

Planning Intake Team reviews submission to ensure all required data fields/information are correctly completed and required application documents, including a response to comments letter and signature document are provided. If there are outstanding items needed, the information needed is transmitted to applicant via Build Henrico and email.

C. Referrals

Once the application is complete, the Development Review and Design (DRD) Division of Planning distributes the plans electronically (referrals) in POSSE to all review agencies within 2 business days of receipt by County.

Plan Distribution

- Department of Building Construction and Inspections
- Division of Fire
- Department of Planning
- Department of Planning, Property Numbering
- Department of Public Works, Design Division
- Department of Public Works, Environmental Services Division
- Department of Public Works, Division of Traffic Engineering
- Department of Public Works, Construction Division
- Department of Public Utilities
- Virginia Department of Transportation (VDOT)
- Division of Police
- State Health Department (if well and/or on-site sewage disposal system)

D. Review Comments

Review comments and departmental recommendation regarding approval are transmitted to the applicant via Build Henrico.

- County staff will provide review comments to the engineer/surveyor/landscape architect and owner, within 12 business days, beginning the first business day after submission to the County via Build Henrico, and indicate the revisions required to proceed with the signature process. The POSSE entries shall be completed by each agency. The applicant will receive an automated email from Build Henrico as each agency's comments are provided.
- Planning will coordinate with the Health Department, if necessary, for projects without public water and sewer.
- The Department of Public Works will coordinate VDOT comments and approve the planafter the plan is accepted by VDOT.
- Review agencies shall indicate when they have no comments. All agencies shall indicate whether revised plans for additional review are required, or whether plans for final signature may be submitted upon notice by the Planning Department.
- The Planning Department will provide a referral summary via Build Henrico the next business day after review comments are completed to notify the applicant of the next required step.

- If concurrence is provided by the Planner and the agency reviewer, electronic pdfs by email may be used occasionally as informal submittals to consider specific project details. Informal pdf submittals are intended for details which pertain to one review agency, and when allowed, must be incorporated in subsequent formal submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers.

E. Re-submittal of Plans

Re-submittals are routed as they are submitted and will be reviewed within 12 business days.

- All re-submittals shall be submitted via the Build Henrico Customer Portal and are required to include the Plan of Development and Site Plan Construction Plans checklist form, a written letter that clearly identifies all changes to the plans since the last submission and a written response to previous review comments that clearly indicates how and where each comment was addressed.
- The Department of Planning will distribute the plans via POSSE to all review agencies.
- County staff will provide review comments via POSSE to the engineer/surveyor/landscape architect and owner, within 12 business days, beginning the first business day after submission to the County, and the applicant will receive an automated email from Build Henrico as each agency's comments are uploaded.
- A referral summary will be updated by Planning the next business day after completion of comments detailing next steps and provided to the applicant via an automated email from Build Henrico.

F. Approval

The Planning Department, on behalf of all agencies, will notify the applicant if final plans for signature may be submitted for signature, or if an additional submission for review is required. If the submittal is responsive to all conditions of approval, proffers, annotations on the plan, and technical requirements, then the Department of Planning, the Department of Public Works and the Department of Public Utilities will proceed with the signature process in accordance with Item IV. H below.

G. Interim Approvals and Partial Permits

Prior to signature of Final Construction plans, an applicant may apply for partial approvals. If a Virginia Pollutant Discharge Elimination System (VPDES) permit is required, the permit must be issued prior to any partial approvals.

Clearing and Grubbing

The scope of work proposed in a Clearing and Grubbing plan must be limited to the removal of vegetation, installation of erosion and sediment control measures, and installation of tree protection measures. It may also include removal of the root debris associated with the removedvegetation and grading. A Clearing and Grubbing Plan cannot include work such as installation of storm sewer and/or utilities.

Prior to POD or Site Plan Construction Plan Approval

Authorization to clear and grub a site prior to POD or Site Plan Construction Plan approval maybe obtained provided all of the following conditions are met:

- The Director of Planning has approved the POD or Site Plan
- All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States and/or wetlands have been submitted to DPW.
- Off-site drainage easements have been recorded.
- A clearing and grubbing plan, including tree protection measures, has been submitted toand approved by DPW and Planning
- A stormwater management (SWM) plan has been submitted to and approved by DPW and Planning (in those cases where a VPDES permit is required)

- A VPDES permit has been issued by the Virginia Department of Environmental Quality (in those cases where a VPDES permit is required)
- A Preconstruction meeting has been conducted with the Environmental Inspector, the Developer, and the Contractor in attendance. The Planning Inspector will attend if tree protection measures are required.

Application

The engineer prepares the Clearing and Grubbing Plan for submittal to the County for review. Clearing and Grubbing Plans must be prepared by a licensed Engineer or Class B Surveyor. The applicant submits a plan via the Build Henrico Customer Portal. Electronic submission of all documents and plans is required, in accordance with the Planning Document Submission Standards, including the Planning Application Signature Form signed by the engineer, the Plan of Development, Site Plan and Subdivision Clearing and Grubbing Plan checklist, and, if the submittal is a resubmittal of a previously reviewed Clearing and Grubbing Plan, a written letter which clearly identifies all changes to the plan since the last submission and a written response to all review comments that clearly indicates how and where each comment was addressed.

Completeness Check and Referral

Planning Intake Team reviews submission to ensure all required data fields/information are correctly completed and required application documents and signatures are provided. The Planning Department, within 2 business days, will distribute the plans via POSSE to Public Works – Design, Traffic Engineering, Environmental Services Divisions, Public Utilities, and Planning for review.

The Engineer is responsible for submitting plans to VDOT if work in VDOT ROW is proposed or stormwater is discharged to VDOT ROW. The Department of Public Works will coordinate VDOTcomments.

Review

County staff will provide review comments via Build Henrico within 12 business days, beginning the first business day after submission to the County, to the engineer/surveyor/landscape architect, and owner which indicates the revisions required to proceed with the signature process. POSSE entries shall be completed by each agency and the applicant will receive an automated email as each agency's comment is uploaded.

If concurrence is provided by the Planner and the agency reviewer, electronic pdfs by email may be used occasionally as informal submittals to consider specific project details. Informal pdf submittals are intended for details which pertain to one review agency, and when allowed, must be incorporated in subsequent formal submittals. Responses to pdf details will be provided as quickly as possible by agency reviewers.

All agencies shall indicate when they have no comments. whether revised plans for additional review are required, or whether plans for final signature may be submitted upon notice by the Planning Department.

A referral summary will be provided by the Planner via Build Henrico the next business day detailing the next step in the process.

Clearing and Grubbing Plans for Signature

When all requirements of Planning, Public Works, and Public Utilities are satisfied, the Planning Department shall notify the applicant that plans can be submitted for signature along with the Plans for Signature or Recordation Form.

The submission for clearing and grubbing plans for signature is a two-part process. Both parts must be completed prior to the County's initiation of the signature process.

- A minimum of 6 sets of paper plans and the Plans for Signature or Recordation Form should be submitted for signature purposes to the Permit Center. The cover sheet of each set for final signature must have an original signature and date on the Engineer's seal.

- A PDF copy of the signed and sealed plan and the signature form must be uploaded via the Build Henrico Customer Portal, in accordance with the Planning Document Submission Standards. This electronic plan set must match exactly the provided paper set.

Once signed, a Preconstruction Meeting will be conducted, and signed plans will be distributed as follows:

- Public Works (2 sets)
- Planning (electronic)
- Public Utilities (1 set)
- Developer/Engineer/Contractor (3 sets)

Once plans have returned from pre-construction meeting, DPW-Design is responsible for the updating of the final construction plan in POSSE and uploading of the fully completed pre-construction form into POSSE. **Since the applicant will have supplied the document at the time of submission, only the cover sheet will require scanning and subsequent substitution within the provided document.** Once this process is complete, an email stating the fully scanned plan and completed pre-construction form are available should be sent to Planning and DPU notifying them of its availability within POSSE. The same responsibility for updating POSSE documentation applies if the plan does not require a pre-construction meeting.

Partial Building Permits

If the Final Construction Plans for signature are ready for final signature prior to approval of all the administrative documents, a standard review and signature process will be followed. Under the standard process, plans will be signed when all administrative documents (except Water & Sewer Agreements) have been approved and all agencies have notified the Planning Department that the plans may be signed. Administrative documents will be submitted directly to the appropriate department for review prior to submission of final construction plans for signature.(Proceed to Section IV. E.)

While the final construction plans or the administrative documents are pending, partial buildingpermits may be requested in writing from the Building Official as follows:

Footings and Foundations Permit

"Footings and Foundations" Permit may be requested from the Building Official after the following conditions are met:

- The Director of Planning has approved the POD or Site Plan.
- All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States and/or wetlands have been submitted to DPW.
- Off-site drainage easements have been approved.
- A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning.

Partial plumbing, electrical and fire protection permits may be requested for groundwork. Provide plumbing, electrical and fire protection groundwork plans if these partial permits are desired.

Structural Framing Permit

"Structural Framing" Permit may be requested from the Building Official after the following conditions are met:

- The Director of Planning has approved the POD or Site Plan.
- All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States and/or wetlands have been submitted to DPW.
- Off-site drainage easements have been approved.

- A clearing and grubbing plan, including tree protection measures, has been submitted toand approved by DPW and Planning.
- Utility plans and Water and Sewer Agreements have been approved by DPU.

Installation of the plumbing, electrical, mechanical and fire protection systems may also proceed, provided the electrical, plumbing, mechanical, and fire protection permits have been approved. Additional permits may be obtained when all administrative documents have been fully approved.

H. POD/Site Plan Construction Plan Signature Process

When all technical requirements are satisfied and all departments have notified the Department of Planning that plans are ready for signature, the Planning Department notifies the Applicant that plans for final signature may be submitted. The Department of Planning, the Department of Public Works and the Department of Public Utilities will then proceed with the signature process upon receipt of the plans and the Plans for Signature or Recordation Form to the Permit Center for the signature process.

Application

The submission for construction plans for signature is a two-part process. Both parts must be completed prior to the County's initiation of the signature process.

- A minimum of 10 sets of paper plans and the Plans for Signature or Recordation Form should be submitted for signature purposes to the Permit Center. The cover sheet of each set for final signature must have an original signature and date on the Engineer's seal.
- A PDF copy of the signed and sealed plan and the signature form must be uploaded via the Build Henrico Customer Portal, in accordance with the Planning Document Submission Standards. This electronic plan set must match exactly the provided paper set.

  **The applicant will receive 4 signed copies of the approved plan of which 2 will go to the Utility Contractor. Additional sets may be submitted if the applicant needs additional signed sets returned.

Plans which do not include/require Public Utilities approval:

If the Department of Public Utilities does not need to sign the final plan, DPU's review comment letter/tech memo will contain a statement indicating that 5 sets of plans for signature may be submitted in lieu of at least 10 sets. Both the digital plans and paper plans must have the Utility approval block marked out with a large "X" through the entire approval block. The Department of Public Works will distribute, via pick-up receptacles in the Permit Center, 1 set to the Department of Public Utilities.

Signature Process

It is anticipated that all plans will be signed within 6 business days; however, this timeframe can be impacted by the issuance of the Virginia Pollutant Discharge Elimination System-General Construction Permit (VPDES or GCP), from the Virginia Department of Environmental Quality (DEQ). Applicants who have addressed all comments and met all technical requirements, and certify on the Plans for Signature Application that, except for Water and Sewer Agreements, all other required administrative documents have been approved, including but not limited to the following, will be eligible for the Signature Process:

- Off-site Easement Plats
- E&S Bonds and Agreements
- Authorization from state and/or federal regulatory agencies for impacts to the Waters of the United States and/or wetlands
- BMP / SWM Maintenance Agreements

- Funds to be escrowed.
- Maintenance Agreements for placement of items within the right-of-way
- Proof of purchase of offsite nutrient credit purchases
- Construction permits from VDH and DEQ for water and sewer if required.
- A signed copy of the General Permit for Discharges of Stormwater from Construction Activities (VAR10) Registration Statement
- *A*ny fees required for issuance of the General Construction Permit (GCP), in the form of cash or check made payable to Henrico County
- The appropriate, completed tab to be inserted into the Stormwater Pollution Prevention Plan binder, uploaded as an application document to Build Henrico

Planning will sign 10 or more sets within 2 business days of receipt of the plans, enter the POSSE information and deliver them to Public Utilities.

- Planning shall affix a sticker to the plans indicating the applicable POSSE Job number, provide a pre-construction form with the plans, enter the relevant POSSE information, and indicate on the pre-construction form if the Planning Inspector needs to attend the pre-construction meeting. The completed pre-construction form will be scanned and uploaded to POSSE by Planning for the specific Job.
- Planning will complete the related POSSE activities when finished signing the plans.
- If the Department of Public Utilities does not need to sign the final plan, and 5 sets of plans for signature have been submitted in lieu of 10 with the Utility approval block marked through with a "X", and forward the plans to the Department of Public Works.

Public Utilities will sign 10 sets within 2 business days and deliver them to Public Works.

- Public Utilities will complete the DPU portion of the preconstruction form.
- DPU will complete the related POSSE activities when finished signing the plans.

Public Works will process the GCP fees, upload the Registration Statement information into the Virginia Department of Environmental Quality (DEQ) Online Permitting System, and insert the appropriate tabs into the SWPPP binder within 2 business days, once the Design Engineer has signed the plans.

Once the Department of Public Works has received a notice of permit coverage letter from DEQ for the project (see ** note below), they will:

- Sign the provided 5/10 sets,
- Complete the related POSSE activities when finished signing the plans,
- Notify Planning that the plans have been approved by providing a scanned completed pre-construction form,
- Send 8 sets to the Public Works Environmental Inspector to hold a preconstruction conference, and
- Send 2 sets to Public Utilities within 2 business days.
- **DEQ has stated that the permit will be issued in "no less than 24 hours" after they have received the uploaded correct information.
- Public Works will notify the engineer that a pre-construction meeting may be scheduled within 3 business days after the plans have been signed. (A joint preconstruction conference may be scheduled with DPW and DPU if the Water and Sewer Agreements have been executed.)

Planning will prepare and email the approval letter.

- The date of approval shall be the date of signature by the Director of Public Works.
- The approval letter sent by the Department of Planning will include comments and requirements imposed by the Department of Planning or Planning Commission, the Department of Public Works, and the Department of Public Utilities.
- The approval letter will indicate that site grading may proceed after a preconstruction conference has been held with Public Works.
- The approval letter will state that the Department of Public Utilities will authorize construction of water and sewer by separate letter, and that utility work may proceed after a preconstruction conference is held with Public Utilities. (A joint preconstruction conference may be scheduled with both DPW and DPU if the Water and Sewer Agreements have been executed.)

Preconstruction Meeting

On-site Pre-construction Conference - Public Works / Planning / Public Utilities

The owner's contractor contacts the Environmental Services Division of DPW to schedule an "on-site pre-construction meeting". The Environmental Services Division will coordinate with Public Works, Construction Division, and the Planning and Public Utilities Inspectors as necessary.

- The Environmental Inspector and the DEQ Certified Responsible Land Disturber (RLD) will co-sign the plans.
- Co-signed Construction Plans are distributed to the applicant at this time. Three sets of plans for a Public Utilities preconstruction meeting are withheld if a joint DPW/DPU pre-construction conference is not held.
- The pre-construction date is entered in POSSE by DPW. The bottom portion of the pre-construction form is completed.
- The Environmental Services Division of DPW sends 3 sets of plans and the pre-construction distribution form to the Department of Public Utilities for the DPU pre-construction meeting. The Environmental Inspector will indicate on the pre-construction form if he needs to attend the Utilities Pre-construction meeting. The pre-construction meeting may be scheduled once the Water and Sewer Agreements have been approved. An authorization to proceed with utility work letter will be sent to the Owner and Engineer by Public Utilities once the Water and Sewer Agreements have been executed and the utility pre-construction meeting has been held.

On-site Pre-construction Conference-Public Utilities

The owner's contractor contacts the DPU Construction Division to schedule a pre-construction meeting at least 2 business days prior to the desired meeting.

- If required, as noted on the pre-construction form, the owner's contractor shall have the Environmental Services Division of DPW attend the meeting. Two sets of approved construction plans will be delivered to the contractor at this meeting.
- The Department of Public Utilities will enter the pre-construction date into the POSSE system and send the authorization to proceed with utility work letter.

Construction Plan Distribution

After the preconstruction conference, Public Works will distribute the plans to Public Utilities for the utility preconstruction meeting, and to other required agencies via pick-up receptacles in the Permit Center.

If no pre-construction meeting is required by Public Works, Public Works will send 2 sets of plans to Planning and sends 6 sets to the Department of Public Utilities. Planning distributes 2 sets to the Engineer with the approval letter.

Planning – electronic only

Public Works (4 total)

- (1) Engineering Division
- (1) Design Division for Scanning

For Distribution by Public Works

- (2) Developer
  - (1) Engineer
  - (1) Developer/Owner's Copy

Public Utilities (6 total)*

*(1) set only if Public Utilities is not part of approval

- (1) Public Information
- (2) Construction Inspection
- (1) Backflow Technician

For Distribution by Public Utilities

- (2) Utility Contractor

Once plans have returned from pre-construction meeting, DPW Design is responsible for the updating of the final construction plan in POSSE and uploading of the fully completed pre-construction form into POSSE. **Since the applicant will have supplied the document at the time of submission, only the cover sheet will require scanning and subsequent substitution within the provided document.** Once this process is complete, an email stating the fully scanned plan and completed pre-construction form are available should be sent to Planning and DPU notifying them of its availability within POSSE. The same responsibility for updating POSSE documentation applies if the plan does not require a pre-construction meeting.

I. Minor Site Plan: Revisions to Approved Construction Plans

This process is for revisions to a construction plan that is subject to an active construction plan process, or for plans subject to a previous approval that do not qualify for the Minor Construction Plan Process.

Plans Requiring Single Agency Approval

Plans requiring MINOR revisions for approval by a single agency shall be submitted to the department having primary responsibility for the proposed revision. The applicant should discuss the proposed revisions and confirm that they are eligible for this process prior to submission.

- With prior approval, applicant submits Construction plans for review and/or signature via the Build Henrico Customer Portal as a direct submittal to the single agency (Planning, DPU or DPW), in accordance with the Planning Document Submission Standards, including the Planning Application Signature Form. For example, changes to roads, drainage and erosion control shall be submitted to the Department of Public Works and changes to water mains and sewer lines shall be submitted to the Department of Public Utilities.
- A transmittal letter is required which describes the proposed revision.
- The Department reviewing the plans shall coordinate with other County agencies if required. (If a determination is made during the review that the scope of the revisions requires a complete review by other review agencies, the plans shall be submitted for Minor Site Plan review to the Planning Department under the regular process.) All comments shall be addressed on the revised plan before it is approved for construction.
- An approval letter and approved plans will be sent to the owner and engineer by the Department having primary responsibility for the revision, and a copy of the letter and plan shall be uploaded in POSSE as a subjob to the appropriate Project case.

Plans Requiring Multiple Agency Approval

Changes of significant impact, and/or plans requiring more than one agency's approval, as determined by the Planning Department, must be submitted for review and/or signature via the Build Henrico Customer Portal, in accordance with the Planning Document Submission Standards. Examples of significant changes include changes which impact proffered or otherwise required buffers, involve additional clearing, involve significant revisions to

grading or locations of site features, or which affect other items regulated by proffers or conditions of approval of the approved POD or Site Plan.

- At the direction of the Planning Department, submission shall include the Planning Application Signature Form, the Minor Site Plan checklist, applicable fee, and a written letter detailing all changes to the plans since the previous approval.
- The procedures outlined in Section IV. Construction Plans for Signature are applied to the review of these plans.

V. FINAL PROJECT COMPLETION

The Engineer who prepared the POD submits a statement to the Department of Planning that all construction is in conformance with the regulations and requirements of the POD. The Planning Zoning Enforcement Officer uploads the letter to POSSE and sends notification to the Department of Public Works (Construction Engineer), and the Department of Public Utilities (Design Division Director) that the Letter of Substantial Conformity has been received and uploaded. Inspections for the final certificate of occupancy are coordinated throughthe Building Inspection Department. The Department of Public Utilities will issue a Tentative Acceptance letter when water and sewer is complete and can be accepted for operation and maintenance along with a list of deficiencies. When the deficiencies are completed, then a Final Acceptance letter will be issued.

APPENDIX A: MINOR CONSTRUCTION PLAN

A Minor Construction Plan approval process is available for Minor Construction Plans which involve small areas of construction such as sidewalk improvements, parking space revisions, dumpster additions, or a parking plan to accompany a building permit. For sites subject to an active POD, SitePlan, or Subdivision construction plan approval process, refer to the Minor Site Plan procedure to process revised construction plans.

To qualify for this process the following criteria apply:

Criteria

- Land disturbance shall not exceed 2,500 square feet.
- No changes shall be proposed to any utilities.
- No work shall be proposed within public drainage or utility easements, or within publicrights of way.
- No work shall be proposed which requires VDOT or Health Department review.
- No work shall be proposed within Wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Areas (100-Year Floodplain), or Mapped Dam Break Inundation Zones.
- Plan must be pre-approved by Planning, DPU and DPW prior to submittal.

The pre-approval process is coordinated through the Department of Planning with the Plan Expeditor. To discuss a submittal of this scope, the applicant must schedule an appointment bycalling the Planning Department main number at 804-501-4602. Pre-Approval is not handled within Build Henrico.

Pre-approval by Planning, DPU and DPW to determine eligibility for process by submission of an electronic explanation/sketch/plan pdf of proposed work area. The applicant must discuss with Planning the proposed project scope and the plan acceptance criteria. Once all items have been received, Planning will coordinate with DPU and DPW for acceptance based on explanation of the project. Within 2 business days of the receipt of the required items, DPU, DPW and Planning will conduct a joint meeting to determine the appropriate process for the proposed work. Once a determination has been made, Planning will explain the process to the applicant/engineer using the appropriate application as a guide.

Submission Requirements

The submittal of a plan under the Minor Construction Plan application must be accompanied by the following:

- Planning Application Signature Form and Minor Construction Plan Checklist (filled out completely with all required signatures)
- Scope of Work Cover Letter (a letter clearly describing all proposed work.)
- Pre-Approval documentation provided after the pre-submittal meeting with the Plan Expeditor, Public Works, and Public Utilities.
    - The plan shall include the following notes on the front page of the plan:
        - The plan proposes under 2500 SF of land disturbance.
        - The limits of disturbance must be clearly delineated and quantified.
        - The plan proposes no changes to existing utilities.

- The plan proposes no work proposed within public drainage, utility easements or 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 review required by VDOT or Health Department.

- Typical plan items NOT required:
  - NO standard cover sheet required.
  - DPU will not require information sheets to accompany the submittal.
  - DPW will not require standard information sheets.
  - Plan preparation by an engineer is not required.

Procedure

The applicant submits the minor construction plan package for review via the Build Henrico Customer Portal, in accordance with Planning Document Submission Standards.

If the submittal is a resubmittal of a previously reviewed Minor Construction Plan, a written letter which clearly identifies all changes to the plan since the last submission and a written response to all review comments detailing the changes to the plans from the last submittal shall be included.

The Planning Department, within 1 business day will distribute the plans via POSSE as follows:

- Department of Public Works, Engineering Division
- Department of Public Works, Traffic Engineering Division
- Department of Public Utilities
- Department of Planning

The staff will provide review comments via POSSE within 5 business days, beginning the first business day after submission, to the applicant and owner, which indicate the revisions required to proceed with the signature process.

If it is determined that the scope of the work exceeds what is permitted, then the plans will need to be resubmitted in accordance with Section IV.I. Minor Site Plan.

Planner will advise applicant of the next step after the review cycle is complete (re-submittal or Plan Approval) via referral summary in POSSE. It is anticipated that the number of submittal rounds will be limited due to the scope of work permitted under this procedure.

Minor Construction Plans for Signature

When all requirements of Planning, Public Works, and Public Utilities are satisfied, the Planning Department shall notify the applicant that plans can be submitted for signature, along with the Plans for Signature or Recordation form to the Permit Center.

The submission for minor construction plans for signature is a two-part process. Both parts must be completed prior to the County's initiation of the signature process.

- A minimum of 3 sets of paper plans and the Plans for Signature or Recordation Form should be submitted for signature purposes to the Permit Center. The cover sheet of each set for final signature must have an original signature and date on the Engineer's seal.

- A PDF copy of the signed and sealed plan and the signature form must be uploaded via the Build Henrico Customer Portal, in accordance with the Planning Document Submission Standards. This electronic plan set must match exactly the provided paper set.

Once signed by Planning, an approval letter accompanied by 2 signed plans will be available for pick up at the Permit Center or when appropriate, will be emailed to the applicant. The other set will remain in Planning for the purposes of scanning and uploading to POSSE. Once the plan is scanned, Planning will advise DPU and DPW that the signed plan is available in POSSE for their reference. Due to the limited scope of proposed work, there should not be a need for a pre-construction meeting. This will be clarified in the approval letter.

APPENDIX B: COMMERCIAL DEVELOPMENT FAST TRACK PROCESS

If designated by the County Manager's office, a project may qualify for an expedited "fast track" (FT) review and approval process. The intent of this FT process is to expedite the approval of projects which provide significant economic development, redevelopment, or other community benefits for Henrico, as determined by the County Manager's office. A project may be considered for the "Gold" FT process if it provides major economic benefits for Henrico, or the "Silver" FT process if it provides significant redevelopment and/or other community benefits for Henrico.

Applicants who would like their project to be considered for FT designation should anticipate the following steps:

- Applicants should contact the Deputy County Manager for Community Development (DCMCD) or his designee (the Director of Planning) to schedule a meeting to review the scope and nature of the proposed project. Applicants should be prepared to provide a sufficient level of detail on the economic or other benefits to the county as well as preliminary site plan and engineering information.
- Upon designation as a FT project by the County Manager's office, a meeting with the Applicant and the County's FT review team (Plan Expediter from the Planning Department and designated FT team members from each review agency) may be held to familiarize all parties with the proposed project. The Applicant will provide a detailed presentation about the scope and nature of the project as well as site plan and engineering information.
- *Prior* to plan submission, the Commercial Development Memorandum of Agreement (MOA) will need to be completed by the applicant and submitted to the County for review. The MOA establishes the reciprocal submission and review schedule commitments for each party, both County review staff and the applicant's representatives, including engineers, architects, surveyors, etc.
    - If designated as a "Gold" FT project, plans will be accepted for review and considered in an expedited manner. Review comments will be provided by all Henrico review agencies within 6 business days after each submission. Correspondingly, the Applicant must provide all required information and meet schedule commitments included in the MOA to remain in the FT process.
    - If designated as a "Silver" FT project, plans will be accepted for review and considered following the normal 5.5-week action schedule. Review comments will be provided by all Henrico review agencies within 9 business days after each submission. Correspondingly, the Applicant must provide all required information and meet schedule commitments included in the MOA to remain in the FT process.
- For construction plans, once all the comments from the Henrico FT team have been addressed, plans will be signed and approved within 5 business days after submission.
- Projects which are not designated for the Fast Track process will be reviewed in accordance with steps and schedule outlined in other sections of this "Plan of Development Review Process".

Commercial Development Memorandum of Agreement
Between
Henrico Review Agencies and the Applicant

Henrico's Fast Track (FT) approval process expedites the approval of projects which provide significant economic development, redevelopment, or other community benefits for Henrico, as determined by the County Manager's office.

An essential part of this expedited process is to establish a schedule both parties are committed to achieve. The milestones included in this Memorandum of Agreement (MOA) will provide the foundation for expedited project approval and are critical for allocation of applicant and County staff resources.

Project Name:	
Job #:	
Henrico Fast Track Team Members	
Deputy County Manager or Designee:	
Plan Expediter:	
Planning:	
Public Utilities:	
Public Works:	
Construction:	
Design:	
Floodplain:	
Traffic:	
WQRA:	
Police:	
Fire:	
Building Inspections:	
Other:	

Applicant's Team Members	
Developer:	
Engineer:	
Architect:	
Landscape Planner:	
Other:	

Commercial Development Fast Track Review and Approval Schedule: *(all days are calculated as business days with County holidays excluded)*	**Date:**
Initial Submittal	
Plans routed, begin 6 or 9 day review	
Comments due to Applicant	
Staff/Developer meeting	
Revised submittal due to County within 6 or 9 days of receipt of comments of the last set of comments (if necessary)	
Director's Agenda	
Construction Plans due to County within 6 or 9 days of receipt of comments of the last set of comments	
Plans routed, begin 6 or 9 day review	
Comments due to Applicant	
2nd submittal due to County within 6 or 9 days of receipt of comments of the last set of comments (if necessary)	
Plans routed, begin 6 or 9 day review	
Comments due to Applicant	
Final Construction Plans for Signature due to County within 6 or 9 days of receipt of comments of the last set of comments	

Notes:

1. The commitments in this MOA will no longer be in effect if the Applicant fails to meet the agreed upon schedule.
2. County agencies are committed to meet this schedule. However, review timelines may be impacted by the requirements of State and Federal Agencies.

IN WITNESS WHEREOF, the Applicant and the County have caused this MOA to be executed and delivered on the dates noted below:

APPLICANT:

Developer

By: _____

Name: _____

Title: _____

Date: _____

COUNTY:

HENRICO COUNTY, a political subdivision of the Commonwealth of Virginia

By: _____

for: John Vithoulkas

Title: County Manager

Date: _____

APPENDIX C: AFFORDABLE HOUSING FAST TRACK PROCESS

If designated by the County Manager's office, a project may qualify for an expedited "fast track" (FT) review and approval process, after receiving approval for funding through the Henrico Affordable Housing Trust (AHTF) program. Eligibility for this expedited review is limited to **only** those projects with AHTF approval specifically for Planning fees. The intent of this FT process is to expedite the approval of residential projects participating in the AHTF program, as determined by the County Manager's office. Eligible projects can obtain the "Silver" FT designation as part of this process.

Applicants who would like their project to be considered for FT designation should anticipate the following steps:

- Applicants should contact the Department of Community Revitalization for information on participating in the Henrico Affordable Housing Trust (AHTF) program. Once approval from the Department of Community Revitalization is obtained, and the waiver of Planning fees approved with the AHTF program is provided to Planning, the applicant should submit a request to the Planning Department for their project to receive the Silver FT designation. Upon receipt of the request, the Director of Planning may schedule a meeting to review the scope and nature of the proposed project. Applicants should be prepared to provide a sufficient level of detail on the preliminary site plan and engineering information to the county as part of this meeting.

- Upon acceptance as a Silver FT project by the County Manager's office, a meeting with the Applicant and the County's FT review team (Plan Expediter from the Planning Department and designated FT team members from each review agency) may be held to familiarize all parties with the proposed project. The Applicant will provide a detailed presentation about the scope and nature of the project as well as site plan and engineering information.

- *Prior* to plan submission, the Affordable Housing Memorandum of Agreement (MOA) will need to be completed by the applicant and submitted to the County for review. The MOA establishes the reciprocal submission and review schedule commitments for each party, both County review staff and the applicant's representatives, including engineers, architects, surveyors, etc.

- Any eligible AHTF projects will be handled as a Silver FT designation. If a Plan of Development (POD), Site Plan, or Preliminary Plat are necessary, those submissions will be accepted for review and considered following the normal 5.5-week action schedule. Review comments will be provided by all Henrico review agencies within 9 business days after each submission. Correspondingly, the Applicant must provide all required information and meet schedule commitments included in the MOA to remain in the FT process.

    - A Preliminary Plat is needed for any overall project which proposes 50 or more lots. Should this be necessary, any related review/approval process for the individual sections can be submitted for review after the review cycle for the Preliminary Plat is concluded.

    - For townhome, R-5A, and/or R-5B housing types, a Plan of Development (POD) or Site Plan must be submitted simultaneously with the Final Plat.

- For construction plans, once all the comments from the Henrico FT team have been addressed, plans will be signed and approved within 5 business days after submission.

- Projects which are not designated for the Fast Track process will be reviewed in accordance with steps and schedule outlined in other sections of either the "Plan of Development Review Process" and/or "Subdivision Review Process."

Affordable Housing Memorandum of Agreement
Between
Henrico Review Agencies and the Applicant

Henrico's Fast Track (FT) approval process expedites the approval of projects which are participating in the Henrico Affordable Housing program, as determined by the County Manager's office.

An essential part of this expedited process is to establish a schedule both parties are committed to achieve. The milestones included in this Memorandum of Agreement (MOA) will provide the foundation for expedited project approval and are critical for allocation of applicant and County staff resources.

Project Name:	
Job #:	
Henrico Fast Track Team Members	
Deputy County Manager or Designee:	
Plan Expediter:	
Planning:	
Public Utilities:	
Public Works:	
Construction:	
Design:	
Floodplain:	
Traffic:	
WQRA:	
Real Estate/GIS:	
Police (only if POD/Site Plan required):	
Fire (only if POD/Site Plan required):	
Building Inspections (only if POD/Site Plan required):	
Other:	

Applicant's Team Members	
Developer:	
Engineer:	
Architect:	
Landscape Planner:	
Other:	

Affordable Housing Fast Track Review and Approval Schedule: *(all days are calculated as business days with County holidays excluded)*	**Date:**
Preliminary Plat Submittal -Only required if project proposes 50 or more lots	
Plans routed, begin 9-day review	
Comments due to Applicant	
Staff/Developer meeting	
Revised submittal due to County within 9-days of receipt of comments (if necessary)	
Director's Agenda*	
POD/Site Plan and/or Final Plat Submittal County within 9 days of receipt of the last set of comments *if* a Preliminary Plat was submitted.	
Plans routed, begin 9-day review	
Comments due to Applicant	
Staff/Developer meeting	
Revised submittal due to County within 9 days of receipt of the last set of comments (if necessary)	
Director's Agenda*	
Construction Plans due to County within 9-days of receipt of the last set of comments	
Plans routed, begin 9-day review	
Comments due to Applicant	
2nd submittal due to County within 9 days of receipt of comments of the last set of comments (if necessary)	
Plans routed, begin 9-day review	
Comments due to Applicant	
Final Construction Plans for Signature due to County within 9-days of receipt of comments of the last set of comments	

Notes:

* Director's Agenda is only required for Plan of Development/Site Plan and/or Preliminary Plat cases. Final plats are handled administratively and do not require this step.

1. The commitments in this MOA will no longer be in effect if the Applicant fails to meet the agreed upon schedule.
2. For those projects which require a Subdivision Plat:
   a. The plat (submitted as a Plat Check) can be reviewed simultaneously as the Construction Plans; however, the plats cannot be recorded until the construction plans are signed and the Subdivision Completion Bond is in place. There is not an expedited review schedule for the related plat checks as their review schedule is already less than 9 business days.
   b. Only once the Subdivision Plat is recorded, building permits for the individual dwellings can be submitted.
3. County agencies are committed to meeting this schedule. However, review timelines for all may be impacted by the requirements of State and Federal Agencies.

IN WITNESS WHEREOF, the Applicant and the County have caused this MOA to be executed and delivered on the dates noted below:

APPLICANT:

Developer

By: _____

Name: _____

Title: _____

Date: _____

COUNTY:

HENRICO COUNTY, a political subdivision of the Commonwealth of Virginia

By: _____

for: _____John Vithoulkas_____

Title: _____County Manager_____

Date: _____

APPENDIX D: EASEMENT PLAT AND ROW REVIEW PROCESS

This easement plat process is for Plans of Development, Site Plan and Subdivision projects only, as follows:

- Applicant hires licensed design professional to prepare plat.
- Plat Application: Applicant submits easement plat via the Real Property (Easements & ROW) application on the Build Henrico Customer Portal following the standard submission instructions outlined on the Build Henrico website (https://build.henrico.gov/).
- All application packages are managed by the Real Property Division.
- Plats are distributed by the Real Property Division to all appropriate review agencies generally as follows:
  - Department of Planning, Review Planner
  - Department of Public Works, Design Division
  - Department of Public Works, Division of Traffic Engineering
  - Department of Public Utilities
  - Department of Public Works, Real Property Division
- Review comments and recommendation regarding approval are uploaded into POSSE by the review agency within 12 business days after receipt.
- Applicant should contact review agencies that have not recommended approval and attempt to resolve comments or concerns. Applicant is encouraged to make appointments with responsible review staff.
- Signature of plat: When all technical requirements have been satisfied, the Applicant may submit 6 plats for signature and a completed easement plat application to the Permit Center.
- Signature Process: Six paper plats for signature and a completed easement plat application should be submitted to the Permit Center. The Permit Center will update POSSE and forward the package to the Real Property Division. Real Property will forward the plats to the review agencies for signatures and prepare the Easement Agreement. Plats will be routed for signature from Real Property to Public Works to Public Utilities to Planning and back to Real Property. All signatures will be provided within 10 business days, beginning the first businessday after submission to the Permit Center.
- After receipt of signatures for all plats except VDOT ROW plats, Real Property will forward the Easement Agreement to the Applicant for signature. When the Real Property Division receives the signed Easement Agreement and, if required, the Certificate of Partial Satisfaction recordation fee from the Applicant, the Real Property Division will submit the signed documents to the County Attorney's Office for approval. County Attorney's Office will route the approved documents to the County Manager's Office for acceptance and County Manager's Office will return accepted documents to the Real Property Division for recordation. The Real Property Division will record the easement documents after this process has been completed within 20 business days after receipt of all required documents from the Applicant.
- After the receipt of signatures for VDOT ROW plat, Real Property will forward the approved plat to the engineer for handling. The engineer and VDOT will separately record the plat.
- After the plat has been recorded, the recorded plat will be uploaded to POSSE and sent to the engineer.

APPENDIX E: EASEMENT VACATION AND EASEMENT QUIT CLAIM PROCESS

This easement vacation and quitclaim process is for Plans of Development and Subdivision projects only, as follows:

- Once any replacement County Facilities have been approved and accepted by the County, then the Applicant may contact the Real Property Division to request any County-owned redundant and unnecessary easements be vacated or quitclaimed.
- Applicant hires licensed design professional to prepare plat and necessary documents.
- Application: Applicant submits a completed Real Property (Easements & ROW) application via the Build Henrico Customer Portal following the standard submission instructions outlined on the Build Henrico website (https://build.henrico.gov/).
- The Real Property Division will send a Routing Memo with all relevant supporting documents to all appropriate review agencies within 2 business days generally as follows:
  - Plan preparation by an engineer is not required.
  - Department of Planning, Review Planner
  - Department of Public Works, Design Division
  - Department of Public Works, Division of Traffic Engineering
  - Department of Public Utilities
  - Department of Public Works, Real Property Division
- Review comments and recommendations regarding the requested vacation or quit claim will be entered into POSSE by the review agency.
- Applicant should contact review agencies that have not recommended approval and attempt to resolve comments or concerns regarding the proposed vacation or quitclaim. Applicant is encouraged to make appointments with responsible review staff. Applicant must notify the Real Property Division when all of the comments from the review agencies have been resolved.
- When comments from all review agencies have been resolved, the Applicant may submit 6 signed, sealed, and dated final paper plats to the Permit Center. The Permit Center will update POSSE and forward the revised plats to the Real Property Division. Real Property will add any needed approval stamps and route the plat for approval by Public Works, Public Utilities and Planning. All plat approval reviews will be completed within 12 business days, beginning the first business day after the later of Real Property's approval notice to the Applicant or the Applicant's submission of revised plats to the Permit Center.
- After the plats have been signed by the review agencies, Real Property will forward the documents to the County Attorney's Office and the County Manager's Office for review and will notify the Applicant of the status of the approval within 10 business days. If the Applicant's request is denied, Real Property will advise the Applicant and also update POSSE. If the County Manager's Office recommends approval, Real Property will notify the Applicant and also update POSSE. If the requirements for the plat have changed

since the original submission, the Applicant must submit an updated application and 6 plats to the Permit Center.

- After receipt of any necessary plat approvals and the advertisement fee, Real Property will prepare an Ordinance for vacation or quitclaim for approval by the Board of Supervisors, and for quitclaims, will draft an appropriate deed. The Board of Supervisor's Resolution and Ordinance will be advertised for two weeks for a vacation and one week for a quitclaim. After a vacation Resolution is approved, Real Property will forward the Resolution to the Clerk of the Court, and if no person objects within 30 calendar days, the ordinance will be recorded, and the vacation will be effective. For quitclaims, Real Property will secure the signature of the County Attorney as well as the Chair and Clerk of the Board of Supervisors and then return the fully endorsed quitclaim deed to the Applicant for recordation.