



Pre-Final Subdivision Plat Checklist

County of Henrico, Virginia

Department of Planning

Henrico Planning: henrico.gov/planning

Build Henrico: build.henrico.us

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**For mail use P.O. Box. For deliveries C/O the Permit Center use street address 4301 E. Parham Road, Henrico, Virginia 23228.

Name of Project: _____

Associated Job# _____

Use this checklist for: Initial Submission Resubmission for review

(Submissions for signature require the use of the Plans for Signature Form.)

NOTE: This checklist can only be used for projects which have already received Preliminary Plat approval but have not yet applied/submitted for Final Plat approval.

Required Signatures: The signature of all legal owner(s) on record and the firm or person(s) preparing the plans, as well as acknowledgement of any applicable certifications are required on the [Planning Application Signature Form](#). If a Power of Attorney is involved, you must also submit the [Special Limited Power of Attorney form](#).

Certification:

By signing this document and the Planning Application Signature Form the Engineer/Surveyor/Etc. certifies the application and plans contains the information as specified below, following the rules and guidelines set forth in the [Planning Document Submission Standards](#), in accordance with Chapters 10 and 24 of the Henrico County Code and the Environmental Program Manual of the Henrico County Public Works Department. And an understanding that the submission of incomplete or inaccurate information will result in a delay in processing and action on this application.

Firm _____ Signature _____ Name _____

Checklist and Requirements for Pre-Final Subdivision Construction Plan

(To be completed by the person(s) preparing the plans)

All required items must be submitted in the required format with the initial submission to qualify as a complete submission. Plans determined to be incomplete by the intake review team will not be eligible for processing.

An Electronic Copy of all supporting documents are required to be submitted in compliance with the rules and guidelines found in the [Planning Document Submission Standards](#) and uploaded through the Build Henrico Customer Portal.

- 1. **Planning Application Signature Form** (filled out completely with all required signatures).
- 2. **Plan Checklist** (filled out completely by the firm or person(s) preparing the plans)
- 3. **Digital Plans** formatted to 24"x36" Standard Sheet in compliance with the rules and guidelines as set forth in the Planning Document Submission Standards and including the following:
 - Construction plans with **Standard subdivision cover sheet** with original signature and date. All other sheets may have a facsimile signature and date.
 - List of all **Subdivision bond quantities** on the cover sheet.
 - Proffers and Conditions** (if applicable): A sheet containing all Zoning Proffers, previous Preliminary Subdivision 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 his knowledge the plan complies with all known conditions. Calculations to show compliance with proffered conditions shall be included, if applicable.
 - Buildable Area* Plan** for all lots showing all applicable setbacks, lot area, and lot width for each lot. Show all items that impact buildable area such as easements, wetlands, Special Flood Hazard Area (floodplain), buffers, and Chesapeake Bay Preservation Areas. Show dwelling location for stem or cul-de-sac lots.
 - *Buildable area – that area of the lot in which a building may be legally placed, or an existing building remain, recognizing the front yard, rear yard, and side yard setback requirements.

- **Existing and proposed storm drainage**, indicating location, sizes, types and grades of ditches, storm sewers, catch basins, and connections to existing drainage system, with supporting calculations and hydraulic grade line.
- **Overall lot drainage map**, at a minimum scale of 1" = 200', showing flow direction arrows, minimum finished floor elevations (MFF), and location of drainage improvements (i.e. storm sewer and yard swales) for all lots.
- **Existing topography** with maximum of two-foot contour intervals on design plan sheets.
- **Proposed finished grading** by contours supplemented by spot elevations for all lots that have a minimum slope less than 1% from the lowest, most remote point to an adequate receiving channel.
- Profiles of outfall ditches**, if any, from invert of outfall to the natural grade, and cross sections and analysis at 50' intervals (minimum 150' or to an adequate channel).
- Erosion and Sediment Control Plan** (Indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction) in accordance with Chapter 9 of the County Code.
- Environmental Site Assessment and Acknowledgements** completed and signed in accordance with Chapter 10 of the County Code.
- Accurately locate** all wetlands, Chesapeake Bay Resource Protection Areas, Stream Protection Areas, 100-year Special Flood Hazard Areas (floodplain), location of dams (on-site and immediately upstream) and mapped dam break inundation zones (if located on the property).
- A **Water Quality Impact Assessment** – if required by Article II of Chapter 10, and Section 24-5803.
- Location and type of **Best Management Practices** with Design Calculations shall be shown on the plan.
 - Calculations must include compliance worksheet, removal requirement worksheets.
 - A conceptual landscape plan is required for all BMPs in front yards and all other above-ground BMPs.
 - A drainage area map is required at minimum scale of 1" = 400 feet showing offsite drainage to the property and, if applicable, drainage to the BMP.
- Tree Protection Plan** in accordance with Henrico County Chapter 24, Section 24-5313. 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.
- Open Space Plan** (if applicable)
 - 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)
- Preliminary landscape plan** for required planting strip easements, transitional buffers, BMPs, or to meet proffered conditions, as applicable.
- Lighting Plan** (optional unless lighting is required per ordinance, or by condition of Rezoning Case or Provisional Use Permit)
 - Plans for any street lighting system showing location, type, wattage, height, and photometric plan.
- If subdivision is to be served by **individual on-site sewage disposal systems and/or wells**, the construction plans shall show to scale the area of each lot found to be suitable for the location of the septic drainfield system, including a reserved area for expansion or repair, the proposed well location for each lot centered with a 50' radius circle (for Class III-B wells) or 100' radius circle (for Class III-C wells), the type of well proposed, and the buildable area* of each lot.
 - If **individual well system** is proposed, complete the following:
 - Provide the shortest distance from the property to public water: _____
 - Specific proposed type and class of wells: _____
 - If **individual on site sewage disposal system** is proposed, complete the following:
 - Provide the shortest distance from the property to public sewer: _____
 - Include one (1) copy of a soil scientist's individual lot examination with this application.
- Water and Sewer Plans** designed in accordance with DPU Design 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, Local Review Program.
 - For **phased projects**, an overall water and sewer plan for construction and acceptance of water and sewer facilities is required.
 - Information Sheet for **Water and Sewer Agreements** shall be submitted directly to the Department of Public Utilities. Agreements shall be executed prior to the authorization for construction of water and sewer facilities, approval of building permits, and subdivision plat approval.

- Plans shall include the following information:
 - The proposed water supply and water distribution system with plans and profiles for the proposed water mains, showing existing water mains, pipe sizes, location of valves and fire hydrants, or other system of water supply. Plans and profiles are to be shown on a standard 24-inch by 36-inch profile sheet. Drawings shall comply with requirements of the DPU Design Standards.
 - The proposed method of sewage disposal with plans and profiles of proposed sanitary sewers, including existing sewers within the proposed subdivision and immediately adjacent thereto. Plans and profiles are to be shown on a standard 24-inch by 36-inch profile sheet. Drawings shall comply with requirements of the DPU Design Standards.
 - Standard size sheet, 24" x 36", with **topographic map of sewer service area**. 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** 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, drainfields, and reserved 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 hydraulic calculations which 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.
- Indicate if **off-site easements** are required. (Off-site easements must be recorded, and deed book and page numbers must be shown on the construction plans prior to signature.) Yes No
- Traffic Study** (if applicable): Vehicle trips per weekday.
 - Traffic study if more than 4,000 vehicles per weekday (if a 527 was not performed within the last 5 years) – 3 copies.