



Preliminary Plat Checklist

County of Henrico, Virginia

Department of Planning

Henrico Planning: henrico.us/planning Build Henrico: build.henrico.us

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

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

Name of Project: _____

Associated Job# _____

Use this checklist for: Initial Submission Resubmission for review

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

Firm _____ Signature _____ Name _____

Checklist and Requirements for Preliminary Plat Submittals

(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 the Build Henrico Customer Portal.

- 1. Planning Application Signature Form** (filled out completely with all required signatures).
- 2. Preliminary Plat Checklist** (filled out completely by the firm or person(s) preparing the plans)
- 3. Traffic Study (if required)**
 - 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 Plans** formatted to 24"x36" Standard Sheet in compliance with the rules and guidelines, as set forth in the Planning Document Submission Standards including the requirements outlined in this form:
 - Scale:** 1" = 100' (or other scale approved by the Planning Director) – may be modified for RTH development or for lots of 10 acres or more.
 - Vicinity map** (1" = 2000') with north arrow
 - Proposed **name of subdivision**, location of subdivision, source of title with deed book references, parcel (GPIN) numbers, north arrow.
 - Name and address of owner of the land to be subdivided, developer; and person who prepared the plat. Plat shall be prepared by a registered professional engineer, landscape architect, or registered land surveyor that is authorized to do business in the state.
 - Boundary lines** of land to be subdivided, and **number of lots**
 - Zoning** of subdivision and adjacent property, and proposed use of subdivision.
 - Adjacent Parcels:** the names, lot lines and parcel (GPIN) numbers of adjoining subdivisions and adjacent property owners.
 - Location of **existing physical features** including buildings within the subdivision and adjacent to the subdivision within 300 feet.
 - Location, width, names and use of all **existing public rights-of-way** or private rights-of way or easements within 300 feet of the subdivision.
 - Proposed location of streets** showing width and names, and proposed location and widths of alleys.
 - Location, width and purpose of **other rights-of-way and easements**.
 - Exact boundaries of **land to be dedicated for public use, or otherwise reserved**, with a statement of the purpose of the dedication or reservation.

- Proposed lots and buildable area*****, including layout, lot lines, lot numbers, block letters, and approximate dimensions of lots, including lot width, lot area, dwelling placement for any stem or cul-de-sac lots, and if townhouses for sale, the location of the buildings and setbacks from lot lines. Show the location of all setback lines not controlled by Chapter 24 of the Henrico County Code, as well as all environmental feature setback requirements. (***)**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.)
- Four (4) points on each sheet with coordinates in the **Virginia State Plane Coordinate system**. All features shown on the plan must be drawn to scale based on the four reference points.
- Any monument of the **Geodetic Control Network** located on the property shall be shown
- R-5A or RTH subdivision plats** shall contain the following additional information: (For RTH, provide layout details, dimensions, setbacks and type of use, i.e., townhouse, detached, semi-detached.)
 - Total Area: _____ acres
 - Area in common area: _____ acres
 - Area in Special Flood Hazard Area (floodplain): _____ acres
 - Area in dedicated streets: _____ acres
- Proposed water supply system.**
 - If individual well system is proposed, complete the following:
 - o Provide the shortest distance from the property to public water supply: _____
 - o Specific proposed type and class of wells: _____
- Proposed sanitary supply system.**
 - If individual on-site sewage disposal system is proposed, complete the following:
 - o Provide the minimum distance from the property to public sewer: _____
 - o Include one (1) copy of a licensed soil scientist's individual lot examination report with this application.
- Existing topography** at vertical intervals of at least 2' within the subdivision and adjacent to the subdivision within 300 feet.
- Accurately locate **Wetlands, Resource Protection Areas, Stream Protection Areas, Special Flood Hazard Areas (100-Year Floodplain), Dams (on-site and immediately upstream), and Mapped Dam Break Inundation Zones** on the plan.
- Location and type of all **Best Management Practices and Stormwater Managements Facilities** with Design Calculations shall be shown on the plan.
 - Calculations must include compliance worksheet, removal requirement worksheets, Virginia Runoff Reduction Method Worksheets, including the completed Site Data. Summary tabs and where necessary calculations to show compliance with the Energy Balance requirements.
 - A conceptual landscape plan is required for all BMPs in front yards and all other above-ground BMPs.
 - A drainage area map is required (minimum scale of 1" = 400 feet) showing the limits of analysis for each stormwater discharge point.
- Conceptual erosion and sediment control plan** showing the location of sediment traps and/or basins and providing a preliminary sequence of construction.
- Conceptual 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
 - 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
- Environmental Site Assessment and Acknowledgements** completed and signed in accordance with Chapter 10 of the County Code.
- 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)
- Traffic:**
 - Right-of-way widths (if variable, at least two points) and right-of-way centerlines
 - Dimensions between intersecting roads
 - Vehicle trips per weekday
 - Traffic study if more than 4,000 trips per weekday (if a VDOT Chapter 527 was not performed within the last 5 years)
- Proffers and Conditions** (if applicable):
 - A sheet containing all Zoning Proffers, previous POD or 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.

NOTE: Additional permits may be required by the U.S. Army Corps of Engineers (804-771-2669) and/or the Department of Environmental Quality (804-527-5020). Contact Virginia Power (804-755-5314) to locate overhead or underground power lines and coordinate utility construction with required buffers/ planting strip easements.