



Rezoning/PUP Application Checklist

All of the following items are required for Rezoning, Conditional Rezoning, Amendment to Proffers, and Provisional Use Permits and must be submitted via Build Henrico at <https://build.henrico.us>. Applications will **NOT** be accepted without the following attachments:

- Completed **Preliminary Review Meeting Checklist Form**. This form confirms that you held a preliminary meeting (visit <https://henrico.gov/services/pre-application-meeting-for-rezoning-and-provisional-use-permits/> to schedule) and includes notations by staff for additional information required at time of filing. Checklist should be uploaded to Build Henrico with your application.
- Planning Application Signature Document**. Form must be completed, signed, and uploaded to Build Henrico as part of your application.
- Plat and Legal Description**. A survey plat and a written legal description in metes and bounds referenced by the centerline of the nearest public street(s). If more than one zoning district is proposed, separate legal descriptions must be submitted for each district.
- Proffers for Conditional Rezoning**. For Conditional Rezoning applications, upload a signed set of proffers completed on the *Proffers for Conditional Rezoning Form*. The property owner or designated Power of Attorney must sign the proffer form.
- Special Power of Attorney**. If someone other than the owner of the subject property represents the proposal, a Power of Attorney Form must be completed and uploaded with the application.
- Filing Fee**. Filing fees are calculated automatically in Build Henrico based upon application type and the size (acreage) of the proposal. See fee schedule available online at <https://henrico.us/planning>.

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The following may be required as determined by the **Preliminary Review Meeting – Application Checklist**:

- Elevations (appearance of buildings)**: Illustrations of the proposed buildings must be submitted via Build Henrico.
- Conceptual Plan**: Conceptual plans are necessary to show general locations and design of the proposal, including but not limited to proposed buildings, lot layout, parking, landscaping, buffers, and road network in relation to the adjacent properties. Concept plans can be submitted via Build Henrico.
- Documentation of Community Meeting**: Community meetings can be held after submitting an application. County staff and the Planning Commissioner representing the magisterial district in which the project is located should be notified a least a week in advance of the meeting date.
- Title Report**: Title Reports must be recent (a maximum of six (6) months prior to filing the application.)
- Traffic Impact Analysis (TIA)**: Based upon the proposed use, the Traffic Engineering Division (Department of Public Works) may require a traffic impact analysis.
- VDOT Traffic Impact Analysis (TIA)**: In accordance with Code of Virginia 15.2-222.2 and 24 VAC 30-155, a TIA may be required when filing your Rezoning Application packet. If required, the **applicant** must transmit two copies of the Rezoning Application packet, including the TIA directly to VDOT Ashland Residency along with the following:
 - TIA Review Fee made payable to VDOT. (Fees must be submitted directly to VDOT)**
 - VDOT Cover Sheet for Rezoning Application (Henrico County)**