



Subdivision Plat Recordation Checklist

County of Henrico, Virginia

Department of Planning

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

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

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

Name of Project: _____

Associated Job# _____

Use this checklist for: Initial Submission Resubmission for review

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

Plan Type: Covenants Technical Review (mylar 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 this Form the Engineer/Surveyor certifies the application and plans contain 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 Subdivision Plat Recordation

(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. **Subdivision Plat Recordation Checklist** (filled out completely by the firm or person(s) preparing the plans)
- 3. **Digital Plans / Documents** in compliance with the rules and guidelines, as set forth in the Planning Document Submission Standards:

Required Information for Mylar Approval & Recordation

- Technical requirements are outlined on the Final Plat Application.
- All Signatures and Dates shall be in dark **black** ink suitable for reproduction, with a name and title line for each signature. Per State Law, the notaries must use a stamp that will not interfere with any plat information and are legible. All stamps must be in dark black ink. The notaries must provide their registration number with their signature.