



# Transfer of Approval Checklist

For Plan of Development or Site Plan  
County of Henrico, Virginia  
Department of Planning

Henrico Planning: [www.henrico.gov/planning](http://www.henrico.gov/planning)

Build Henrico: [build.henrico.us](http://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.

## Refer to this document when requesting previous approvals granted be transferred to a new owner:

Approval of a Plan of Development by the Planning Director (formerly, Planning Commission) is granted to the owner of the property. The owner, by acceptance, agrees to the conditions of approval. These conditions are listed in the letters of confirmation (approval letters). Plan of Development/Site Plan approval by the Director is not transferable, except to the holder of the first mortgage. Therefore, in order to receive the continued protection and rights conferred by a valid Plan of Development or Site Plan approval, it is important that a new owner of property promptly request that the Planning Director transfer the previous approval(s). The owner or contract/purchaser of the subject property may use this application form to file the request. With submission of this application and following approval, the property owner is in agreement to accept and be responsible for continued compliance with the conditions of the original approval granted the former owner.

Upon receipt of this request, the development will be inspected to ensure compliance with the conditions of the Plan of Development or Site Plan approval. If problems are identified, the owner or his representative will be contacted to discuss any corrections that may be necessary and a timetable for when they will be completed must be agreed upon. If any deficiencies are noted during the initial inspection, the site will be inspected again after the agreed upon completion date to ensure compliance. Once all outstanding issues have been resolved between the applicant and staff and the property transfer is complete, the Director will be able to grant the approval of the Transfer of Approval request. The owner/representative will be contacted by the assigned staff planner to discuss the details pertaining to the request.

**Existing Project Name:** \_\_\_\_\_

**Future Project Name** (*if you are choosing to keep the name, note no change*):  
\_\_\_\_\_

**POD/Site Plan Case#s:** \_\_\_\_\_

**Required Signatures:** The signature of the legal owner on record is required on the [Planning Application Signature Form](#). If Power of Attorney is involved, you must also submit the [Special Limited Power of Attorney form](#).

## Checklist and Requirements for Transfer of Approval

(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. **TOA Checklist** (filled out completely by the firm or person(s) preparing the request)