



# Plan of Development Review Process

## County of Henrico, Virginia

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October 27, 2000

Revised January 8, 2007

(Revisions effective: December 7, 2007)

POF011

1. Developer hires engineer to prepare plans.
2. **Preliminary Plan:** Engineers/applicants submitting plans for major development projects and projects involving undeveloped property are strongly encouraged to submit plans for preliminary review prior to submitting a complete application for a Plan of Development (POD). In addition, projects which need to be evaluated to determine whether a VDOT Supplementary Traffic Analysis is required in accordance with Chapter 527, (See 2.A) are encouraged to be submitted for preliminary plan review. Fifteen (15) copies of the Preliminary Plan and a completed application should be submitted to the Permit Center located on the second floor of the County Administration Building. There is no filing deadline or review fee for Preliminary Plan applications. The Permit Center forwards the plans to the Development Review and Design Division in the Department of Planning. Plans and a copy of the application are distributed through the Permit Center by the Planning Department, within two (2) days of receipt, for pick up by all review agencies. Comments by review agencies will be e-mailed to the Planning Department within fifteen (15) business days from receipt of the plans, beginning the first day after submission. The comment due date is noted on the routing memo. Compiled comments will be emailed, faxed or available to be picked up by the engineer/applicant, the next business day. A meeting with the applicant/engineer will be scheduled for the first available Staff/Developer meeting. To the extent possible, a portion of time on each staff developer day should be reserved for discussion of future development proposals.

### **A. Traffic Impact Analysis: Effective July 1, 2007**

Chapter 527, 2006 Acts of Assembly added 15.2-2222.1 to the code of Virginia to require localities to submit site plan and subdivision plat approvals along with a Supplemental Traffic Analysis (STA) to VDOT if these proposals can be expected to substantially affect transportation on state controlled highways. (Rezoning proposals must also be submitted subject to separate criteria.) The specific criteria used to define what is meant by "substantially affect" transportation on state highways is outlined in the VDOT Traffic Impact Analysis Regulations Administrative Guidelines 24 VAC 30-155-50C, which can be found at the following link:

<http://www.virginiadot.org/projects/chapter527/default.asp>

**Should it be determined that a Supplemental Traffic Analysis is required to be submitted with a site plan or subdivision for approval, the STA will be required with the initial POD (or Conditional Subdivision) application submitted for review and approval by the Planning Commission. Refer to the Subdivision or Plan of Development Traffic Impact Analysis Application (POF 027) for the specific application requirements. An application can not be considered to be complete without this required element of the submission, which may result in a delay in the processing of the application.**

Applicants / engineers may contact the Virginia Department of Transportation Sandston Residency @ (804) 328-3044, or the Henrico County Department of Public Works Traffic Engineer @ (804) 501-4397 to discuss the specific details of the project, and determine whether the proposed project may fall within parameters which require a Supplemental Traffic Analysis to be submitted with the application.

Applicants are required to request a Scope of Work meeting with VDOT for projects meeting certain thresholds, and are encouraged to schedule a Scope of Work meeting for projects under the threshold, or projects which may have variances from normal considerations. At the Scope of Work meeting, the limits of the study area are defined, the methodology and assumptions to be used in the preparation of the analysis are reviewed, and any related local requirements are identified. **It is highly recommended that a scoping meeting be scheduled with VDOT before the initial POD (or Conditional Subdivision) is submitted; this may help in reducing the overall VDOT review time.** A Pre-Scope of Work meeting form, which can be found on VDOT's website, at the link referenced in item 2.A., must be submitted to VDOT a minimum of 3 business days before the requested Scope of Work meeting. The Scope of work meeting is recommended to be held a minimum of two weeks prior to the expected filing of an application to allow sufficient time for preparation of the traffic impact analysis. VDOT Checklists and Forms for the Scope of Work meeting can be found on VDOT's website at the link referenced above.

3. **POD Application:** Engineer submits completed POD application package to the Permit Center by deadline on Planning Commission meeting calendar. Plans requiring administrative approval should be submitted by 4:30 p.m. on Tuesday of each week. All plans received by this deadline will be reviewed by the review team the following Thursday and scheduled for a staff/developer meeting if complete.
4. Seventeen (17) sets of plans, five (5) sets of architectural drawings, a completed POD application and filing fee, and a completed Traffic Impact Analysis Application form (required with every Plan of Development Application), should be submitted to the Permit Center located on the second floor of the County Administration Building. Appropriate fees are collected and receipts written. If a Supplemental Traffic Analysis (STA) is submitted with the application, a separate check with the appropriate fee made payable to VDOT will be required to be submitted directly to VDOT by the applicant/engineer upon notice to the applicant that the STA package has met all filing requirements to the County. (See item 5 below.) All application

packages are checked in the Permit Center for completeness, entered into Tidemark and assigned a Tidemark case number, and then turned over to the Development Review and Design Division in the Planning Department. Requests for interpretations or special exceptions, if known, should be submitted at this time.

5. Review Team consisting of designated Planning, Public Works and Public Utilities staff will review plans within 2 business days (Tuesday following the Friday deadline) to determine if plans are complete based on the application and checklist provided to the engineer. Traffic Engineer will determine if Supplemental Traffic Analysis is required, and if it is required, will determine if application requirements are complete. Principal Planner in Planning Department's Development Review and Design Division will make final determination regarding which plans are acceptable for further review. In the absence of the Principal Planner, the designated Planner III in the Planning Department's Development Review and Design Division will make the final determination. Incomplete plans, including plans which did not include required supplemental traffic analysis, will not be eligible for placement on the requested Planning Commission agenda, and will not be routed for review until all application requirements are complete. After the applicant completes all submission requirements, plans will be routed for review and will be placed on the next Planning Commission agenda. Review Team also schedules plans for staff/developer conference ensuring, to the extent possible, that the County's review staff is provided at least 10 business days to complete reviews. Projects which include VDOT review of a Supplemental Traffic Analysis shall be scheduled for a Staff developer meeting a minimum of 30 days following submission of the plans. Review Team also determines whether the plan review will be scheduled for 30 minutes or 45 minutes based on the complexity of the proposed development. Application information is entered into the Tidemark tracking system and Filenet.
6. A preliminary staff/developer agenda and plans for review for the first staff/developer day are distributed by 2:30 p.m. the following day (Wednesday). All plans to be reviewed on succeeding staff/developer days will be transmitted no later than the Friday following the application deadline. Preliminary staff/developer agendas will be posted on the Department of Planning Web Page by 4:30 p.m. on the following Monday. This and other development information is also posted on the County's Development Webpage (<http://www.co.henrico.va.us/devsite/>).
7. Plans are distributed to the Permit Center by the Planning Department for pick up by all reviewing agencies. (A copy of the application signature sheet is included with the plans.)
  - Division of Fire (1 set with architecturals)
  - Office of Building Construction and Inspections (1 set with architecturals)
  - Division of Police (1 set with architecturals)
  - Department of Planning Copy for Public Viewing (1 set with architecturals)
  - Department of Planning, G.I.S. Section (1 set)

- Department of Planning, Review Planner (1 set with architectural and 1 copy of the supplemental traffic analysis, if applicable)
- Department of Public Works, Engineering and Environmental Services Division (2 sets)
- Department of Public Works, Division of Traffic Engineering (1 set and 2 copies of the Supplemental Traffic Analysis, if applicable )
- Department of Public Utilities (3 sets)
- Department of Recreation and Parks (1 set)
- Virginia Department of Transportation (1 set and 2 copies of the Supplemental Traffic Analysis, if applicable) (See note below.)
- State Health Department (1 set if food service or septic system)
- School Administration (1 set)
- Virginia Power (1 set)

TOTAL = 17 CONSTRUCTION PLANS AND 5 ARCHITECTURAL PLANS

**NOTE:** For projects which require a Supplemental Traffic Analysis to be submitted to VDOT, the applicant will be required to deliver the review package, consisting of the site plans, the STA, and the VDOT application fee directly to the VDOT, after Henrico County has determined that all required elements of the submission are complete. The applicant will be contacted by Planning to pick up the plans and STA from the County, and to deliver them, with the fee, to the VDOT Sandston Residency office. **The VDOT fee should not be submitted to Henrico County.**

8. Preliminary Planning Commission agenda is prepared by the Department of Planning and is mailed approximately four weeks prior to the Planning Commission meeting to all applicants, engineers and review agencies.
9. Review comments and **departmental recommendation regarding approval** are posted on the County Website, which can be found at this link: <http://www.co.henrico.va.us/devsite/>, entered into Tidemark by the review agency, and then are e-mailed to the Department of Planning by 3:30 p.m. on the Friday prior to the next Thursday's Staff/Developer conference. Compiled comments will be available to be e-mailed, faxed or picked up from the Department of Planning by engineer Monday at 2:00 p.m. A copy of the compiled comments will be mailed to the owner/developer by Planning. VDOT comments regarding the Supplemental Traffic Analysis, if applicable, will be provided within 30 days of their receipt of the completed application and fee. VDOT's comments may include a request for a meeting with the applicant and staff, to occur within the next 60 days or a maximum of 90 days after the completed application. **The scheduling of a Scope of Work meeting (2. A.) may reduce the likelihood that this additional 60-day review period will be necessary.**
10. Engineer should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the staff/developer conference. Engineer is encouraged to make appointments with responsible review staff.

11. Requests for interpretations or exceptions, generated by staff comments, must be submitted no later than the Staff/Developer conference.
12. **Staff/developer conferences** are held every Thursday in the Planning Department Conference Room. Attendance is required at the meetings for departmental staff which have comments and recommendations on the applicant's plans. Agencies such as Police and Fire, who have limited staff devoted to plan review, if unable to attend, will confer with the case planner prior to the staff/developer conference to review comments in detail. The planner responsible for coordinating the review of the plans will notify the responsible Department staff if significant changes are made to the plans which affect safety. For plans which include a Traffic Impact Analysis in accordance with VDOT regulations, VDOT will attend the scheduled staff developer conference unless other arrangements are made.  
  
Staff/developer conference will be scheduled for 30 to 45 minutes based on the complexity of the project. A determination as to the length of the meeting will be made by the Review Team described in item 5. Prior to the staff/developer conference, the Planning staff annotates comments on the plan transparency, prepares standard comment forms and prepares copies of each for the applicant.
13. The Director or Assistant Director of Planning meets with the Planning staff to review each plan to discuss all outstanding issues on each plan one week prior to the Planning Commission meeting.
14. Revised plans and requests for placement on the expedited agenda are accepted for the Planning Commission meeting until 4:00 p.m. on the Friday before the Planning Commission meeting. Revised plans are routed to review agencies as soon as possible upon receipt.
15. Notice letters are sent out at least eight days prior to the Planning Commission meeting to all adjoining property owners based on the tax records and the list prepared by the Planning staff.
16. The final agenda is prepared and sent out at least one week prior to the Planning Commission meeting with staff comments and a set of reduced plans. These plans are hand delivered to the six Planning Commission members by the Planning Department Inspectors the Wednesday before the Wednesday POD meeting. Agendas and reduced plans are also distributed to the Deputy County Manager for Community Development, Director of Planning, Assistant Director of Planning, Manager-Eastern Government Complex and Principal Planner – Development Review and Design Division.

17. **Planning Commission:** The Planning Commission holds a monthly public hearing, as shown per the Planning Commission's meeting schedule (generally on the fourth Wednesday of every month) at 9:00 a.m. on all Plan of Development applications. At this meeting, action will be taken to approve, defer or deny the applications.
18. The approval letter is mailed to the property owner/developer with a copy to the engineer. Notice of the availability of copies of the annotated POD plan upon request is mailed to the engineer.
19. **Final Construction Plans for Signature:** If the plan is approved by the Planning Commission, the engineer prepares the construction plans for submittal to the Planning Department for final approval and signature. Eight (8) sets of the plans should be submitted for initial review purposes only. The plans shall be submitted to the Permit Center with the Plan of Development "Plans for Signature" application form, a written letter detailing all changes to the plans since the last submission, and a written response to previous review comments. The Permit Center then forwards to the Department of Planning which, within two (2) days, will enter the Tidemark tracking information, and then distribute the plans and a copy of the application through the Permit Center for pickup by designated agencies, including Public Works, Public Utilities, Fire, Building Inspections, and VDOT. The Planning Department will coordinate Fire and Building Inspection comments. Planning will coordinate with the Health Department, if necessary, for projects without public water and sewer. The Department of Public Works will coordinate VDOT comments and approve the plan after the plan is accepted by VDOT. County staff will provide review comments within twelve (12) business days, beginning the first business day after submission, to the Engineer, Owner, and the Department of Planning, which indicate the revisions required to proceed with the signature process. The Tidemark entries shall be completed by each agency, and these comments will be posted on the County Website which can be found at this link: <http://www.co.henrico.va.us/devsite/>. Review agencies shall notify the Planning Department and the engineer when they have no comments. **All agencies shall submit a statement indicating whether revised plans for additional review, or plans for final signature are required.**
20. **Signature Process:** If the submittal is responsive to all conditions of approval, proffers, and annotations on the plan, then the Department of Planning, the Department of Public Works and the Department of Public Utilities will proceed with the signature process in accordance with Item #22 below. Twenty-one (21) sets of plans and the Plan of Development Plans for Signature application form should be submitted for signature purposes to the Permit Center. **The cover sheet of each set for final signature must have an original signature and date on the Engineer's seal.** If the plans are not completely responsive, re-submittal of plans is required in accordance with item #21 below.

## **A. Plans which do not include Public Utility approval**

If the Department of Public Utilities does not need to sign the final plan, DPU's review comment letter / tech memo will contain a statement indicating that fifteen (15) sets of plans for signature may be submitted in lieu of twenty-one (21) sets. Planning will draw a red "X" through the Utility approval block. The Department of Public Works will distribute, via pick-up receptacles in the Permit Center, one (1) set each to the Permit Center, Eastern Government Center, Division of Fire, and Department of Public Utilities.

21. **Re-submittal of Plans:** Re-submittals are handled on a "first come/first served" basis, except for plans that the County Manager's Office notifies the department head to "fast-track", and will be reviewed within 12 business days as noted in Section 19. All re-submittals shall be submitted to the Permit Center, and are required to include the Plans for Signature application form, eight (8) sets of plans, **a written letter which clearly identifies all changes to the plan since the last plan revision, and a written response to all review comments.** The Department of Planning will distribute the plans, a copy of the application form, and letter/review comment response to the Permit Center for pick up by review agencies. County staff will provide review comments within twelve (12) business days, beginning the first business day after submission, to the Engineer, Owner, and the Department of Planning. A processing fee will be charged for any re-submittals required after the second Plans for Signature submission (first re-submittal).

## **A. Clearing and Grubbing**

1. **Authorization to clear and grub a site** prior to POD Construction Plan approval may be obtained provided the following conditions are met:
  - The Planning Commission has approved the project.
  - All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States have been submitted to DPW,
  - Off-site drainage easements have been recorded,
  - A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning, and
  - A Preconstruction meeting has been conducted with the Environmental Inspector, the Developer and the Contractor in attendance. The Planning Inspector will attend if tree protection measures are required.
2. **The scope of work proposed in a Clearing and Grubbing plan** must be limited to the removal of vegetation, installation of erosion and sediment control measures, and installation of tree protection measures. It may also include removal of the root debris associated with the removed vegetation.

A Clearing and Grubbing Plan cannot include work such as filling, grading, or installation of storm and/or sanitary sewer.

3. **Clearing and Grubbing Plans for Review:** The engineer prepares the Clearing and Grubbing Plan for submittal to the County for review. Clearing and Grubbing Plans must be prepared by a licensed Engineer or Class B Surveyor. Five (5) sets of plans and any supporting documentation shall be submitted to the Permit Center with the Clearing and Grubbing Plan application form. **If the submittal is a resubmittal of a previously reviewed Clearing and Grubbing Plan, a written letter which clearly identifies all changes to the plan since the last submission and a written response to all review comments detailing the changes to the plans from the last submittal shall be included.** All necessary information will be entered in the Tidemark tracking system. The Planning Department, within two (2) days will distribute the plans, a copy of the application, and copies of all accompanying documentation to the Permit Center for pick up by Public Works (3 sets) and Public Utilities (1 set). The Engineer is responsible for submitting plans to VDOT if work in VDOT ROW is proposed or stormwater is discharged to VDOT ROW. The Department of Public Works will coordinate VDOT comments. County staff will provide review comments within twelve (12) business days, beginning the first working day after submission, to the engineer / surveyor / landscape architect, owner and the Department of Planning, which indicate the revisions required to proceed with the signature process. Tidemark entries shall be completed by each agency and these comments will be posted on the County Website which can be found at this link: <http://www.co.henrico.va.us/devsite/>. Review agencies shall notify the Department of Planning and the applicant when they have no comments.

4. **Clearing and Grubbing Plans for Signature:** When all requirements of Planning, Public Works, and Public Utilities are satisfied, the Planning Department shall notify the applicant that eight (8) sets of plans may be submitted to the Permit Center for signature. Once signed, a Preconstruction Meeting will be conducted and signed plans will be distributed as follows:

- Public Works (3 sets)
- Planning (1 set)
- Public Utilities (1 set)
- Developer/Engineer/Contractor (3 sets)

22. **Signature of plans:** When all **technical requirements** are satisfied and **all Departments have notified the Department of Planning that plans are ready for signature**, the Planning Department shall notify the applicant that twenty-one (21)

sets of plans may be submitted to the Permit Center as described in item #20 above. Two separate signature processes are offered.

## **A. Signature Processes**

### **1) Streamlined Signature Process**

Provided all review comments have been addressed and technical requirements have been met, applicants who certify on the Plans for Signature Application that, except for Water and Sewer Agreements, all other required administrative documents have been approved, including but not limited to:

- a. Off-site Easement Plats
- b. E&S Bonds and Agreements
- c. Authorization from state and/or federal regulatory agencies for impacts to the Waters of the United States
- d. BMP / SWM Maintenance Agreements
- e. Funds to be escrowed
- f. Maintenance Agreements for placement of items within the right-of-way
- g. Environmental Fund Contribution
- h. Construction permits from VDH and DEQ for water and sewer if required,

will be eligible for a **Streamlined Signature Process**. The Streamlined Signature Process will provide approval signatures from all of the Review Departments within seven (7) business days.

Planning will sign 21 sets within 2 days of receipt of the plans, and deliver them to Public Utilities. Public Utilities will sign 21 sets within 2 days and deliver them to Public Works. Public Works will sign 21 sets within 3 days, notify Planning that the plans have been approved, send 19 sets to the Public Works Environmental Inspector to hold a preconstruction conference, and send 2 sets to Public Utilities. After the plans have been signed by Planning, Public Utilities and Public Works, Planning will prepare the approval letter indicating the plans have been approved, that site grading may proceed after a preconstruction conference has been held with Public Works, and that utility work may proceed after a preconstruction conference is held with Public Utilities. (A joint preconstruction conference may be scheduled with both agencies if the Water and Sewer Agreements have been approved.) After the preconstruction conference, Public Works will distribute the plans to Public Utilities for the utility preconstruction meeting, and to other required agencies via pick-up receptacles in the Permit Center and in accordance with Section 22.C.

### **2) Signature Process with Partial Permits**

If the Final Construction Plans for signature are ready for final signature prior to approval of all the administrative documents, a standard review and signature process will be followed. Under the standard process, plans will be signed when all administrative documents (except Water & Sewer Agreements) have been approved and all agencies have notified the Planning Department that the plans may be signed. Administrative documents will be submitted directly to the appropriate department for review prior to submission of final construction plans for signature. While the final construction plans or the administrative documents are pending, partial building permits may be requested in writing from the Building Official as follows:

- a. A **“Footings and Foundations”** Permit may be requested from the Building Official after the following conditions are met:
- 1) The Planning Commission has approved the project.
  - 2) All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States have been submitted to DPW.
  - 3) Off-site drainage easements have been approved.
  - 4) A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning.

In addition to the 2 sets of construction documents required with the Building Permit application, the applicant shall submit one additional copy of the footing and foundation plan. Partial plumbing, electrical and fire protection permits may be requested for groundwork. Provide an additional copy of the plumbing, electrical and fire protection groundwork plans if these partial permits are desired.

- b. A **“Structural Framing”** Permit may be requested from the Building Official after the following conditions are met:
- 1) The Planning Commission has approved the project.
  - 2) All appropriate bonds, agreements, and authorizations from state and/or federal regulatory agencies for impacts to Waters of the United States have been submitted to DPW.
  - 3) Off-site drainage easements have been approved.
  - 4) A clearing and grubbing plan, including tree protection measures, has been submitted to and approved by DPW and Planning.
  - 5) Contributions to the Environmental Fund have been submitted to DPW.
  - 6) Utility plans and Water and Sewer Agreements have been approved by DPU.

In addition to the 2 sets of construction documents required with the Building Permit application, the applicant shall submit one additional copy of the structural framing plan. Installation of the plumbing, electrical, mechanical and

fire protection systems may also proceed provided the electrical, plumbing, mechanical and fire protection permits have been approved and one extra copy of these plans is also submitted.

Additional permits may be obtained when all administrative documents have been fully approved.

## **B. Procedure for signatures:**

The plans are signed first by the Planning Department. The County Manager's office also signs at this time, if required. The Department of Planning shall attach a pre-construction form to the plans, indicate on the pre-construction form if the Planning Inspector needs to attend the pre-construction meeting, enter the Tidemark information, and forward the plans to the Department of Public Utilities.

**Note:** If the Department of Public Utilities does not need to sign the final plan, and fifteen (15) sets of plans for signature have been submitted in lieu of twenty-one (21) sets as discussed in item #20 A. above, Planning will draw a red "X" through the Utility approval block and forward the plans to the Department of Public Works.

The Department of Public Utilities will sign the plans, complete the top portion of the preconstruction form, enter the Tidemark information, and forward the plans to Public Works. The Department of Public Works will sign the plans, complete the top portion of the pre-construction form, fax or email a copy of the pre-construction form to the Planning Department (noting the date of approval by the Director of Public Works on the pre-construction form), enter the Tidemark information, send two (2) sets to the Department of Public Utilities, and send nineteen (19) set of plans to the Environmental Section. The Department of Public Works will notify the engineer that a pre-construction meeting may be scheduled, and the Planning Department will prepare and mail the approval letter. (A joint preconstruction conference may be scheduled with DPW and DPU if the Water and Sewer Agreements have been approved.) The date of approval shall be the date of signature by the Director of Public Works. The approval letter sent by the Department of Planning will include comments and conditions imposed by the Planning Commission, the Department of Public Works, and the Department of Public Utilities, and will state that the Department of Public Utilities will authorize construction of water and sewer by separate letter.

1. If no pre-construction meeting is required by Public Works, Public Works will send eight (8) sets of plans to Planning, one set of plans each to the Permit Center, Eastern Government Center, and Division of Fire and sends seven (7) sets to the Department of Public Utilities (unless it is a plan type per note

20A above). Planning distributes six (6) sets to the Engineer with the approval letter.

### **C. Construction Plan Distribution Summary**

#### **Public Works (14)**

- (2) Engineering and Environmental Services Division
- (1) Construction (field)

#### For Distribution by Public Works

- (2) Planning
  - Planning Department
  - Zoning Enforcement Officer
- (6) Developer
  - (2) Building Permit Application
  - (2) Contractor's on-site copies
  - (2) Engineer and Developer/Owner's copy
- (1) Permit Center
- (1) Eastern Government Center
- (1) Division of Fire

#### **Public Utilities (7)\***

**\*(1) set only if Public Utilities is not part of approval**

- (1) Public Information
- (2) Construction Inspection
- (1) Backflow Technician

#### For Distribution by Public Utilities

- (1) Engineer
- (2) Utility Contractor

**23. On-site Pre-construction Conference - Public Works / Planning / Public Utilities:** The owner's contractor contacts the Environmental Division of DPW to schedule an "on-site pre-construction meeting". The Environmental Division will coordinate with the Planning and Public Utilities Inspectors as necessary. Each inspector attending the pre-construction meeting will initial the plans. Construction plans signed by the agencies attending the pre-con meeting are given to the engineer/contractor at this time. Five (5) sets of plans for a Public Utilities preconstruction meeting are withheld if a joint DPW / PU pre-construction conference is not held. The pre-construction date is entered in Tidemark by DPW and DPU. The bottom portion of the pre-construction form is completed.

The Environmental Division of DPW sends five (5) sets of plans and the pre-construction distribution form to the Department of Public Utilities for the DPU pre-construction meeting. The Environmental Inspector will indicate on the pre-construction form if he needs to attend the Utilities Pre-construction meeting. The pre-construction meeting may be scheduled once the Water and Sewer Agreements have been approved. An authorization to proceed with utility work letter will be sent to the Owner and Engineer by Public Utilities once the Water and Sewer Agreements have been executed and the utility pre-construction meeting has been held. Two (2) sets of plans are also sent by DPW to Planning (or one set if Planning's Zoning Enforcement Officer received his set previously), and one set each is sent to the Permit Center, the Eastern Government Center, and the Division of Fire.

24. **On-site Pre-construction Conference-Public Utilities.** The owner's contractor contacts the DPU Construction Division to schedule a pre-construction meeting at least 48 hours prior to the desired meeting. If required, as noted on the pre-construction form, the owner's contractor shall have the Environmental Division of DPW attend the meeting. Three (3) sets of approved construction plans will be delivered to the engineer/contractor at this meeting. The Department of Public Utilities will enter the pre-construction date into the Tidemark system, and send the authorization to proceed with utility work letter.

## 25. **Minor Revisions to Approved Construction Plans**

**A. Plans requiring single agency approval:** Plans requiring MINOR revisions for approval by a single agency shall be submitted to the department having primary responsibility for the proposed revision. **Eight (8) sets** of plans shall be submitted if the approval of a single agency is necessary. A transmittal letter is required which describes the proposed revision. A copy of the transmittal letter is to be sent to Planning, DPU, and DPW by the engineer. For example, changes to roads, drainage and erosion control shall be submitted to the Department of Public Works and changes to water mains and sewer lines shall be submitted to the Department of Public Utilities. The Department reviewing the plans shall coordinate with other County agencies if required. (If a determination is made during the review that the scope of the revisions requires a complete review by other review agencies, the plans shall be submitted for administrative review to the Planning Department under the regular process.) All comments shall be addressed on the revised plan before it is approved for construction. An approval letter and approved plans will be sent to the owner and engineer by the Department having primary responsibility for the revision, and a copy of the letter and one set of the approved revised plan shall be sent to Planning, Public Utilities, or Public Works.

**B. Plans requiring multiple agency approval:** **Changes of significant impact, and/or plans requiring more than one agency's approval, as determined by the Planning Department, must be submitted to the Planning Department for administrative review, and appropriate fees paid.** Examples of significant changes include changes which impact proffered or otherwise required buffers, involve additional clearing, involve significant revisions to grading or locations of site features, or which affect other items regulated by proffers or conditions required by the Planning Commission. At the direction of the Planning Department, **eight (8) sets** of plans shall be submitted with the POD application and administrative plan review fee. The plans shall be submitted to the Permit Center with the application, fee, and a **written letter detailing all changes to the plans since the previous approval.** The Permit Center then forwards to the Department of Planning which, within two (2) days, will enter the Tidemark tracking information, and then distribute the plans and a copy of the application through the Permit Center for pickup by designated agencies, including Public Works, Public Utilities, Fire, Building Inspections, and VDOT. The Planning Department will coordinate Fire and Building Inspection comments. Planning will coordinate with the Health Department, if

necessary, for projects without public water and sewer. The Department of Public Works will coordinate VDOT comments and approve the plan after the plan is accepted by VDOT. County staff will provide review comments within twelve (12) business days, beginning the first business day after submission, to the Engineer, Owner, and the Department of Planning, which indicate the revisions required to proceed with the signature process. The Tidemark entries shall be completed by each agency, and these comments will be posted on the County Website which can be found at this link: <http://www.co.henrico.va.us/devsite/>. Review agencies shall notify the Planning Department and the engineer when they have no comments. **All agencies shall submit a statement indicating whether revised plans for additional review, or plans for final signature are required.**

**26. Final project completion:** The Engineer who prepared the POD submits a statement to the Department of Planning that all construction is in conformance with the regulations and requirements of the POD, and sends a copy to the Department of Public Works (Construction Engineer), and the Department of Public Utilities (Design Division Director). Inspections for the final certificate of occupancy are coordinated through the Building Inspection Department. The Department of Public Utilities will issue a Tentative Acceptance letter when water and sewer is complete and can be accepted for operation and maintenance along with a list of deficiencies. When the deficiencies are completed, then a Final Acceptance letter will be issued.

## **APPENDIX A: POD Ten-Day Expedited Signature Process**

If requested by the applicant, the first submittal to the County after Planning Commission approval qualifies for the 10-day expedited signature process if the plans submitted conform to the plans approved by the Planning Commission and the plans are submitted within 6 months of Planning Commission approval. All information must be submitted at the same time to each agency listed below, and all agencies must receive complete submittals on the same day. Each agency shall review the submission to determine that the minimum submission requirements have been met by the end of the next day following receipt of the plans and e-mail the Planning Department to confirm receipt of a complete submission. If the submission is incomplete, the project is not eligible for the expedited review process, but will continue to be reviewed under the regular process. (See #19) Planning Department will route plans to the Division of Fire, and Building Inspections. Comments shall be provided to the Planning Department by all agencies within seven (7) business days, beginning the first day after submission. If plans generate review comments, they will be reviewed under the regular process. Plans will be signed in ten (10) business days, beginning the first business day after submission, if there are no unresolved issues or comments, and the following items are complete:

### **Required by Planning (prior to plan approval):**

- o POD Plans For Signature – Expedited Signature Process application
- o “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and Planning checklist.
- o A copy of the annotated plan stamped by the Planning Department “as approved by the Planning Commission”.
- o Twenty-four (24) sets of plans.
- o An additional standard (24” x 36”) sheet for each set of plans that cites the rezoning case number(s) and lists the proffers that affect the subject property; and lists the Planning Commission Conditions of approval.
- o Written response to all previous review comments, with explanation of how resolved

### **Required by Public Works (prior to plan approval):**

- o POD Plans for Signature – Expedited Signature Process application
- o “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPW checklist.
- o A copy of the annotated plan stamped by the Planning Department “as approved by the Planning Commission”.
- o Three (3) sets of plans.
- o An additional standard (24” x 36”) sheet for each set of plans that cites the rezoning case number(s) and lists the proffers that affect the subject property; and lists the Planning Commission Conditions of approval.
- o Best Management Practices (BMP) Maintenance Agreement.
- o Erosion and Sedimentation Agreement with a letter of credit or cash.
- o Evidence of Corp of Engineers permits and others as may be required.
- o Deed book and page number for offsite easements shown on plans.
- o Verification of VDOT approval where applicable.
- o Environmental Fund Contribution
- o Written response to all previous review comments, with explanation of how resolved

**Required by Public Utilities (prior to plan approval):**

- o POD Plans for Signature – Expedited Signature Process application
- o “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPU checklist.
- o A copy of the annotated plan stamped by the Planning Department “as approved by the Planning Commission”.
- o One (1) set of plans.
- o An additional standard (24” x 36”) sheet for each set of plans that cites the rezoning case number(s) and lists the proffers that affect the subject property; and lists the Planning Commission Conditions of approval.
- o Off-site easements recorded with deed book and page shown on plans
- o Off-site plans authorized to proceed with construction.
- o Overall water and sewer plan approved for phased project
- o VDH/DEQ Permits issued when required
- o Local review form for water completed when required
- o Sanitary sewer analysis approved and downstream capacity confirmed
- o VDOT permits attached when required
- o Written response to all previous review comments, with explanation of how resolved