



# Subdivision Review Process

## County of Henrico, Virginia

Effective: December 7, 2007

POF 021

1. Developer hires engineer, surveyor, or landscape architect to prepare plans.
2. **Preliminary Plan:** Applicants submitting plans for major or unconventional subdivisions (such as zero lot line developments and townhouses for sale) are strongly encouraged to submit plans for preliminary review prior to submitting a complete application for a Conditional Subdivision. 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 Department of Planning 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 applicant the next working day. A meeting with the applicant 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.

**Note:** For plats recorded prior to 1960, see Appendix B.

### 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 Conditional Subdivision (or POD) 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 Conditional Subdivision (or POD) 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 noted 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. **Conditional Subdivision Application:** Applicant submits completed Conditional Subdivision application package to the Permit Center by deadline on Planning Commission meeting calendar. All plans received by this deadline will be reviewed by the review team the following Tuesday and scheduled for a staff/developer meeting if complete.

**Note:** Certain subdivisions may be eligible for concurrent Conditional and Final Approval, subject to approval by the Department of Planning. (See Appendix C)

4. Fifteen (15) sets of plans along with a completed Conditional Subdivision application and filing fee, and a completed Traffic Impact Analysis Application form (required with every Conditional Subdivision 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, 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 48 hours (Tuesday following the Friday deadline) to determine if plans are complete based on application and checklist provided to the applicant. 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 are transmitted no later than the Friday following the application deadline. Preliminary staff/developer agendas are 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. **Conditional Subdivision Distribution:** Plans are distributed to the Permit Center by the Department of Planning for pick up by all reviewing agencies. (A copy of the application signature sheet is included with the plans.)
  - Department of Planning, Property Numbering (1 set)
  - Department of Planning, Copy for Public Viewing (1 set)
  - Department of Planning, G.I.S. Section (1 set)
  - Department of Planning, Review Planner (1 set , copy of colored soils map, and copy of the Supplemental Traffic Analysis, if applicable)
  - Department of Public Works, Engineering and Environmental Services Division (2 sets)

- Department of Public Works, Traffic Engineering Division (1 set and (2) copies of the Supplemental Traffic Analysis, if applicable )
  - Department of Public Utilities (1 set)
  - Department of Recreation and Parks (1 set)
  - Virginia Department of Transportation (1 set w/ (2) copies of the Supplemental Traffic Analysis , if applicable) (See note below)
  - State Health Department (if individual well and/or individual on-site sewage disposal system) (1 set and copy of colored soils map)
  - School Administration (1 set)
  - Virginia Power (1 set)
  - Real Property (1 set)
  - Division of Fire (1 set if it is a townhouse for sale or zero lot line development)
- TOTAL NUMBER = 15 SETS

**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 e-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 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 is 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. Applicant should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the staff/developer conference. Applicant 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 who have comments and recommendations on the applicant's plans. Agencies which 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 Department of Planning staff annotates comments on the plan, 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. 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 Department of Planning Inspectors the Wednesday before the Wednesday Planning Commission 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, Director – The Permit Center (agenda only), and Principal Planner –Development Review and Design Division.
16. **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 Conditional Subdivision applications. At this meeting, action will be taken to approve, defer or deny the applications.
17. The approval letter is mailed to the property owner / developer with a copy to the engineer / land surveyor / landscape architect. Notice of the availability of copies of the annotated conditional subdivision plat upon request is mailed to the engineer. A copy of the conditional plat is placed in the subdivision file.
18. **Pre-Final Construction Plan Review (Optional):** An optional construction plan review process for subdivision construction plans is available prior to submission of the final subdivision application. This process is known as the pre-final submittal

and it does not include review of the subdivision plat, or a full review by all agencies. The purpose of this process is to review issues related to the final site layout prior to submission of the Final Subdivision application including plats for review. The Pre-Final Construction Plan application form and nine (9) sets of plans, including all required construction plan information listed on the final application, are submitted to the Permit Center. The plans, provided a determination is made that the plans are complete and acceptable for review as discussed in item 21, are routed to Planning (2 sets), Public Works (3 sets), Public Utilities (2 sets), VDOT (1 set), and the Health Department (1 set if applicable), for initial review of the construction plans prior to submission of the full Final Subdivision application, meeting all application requirements. It is the applicant's responsibility to coordinate pre-final plan comments with VDOT and the Health Department as necessary. Pre-final comments will be provided to the applicant within fifteen (15) business days, beginning the first day following submission. **A staff / developer meeting will not be scheduled to discuss the Pre-Final submittal.** The staff / developer meeting will be scheduled after the Final Subdivision application is submitted.

19. **Final Subdivision Application:** The applicant submits completed Final Subdivision application package to the Permit Center. Plans for final subdivision review 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. Incomplete plans will not be routed for review until all application requirements are complete.

**Note:** For plats recorded prior to 1960, see Appendix B.

20. Fifteen (15) copies of the plat, nine (9) sets of construction plans, and a completed application and filing fee should be submitted to the Permit Center located on the second floor of the County Administration Building. Appropriate fees are collected, receipts written, and Tidemark information entered. All application packages are turned over to the Development Review and Design Division in the Department of Planning. Requests for interpretations or exceptions, if known should be submitted at this time.

**Note:** In cases where both **Subdivision and Plan of Development (POD) approval is required** (such as for zero lot line developments or townhouses for sale), the filing of a POD application is in lieu of the submittal of the nine (9) sets of construction plans. The filing of a POD application should be done concurrently with the filing of the Final Subdivision application and plats. Please see the Plan of Development Review Process document for details of the site plan approval process.

21. Review Team consisting of designated Planning, Public Works and Public Utilities staff will review plans every Thursday to determine if plans are complete based on application and checklist submitted by the applicant. Principal Planner in the 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. Plans determined to be incomplete will be not routed. After the applicant completes all submission requirements the plans will be routed for review. 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 working days to complete reviews. Review Team also determines whether the staff/developer conference will be scheduled for 30 minutes or 45 minutes based on the complexity of the proposed development. Applicant information is entered into the Tidemark tracking system.

22. 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/>). All necessary information is entered into the Tidemark tracking system.
23. **Final Subdivision Distribution:** Plans are distributed to the Permit Center by the Department of Planning for pick up by all reviewing agencies. (A copy of the application is included with the plans)
- Department of Planning, Property Numbering (1 plat)
  - Department of Planning, Technician - Copy for Public Viewing (1 plat and 1 set of construction plans)
  - Department of Planning, Review Planner (1 plat and 1 set of construction plans)
  - Department of Planning, Tech Check (1 plat)
  - Department of Public Works, Engineering and Environmental Services Division (2 plats, 2 sets of construction plans)
  - Department of Public Works, Traffic Engineering Division (1 set of construction plans and 1 plat)
  - Department of Public Utilities (1 plat, 2 sets of construction plans)
  - Department of Recreation and Parks (1 plat)
  - Real Estate Assessment (1 plat)
  - Virginia Department of Transportation (1 plat and 1 set of construction plans)
  - State Health Department (if individual well and/or on-site sewage disposal system) (1 plat, 1 set of construction plans, soils map and soils report)
  - School Administration (1 plat)
  - Virginia Power (1 plat)
  - Real Property (1 plat)

TOTAL NUMBER = 15 PLATS & 9 CONSTRUCTION PLANS

24. Review comments and **departmental recommendation regarding final subdivision 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 e-mailed to the Department of Planning by 3:30 p.m. on the Friday prior to the scheduled 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 on Monday at 2:00 p.m. A copy of the compiled comments will be mailed to the owner/developer by Planning.
25. Applicant should contact review agencies that have not recommended approval and attempt to resolve comments or concerns prior to the staff/developer conference. Applicant is encouraged to make appointments with responsible review staff.
  26. Requests for interpretations or exceptions, generated by staff comments, should be submitted no later than the Staff/Developer conference.
  27. Staff/developer conferences are held every Thursday in the Planning Department Conference Room. Attendance is required at the meetings for departmental staff who have comments and recommendations on the applicant's plans. Agencies 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.
  28. 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 21. Prior to the staff/developer conference, the Department of Planning staff annotates comments on the plan, prepares standard comment forms and prepares copies of each for the applicant.
  29. The Director of Planning shall act on a final plat within 60 days of submission of a complete application, in accordance with the Henrico County Subdivision Ordinance unless the applicant requests an extension of time. When all review agencies can recommend final approval, the Director of Planning or his designated agent will stamp the final plat approved. The Department of Planning will prepare and send the final approval letter to the owner and/or developer, with a copy sent to the engineer / surveyor / landscape architect. A copy of the final plat is placed in the file. If Plan of Development (POD) approval is also required for a particular project (such as zero lot line developments or townhouses for sale), Final Subdivision Approval may not be granted until the Planning Commission has approved the POD.
  30. **Subdivision Construction Plans for Signature:** The engineer prepares the construction plans for submittal to the Planning Department for final approval and signature. Construction plans must be prepared by a licensed Engineer or Class B Surveyor. Six (6) sets of the plans should be submitted for initial review purposes only. The plans shall be submitted to the Permit Center with the "Subdivision Construction Plans for Signature" application form. **A written letter which clearly identifies all changes to the plan since the last plan revision 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 and a copy of the application to the Permit Center for pick up by designated agencies, including Planning (1), Public Works (3 sets), Public Utilities

(1 set), and VDOT (1 set). **The engineer is responsible for distributing plans to the Health Department for review, if required.** 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 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. **All agencies shall submit a statement indicating whether revised plans for additional review, or revised plans for signature, are required.**

**Note:** For Ten-Day Expedited Signature Process, See Addendum A.

31. **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 #33 below. Twenty-one (21) sets of plans and the Subdivision Construction Plans for Signature form should be submitted for signature purposes to the Permit Center. All necessary information will be entered in the Tidemark tracking system. **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 #32 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 and the Eastern Government Center.

32. **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 Subdivision Construction Plans for Signature form, six (6) sets of plans, **a written letter that clearly identifies all changes to the plan since the last plan revision and a written response to all review comments.** The Planning Department 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 Subdivision Construction Plan approval may be obtained provided the following conditions are met:
  - The Planning Commission has approved the project,
  - A Final Subdivision application has been submitted for review,
  - 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/pod/>. 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)

33. **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 #30 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 34.

## 2) Standard Signature Process

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.

### **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 #31A. 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 31A 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
- (4) Developer
  - (2) Contractor's on-site copies
  - (2) Engineer and Developer/ Owner's copy
- (1) Permit Center
- (1) Eastern Government Center
- (1) Division of Fire
- (1) Building Inspections
- (1) Health Department (if project is a subdivision with well and/or septic)

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

**\*(1) set only if no Public Utilities are part of approval**

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

#### For Distribution by Public Utilities

- (1) Engineer
- (2) Utility Contractor

34. **On-site Pre-construction Conference - Public Works/Planning:** 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.

**35. 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.

**36. 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 approval letter and one set of the approved revised plan shall be sent to Planning, Public Utilities, or Public Works, by the responsible review agency.

**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, six (6) sets of plans shall be submitted with the final subdivision application and administrative plan review fee. The plans, application, and fee shall be submitted to the Permit Center with 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, and VDOT. 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/pod/>. 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.** Plans for final signature shall be submitted in accordance with Item #33.

**37. Plats - Technical Check (optional):** The applicant submits completed Subdivision Miscellaneous Application, along with fee and ten (10) copies of the subdivision plat to the Permit Center. Appropriate fees are collected, receipts written, and Tidemark information entered. The Permit Center forwards the complete application package to the Department of Planning.

**38. Technical Check Distribution:** The Department of Planning distributes copies of the subdivision plat to the Permit Center for pick up by all reviewing agencies:

- Department of Planning, Property Numbering
- Department of Planning, Review Planner
- Department of Planning, Planning Technician
- Department of Planning, File and Public Viewing
- Department of Public Works, Engineering and Environmental Services Division
- Department of Public Utilities
- Real Property
- Real Estate Assessment
- State Health Department (if well and/or septic)
- Virginia Department of Transportation

TOTAL = 10 PLATS

**39.** Review comments are due to the Department of Planning within five (5) business days, beginning the first day after receipt of the plats. Completed activities are entered in Tidemark. All comments are compiled on the subdivision plat and forwarded to the Permit Center for pickup by the applicant. A copy of this plat is also placed in the final subdivision file.

**40. Review of Protective Covenants:** If the subdivision requires the recordation of protective covenants, a copy of this document, along with a transmittal letter, shall be submitted to the Department of Planning. These documents are to be provided at least sixty (60) days prior to the anticipated recordation date of the subdivision plats.

41. The Review Planner forwards a copy of the draft document to the County Attorney's Office for review as to form. Another copy is sent to the Department of Public Works for review as it pertains to storm water management facilities. The Review Planner reviews the document as to substance.
42. The Review Planner compiles all review comments on a marked up copy of the document, which is then returned to the applicant. Revisions are made by the applicant and a new copy of the document is resubmitted for review.
43. When all review agencies find the draft document satisfactory, the Department of Planning will notify the applicant by phone that the protective covenants may be recorded at the Circuit Court Clerk's Office. Recordation of the protective covenants must be done prior to, or concurrent with, the recordation of the subdivision plat. Deed book and page number information pertaining to the recorded covenants must be referenced on the subdivision plat.
44. **Subdivision Landscape Plans:** If required by condition or proffer, the applicant must submit seven (7) sets of landscape plans, along with a completed landscape plan application to the Permit Center. The Permit Center shall forward the complete package to the Department of Planning for logging and routing. Review and approval is required prior to the recordation of the subdivision plat.
45. Plans are distributed to the Permit Center by the Department of Planning for pickup by all reviewing agencies.
  - Division of Police (1 set)
  - Department of Public Works, Engineering and Environmental Services Division (2 sets)
  - Department of Public Utilities (2 sets)
  - Department of Planning, Review Planner (2 sets)

TOTAL NUMBER = 7 SETS

46. 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. If necessary, the applicant shall resubmit revised plans in response to staff comments to the Permit Center.
47. When all reviewing agencies are satisfied, the applicant shall submit five (5) sets of landscape plans for signature, along with a transmittal letter, to the Permit Center. The Permit Center then forwards all sets of the landscape plans to the Department of Planning.

48. The Review Planner signs the final sets of landscape plans and prepares the subdivision landscape plan approval letter. The Department of Planning retains three sets of approved plans. Two sets of approved plans and accompanying approval letter are returned to the Permit Center to be picked up by the applicant. The Department of Planning notifies the applicant by telephone that the plans are approved and ready to be picked up. The Department of Planning arranges for a scanned copy of the plans to be placed in the subdivision file.
49. Installation of the landscaping improvements is usually required before the approval of any certificates of occupancy for dwellings in a subdivision. In some cases, a financial guarantee may be posted to allow these improvements to be installed at a later period of time. The applicant must contact the Code Administration Division of the Department of Planning to discuss such arrangements.
50. **Obtaining a Bond Estimate and Letter of Credit:** The Departments of Public Utilities and Public Works provide the Department of Planning with bond estimates for required infrastructure improvements after subdivision construction plans are approved by all agencies. The Department of Planning then conveys this information to the applicant via letter.
- a. A financial guarantee, cash, or letter of credit for all required subdivision improvements must be provided by the developer and approved by the County prior to recordation of the subdivision plat. After approval of the subdivision construction plans, the developer may begin installation of the required improvements.
  - b. This step is not necessary if “zero” bond estimates are received from all reporting agencies.
51. The developer should note that any request for a reduction in the bond amount prior to the recordation of the plat would require processing time that may result in a substantial delay in recording the plat. Therefore, it is recommended that there be no request for a bond reduction if the applicant expects to record the subdivision plat within forty-five (45) days from the date of such request.
52. **Recordation of Off-site Easements:** All necessary off-site easements must be recorded prior to or concurrent with the recordation of the subdivision plat. Construction plans shall not be approved until off-site easements for water and sewer have been acquired and deed book and page numbers are shown on the plans. There are three methods in which off-site easements may be recorded in conjunction with subdivision plats (See Appendix D).

Principal responsibility for the review of public easements is divided among three agencies:

1. Department of Public Utilities (sanitary sewer and water easements)
2. Department of Public Works (drainage, Special Flood Hazard Area (floodplain), slope, temporary construction, and right-of-way easements)
3. Department of Planning (no ingress/egress, planting strip, pedestrian access, and fire lane easements)

Private easements are treated differently from public easements. The City of Richmond, Dominion Virginia Power, telephone and cable companies record private utility easements, however, they are permitted to utilize the County utility easements and public right-of-way under franchise agreements. These easements are not subject to County review and approval at this time. The subdivider may also record private easements to facilitate their development including drainage, utility, and access easements. Although these easements are not public easements, they are subject to limited County review and approval by related review agencies.

**53. Subdivision Recordation:** Three sets of mylars (two opaque and one transparent) for recordation review, prepared in accordance with County requirements, along with a completed application and six (6) paper copies of the plats are submitted to the Permit Center. The Permit Center forwards the complete package to the Department of Planning for logging and routing.

- **Technical Check: (optional):** The applicant has the option of submitting copies of the subdivision plat, along with a completed application and fee, to the County for a tech check review prior to preparation of the final mylar sets. This option is encouraged when there are questions dealing with the final format of the subdivision plat (See item #37).
- **Mylar Check (optional):** A single set of transparent mylars and six (6) paper copies may be submitted for a mylar check, prior receiving notary and all required signatures on the plat. This option is available following the initial technical check, prior to recordation.

**54. Mylar Check and Mylar Distribution:** Paper copies of the plats are distributed to the Permit Center by the Department of Planning for pickup by all reviewing agencies.

- Real Estate Assessment
- Department of Public Works, Engineering and Environmental Services Division
- Department of Public Utilities
- Department of Planning, Property Numbering
- Department of Planning, Planning Technician
- Health Department (if individual well and/or individual on-site sewage disposal system)

TOTAL: 6 PAPER COPIES OF THE PLATS

**55.** All required information, plans and letters must be provided to the appropriate County departments. All conditions of final subdivision approval must be met. Comments from all reviewing agencies are forwarded to the Department of Planning within five (5) working days, beginning with the first day after receipt of the plats.

56. The Department of Planning compiles all review comments as quickly as possible and provides a copy within ten (10) working days, beginning the first working day after submission, to the applicant and the owner/developer, 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/>. If staff review indicates errors in the plat or failure to comply with all conditions and requirements of the final approval letter, the plat will be returned to the applicant for revision or correction. Resubmittal of corrected plats after remedial action will begin a new review period.
57. When the County review is complete and the plats have been signed by the Secretary or Acting Secretary of the Planning Commission, the Department of Planning will forward all copies of the signed mylars to the Permit Center for pick up. The Department of Planning will notify the engineer/surveyor by telephone to pick up the mylars at the Permit Center for recordation in the Circuit Court Clerk's Office.
58. **Recordation:** The applicant is responsible for recording the approved subdivision plats at the Circuit Court Clerk's Office within 60 days of their signature date. Information on the recordation process and necessary fees may be obtained directly from that office. After the subdivision plat has been recorded, the applicant returns two copies (one opaque and one transparent) of the approved subdivision plat to the Permit Center, along with a recordation receipt showing the deed book and page number.
59. The Permit Center retains the one opaque copy of the approved subdivision plat for the subdivision plat books. The transparent copy is sent to the Department of Public Works. The Permit Center makes and sends paper copies of the subdivision plat to Real Estate Assessment (3 copies), State Health Department (2 copies), School Administration (2 copies), Department of Planning (2 copies), Department of Public Utilities (1 copy), and Department of Public Works (1 copy).
60. **Certification of Improvements:** Upon the completion of all improvements, the subdivider shall furnish a statement by a certified engineer or land surveyor that all construction is in substantial conformity to the regulations and requirements of the Subdivision Ordinance and the approved plans. This statement is submitted to the Department of Planning, with copies sent to the Department of Public Works and the Department of Public Utilities.
61. **Release of Subdivision Bonds:** After all the required field inspections have been completed, the Departments of Public Works and Public Utilities notify the Department of Planning that the subdivision bond is then eligible for reduction or release. Upon notification, the Department of Planning processes the reduction or release of the subdivision bond to the applicant or other party that posted the financial guarantee.

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

If requested by the applicant, the first submittal to the County after Final Subdivision approval qualifies for the 10-day expedited signature process if the construction plans submitted conform to the subdivision plans approved by the Planning Commission and the construction plans are submitted within 6 months of Final Subdivision approval. All information must be submitted at the same time to each agency, 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 Department of Planning 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 #31.) Comments shall be provided to the Department of Planning by all agencies within seven (7) working 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) working days, beginning the first working day after submission, if there are no unresolved issues or comments, and the following items are complete:

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

- Subdivision Construction Plans For Signature application
- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and Planning checklist.
- A copy of the annotated plan stamped by the Department of Planning “Conditional Approval granted by the Planning Commission”.
- A copy of the annotated plan stamped by the Department of Planning “Final Approval granted by the Director of Planning”.
- Twenty-two (22) sets of plans.
- 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 both the Conditional and Final Subdivision conditions of approval.
- Written response to all previous review comments with explanation of how resolved

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

- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPW checklist.
- A copy of the annotated plan stamped by the Department of Planning “Conditional Approval granted by the Planning Commission”.
- A copy of the annotated plan stamped by the Department of Planning “Final Approval granted by the Director of Planning”.
- Three (3) sets of plans.
- 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 both the Conditional and Final Subdivision conditions of approval.
- All appropriate maintenance agreements.
- Erosion and Sedimentation Agreement with a letter of credit or cash.

- Evidence of Corp of Engineers and/or DEQ permits and others as may be required.
- Deed book and page number for offsite easements shown on plans.
- Verification of VDOT approval where applicable.
- Environmental Fund Contribution
- Written response to all review comments with explanation of how resolved

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

- “Final Construction Plan Review, Certificate of Compliance” – one (1) original; and DPU checklist.
- A copy of the annotated plan stamped by the Department of Planning “Conditional Approval granted\_by the Planning Commission”.
- A copy of the annotated plan stamped by the Department of Planning “Final Approval granted by the Director of Planning”.
- One (1) set of plans.
- 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 both the Conditional and Final Subdivision Conditions of approval.
- Off-site easements recorded with deed book and page shown on plans
- Off-site plans approved
- Overall water and sewer plan approved for phased project
- VDH/DEQ Construction Permits issued when required
- Local Review Program form
- Sanitary sewer analysis approved and downstream capacity confirmed
- VDOT permits attached when required
- Written response to all review comments with explanation of how resolved
- Evidence of Corp of Engineers and/or DEQ permits and others as may be required

## APPENDIX B: Plats Recorded Prior To 1960 Plan Review Process

This process applies to the development of multiple single-family dwellings in subdivisions that were platted prior to 1960, and for which streets and utilities have not been completed, or have not been accepted for County maintenance.

Prior to approval of building permits for construction of single-family dwellings in any subdivision that was platted prior to 1960, a schematic subdivision plan shall be submitted for review and approval by the Directors of Planning, Public Works and Public Utilities. There shall be no clearing or grading of any lot without review and approval of a schematic subdivision plan. Schematic subdivision plans are intended to substitute for the buildable area plan that is normally a part of the subdivision construction plan. Schematic subdivision plans are also intended to identify when a construction bond and/or an easement and road widening dedication plat are required to permit construction of single-family dwellings on previously recorded lots or parcels.

1. **Pre-submission Conference:** Applicants are strongly encouraged to request a pre-submission conference. Pre-submission conferences may be scheduled thru the Department of Planning on any day Staff/Developer conferences are scheduled upon submission of a copy of the original plat and a preliminary layout plan for the property, a minimum of one week prior to the requested conference date. Based upon staff availability.
2. The purpose of a pre-submission conference is to determine applicable zoning regulations and the validity of the plat, identify known development constraints, determine preliminary availability of public sewer and water and to determine minimum construction standards. Pre-submission conferences are intended to guide development of schematic subdivision plans, their corresponding construction plans, and easement and road widening dedication plats. Pre-submission conferences are informal reviews that are not intended to be a substitute for the complete review process.
3. **Schematic Subdivision Plan Application Processing:** Request for schematic subdivision plan review and approval shall be filed and processed in accordance with the procedure for filing and processing Final Subdivision Applications with the exception that fifteen (15) copies of the schematic subdivision plan and two (2) copies of the originally recorded plat, shall be filed in lieu of fifteen (15) copies of the final plat. The plans shall be prepared by a professional engineer, surveyor or landscape architect and shall be submitted to the Permit Center.
4. Every request for schematic subdivision plan approval shall be accompanied by a completed final subdivision application form, checklist and fee along with the required construction plans.
5. The schematic subdivision plan shall be incorporated into the subdivision construction plans as a buildable area plan and shall include the information as required on the Final Subdivision Application for schematic subdivision plans.

6. The construction plans shall be prepared in accordance with Chapter 19, Section 19-71 of the Henrico Code and shall include the information indicated as required on the Final Subdivision Application for construction plans. In addition, if the construction plans require the dedication of additional right-of-way or public Easements, fifteen (15) copies of the easement and road widening dedication plat shall be submitted.
7. Each agency will review the plan in accordance with the procedures for final construction plans and shall include with their comments a determination if bonding and/or an easement and road widening dedication plat will be required to implement the schematic plan.
8. The easement and right of way dedication plat shall be submitted in lieu of a subdivision plat, which shall be reviewed in accordance with the procedures for off-site easements. (See Appendix D)
9. The bond will be submitted as a subdivision performance bond and will be released accordingly.
10. When all technical requirements for approval of the construction plan for the schematic subdivision have been satisfied and any necessary bond has been submitted, and any necessary easement and road widening dedication plat has been recorded, the construction plans shall be signed and distributed following the Subdivision Construction Plans for Signature Process. In addition, Director of Planning or his designated agent will stamp and sign the schematic subdivision plan "Final Approval Granted by Director". The Department of Planning will then prepare and send a final approval letter to the owner and/or developer, with a copy sent to the engineer/surveyor/landscape architect.
11. The applicant shall attach two copies of the approved final schematic subdivision plan to each building permit application. No building permit shall be issued until final schematic subdivision plan is approved.
12. The bond will be submitted as a subdivision performance bond and will be released accordingly.
13. When all technical requirements for approval of the construction plan for the schematic subdivision have been satisfied and any necessary bond has been submitted, and any necessary easement and road widening dedication plat has been recorded, the construction plans shall be signed and distributed following the Subdivision Construction Plans for Signature Process. In addition, Director of Planning or his designated agent will stamp and sign the schematic subdivision plan "Final Approval Granted by Director". The Department of Planning will then prepare and send a final approval letter to the owner and/or developer, with a copy sent to the engineer/surveyor/landscape architect.
14. The applicant shall attach two copies of the approved final schematic subdivision plan to each building permit application. No building permit shall be issued until final schematic subdivision plan is approved.

## **APPENDIX C: Concurrent Conditional and Final Subdivision Approval**

An application for concurrent conditional and final subdivision approval may be submitted in instances where complete subdivision construction plans are not required as part of the subdivision approval. The final subdivision application form is to be used with the appropriate box checked on the front of the application. The applicant must pay the required fees for both the Conditional and Final Subdivision Approval together.

The applicant is required to contact the Department of Planning prior to filing the application in order to determine if the specific project is eligible for this review. Some examples of projects that may be reviewed in this manner include:

- Subdivision of property into building lots on an existing road that does not require any new road improvements, public utility improvements, new wells and septic tank/drainfields or alternatives.
- Dedication of public right-of-way for existing roads that do not require any new road improvements.
- Dedication of public right-of-way for new roads where construction plans are included as part of an approved Plan of Development.
- Conversion of BMP lots or well lots into building lots.

This is not intended to be a complete list of project categories eligible for this combined approval process, nor does this list of project categories allow for a combined approval process in all circumstances.

Note: Where the developer proposes modifications, extensions or connections to County water and/or sewer mains, plans for construction of water and/or sewer shall be prepared in accordance with the Department of Public Utilities Standards for Design and Construction. Plans for proposed modifications, extensions or connections to County water and/or sewer mains shall be included in the final subdivision plans submitted to the County. Where the Department of Planning determines that final subdivision plans are not required, then plans for the construction of these water and/or sewer improvements shall be submitted directly to the Department of Public Utilities. Water and/or sewer plans must be approved by the Department of Public Utilities before construction can begin.

## APPENDIX D: Recordation of Off-site Easements

There are three methods in which off-site easements may be recorded in conjunction with subdivision plats. The method selected depends upon the individual circumstances of each subdivision and, in particular, the relationship of the owner of the off-site property and the owner of the property being subdivided. The three methods may be described as follows:

- i. *When the owner of the off-site property and the owner of the property being subdivided are unrelated.* The subdivider must execute a private purchase agreement with the off-site property owner and provide an easement plat to the Real Property Office. The plat must identify the project benefiting from the easement. The Plat is circulated by the Real Property Office for review by the responsible review agencies. Upon approval of these agencies, the Real Property Office executes an easement agreement with the off-site property owner and records the easement. (It should be noted that this process is also used to record both on- and off-site easements in conjunction with Plans of Development as well as miscellaneous drainage and utility plans approved by the Departments of Public Works and Public Utilities).
- ii. *When the owner of the off-site property and the owner of the property being subdivided are the same and the easements are within a portion of a future phase of the same project.* The off-site easement may be included on the final plat in a reserved parcel. The final plat is circulated by the Department of Planning for review by responsible review agencies. Upon approval of these review agencies, the plat is approved by the Department of Planning and the off-site easement is recorded via the subdivision plat. No easement agreement is necessary since the off-site easement is contained in the title of the property being divided and the easement is recorded via the subdivision certificate. Method B may only be used when both properties are included completely within the title of the final plat and the property owner signs the subdivision certificate. Method B is available only to a subdivider that includes the area affected by the off-site easement on the conditional plat. The subdivider must then include the area affected by the off-site easement within the area platted. This requires the affected area to be surveyed
- iii. *When the owner of the off-site property and the owner of the property being subdivided are the same and the easements are within a portion of a future or unrelated project.* The off-site easement may be shown on the subdivision plat, however the plat must contain a note that the easement is to be recorded concurrently by a separate easement agreement. The subdivision plat is circulated by the Department of Planning for review by the responsible review agencies. Upon approval by these agencies, the Real Property Office executes an easement agreement with the off-site property owner using a copy of the subdivision plat as an exhibit. The subdivision plat is then approved by the Department of Planning and the off-site easement and plat are concurrently recorded by the applicant who provided a copy of the recorded easement agreement to the Real Property Office. Method C is used to expedite processing as review agencies can concurrently review the subdivision plat and the

easement plat. Method C was created to consolidate review by the responsible agencies. In addition to consolidating review, the proposed off-site easements are shown in the same context on the subdivision plat as they appear on the construction plans so that review is easier and more effective. Method C also addresses the concern expressed by the Real Property Office that the subdivision certificate does not adequately define the rights and responsibilities in conjunction with easements and that they would prefer to record easements with separate agreements.

Note: In any case, the applicant may choose to use Method A to record an off-site easement. If the applicant owns both properties, they may also elect to use either Method B or Method C.