



# Standard Comments for Plans of Development

## Henrico County Planning Department

To: \_\_\_\_\_ Date: \_\_\_\_\_

Case Name: \_\_\_\_\_ Tidemark Case No. \_\_\_\_\_

The comments, which are checked below, are the standard comments pertaining to this plan. Additional comments and recommendations are noted on the copy of the staff plan that has been provided to you. Any questions, comments or issues you have should be addressed to the staff during the Staff/Developer Conference. A copy of this memorandum will become a part of the record of this case.

Any revised plans required by staff for review prior to the Planning Commission meeting must be submitted before \_\_\_\_\_. Failure to meet this deadline may result in a deferral by the Planning Commission. Any voluntary change in layout or design made at the request of the applicant, after the filing deadline may result in removal of plans from the Planning Commission agenda, subject to staff's discretion.

\_\_\_\_\_  
County Planner

501-\_\_\_\_\_  
Phone No.

### Planning Department

1. Grant drainage and/or utility easements to the County prior to requesting a Certificate of Occupancy.
2. Setbacks must be measured from the proposed right-of-way line and parking must be located behind this line.
3. Provide a standard concrete sidewalk along the \_\_\_\_\_ side of \_\_\_\_\_.
4. Repair work is to be conducted entirely within the enclosed building.
5. No outside storage is permitted.
6. The proffers of Zoning Case(s) \_\_\_\_\_ will be applicable to this plan.
7. A special exception will be required for \_\_\_\_\_. The applicant is responsible for presenting the case for the special exception at the Planning Commission meeting.
8. Vehicles shall not be parked, displayed, or stored in areas not designed and improved for parking.
9. Pavement must be S-5 type and a defect bond must be posted by the developer.
10. If traffic from the drive-thru operations block the public right-of-way, the owner/occupant will close the drive-thru facilities until a permanent solution can be found.
11. A permit may be required from the State Department of Environmental Quality (DEQ). Contact the DEQ at 527-5300 for details.
12. Contact Dominion Virginia Power at 755-5478 to locate overhead or underground power lines and to coordinate utility construction with required buffers and planting strips.
13. A permit may be required from the Army Corps of Engineers. Contact the Corps at 752-7464 for details.
14. Provide calculations for the minimum 5% internal green space as required.
15. Show the limits of clearing on the construction plans. Include the method of delineation for preservation areas.
16. Evidence of a joint ingress/egress maintenance agreement must be submitted to the Department of Planning prior to the issuance of a Certificate of Occupancy.
17. Delineate flood plain boldly on the plat and construction plans and label as "Limits of Special Flood Hazard Area." Dedicate Special Flood Hazard Area as a "Variable Width Drainage and Utility Easement."
18. Employees should be required to use the designated parking spaces provided in the rear of the building.
19. Building and occupancy permits will only be issued for individual units if there is sufficient parking for the use.

#### Review Level

Preliminary  
Administrative  
Plan of Development

20. Requests for deviations from the County standard pavement or curb and gutter standards must be submitted to and approved by the Department of Public Works.
21. Curb and gutter elevations are not established with the approval of construction plans. Elevations will be set upon request by Henrico County.
22. Prior to recordation, the developer must furnish a letter from \_\_\_\_\_  
\_\_\_\_\_ stating that this development does not conflict with their facilities.
23. Prior to requesting a building permit, the developer must document the Health Department's approval of the proposed sewage disposal system.
24. Prior to approval of construction plans, the developer must submit a report prepared by a qualified professional engineer regarding the proposed treatment of mine shafts and scars.
25. An adequate restaurant ventilating and exhaust system must be installed. Include plans and specifications with the building permit.
26. Lighting and landscaping approval required prior to the Certificate of Occupancy.
27. Designate main and secondary entrances to the structure.
28. Signs are not part of the POD approval process. A separate permit is required.
29. Mark Case Number in 1/2 inch numerals on the upper right-hand corner on plans submitted for signature.

Staff can recommend approval of this POD.

Staff cannot recommend approval of this POD until a revised plan is received that addresses the following items at a minimum:

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**Attached separately are comments from the following County Departments:**

- Building Inspections
- Division of Fire
- Division of Police
- Public Works
- Public Utilities
- Recreation and Parks
- Virginia Department of Transportation
- Health Department

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*Revised September 11, 2013*