



Standard Comments for Subdivisions

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. Provide a standard concrete sidewalk along the _____ side of _____.
2. The proffers of Zoning Case(s) _____ will be applicable to this plan.
3. 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.
4. A permit may be required from the State Department of Environmental Quality (DEQ). Contact the DEQ at 527-5300 for details.
5. A permit may be required from the Army Corps of Engineers. Contact the Corps at 752-7464 for details.
6. 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."
7. Prior to recordation, the developer must furnish a letter from _____ stating that this development does not conflict with their facilities.
8. 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.
9. Add the following note conspicuously to the plat under the heading "**NOTES**": "This subdivision is on an abandoned coal mine site. For details, refer to the report on file in the Department of Planning."
10. The details, plant list and legend for the landscaping to be provided within the _____ wide planting strip easement along _____ shall be submitted to the Department of Planning for review and approval prior to recordation of the plat.
11. Each lot must contain at least _____ sq.ft.
12. Each lot must contain at least _____ sq.ft., exclusive of Special Flood Hazard Area.
13. Lot(s) _____ does not appear to have minimum lot width. Show dimensions or redesign.
14. Easements for drainage and utilities are required at the rear of all lots. Label as "_____ foot easement for drainage and utilities."
15. A temporary turn around easement is required at the _____ terminus of _____.
16. "Temporary turnaround easements" shall revert to adjacent property owners when the road is extended.

Review Level

Conditional
Pre-Final
Final

17. The proposed street name(s) _____ uses a typical/unusual spelling and should be changed or revised.
18. Cul-de-sac streets should be named with either "Court," "Place" or "Terrace" as a suffix.
19. Directional prefixes on streets and roads should be abbreviated by a letter (e.g., W. Parham Rd., or N. Ridge Rd.).
20. Provide the RRPDC street name approval letters for all streets within this subdivision for review and approval.
21. Prior to requesting the final approval, a draft of the declaration of covenants, conditions and restrictions must be submitted for review. *(Zero Lot Line and RTH only)*
22. Lots on the plat marked with an asterisk must also be identified on the final plat with an asterisk. Add the following note conspicuously to the plat under the heading "**NOTES**": "This lot has limitations for dwelling shape, size and location. For details, refer to construction plans on file in the Department of Planning."
23. Signatures on plats for recordation shall be in black ink.
24. Three plats shall be submitted for recordation: Two white mylar and one clear, reproducible mylar which shall be of archival quality that will not erase, smear or chip.
25. A completion bond to cover the estimated cost of improvements should be submitted to the Department of Planning prior to the recordation of the subdivision plat. The bond must conform to the standard bond letter format. Developer will be notified in writing by the Department of Planning as to the exact bond amount.
26. Show all tie distances on the plat as necessary to properly locate easements.
27. Soil analysis surveys or any other requirements of the Health Department shall be completed prior to the submission of plats for recordation.
28. The final plat shall measure 16"X24" with 1-1/2" margins on the top and left-hand sides and 1/2" margin on the bottom and right-hand sides. See Section 19-72 of the County Code for all other requirements of the final plat.
29. The name of this development, as designated in this approval, shall be the name used for marketing and public recognition purposes. A written request for a name change must be received and approved by the Planning Office before such change can be implemented.
30. On the buildable area plans, provide tie distances on all cul-de-sac or stem lots.

Staff can recommend approval of this subdivision.

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

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

Review Level

Conditional
Pre-Final
Final