

Applicant Guide for

Zoning Compliance Letters



HANOVER COUNTY

DEPARTMENT OF PLANNING

(804) 365-6171

www.hanovercounty.gov

Form Date: October, 2022

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This application is for use by all applicants for a Zoning Compliance Letter.

Zoning Compliance Letters typically verify zoning entitlements and encumbrances for a specific property and may include information such as:

- The current zoning designation
- Outstanding zoning violations
- Special Exceptions
- Conditional Use Permits
- Site plans and Variances

Zoning Compliance Letters do not provide verification of building or fire code compliance.

Zoning Compliance Letters should not be used to fulfill Freedom of Information Act (FOIA) requests or to Appeal the Zoning Administrator's Determination.

The [Code of Virginia §15.2-2286](#) allows 90 days for the Zoning Administrator to respond to requests for Zoning Compliance Letters, although the typical turnaround is 10 days. Should you have any questions, please contact the Planning staff at (804) 365-6171.

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APPLICATION SUBMISSION PROCEDURES

This application may be submitted to the Hanover County Planning Department through Hanover County's Online Citizen Portal or in person. Please review the options carefully and follow the instructions for your desired method of submission.

Applications will be reviewed within one (1) business day to insure application is complete. Once reviewed the applicant will receive an email notification as to whether or not the application has been accepted.

APPLY ONLINE

1. Go to <https://communitydevelopment.hanovercounty.gov/eTRAKiT/>
2. Create a public account if you do not already have one. ([Help Document](#))
3. Once Logged in, choose Apply for New Project
4. Follow the prompts
5. Upload the completed application (Pages 4 and 5) and all required attachments, per the naming conventions outlined on the Required Attachments (See Page 6).
6. Once submitted, a staff member will review the application for completeness and request payment of applicable fees (may be done online). Please note that the sign permit will not be approved until fees are paid.

All electronic applications must conform to the following requirements or your application will be rejected:

- All documents must be submitted in Portable Document Format(PDF)
- Files must be unlocked or unprotected
- All text shall be readable, using True Type fonts, no smaller than 10 point or equivalent

APPLY IN PERSON

1. Submit completed application and any supplemental information to the Planning Department Front Desk, during normal business hours (M-F 8:30am – 5:00pm). Staff will review the application for completeness, and request payment of applicable fees.
2. Payment may be made by cash, check (made payable to Hanover County), or credit card in the Treasurer's Office during normal business hours. Planning Staff will provide an invoice for payment at the time of application processing. Fees may also be paid online via credit card.

FEE INFORMATION

Fees will be assessed by the Planning Department staff and will be invoiced to the applicant. All fees must be paid prior to the issuance of the Zoning Compliance Letter.

Fees will be assessed as follows:

- Zoning Compliance Letter.....\$75.00

APPLICATION FOR HANOVER COUNTY PLANNING DEPARTMENT ZONING COMPLIANCE LETTER

GPIN(s)		Subdivision Name (if applicable)	
What relationship does the applicant have to the owner or the property? (Please note that if the applicant is not the owner, the County will notify the owner of the applicant's request, as required by Section 15.2-2204 of the Code of Virginia.)			
Provide case numbers and dates of approval for any rezoning, conditional use permit, special exception, variance, site plan, or preliminary subdivision that have been approved on the property.			
Provide <u>specific details</u> of the current or proposed use that is the subject of this request.			

Designated Point of Contact for all correspondence:

Name: _____
Email: _____

Applicant Acknowledgement

I hereby certify that the information I have proved is true to the best of my knowledge.

Signature: _____

Print Name _____ Date: _____

Fee Acknowledgement

I hereby acknowledge that this application is not complete until the payment for all applicable application fees has been received by the Hanover County Planning Department. The Hanover County Planning Department shall notify me by email (at the address listed below) of the applicable fee(s) at such time that they determine that the application is complete and acceptable. I acknowledge that I am responsible for ensuring that such fees are received by the Hanover County Planning Department within seven (7) days of the date of the notification email/letter. Non-payment of the fee will result in denial of the permit.

Signature: _____

Email Address to which notification letter is to be sent: _____

PLEASE BE ADVISED:

The zoning administrator has no authority to issue a zoning compliance letter or other determination that is inconsistent with the provisions of the Hanover County Zoning Ordinance, or to waive any requirements in the Zoning Ordinance. In addition, all zoning compliance letters reflect the provisions of the Zoning Ordinance as of the date of the letter. Before an applicant proceeds on a proposed project or begins to use property for a particular use, it is the applicant's responsibility to verify that the Zoning Ordinance has not been subsequently amended so as to affect the determination set forth in the zoning compliance letter.

Section 15.2-2286 of the Code of Virginia provides that the zoning administrator for Hanover County is authorized to issue a written determination as to whether a proposed use on a particular property is in compliance with the applicable zoning regulations. These written determinations, commonly known as "zoning compliance letters," provide some guidance and assurance to property owners, or prospective property owners, as to the possible uses of a particular property.

In order to ensure that the zoning administrator can make a determination as to whether a proposed use is permitted on a property, please complete the application on the following page. Failure to provide this information may result in the zoning administrator being unable to provide a complete assessment as to whether the current or proposed use is in compliance with applicable zoning regulations; in those instances, while an informal determination may be made, a formal determination for the purposes of Section 15.2-2307 of the Code of Virginia will not be issued. Staff will make every effort to provide a letter within ten (10) business days. However, additional information may be required to provide a final determination.

The undersigned has read and understands the above statement:

Signature: _____ Date: _____

Print Name: _____

Required Attachments

(NOTE: All items denoted with an asterisk (*) must be submitted in order for application to be deemed complete.)

ALL DOCUMENTS MUST BE UPLOADED IN .PDF FORMAT
DO NOT USE SPECIAL CHARACTERS IN THE FILE NAME

Document Type	File Naming Convention
Application* (Pages 4 and 5 of this packet)	ZCL Application DATE Example: ZCL Application 09.28.2021.pdf
Supplemental Information if Available: <ul style="list-style-type: none"> • Survey Plat of Property • Photographs • Plans • Other information relevant to request 	ZCL Attachment Type DATE Examples: ZCL PHOTOGRAPHS 09.29.2021; ZCL PLATS 09.29.2021
If a specific letter format or language is being requested, please attach.	ZCL FORMAT DATE Examples: ZCL FORMAT 09.28.2021

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