

Hanover County

Application and Procedures for

Zoning Compliance Letters



County of Hanover Department of Planning
7516 County Complex Road
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Hanover County Planning Department Application

Request for a ZONING COMPLIANCE LETTER

APPLICANT INFORMATION

Applicant Name: _____
Address: _____

Telephone No. _____
Fax No. _____
Email Address _____

SUBJECT PROPERTY INFORMATION

GPIN(s) _____

Address _____

Current Property Owner _____

Deed Book _____ Page _____

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. _____

Subdivision Name (if applicable) _____ Plat Book _____ Page _____

REQUESTED INFORMATION (ATTACH ADDITIONAL PAGES, IF NECESSARY)

Provide specific details of the current or proposed use that is the subject of this request. _____

ATTACHMENTS

- a) \$75.00 application fee (Payable to Treasurer, Hanover County)
- b) Completed copies of Pages 2 and 3 of this application
- c) A copy of a survey plat of the property
- d) Any other information (including photographs, plats, and plans) that are relevant to this request.
- e) If a specific format or language is being requested, please attach.

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: _____