

Hanover County

Application and Procedures for
**SUBDIVISION PLAT
APPROVAL**
(4 or fewer lots)

**See Page 4 for Fee Submittal Procedure



County of Hanover Department of Planning
7516 County Complex Road
P.O. Box 470
Hanover, VA 23069
(804) 365-6171 (804) 365-6540
www.co.hanover.va.us

Revised August 2010

Approval Process for Subdivision Plat Applications

Submit Application for Approval

- Including application, checklists, 12 sets of plats
- Timeframe: Upon acceptance, plats are routed within 3 days
- The required \$500 fee must be submitted within fourteen (14) days of the date of notification of acceptance (See Page 4)

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Agency Review for Compliance

- Comments will be compiled and the comment letter sent to applicant and engineer
- Comments shall be provided in a timely manner, but in no case shall the review time exceed 60 calendar days.
- Letter will include necessary revisions, bond calculation (if applicable), and all items required for recordation

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Submittal of Recordation Packet

- 2 mylars with original signatures and 5 paper prints of signed mylars, written responses to comment letter, and if necessary, performance agreement, surety, restrictive covenants, and open space easement deed(s) (must be submitted as one packet and not separately). No paper prints shall be returned to the applicant upon approval unless extra copies are submitted which indicate to whom and where they should be sent.
- The following forms are available from the Planning Department: Performance Agreements, letter of credit form, corporate surety form, cash bond form, and open space easement agreement forms for use in RS and RC zoned subdivisions.

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Staff Review and Approval of Recordation Materials

- Staff reviews items in recordation packet
- Timeframe: The applicant shall be notified within 5 working days if the subdivision is not approvable. If subdivision is approvable, the Director or Deputy Director shall sign the mylars, plats, and other necessary items for recordation. Staff will then contact the applicant about submitting the recordation fee. When the fee is received, Staff will deliver recordation materials to the Circuit Court for recordation.
- Recordation Letter, including the recordation receipt, will be sent to the applicant within 5 working days.

Hanover County Planning Department Application

Request for SUBDIVISION PLAT APPROVAL

NAME OF SUBDIVISION: _____

SUBDIVISION INFORMATION & REQUEST

Total Area (acres): _____
 Total Number of Lots: _____
 Current Zoning: _____
 Rezoning Case No. (if applicable): _____

 Is the subject property located in a Dam Break
 Inundation Zone? ____ Yes ____ No
 (Please contact the Department of Public Works or
 Planning for assistance in addressing this question.)

GPIN(s): _____

 Magisterial District: _____

 Water: [] Public [] Private (Well) [] Private (Central)
 Sewer: [] Public [] Private (Septic) [] Private (Central)

APPLICANT INFORMATION

Owner/Developer: _____
 Contact Name: _____
 Address: _____

Telephone No. _____
 Fax No. _____
 Email Address _____

Surveyor/Engineer: _____
 Contact Name: _____
 Address: _____

Telephone No. _____
 Fax No. _____
 Email Address _____

PLEASE DIRECT CORRESPONDENCE/ QUESTIONS TO: Owner [] Developer [] Surveyor/Engineer []

As owner/developer/surveyor/engineer of this property, I hereby certify that this application is complete and accurate to the best of my knowledge.

Signature: _____ Date: _____

ATTACHMENTS - For ALL REQUESTS you must submit the following:

- | | |
|-----|--|
| [] | a) A completed copy of Request for Subdivision Plat Approval |
| [] | b) Acknowledgement of Application Fee Payment Procedure (Page 4) |
| [] | c) Completed Subdivision Plat Checklist |
| [] | d) Twelve (12) copies of plat, folded no larger than 8 ½" x 11" |
| [] | e) If applicable, twelve (12) sets of the Utility Service Plan and completed checklist |
| [] | f) Submit one (1) sketch plan showing the proposed and future development of the parcel using the GPIN maps available in the Planning Office (Section 5-9 of the Subdivision Ordinance) |

ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE

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 mail (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 fourteen (14) days of the date of the notification letter. Non-payment of the fee will result in disapproval of the plan. No further submittals of plans will be accepted, and no plans will be approved until the fee is paid.

Should my application be accepted, my fee payment will be due by _____. (To be filled in by a Planning Staff member.)

Signature of applicant/authorized agent _____ Date _____
Print Name _____

Signature of applicant/authorized agent _____ Date _____
Print Name _____

Address to which notification letter is to be sent:

FEES

\$500.00 Application Review Fee

FOR STAFF USE ONLY:

Accepted by: _____
HTE#: _____

SUBDIVISION PLAT CHECKLIST

Use this checklist to prepare the required Plat.

Yes	No		Staff:	Yes	No
		1. Title Block to be located consistently on all sheets, and to include the following information:			
<input type="checkbox"/>	<input type="checkbox"/>	a) Name of Subdivision.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b) Magisterial District, County and State.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c) Name(s) of owner(s) and developer.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d) Name of surveyor or engineer who prepared the plat.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e) Scale of plat (no larger than 1" = 200', unless previously approved by the agent).		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f) Date of completion of the plat and any subsequent revisions.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	g) Number of sheets and match lines.		<input type="checkbox"/>	<input type="checkbox"/>
		2. Information block, to include the following information:			
<input type="checkbox"/>	<input type="checkbox"/>	a) Total area in subdivision.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b) Total area in lots.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c) Total area in road right-of-way.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d) Total area in common area.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e) Total number of lots.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f) Parcel numbers -- GPIN No(s). -- (from County tax maps). (Note: if subdivision comprises more than one (1) parcel, the parcel number and area of each should be shown.)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	g) Zoning of parcel(s)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Approval Block: three (3) by five (5) inches.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. True North arrow.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Vicinity sketch, at a scale of 1" = 2000'.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. Boundary survey, showing bearings and distances.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. Zoning boundaries and districts on site.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. Traffic Zone		<input type="checkbox"/>	<input type="checkbox"/>
		9. The accurate location and dimensions, in feet and decimals of a foot to the nearest one-hundredth of a foot, and bearings in degrees, minutes, and seconds to the nearest ten (10) seconds for the following:			
<input type="checkbox"/>	<input type="checkbox"/>	a) Lot layout, lot numbers, block letters, and dimensions of lots.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b) Area and frontage of lots.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c) Location, width, and names (numbers) of all existing or platted streets and public ways adjoining the subdivision. Location, width, and purpose of other rights-of-way and easements. Provide the deed book and page number for all existing and off-site easements.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d) Location of existing physical features, including buildings, and all streams, washes, or ditches, including direction of flood, water level elevations, and floodplains.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e) Location of the subdivision as part of some larger subdivision (or tract of land) and by reference to permanent survey monuments with a tie to the section corner.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f) Show existing overhead lines in subdivisions zoned other than A-1, AR-6, M-2, or M-3. Except for subdivisions in these zoning districts listed, add a notation that all utilities shall be installed underground. These overhead lines must be removed or bonded for removal prior to final approval of this subdivision.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. The data of all curves along the road frontages shall be shown in detail at the curve or in a curve data table containing the following: Delta, radius, degree, arc length, tangent length, chord length, and chord bearings. If the subdivision contains more than 2 lots, then access must meet VDOT sight distance requirement (752-5511).		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. Topography, at intervals of two (2) feet, unless waived or requested at a greater interval by the director. (Note: Topographic lines must later be removed for final approval)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12. Right-of-way dedication in accordance with the Major Thoroughfare Plan.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13. Owner's Statement (Subdivision Certificate).		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14. Surveyor's/Engineer's Certificate.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15. Source of Title.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16. Provide the owner's names, GPINs, and zoning for all adjacent properties. If the parcel is located in a subdivision, provide the name of the subdivision and its zoning and simply provide the GPINs for the individual lots.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17. The 50' right-of-way used to access a subdivision located within A-1 or AR-6 Zoning District must meet the horizontal alignment with a minimum radius of one hundred (100) feet.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18. Please respond to the items below that apply to your subdivision making sure that the appropriate information is shown on the subdivision plat:		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	a) For subdivisions with septic systems, submit an application for septic drainfield approval with this subdivision application. Contact the Health Department (752-4313) about the necessary submittals required to obtain approval. A private soils consultant (AOSE) will be required to identify drainfield locations. Provide evidence of approval of lots with existing drainfields. When approval is obtained, add a notation to the subdivision plat that a plat showing the approved locations for the drainfields is on file with the Hanover County Health Department.		<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	b) Show location of existing utilities (public water and sewer), if applicable, to serve the proposed subdivision. Plans showing location of utilities are on file at the Department of Public Utilities (537-6019).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c) For those subdivisions with public utilities, please add the following statement to the plat: Utility easements shown are dedicated to the County of Hanover (County) for the purpose of constructing, maintaining, and accessing water system improvements and sanitary sewer system improvements both above and below ground that are owned and operated by the County. Drainage easements shown are dedicated to the County for the purpose of constructing, maintaining, and accessing drainage system improvements both above and below ground, owned and operated by the County. The County shall have the right at any time and from time to time, to construct, maintain, inspect, operate, protect, replace, repair, change the size of, remove, relocate, and improve all such improvements. The County and its agents shall have full and free use of all easements and shall have the rights and privileges reasonably necessary for the utilization of the easements. These rights and privileges include, but are not limited to, the right of ingress to and egress from any easement including the use of private roads and driveways that may now or hereafter exist on the property being subdivided. The County shall have the right of ingress and egress over all property adjacent to the easement on the property being subdivided if reasonably necessary, in the County's sole opinion, for access to any easement. The County shall have the right to trim, cut and remove any trees, shrubbery, fences, structures, or other obstructions or facilities within any easement deemed by the County to interfere with the proper and efficient use of the easements for purposes stated.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19. Please respond to the items below that apply to your subdivision making sure that the appropriate information is shown on the subdivision plat:		
<input type="checkbox"/>	<input type="checkbox"/>	a) Notation on the plat stating that all septic systems located within the Chesapeake Bay Preservation Area will need to be pumped out every five (5) years.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b) Provide all information required for compliance with Chapter 10, Article II, Hanover County Code: Chesapeake Bay Preservation (Certification by Applicant or Water Quality Impact Assessment and fee from the Department of Public Works at 537-6181). Provide the following statement: <i>Part/All of this site lies within a RMA. The limits of any RPA located on this site have been shown on the plat.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c) With the exception of lots in A-1 or AR-6, provide the lot area inside and outside the 100-year floodplain.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20. If applicable, provide the zoning case number and a list of all proffers.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	21. For new roads serving 3 or 4 lots, the road name will need to be approved by Richmond Regional Planning Commission (RRPDC) at (804) 358-3684. The following statement should also be added to the plat: <i>The roads in this subdivision are private in nature and shall not be maintained by the Virginia Department of Transportation or other public road agency and that the maintenance and improvement thereof shall be the mutual obligation of the landowners in the subdivision.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	22. Estimated total number of gallons per day of water system requirements where a distribution system is proposed.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	23. Estimated total number of gallons per day to be treated where a central sewage facility is proposed.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	24. Location, size, and types of existing and proposed utilities, including sanitary sewers, storm drains, water mains, manholes, and underground conduits.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	25. Maximum size of plat for recordation is 18" x 24".	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	26. Show location(s) of any known or suspected historic resources on both the subject and adjacent parcels, including cemeteries, trenches, and archeological features on this site as reflected in available County records.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	27. For a subdivisions located within the Suburban Service Area, provide a fifty (50) foot landscaped buffer including a four (4) foot wide pedestrian path along existing roads and roads designated as major thoroughfares.	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA FOR APPLICATION:

All criteria listed below must be met in order for your parcel to be simply reviewed for Subdivision Plat Approval:

- The subdivision of the parcel creates no more than four (4) lots.
- Access to the proposed subdivision serves no more than a total of four (4) lots.
- No public or private roads, utility, or drainage construction is necessary for this subdivision.
- This is the only time that the Subdivision Plat Approval procedure has been used on this parcel of land.

UTILITY SERVICE PLAN CHECKLIST

For subdivisions within the Suburban Service Area which are to be served by public water and/or sewer but do not require main line extensions, Hanover County will accept a Utility Service Plan in lieu of the Utility Construction Plan that is normally required for subdivisions being served by public water and/or sewer. Twelve (12) copies of the Utility Service Plan must be submitted to the Planning Department for distribution, review, and approval. Utility Service Plans may be prepared on a copy of the subdivision plat or on 8 1/2" x 11" sheets. Utility Service Plans shall include the following information at a minimum:

Applicant:		Staff:
<u>Yes</u> <u>No</u>		<u>Yes</u> <u>No</u>
[] []	1. Right-of-way and lot lines	[] []
[] []	2. Existing and proposed utility easements	[] []
[] []	3. Recordation information for existing utility easements	[] []
[] []	4. Subdivision name and lot numbers	[] []
[] []	5. Edge-of-pavement or curb and gutter for streets or roads	[] []
[] []	6. Street names	[] []
[] []	7. Existing houses and driveways	[] []
[] []	8. Existing waterlines, sewer lines, manholes, and other appurtenances	[] []
[] []	9. Proposed water and sewer services.	[] []
[] []	10. A statement that all water and sewer improvements shall meet the latest edition of the Hanover County Water and Sanitary Sewer Standards	[] []
[] []	11. Scale	[] []
[] []	12. North arrow	[] []
[] []	13. Date	[] []
[] []	14. Engineer/surveyor name and address	[] []
[] []	15. Owner/developer name and address	[] []
<p>The Utility Service Plan must be approved and the improvements either constructed or bonded before the Department of Public Utilities will approve the subdivision plat. The Department of Public Utilities will provide the bond amount for the water and sewer service improvements, and the Department of Planning shall include that amount in the total subdivision bond. Bond forms are available in the Planning Office.</p>		