

## To The Applicant:

A Pre-Application meeting provides you with the opportunity to meet with staff as you develop your site and prior to submitting your zoning application. This meeting allows you to address specific questions you may have as you undertake site and architectural design, develop a sketch or conceptual plan, and prepare proffers. However, this meeting does not replace the comprehensive review which will be undertaken by staff and affected agencies upon the acceptance of your zoning application. Therefore, keep in mind that during the review phase of your application, additional issues and comments will be raised that may require revisions to your proposal. The Pre-Application meeting is provided as a courtesy to facilitate understanding of County requirements and assist you in the preparation of your application materials.

To schedule a Pre-Application meeting, please complete the Pre-Application Request form and submit it to the County of Hanover, Department of Planning, 7516 County Complex Road, Hanover Virginia, 23069. There is no fee required for the Pre-Application meeting. Regular Pre-Application meetings occur on the 1<sup>st</sup> Wednesday and 3<sup>rd</sup> Tuesday of each month. Pre-Application request forms – including working site layouts, elevations, and any other working documents you would like to discuss -- must be submitted at least one week prior to the desired meeting day. Once the application has been received you will be contacted to schedule your meeting date and time.

In order to ensure a productive meeting, you are encouraged to compile as much of the information listed below as practical. Staff will review development options, policies and regulations relevant to your zoning request and may recommend community outreach or additional agency meetings that could be beneficial. Review material will vary depending on the nature of the zoning request but typically the following information is necessary in order for staff to provide you with an informed response to questions and issues:

- General Land Use Plan designation and existing zoning designation
- Existing Conditions
  - Location map, current uses, existing structures, driveways, parking, public rights-of-way, public & private easements, cemeteries
- Site Analysis
  - Topography
  - Streams, ponds, wetlands, floodplains
  - Drainage patterns
  - Trees, Vegetation / woodlands
- Concept / sketch plan of development
  - Location of proposed structures, parking areas, open and/or recreational spaces, vehicular and pedestrian circulation, street access, landscaping, bufferyards or tree preservation areas
- Traffic generation information
- Architectural elevations
- Preliminary utility locations
- Identified historic resources in close proximity

# Hanover County Planning Department Application

## Request for a Pre-Application Meeting for Rezoning/Conditional Use Permits/Special Exceptions

### APPLICANT/CONTACT INFORMATION

Owner/Applicant: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Email Address \_\_\_\_\_  
\_\_\_\_\_

### PROPERTY INFORMATION/ EXPLANATION

GPIN(s)(Tax Parcel #'s) \_\_\_\_\_  
\_\_\_\_\_

Magisterial District \_\_\_\_\_ Acreage: \_\_\_\_\_

Location Description (Street Address, if applicable) \_\_\_\_\_

Existing use of the property: \_\_\_\_\_

Briefly describe the proposed use of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your property in the Suburban Service Area? \_\_\_\_\_

Do you have specific questions/concerns that you would like to discuss? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INFORMATION ON PRE-APPLICATION MEETINGS

Zoning Pre-Application meetings are held on the 1<sup>st</sup> Wednesday and the 3<sup>rd</sup> Tuesday of every month. Please provide at least 1 week's notice in requesting a meeting.

For the meeting to be more beneficial for you, it is advised that you submit a **preliminary layout or sketch of your request**. Please provide four (4) copies of this sketch at least 1 week prior to the meeting to allow time for the staff to review.

Contact information on pre-application meetings:

Brendan McHugh, Applicant Liaison. brmchugh@hanovercounty.gov, (804) 365-6171, (804) 365-6540 (fax)

### FOR STAFF USE ONLY

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Scheduled By: \_\_\_\_\_

Requested Departments: \_\_\_ DPW \_\_\_ DPU \_\_\_ VDOT \_\_\_ Building Inspections \_\_\_ Other: \_\_\_\_\_