

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. The form can be brought in to the office in person, sent by email, or mailed to be accepted. Once the application has been received, you will be contacted by staff to schedule your meeting date and time. There is no fee required for the Pre-Application meeting. The Pre-Application request forms – including working site layouts, elevations, and any other working documents you would like to discuss -- should be submitted at least one week prior to the meeting day.

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, buffer, yards 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 scheduled on the next available date on the review team's calendar.

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 or an emailed version to staff at least 1 week prior to the meeting to allow time for staff to review.

To submit the application or receive additional information you may contact:

Jessica Crews, Applicant Liaison. jrcrews@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: _____