

# Hanover County

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Application and Procedures for

## REZONING

For Requests to AR-6 and RS  
for one (1) additional lot

*\*\*See Page 5 for Fee Submittal Procedure*



County of Hanover Department of Planning  
7516 County Complex Road  
P.O. Box 470  
Hanover, VA 23069  
(804) 365-6171(p) (804) 365-6232(f)  
[www.hanovercounty.gov](http://www.hanovercounty.gov)

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# Approval Process for Rezoning Applications

## Preapplication Meeting (optional)

- Meetings with the Planning Staff are recommended prior to submittal of a rezoning application. Please bring a plat to the meeting with a sketch of your proposal.
- The staff would advise the applicant to determine what areas of the site are unbuildable prior to submitting an application. These areas may include floodplain, steep slopes, wetlands, and Chesapeake Bay Resource Protection Areas. If a septic drainfield is required for the site, the staff would advise researching the adequacy of the soils on the property for a drainfield.

## Application Submittal

- Include application, plat of the subject property that includes metes and bounds, and supplementary information to support the request (such as conceptual plans, etc.). Incomplete applications will not be accepted and will be returned to the applicant. The required fee must be submitted by the Tuesday the week following the application deadline. (See Page 6)
- The Application Deadline is the first Monday of every month. If the first Monday falls on a holiday, the deadline will be moved to the next business day.

## Application Distribution to County Review Agencies

- Complete Applications are routed to County and State review agencies within 5 days of Application Deadline.

## Agency Review Zoning Staff Meeting

- Application is reviewed and discussed at the Zoning Staff meeting held on the 3<sup>rd</sup> Wednesday of the month of submittal. Staff comments will be provided to the applicant in writing.

## Staff/Applicant Meeting

- The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies, to request additional information or plan revisions, and to negotiate proffers.

## Planning Commission

- Draft proffers must be submitted 21 days prior to the Planning Commission meeting. Proffers may be revised in accordance with the Planning Staff's recommendations, and revised proffers incorporating the staff's recommendations must be submitted 14 days prior to the Planning Commission meeting.
- A staff report and recommendation is mailed to the Planning Commission and applicant at least 1 week prior to the Commission meeting.
- The Planning Commission meets on the 3<sup>rd</sup> Thursday of every month.
- Following a public hearing on the rezoning case, the Planning Commission may recommend approval, approval with revisions to the proffers, denial, or deferral of the application.

## Board of Supervisors

- Signed and notarized final proffers must be submitted 21 days prior to the Board of Supervisors meeting.
- A staff report containing the recommendation of the Planning Commission and Staff is sent to the Board of Supervisors and applicant at least 1 week prior to the meeting.
- The Board of Supervisors hears rezoning cases on the 4<sup>th</sup> Wednesday of every month. Typically, cases are heard by the Board the month following the Planning Commission.
- Following a public hearing on the case, the Board of Supervisors may vote to approve, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

## Approval

- A Board of Supervisors' letter of approval is sent to the applicant and includes all proffers approved with the rezoning.
- Typically, the next step is to submit an application for subdivision approval or Subdivision Ordinance Exception for family.

## Denial

- A Board of Supervisors' letter of denial is sent to the applicant, including reasons for denial.
- The applicant may not submit a substantially similar application until one year following the date of Board action.

## Hanover County Planning Department Application

### Request for REZONING to AR-6 and RS for one (1) additional lot

Case #: \_\_\_\_\_

Please type or print in **black ink**.

#### APPLICANT INFORMATION

Owner: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

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

Applicant/Contract Purchaser: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

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

#### PARCEL INFORMATION

GPIN(s) (Tax ID #'s) \_\_\_\_\_  
 \_\_\_\_\_  
 Deed Book \_\_\_\_\_ Page \_\_\_\_\_  
 Magisterial District \_\_\_\_\_  
 Location Description (Street Address, if applicable) \_\_\_\_\_  
 \_\_\_\_\_

Total Area (acres/square feet) \_\_\_\_\_  
 Current Zoning \_\_\_\_\_  
 Requested Zoning \_\_\_\_\_  
 Family Division? \_\_\_ Yes \_\_\_ No  
 General Land Use Plan Designation \_\_\_\_\_  
 Major Thoroughfare Plan Designation \_\_\_\_\_

**SIGNATURE OF OWNER**  **POWER OF ATTORNEY**  **CONTRACT PURCHASER**  *(attach contract)*

**As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I authorize County representatives' entry onto the property for purposes of reviewing this request.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

#### QUESTIONS/ LETTERS/ REPORTS SHOULD BE FORWARDED TO THE FOLLOWING\*\*:

Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\*\*It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.

**ATTACHMENTS - For ALL REQUESTS you must submit the following:**

a. **Acknowledgement of Application Fee Payment Procedure** (Page 5)

b. **Adjacent property owners, Board of Supervisors, and Planning Commissioner notification form** (Page 6) which includes a listing of all property owners including those across roadways, watercourses, and/or railroads as well as the members of the Board of Supervisors and Planning Commission for the magisterial district in which the property is located. Adjacent property owners, Board members, and Planning Commissioners must be notified prior to submittal of this application. The form must include owners' names, address, and GPINs for all adjacent property owners. (This information is available from the County website or can be obtained from the Planning Department.) A sample letter, which is attached (Page 8), may be used to notify the neighbors.

c. **A plat of the subject property**, which accurately reflects the current property boundaries, includes metes and bounds, is drawn to scale, and shows existing structures. If the full-size plat is larger than 8 ½" x 11", the plat must be folded no larger than 9"x12", and a reduction of the plat must be submitted which is 8 ½ x 11 in size. (Typically available from the County Clerk's Office in the Circuit Court building.)

d. **Responses to questions on Pages 9** (*Please use the space provided*)

e. **Historic Impact Information** (Page 10) (This information is available on the County website or the Planning Staff may be asked to assist.)

f. **Conceptual Plan**, including general lot configurations and road locations. When **conceptual plans and/or elevations** are requested by the Director of Planning which are larger in size than 8½" x 11" or are in color, please submit ten (10) full-size or colored plans, with sheets no larger than 24" x 36", folded to 9" x 12" in size, and 1 - 8 ½" x 11" reduction.

**ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE**

Application fees are not accepted at the time of submittal. 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 by the Tuesday the week following the application deadline. I further acknowledge that any application fee submitted after this date shall result in the application being considered filed for the next application deadline.

Should the applicable fees not be submitted within forty-five (45) days of the date of the notification letter, it shall be my responsibility to arrange for the retrieval of all application materials. The application and any supplementary materials for incomplete applications that are not retrieved within forty-five (45) days of the date of the notification letter shall be destroyed by the Hanover County Planning Department.

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you would like your letter emailed and/or faxed, please make selections, and provide the information below:

Email \_\_\_\_\_  Fax \_\_\_\_\_

**FEES**

After application is accepted for review, make checks payable to Treasurer, Hanover County (effective July 1, 2008):

AR-6	\$500
RS	\$1500+ \$75/acre*
Amendment of Proffer or Planned Unit Development	\$1500

\*Fractions of acreage are rounded up to the nearest whole number

Please note: Applicants which request tax-exempt status may have their application fee waived upon presentation of official documentation of such status.

**FOR STAFF USE ONLY:**

Fees: Base Fee \_\_\_\_\_  
Acreage Fee \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Accepted by: \_\_\_\_\_  
HTE #: \_\_\_\_\_

**NOTIFICATION OF ADJOINING PROPERTY OWNERS, BOARD OF SUPERVISORS, AND PLANNING COMMISSIONERS**

**Applicant's Statement:**

I hereby certify that I have notified all adjacent property owners to the property, which is the subject of this request, as well as the members of the Board of Supervisors and Planning Commission for the magisterial district in which the property is located. Adjacent property includes all property across roadways, watercourses, railroads, and/or municipal boundaries. I further certify that the names and addresses below are those of the adjacent property owners as listed in the tax records of the Commissioner of Revenue of Hanover County.

**Applicant's Signature:** \_\_\_\_\_

COMMONWEALTH OF VIRGINIA )

COUNTY OF HANOVER ) to-wit:  
)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Name of Applicant).

My commission expires:

\_\_\_\_\_   
 Notary Public

**Board of Supervisors Representative:**

**Planning Commission Representative:**

**List of Adjacent Property Owners:**  Check here is list is attached.

GPIN	Name	Address

**NOTIFICATION OF ADJOINING PROPERTY OWNERS continued**

**List of Adjacent Property Owners:**

<b>GPIN</b>	<b>Name</b>	<b>Address</b>

**NOTIFICATION OF ZONING APPLICATION SUBMITTAL**

**TO:** Adjacent Property Owner

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

The following application will be submitted for review to the Hanover County Planning Department:

- Rezoning
- Conditional Use Permit
- Special Exception

Applicant: \_\_\_\_\_

Property Location: \_\_\_\_\_

GPIN(s): \_\_\_\_\_

Requested Zoning District: \_\_\_\_\_

Requested Use/Exception: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The application will be available for viewing at the Hanover County Planning Department. The Planning Department shall notify all adjacent property owners of the time, day, and place of the public hearings to be held on this application. Should you have any questions or comments, please contact the Planning Department at (804) 365-6171.



**PLEASE RESPOND FOR ALL REZONING APPLICATIONS: (Attach additional pages, if needed)**

1. Describe in detail the proposed use of the property. If this additional lot is a family division please indicate the relationship to property owner. \_\_\_\_\_  
\_\_\_\_\_
2. Is this request in accordance with the Transportation and/or Family Division Policies?  Yes  No
3. List any sensitive environmental or natural features on the property that deserves protection and preservation, and describe any measures for protection and maintenance. Are there any 150kV or greater transmission lines, transmission lines for natural gas, other public utilities, or other entity? \_\_\_\_\_  
\_\_\_\_\_
4. Is the subject property located in a Dam Break Inundation Zone?  Yes  No (Please contact the Department of Planning or Public Works for assistance in addressing this question.) If yes, please contact the Department of Public Works for further information.
5. What provisions will be made to ensure safe and adequate access to the subject property? If shared access is possible, will it be utilized? If not, why? \_\_\_\_\_  
\_\_\_\_\_

**HISTORIC SITE IMPACT ANALYSIS**

Please identify any **known or suspected historic resources on both the subject property and adjacent properties**, to include both structural and non-structural resources, such as trenches, cemeteries, and archeological sites. Please include the GPIN (Tax Parcel Number) associated with the resource. Please attach additional sheets, if necessary. Should you need assistance completing this form, please contact the Planning Staff.

1. Historic Resource/File No. \_\_\_\_\_ GPIN \_\_\_\_\_
2. Historic Resource/File No. \_\_\_\_\_ GPIN \_\_\_\_\_
3. Historic Resource/File No. \_\_\_\_\_ GPIN \_\_\_\_\_

If you have identified known or suspected historic resources on the subject property or adjacent property, please provide the following information on each site:

- a) Is the historic site listed as a National or State Registered Landmark? \_\_\_\_\_
- b) Is the historic site open to the public? \_\_\_\_\_
- c) Describe the impact the proposed request will have on the identified historic resources with regard to noise, traffic, dust, vibration, visual impact, and air pollution. Also, please describe what voluntary measures will be undertaken to help mitigate the impact that the proposed use may have on the identified historic resources.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there are **no** known or suspected historic resources, including structural and non-structural resources, trenches, cemeteries, and archeological sites, **please sign and date.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TO THE APPLICANT:

The Hanover County Zoning Ordinance requires a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.

It is incumbent on you, the applicant, to insure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:

1. The Planning and Zoning Staff will post the sign on your property after you have made application.
2. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Planning Office as soon as possible.
3. You should check periodically to insure the safety of the sign. If it is stolen or otherwise harmed, notify the Planning Office as soon as possible.
4. On the day of the final public hearing on your case, you should bring the sign with you and leave it in the Planning Office. Make sure the return of your sign is noted by a member of the Planning Staff.
5. All presentations from applicants/citizens must be emailed in advance of the Planning Commission and Board of Supervisors meetings.

Should you have any questions regarding this policy, please contact a member of the Planning Staff.

<b>Ashland, Rockville and Mechanicsville</b>	<b>(804) 365-6171</b>
<b>Old Church</b>	<b>(804) 730-6171</b>
<b>Hanover and Doswell</b>	<b>(804) 537-6171</b>
<b>Beaverdam and Montpelier</b>	<b>(804) 227-3377</b>
<b>FAX</b>	<b>(804) 365-6232</b>