

Hanover County

Application and Procedures for Preliminary Plat Review

**For Fee Submittal Procedures, see Page 6



County of Hanover Department of Planning
7516 County Complex Road
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Hanover, VA 23069

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www.co.hanover.va.us

This application may be used for both **Public Improvement** and **Administrative** subdivisions. For Public Improvement subdivisions, the Planning Commission shall be considered the Agent. For administrative subdivisions, the Planning Director shall be considered the Agent (Title II, Section 25-4).

| A Preliminary Plat is required for the following subdivisions: | |
|---|---|
| | Residential subdivision containing more than fifty (50) lots with public roads or public utilities |
| | Residential subdivision containing more than fifty (50) lots with private roads |
| | |
| | |

| Preliminary Plat review process: | |
|---|--|
| | Public Improvement Preliminary Plat Process is to be followed if: |
| | <ul style="list-style-type: none"> • The Board of Supervisors approved a zoning request that the Planning Commission recommended be denied; or, • The Board of Supervisors approved a zoning request as recommended by the Planning Commission with changes to the preliminary plat; or, • The subdivision is located in a commercial, mixed use or industrial district including public roads or future major thoroughfare. |
| | Administrative Preliminary Plat Process is to be followed if: |
| | <ul style="list-style-type: none"> • No public improvements including roads, utilities, and drainage construction are necessary or required for the development; or, • Subdivision plat approval has been obtained for a previous division of the parent tract; or, • The proposed subdivision creates between 5 to 31 lots total OR the access to the subdivision serves between 5 to 31 lots total; either existing or new lots; or, • The subdivision is in a commercial, mixed use or industrial district and does not include public roads or future major thoroughfare. |

Notes:

Subdivisions of fifty (50) or fewer lots may still proceed through the preliminary plat approval process, at the applicant’s discretion.

Subdivisions zoned RC, Rural Conservation District; RS, Single Family Residential District; RM, Multi-Family Residential District; and MX, Mixed Use District may obtain preliminary plat approval through the rezoning process. If Preliminary Plat approval is granted through the zoning process, these subdivisions may proceed directly to construction plan review.

Preliminary Plat Approval Process for Public Improvement Subdivisions

Submit Application for Approval

- Including application, checklists, 15 sets of plats and 1- 8 ½ x 11 reduction
- Application Deadline is the third Monday of every month
- Application is officially accepted or not accepted within 3 days of Application Deadline
- The fee of \$800 + \$30/lot for residential and \$800 for commercial and industrial must be submitted within fourteen (14) days of the date of notification of acceptance (See Page 6)

Application Distribution to County Review Agencies

- Complete Applications are routed within 5 days of Application Deadline

Agency Review Zoning Staff Meeting

- Application is reviewed at the Zoning Staff meeting held on the 1st Wednesday following the month of submittal

Meeting with Applicant (if necessary)

- Staff will contact applicant about setting up a meeting or to request additional information

Submit Revised Preliminary Plat (if necessary)

- Resubmit revised preliminary plat (if necessary) at least 14 days prior to the Planning Commission meeting

Planning Commission Action

- Application approved or disapproved by the Planning Commission during their administrative agenda (3rd Thursday of every month)
- Application is heard by the Planning Commission within 60 calendar days of its acceptance

Preliminary Approval

- A Planning Commission letter of approval with conditions sent to applicant
- Applicant should submit 3 sets of preliminary plats prior to construction plan submittal which reflect the Planning Commission conditions of approval
- Once the plats are stamped and approved, an approved copy will be mailed to applicant within 5 working days
- Typically, the next step is to submit construction plans.

Denied as Submitted

- Planning Commission letter of denial is sent to applicant which includes reasons for denial
- Applicant may re-file the Preliminary Plat, application, and fee; application must be revised to address the reasons for previous denial

Preliminary Plat Approval Process for Administrative Subdivisions

Submit Application for Approval

- Including application, checklists, and eight (8) sets of plats
- The fee of \$100 + \$30/lot should be submitted within fourteen (14) days of the date of notification of acceptance. (See Page 6)
- No application deadline

Agency Review for Compliance

- Upon acceptance, plats are routed within 3 days
- 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

Meeting with the Applicant (if necessary)

Preliminary Approval

- 3 sets of plats are submitted prior to construction plan submittal which reflect conditions of approval, to be stamped and signed for approval
- Once the plats are stamped and approved, a final letter and copy of approved plat shall be sent to applicant.
- Typically, the next step is to submit construction plans for roads and drainage. Commercial and industrial applications may proceed directly to final plan review.

Request for PRELIMINARY PLAT APPROVAL

[] Public Improvement OR [] Administrative

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 for assistance in addressing
 this question.)

GPIN(s): _____

 Magisterial District: _____
 Water: _ Public _ Private (Well) _ Private (Central)
 Sewer: _ Public _ Private (Septic) _ Private (Central)
 Roads: _ Public _ Private

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) Acknowledgement of Application Fee Payment Procedure (Page 6)
- b) A completed copy of Request for Preliminary Plat Approval
- c) Completed Preliminary Plat Checklist
- d) For Public Improvement subdivision: Fifteen (15) copies of plat, folded no larger than 9" x 12", and one (1) 8 1/2" x 11" reduction (15 additional copies will be requested for the Planning Commission meeting); **or**,
- e) For Administrative subdivision: Eight (8) copies of plat, folded no larger than 9" x 12", and one (1) 8 1/2" x 11" reduction.

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. I further acknowledge that any application fee submitted after fourteen (14) days of the date of the notification letter 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:

FEES

- Residential (Public Improvement) - \$800 + \$30/lot; OR, Residential (Administrative) - \$100 + \$30/lot
- Revision of an approved plan - \$100/submittal
- Commercial/Industrial - \$800

FOR STAFF USE ONLY:

Fees: Base Fee _____
 Lot Fee _____
 TOTAL _____

Accepted by: _____
 HTE#: _____

PRELIMINARY PLAT CHECKLIST

Use this checklist of required information to prepare a Preliminary Plat (Section 25-25 of the Subdivision Ordinance). Approval of a Preliminary Plat does not provide Health Department approval of drainfield locations or Department of Public Works approval of an Erosion and Sedimentation Control Plan. Approval of the Preliminary Plat is approval of the general layout for the proposed development of the site.

| Yes | No | | Staff: | Yes | No |
|-----|-----|---|--------|-----|-----|
| [] | [] | 1. Title block to be located consistently on all sheets, and to include the following: | | [] | [] |
| [] | [] | a. Name of subdivision; | | [] | [] |
| [] | [] | b. Magisterial district; | | [] | [] |
| [] | [] | c. County and state; | | [] | [] |
| [] | [] | d. Name of surveyor or engineer who prepared the plat; | | [] | [] |
| [] | [] | e. Scale of plat (no greater than 1" = 200', unless approved by the agent); | | [] | [] |
| [] | [] | f. Date of completion and any subsequent revisions; and | | [] | [] |
| [] | [] | g. Number of sheets – match lines. | | [] | [] |
| [] | [] | 2. Information block, to include the following information: | | [] | [] |
| [] | [] | a. Name(s) of owner(s) and developer(s) (if applicable); | | [] | [] |
| [] | [] | b. GPIN(s) of property to be divided; | | [] | [] |
| [] | [] | c. Total area in subdivision; | | [] | [] |
| [] | [] | d. Number of lots in the subdivision; | | [] | [] |
| [] | [] | e. Total area in lots; | | [] | [] |
| [] | [] | f. Total area in common area, if applicable; | | [] | [] |
| [] | [] | g. Total area in road rights-of-way; | | [] | [] |
| [] | [] | h. Zoning of property; | | [] | [] |
| [] | [] | i. Zoning case number, if applicable; | | [] | [] |
| [] | [] | j. Source of water. If a water distribution system is proposed, the estimated gallons per day that the water system requires shall be included; | | [] | [] |
| [] | [] | k. Method of sewage disposal. If central sewage facility is proposed, the estimated gallons per day to be treated shall be included; and | | [] | [] |
| [] | [] | l. Traffic zone. | | [] | [] |
| [] | [] | 3. Vicinity sketch, at a scale of 1" = 2,000'. | | [] | [] |
| [] | [] | 4. North arrow. | | [] | [] |
| [] | [] | 5. Boundary survey. | | [] | [] |
| [] | [] | 6. Zoning boundaries and districts located within the subdivision. | | [] | [] |
| [] | [] | 7. Approximate area and dimensions of each lot; provided, this information does not need to be provided for subdivisions located within business or industrial districts. | | [] | [] |
| [] | [] | 8. Names and location of abutting subdivisions. | | [] | [] |
| [] | [] | 9. Names of owners, GPINs and zoning of adjoining property. | | [] | [] |
| [] | [] | 10. Location, width, and names (including State route numbers, if any) of all existing or platted streets and public ways adjoining the subdivision | | [] | [] |
| [] | [] | 11. Location, width, and purpose of other rights-of-way and easements. | | [] | [] |
| [] | [] | 12. In subdivisions located within business or industrial districts and having private roads, the proposed location and widths of private access drives. | | [] | [] |
| [] | [] | 13. Location of existing physical features, including buildings, and all streams, washes, or ditches, including direction of flood, water level elevations, and floodplain limits of one-hundred-year floods. | | [] | [] |
| [] | [] | 14. Width and names of all proposed roads, including evidence of access which meets the requirements of the Zoning Ordinance and this ordinance. Where the new road serves three (3) or more lots, provide evidence indicating that the names of the roads have been approved by the Richmond Regional Planning District Commission (RRPDC (804)358-3684) and are in compliance with E-911 standards. | | [] | [] |
| [] | [] | 15. Proposed lot layout, lot numbers, block letters, and area of each block, if applicable. | | [] | [] |
| [] | [] | 16. 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 a section corner. | | [] | [] |
| [] | [] | 17. Topography of vertical intervals of two (2) feet; provided, that those subdivisions utilizing only private roads may use intervals of five (5) feet. | | [] | [] |
| [] | [] | 18. Location of any known or suspected historic resources within the subdivision, including cemeteries, trenches, and archaeological features. | | [] | [] |

| | | | | |
|--------------------------|--------------------------|---|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Evidence demonstrating compliance with the provisions of the Hanover County Code related to Chesapeake Bay Preservation including, where applicable, the 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"/> | 20. Location of any buffers and/or pedestrian paths as required by the Zoning Ordinance. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Location of right-of way dedicated in accordance with the Major Thoroughfare Plan and Article 3, Section 3.2, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. For properties that were the subject of a rezoning involving proffers, the rezoning case number and the approved proffers. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Such other information as may be required by the Agent. | <input type="checkbox"/> | <input type="checkbox"/> |

| | |
|---|-------------------------------|
| The following should be signed by a licensed surveyor or engineer: | |
| I certify that I have determined through review of mapping resources and site analysis that the proposed development meets the requirements of Chapter 10 of the Hanover County Code (including the requirement that a wetlands delineation be performed and shown on the requisite plan in accordance with the current section 404 Clean Water Act federal regulations). | |
| Signature: _____ | Professional License: _____ |
| Name (Please print or type): _____ | Virginia License Number _____ |

Policies Adopted by the Hanover County Planning Commission for Subdivisions

1. When more than fifty (50) lots are proposed in a subdivision, more than one public road access shall be provided.
- 2a. Inundated areas shall not be included in the calculation of the required minimum lot area in any subdivision located within an AR or R zoning district.
- 2b. Floodplain, as defined in the Hanover County Drainage Manual, shall not be included in the calculation of the required minimum lot area in any subdivision located within an R zoning district.
3. No more than one (1) street within a subdivision shall have the same, similar, or like-sounding names.