

Hanover County

Application and Procedures Final Plat Review for Public Improvement and Administrative Subdivisions



County of Hanover Department of Planning
7516 County Complex Road
P.O. Box 470
Hanover, VA 23069
(804) 365-6171(p) (804) 365-6540(f)
www.hanovercounty.gov

Approval Process for Final Plat Applications

Submit Application for Approval

- Including application, checklists, 12 sets of plats, \$500 fee; may be submitted upon approval of the construction plans (if applicable)
- Timeframe: Upon acceptance, plats are routed within 3 days

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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
- Applicant may need to resubmit revised plat for additional review prior to submittal of recordation packet.

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Submittal of Recordation Packet

- 6 paper prints with original signatures, 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: If subdivision is approvable, the agent or his designee shall sign the plats, and other necessary items for recordation. Staff will then contact the applicant to submit 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 of recordation.

Note:

- For family divisions, please use the *Family Division* or the *Family Division Homestead for A-1 Lots Less than 10 Acres* applications.
- For subdivisions containing four (4) or fewer lots, please use the *Subdivision Plat (4 or fewer lots)* application.

**Hanover County Planning Department
Final Plat Review**

**Request for FINAL SUBDIVISION PLAT APPROVAL
Public Improvement OR Administrative**

NAME OF SUBDIVISION: _____

SUBDIVISION INFORMATION & REQUEST

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

Is this property within an Agricultural/ Forestal District?
 Yes No
 Has sludge ever been deposited on the property?
 Yes No

GPIN(s): _____

Magisterial District: _____

Water: Public Private (Septic) Private (Central)
 Sewer: Public Private (Well) 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) A completed copy of Request for Final Subdivision Plat Approval
- b) Completed Subdivision Plat Checklist
- c) Twelve (12) copies of plat, folded no larger than 8 ½" x 11"
- d) Required fee: \$500

FINAL PLAT CHECKLIST

Use this checklist to prepare the required Plat.

Yes	No	Staff:	Yes	No
	<ol style="list-style-type: none"> 1. Title block to be located consistently on all sheets, and to include the following: <ol style="list-style-type: none"> 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 larger than 1"=200', unless previously approved by the agent f. Date of completion of the plat and any consequent revisions g. Numbers of sheets – match line. 2. Information block, to include the following information: <ol style="list-style-type: none"> a. Names of owner(s) and developer(s) (if applicable) b. GPIN(s) of property to be divided (Note: if subdivision comprises more than one (1), the GPIN number and area of each should be shown.) 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 right-of-ways h. Zoning of property i. Zoning case number and list of all proffers, 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 l. Traffic zone 3. Vicinity sketch, at a scale of 1" = 2,000'. 4. North arrow. 5. Boundary survey showing bearings and distances. 6. Zoning boundaries and districts located within the proposed subdivision. 7. Approval block, three (3) inches by five (5) inches in size. 			

8. The location and dimensions, in feet (to the nearest one-hundredth of a foot, using decimals) and all bearings (to the nearest ten (10) seconds in degrees, minutes, and seconds), for the following:
 - a) Lot layout, lot numbers, block letters (if applicable), and dimensions of lots
 - b) Area and frontage of lot.
 - c) All existing or platted streets and public right-of-ways adjoining the subdivision. The name and state route number (if any) shall also be provided
 - d) Other right-of-ways and easements on properties adjoining the subdivision. The purpose and the deed book and page number for all existing off-site easements shall be included
 - e) Existing physical features, including buildings, and all streams, washes, or ditches, including direction of flood, water level elevations, and floodplains
9. Names and location of abutting subdivisions.
10. Names of owners, GPINs and zoning for all adjoining property.
11. In subdivisions located within business or industrial districts and having private roads, the location and width of private access drives.
12. Width and names of roads. 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.
13. Location of the subdivision as part of some larger subdivision or property (if applicable) and distance to nearest intersection (to the nearest tenth of a mile), based upon recorded data. If not available from recorded data, distance to the nearest intersection may be determined from the best available data, and so qualified.
14. The delta, radius, degree, arc length, tangent length, chord length, and chord bearing of all curves along road frontages shall be shown in detail at the curve or in a curve data table.
15. Owner's statement, as provided in Article 2, Section 25-14.
16. Surveyor's/engineer's certificate.
17. Source of title certificate.
18. Signature lines for owners and, if applicable, trustees. Prior to recordation signatures shall be notarized and sealed with original stamp.
19. Certification by surveyor or engineer (with seal and original signature) who prepared the plat.
20. For subdivisions served by private drainfield systems, the following notations:
 - a) "A plat showing the approved locations of the drainfields is on file with the Hanover County Health Department." Evidence that such plat is on file must be provided prior to recordation
 - b) "All septic systems located within the Chesapeake Bay Preservation Area will be pumped out every five (5) years."
21. The lot area inside and outside the 100 year floodplain; provided, this requirement shall not apply to subdivisions located in A-1 or AR-6 zoning districts.

	<p>22. For subdivisions served by private roads, the following statement shall be included: "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 land owners in the subdivision."</p> <p>23. For subdivisions served by public roads, denote at least four (4) horizontal control points (using X and y coordinate values) in the Virginia State Plane Coordinate System (south zone) per North American Datum (NAD) 1983.</p> <p>24. 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.</p> <p>25. Topography at vertical intervals of two (2) feet, provided that those subdivisions utilizing only private roads may use intervals of five (5) feet. (Note: Topographic lines must later be removed for final approval)</p> <p>26. Right-of-way dedicated in accordance with the Major Thoroughfare Plan and Article 3, Section 3.2 if applicable.</p> <p>27. 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.</p> <p>28. 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></p> <p>29. Location of any buffers as required by the Zoning Ordinance.</p> <p>30. Maximum size of plat for recordation is 18" x 24".</p> <p>31. Location(s) of any known or suspected historic resources within the subdivision, including cemeteries, trenches, and archeological features on this site.</p> <p>32. Such other information as may be required by the Agent.</p>	
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STAFF USE ONLY:				
Accepted by: _____	Fee: _____	Paid: <input type="checkbox"/>	Date: _____	HTE#: _____