

Hanover County

Application and Procedures for

COMPREHENSIVE PLAN AMENDMENT

***See Page 4 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) 365-6540(f)
www.hanovercounty.gov

Approval Process for Comprehensive Plan Amendment (CPA) Applications

Preapplication Meeting (optional)

- Meetings with the Planning Staff are recommended prior to submittal of a Comprehensive Plan Amendment application. Please bring a map of the subject area to the meeting.

Application Submittal

- The application deadline is the first Monday of every month. If the first Monday falls on a holiday, the application deadline will be the following business day.
- When submitting an application be sure to include a completed application, map of the subject area (for map amendments), and supplementary information to support the request. Please note: Incomplete applications will not be accepted and will be returned to the applicant.
- The applicant will be notified to submit the required fees, all application fees must be submitted by the Tuesday the week following the application deadline. (See Page 4)

Application Distribution to County Review Agencies

- Complete applications are routed to County and State review agencies within five (5) days of the application deadline.

Agency Review Zoning Staff Meeting

- Complete applications are reviewed and discussed at the Zoning Staff meeting held on the 3rd Wednesday of the month of submittal.

Board of Supervisors Authorization

- The Board of Supervisors votes on whether to authorize the advertisement of this case for public hearing before the item is placed on the Planning Commission's agenda.

Authorized to Advertise

- Application is processed for the Planning Commission.

Not Authorized

- Application does not move forward.

Staff/Applicant Meeting

- Written comments will be provided to the applicant.
- The applicant may be contacted by staff to schedule a meeting to discuss the comments provided by reviewing agencies or to request additional information. Written comments will be provided to the applicant.

Planning Commission

- A staff report with a recommendation is mailed to the Planning Commission and applicant at least one (1) week prior to the Planning Commission meeting.
- The Planning Commission meets on the 3rd Thursday of every month. Applications shall be placed on the first available Planning Commission agenda.
- Following a public hearing on the CPA case, the Planning Commission may recommend approval, approval with revisions, denial, or deferral of the application.

Board of Supervisors

- A staff report containing the recommendation of the Planning Commission and Staff is sent to the Board of Supervisors and applicant at least one (1) week prior to the Board of Supervisors meeting.
- The Board of Supervisors hears CPA cases during their 2nd Wednesday meeting of the month.
- Following a public hearing on the CPA 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.
- Typically, the next step is to submit an application for rezoning or conditional use permit.

Denial

- A Board of Supervisors letter of denial is sent to the applicant, including reasons for denial.

Hanover County Planning Department Application

Request for COMPREHENSIVE PLAN AMENDMENT

Case #: _____

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

APPLICANT INFORMATION

Owner/Applicant: _____
Contact Name: _____
Address: _____

Telephone No. _____
Fax No. _____
Email Address _____

PARCEL INFORMATION

For multiple parcels, please complete Page 4

GPIN(s) (Tax ID #'s) (if applicable) _____

Magisterial District _____

Area (acres/square feet) _____
Location Description (Street Address, if applicable) _____

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.

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 4)
- b. A map of the subject area, folded no larger than 9" x 12" (if necessary)
- c. One (1) copy of written justification addressing in detail the questions on Page 5
- d. Completed form on Page 6 - Compliance with Traffic Impact Analysis Requirements
- e. Supplemental information to support this request
- f. Community Meeting

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

Make checks payable to Treasurer, Hanover County:

Text Only - \$500.00 Map - \$500.00 + \$15.00 Per Acre**

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

FOR STAFF USE ONLY:

Fees: Base Fee _____
 Acreage Fee _____
 TOTAL _____

Accepted by: _____
 HTE #: _____

**COMPREHENSIVE PLAN AMENDMENT REQUEST
- REQUIRED INFORMATION -**

A proposed amendment should describe a perceived problem or inadequacy in the currently adopted *Comprehensive Plan*, which cannot await the next regularly scheduled County-wide Comprehensive Plan Update.

The applicant should address the following general questions which will assist the Hanover County Board of Supervisors in determining whether proposed changes merit further study. (*Please note the Board of Supervisors need not direct study of all proposals received; therefore, some proposals may not be approved for public hearing.*)

PLEASE RESPOND IN DETAIL FOR ALL COMPREHENSIVE PLAN AMENDMENT APPLICATIONS (Attach additional sheets, as necessary):

1. Which provision(s) of the Comprehensive Plan should be changed? Please refer to specific map and/or text sections, and attach copies.

2. What is the justification for the requested change(s)? Please attach supplemental sheet if necessary.

3. What specific policies should be adopted to address the concerns described above? (if necessary) Please attach supplemental sheet if necessary.

4. Will a community meeting be conducted in accordance with the attached Community Meeting Guidelines? []Yes []No

Applicant's Signature

Date of Signature

COMPLIANCE WITH VDOT & COUNTY TRAFFIC IMPACT ANALYSIS REQUIREMENTS

The following must be completed for all applications: The selection below is based on a projected daily trip generation of _____ vehicles per day and a site peak hour trip generation of _____ vehicles per hour, based on the stipulations of 24 VAC 30-155. The _____ edition (latest edition) of the ITE Trip Generation Manual was used in determining the trip generation (Code Number _____ and Page Number _____).

Choose one of the two options below:

- I certify that this proposal **DOES NOT EXCEED** 380 vehicle trips per day that would require submittal of a Traffic Impact Analysis.
- I certify that this proposal **DOES EXCEED** 380 vehicle trips per day that would require a Traffic Impact Analysis be submitted.

Choose one of the two options below:

- I certify that this proposal DOES NOT MEET any of the VDOT thresholds identified in the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155) that would require a Traffic Impact Analysis to be submitted in conjunction with this application.
- I certify that this proposal MEETS at least one of the VDOT thresholds identified in the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155) that would require a Traffic Impact Analysis to be submitted in conjunction with this application. A Traffic Impact Analysis, prepared in accordance with the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155), has been prepared and will be submitted to VDOT the same day.

(Signature of Applicant/Applicant's Representative)

(Date)

(Applicant/Applicant's Representative – Print Name)

For questions regarding VDOT requirements:

Virginia Department of Transportation (VDOT) – Ashland Residency

Robert Butler, Assistant Residency Administrator

523 North Washington Highway

Ashland, VA 23005

Phone (804) 752-5511

Fax (804) 752-6431

Email: robert.butler@vdot.virginia.gov

<http://www.virginiadot.org/projects/chapter527/>

Community Meeting Guidelines

It is often recommended that applicants who file a zoning application for Rezoning, Conditional Use Permits, Special Exception Permits, or Comprehensive Plan Amendments arrange a community meeting with surrounding property owners. These meetings are particularly necessary for complex rezoning applications or cases with significant community interest.

What is the purpose of a community meeting?

A community meeting allows the applicant the opportunity to present their case to the community and also obtain feedback from citizens who may have questions, concerns, or comments about the proposal.

When should the meeting be scheduled?

The applicant is responsible for scheduling the meeting. It should be scheduled at least one month prior to the date the application is scheduled to be heard by the Planning Commission or Board. This timeframe should allow the applicant time to make any necessary changes to the application following the meeting and still meet the 21-day Planning Commission or Board deadline. The Planning Staff recommends that applicants schedule the meeting after all agencies have conducted their initial review of the application.

Who should be contacted to arrange for the meeting time?

The applicant should coordinate with their Planning Commissioner, Board of Supervisors representative, and Planning Staff to arrange the meeting time and location. After the meeting has been scheduled, the remaining Planning Commissioners should also be invited and notified of the meeting time and location.

Where and at what time of day should the meeting be held?

The applicant is responsible for finding a location to hold the meeting. Potential locations often include churches, fire stations, and libraries.

The meeting should be held in the evening, Monday through Thursday, beginning around 6:00 pm or 7:00 pm. Meetings typically last from one to two hours, depending on the complexity of the case. It is recommended that applicants prepare an agenda for the meeting, setting aside time for staff comments, a presentation by the applicant, and a question and answer period. A sample agenda is attached.

Who should be notified about the meeting?

The applicant should start by sending written notices to adjacent property owners. At times, it may be appropriate to notify all of the residents within the subdivision (if the property is within a subdivision). The applicant should also ask the assigned planner if he or she has been contacted by other interested parties who may want to attend the meeting. If so, those parties should be notified of the meeting. It is helpful to include a copy of the proposed sketch plan or conceptual plan with the notice. This will allow citizens who may not be able to attend the meeting the opportunity to educate themselves about the nature of the project. Property owner information may be obtained from the County's website. (Directions for using this website are attached). It may also be necessary to notify representatives of nearby communities, such as the president of a homeowners association.

**Sample
Community Meeting Agenda
Date/Location
Hanover County Rezoning Case Number C-xx-xx (c)
Applicant: XXXX
Project name: XXXX**

1. Introductory Comments: Supervisor and/or Planning Commissioners name
2. Review Process – Staff
3. Zoning Proposal - Applicant
 - a. Project Introduction
 - b. Project Description
 - c. Project Design Concepts
 - d. Project Impact Mitigation Measures
4. Question and Answer – Supervisor/Planning Commissioner/Applicant/Staff as appropriate
5. Closing Comments – Supervisor/Planning Commissioner/Applicant