

# Hanover County

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## PROJECT PLANNING PACKET



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)

## Planning and Permitting Requirements: Project Planning Information

This is a tool that we have created to help applicants be aware of processes and costs that they may encounter in property development. In some cases, not all items, permits, fees, and bonds listed below will apply. In other cases, the list will not encompass all issues pertaining to your plan of development. A County staff member will check those items below that will most likely apply to your project. We **encourage** you to consult with a design professional regarding the potential costs and time required to prepare and complete the requirements for a site plan and applicable permits.

### **Rezoning, Conditional Use Permits (CUP), Special Exceptions (SE):**

- Conceptual or sketch plans which show a basic layout of the proposed development and may include proposed lot lines, building locations, parking layout, entrance locations/ site distance
- Elevations of proposed buildings
- Traffic studies
- Environmental Studies
- Potential Proffers/ Conditions of Approval

**Site Plans** - A site plan is a more detailed plan than a conceptual or sketch plan that may have been submitted with a rezoning, CUP, or SE application. A site plan is designed by a licensed professional such as a civil engineer, surveyor, or landscape architect. Listed below are the components of a site plan and the department that reviews them:

- Landscaping and thoroughfare buffer requirements, parking requirements, setbacks (Planning Department)
- Drainage requirements, floodplain and Chesapeake Bay Preservation Act requirements, wetland requirements, grading and erosion and sediment control requirements (Public Works Department)
- Possible traffic and entrance requirements (Virginia Department of Transportation)
- Public utility and connection requirements (Public Utilities Department)
- Well/septic requirements (Health Department)
- Easement recordation and title work (various departments)

**Permits** - In addition to site plan approval, the following permits may be required from various County and State departments:

- Land Disturbance Permit for site work with a Certified Responsible Land Disturber signature (Public Works Department)
- Wetlands Permits from Virginia Marine Resource Commission, Army Corps of Engineers, Virginia Department of Environmental Quality (Public Works Department)
- Virginia Stormwater Management Program Permit (VSMP) for construction from the Virginia Department of Conservation and Recreation, for properties disturbing greater than 2500 square feet in a CBPA area or greater than 1 acre in a non-CBPA area. (Public Works Department)
- Sign permit (Planning Department)
- Entrance permit (Virginia Department of Transportation)
- Commercial building permit with applicable sub permits for electrical, mechanical, gas, plumbing, and sprinkler systems (Building Inspection Office)
- Utility Construction Permit (Public Utilities Department)
- Sewage Disposal/Water Supply Permit (Health Department)
- Burn Permit (Fire Administration)

### **Fees:**

- Rezoning, CUP, SE, and Site Plan application fees, landscape plan review fee, plan re-submittal fee, sign fee (Planning Department)
- Erosion Inspection Fee, Regional Stormwater Management Fee (Public Works Department)
- Utility Plan Review Fees/ Utility Construction Inspection Fee (public water), Utility Plan Review Fee/ Utility Construction Inspection Fee (public sanitary sewer), Utility Capacity Fee (hook up to public water/ public sanitary sewer) (Public Utilities Department)

**Bonds etc.** – In addition to the fees listed above, surety/bonds/letters of credit (financial assurance) may be required to ensure that the work is completed. Bonds shall be released upon project completion and County approval.

- Erosion and Sediment Control Bond (Public Works Department)
- Utility Performance Bond (Public Utilities Department)
- Bond for entrance permit (Virginia Department of Transportation)
- Cash proffers (if accepted with rezoning case) (Planning Department)
- Landscaping Maintenance and Completion Bond due prior to issuance of Certificate of Occupancy for building (Planning Department)

**APPROVAL PROCESS**  
**PROJECT BUDGET WORKSHEET**

PAGE ONE

This worksheet is provided by the County for general guidance to applicants. It is intended as a tool to help applicants be aware of processes and costs that they may encounter in property development. The applicant, not the County, is responsible for determining the costs and time estimates that will be entered into the worksheet. In some cases, not all items, permits, fees, and bonds listed below will apply. In other cases, the list will not encompass all issues pertaining to your project. This worksheet should be completed with the assistance of professionals such as a surveyor, civil engineer, attorney, or other consultant. Please refer to the Project Planning Checklist when completing this form.

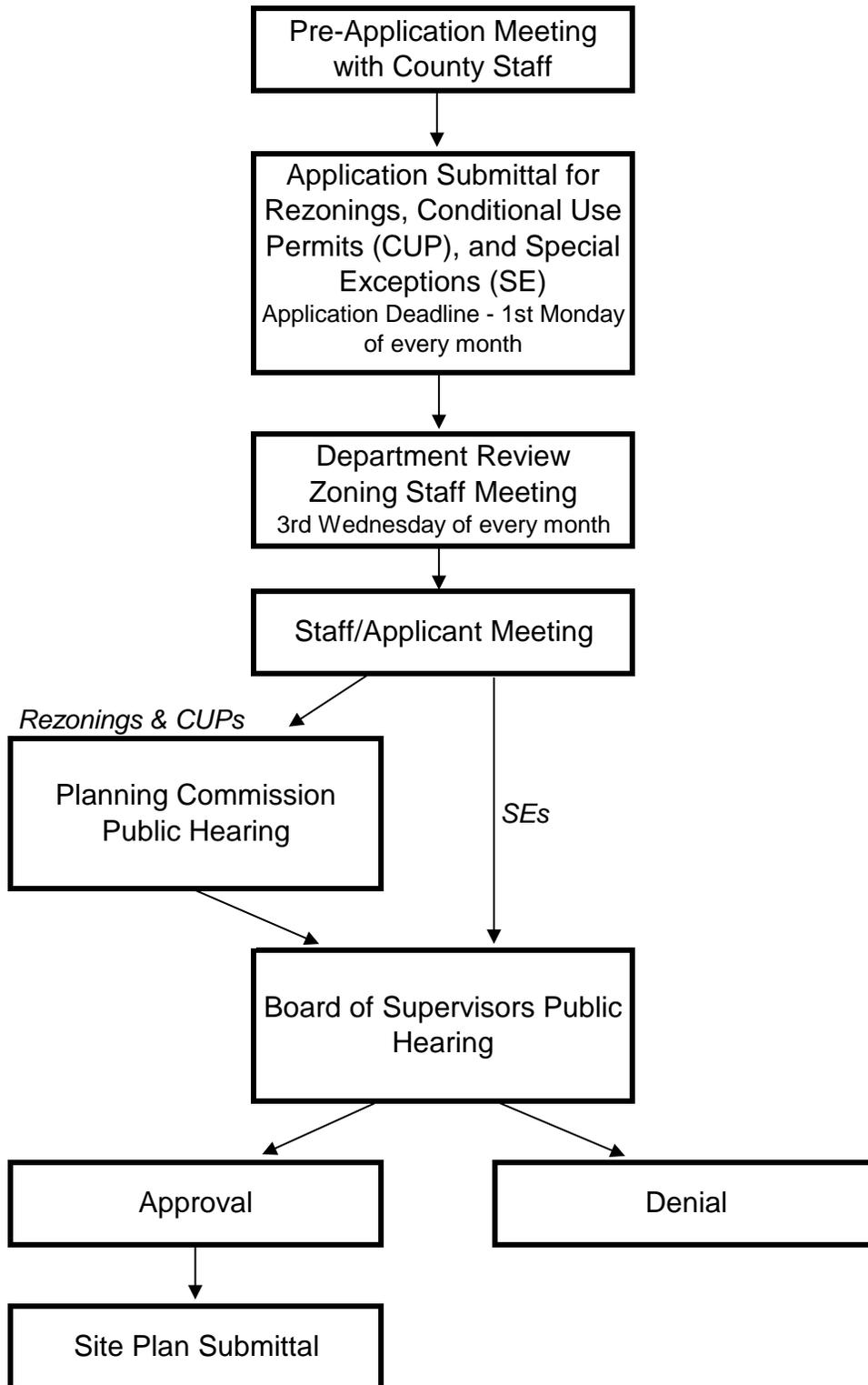
		Cost Estimate	Time Estimate / Deadline
<i>REZONING, CUP or SE PROCESS</i>	<input type="checkbox"/> Application and conceptual plan preparation:	_____	_____
	<input type="checkbox"/> Application Fee(s):	_____	_____
	<input type="checkbox"/> Traffic Study:	_____	_____
	<input type="checkbox"/> Locating Septic Drainfield:	_____	_____
	<input type="checkbox"/> Preliminary Wetlands Investigation:	_____	_____
	<input type="checkbox"/> Consultant/ Representation Fee(s)	_____	_____
<i>SITE PLAN PROCESS</i>	<input type="checkbox"/> Site Plan Preparation, Initial Plan and Revisions:	_____	_____
	<input type="checkbox"/> Site Plan Application Fee:	_____	_____
	<input type="checkbox"/> Landscape Plan Preparation, Initial Plan and Revisions:	_____	_____
	<input type="checkbox"/> Soils Work/Report (Private Utilities):	_____	_____
	<input type="checkbox"/> Regional Storm Water Management Fee / DPW:	_____	_____
	<input type="checkbox"/> Erosion Inspection Fee / DPW:	_____	_____
	<input type="checkbox"/> Wetlands Study/Report:	_____	_____
	<input type="checkbox"/> Utility Plan Review Fee:	_____	_____
<input type="checkbox"/> Virginia Stormwater Management Program Permit:	_____	_____	

**APPROVAL PROCESS  
PROJECT BUDGET WORKSHEET**

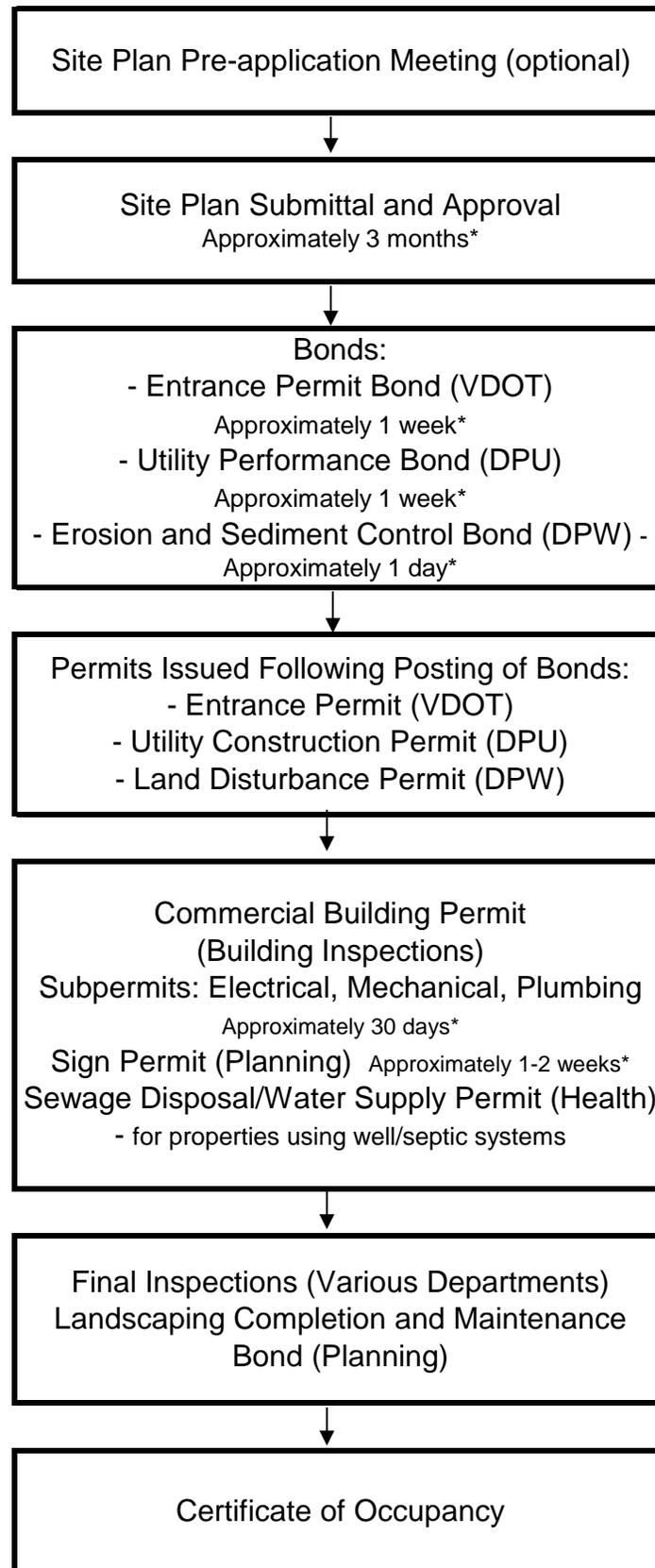
PAGE TWO

		Cost Estimate	Time Estimate / Deadline
<b>MISCELLANEOUS PERMITS/FEES:</b>	<input type="checkbox"/> Sign Permit:	_____	_____
	<input type="checkbox"/> Utility Construction Permit:	_____	_____
	<input type="checkbox"/> Land Disturbance Permit:	_____	_____
	<input type="checkbox"/> Building Permit / Plan Review:	_____	_____
	<input type="checkbox"/> VDOT Entrance Permit:	_____	_____
	<input type="checkbox"/> Utility Connection Fees	_____	_____
	<input type="checkbox"/> _____	_____	_____
<b>SURETY / BONDS</b>	<input type="checkbox"/> Erosion & Sediment Control Bond:	_____	_____
	<input type="checkbox"/> Utility Performance and Defect Bonds:	_____	_____
	<input type="checkbox"/> VDOT – Entrance Permit Bond:	_____	_____
	<input type="checkbox"/> Landscape Bond:	_____	<i>Prior to Occupancy</i>
	<input type="checkbox"/> _____	_____	_____
<b>PROFFERS</b>	<input type="checkbox"/> Residential Cash Proffer Payment: (if applicable)	_____	<i>Prior to Certificate of Occupancy</i>
	<input type="checkbox"/> Road (Cash) Proffer Payment: (if applicable)	_____	<i>Prior to Certificate of Occupancy</i>
<b>MISCELLANEOUS</b>	<input type="checkbox"/> Construction Staking by Engineer/Contractor:	_____	_____
	<input type="checkbox"/> Easement Acquisition Costs	_____	_____
	<input type="checkbox"/> _____	_____	_____
	<input type="checkbox"/> _____	_____	_____
<b>TOTAL Estimated Approval Process Related Cost:</b>		=====	

PART I - Zoning Process



## PART II - Site Plan to Certificate of Occupancy



\* Approximate time of process from submittal date. These time periods will vary based on complexity of the project, completeness of the information submitted, preparation time for revised plans, and other factors.