

Welcome!



Online Application Option for Administrative Projects Information Session

The session will begin shortly.

Please enter any questions during the session into the chat.

The meeting is being recorded.



Online Application Option for Administrative Projects


Hanover County Planning Department

March 18, 2022

Mary B. Pennock, Deputy Director of Planning

mbpennock@hanovercounty.gov

804-365-6171



Agenda

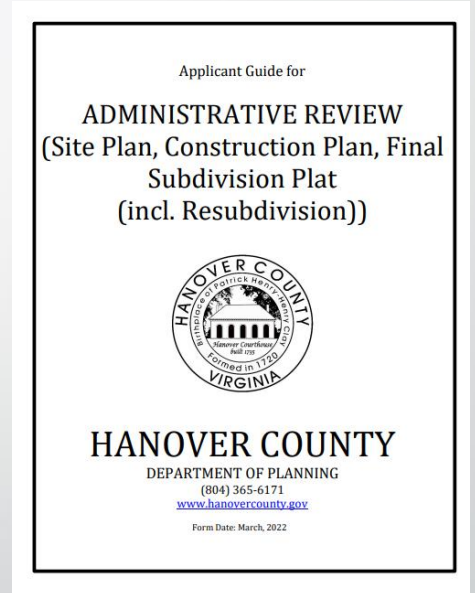
- Background
- New Features/Process
- Demonstration
- Question and Answer

Background

- May 2019 - Hanover County Community Development departments replaced the software system responsible for tracking building permits and planning projects through the review and approval process
 - A component of this upgrade was the Community Development Online Portal, which allows applicants to pay fees, download comments, and follow the status of active reviews
- March 2020 – Due to the emergence of COVID-19, the Community Development Departments implemented ad hoc measures to allow for expanded electronic review of certain plan types
- February 2022 – Community Development Online Portal was upgraded to permit electronic application submission for Building Permits and certain Planning Applications

New Features

- Applications now accepted **online** or **in person** for certain administrative review processes managed by the Planning Department
 - Site Plan
 - Construction Plan
 - Subdivision Plat (including Resubdivision)
- ONE Application to submit, regardless of application type, and method of submission
 - The Administrative Application packet contains the application, checklists, and required attachments for all site plan, construction plan, and subdivision plat submissions
 - This packet replaces the individual applications previously used



New Features

- Civil Plan format
 - Plan sets should be submitted as a single .pdf, not individual sheets
 - No untitled viewports
 - File should be fully flattened
 - Reserve a space, in a consistent location, on each sheet for approval stamps
- Online applications can be submitted through the Community Development Portal, located on the Hanover County website
 - <https://communitydevelopment.hanovercounty.gov/eTRAKiT/>
 - You can also access this portal by going directly to the Hanover County Planning Department homepage.

New Features

- 1st Submission deadlines
 - 1st submittals of site plans and construction plans will follow the existing 2022 schedules, found on the County website and on links in the Application Packet
 - **In Person applications** must be submitted by **5:00pm on deadline**
 - **Online applications** must be submitted by **11:59pm on deadline**
 - Subdivision Plat applications may be submitted at any time
- Fee Structure
 - Staff will invoice the applicant upon determination that an application is complete
 - Fees must be paid (online or in person) before review comments will be issued
- Staff Review Times
 - Remain unchanged
 - Staff/Applicant meetings will still be scheduled

New Features

- Resubmittals following the first review of the plan/plat may be submitted at any time
 - For applications currently in the review process, please contact your assigned Planning Case Manager to determine how best to resubmit
 - Upon resubmittal, email your assigned Planning Case Manager to confirm the upload
- Reduced Paper and Streamlined Process
 - No paper set required during plan review
 - Electronic Plan Approvals for Site Plan and Construction Plan
 - Fewer paper sets required for plan approval
 - Site Plan and Construction Plan – 6 sets
 - Subdivision Plat – 6 sets for recordation w/ original signatures

How to Apply In Person

- Download the Administrative Application packet from the Hanover County Website
 - Complete the application and obtain all necessary signatures
 - Prepare the required attachments in paper format
- Deliver application, required attachments, and one full size paper set of the plan/plat to the Planning Department (1st Floor, Administration Building)
 - A staff member will verify the application is complete and provide instructions on how to submit a .pdf of the plan/plat

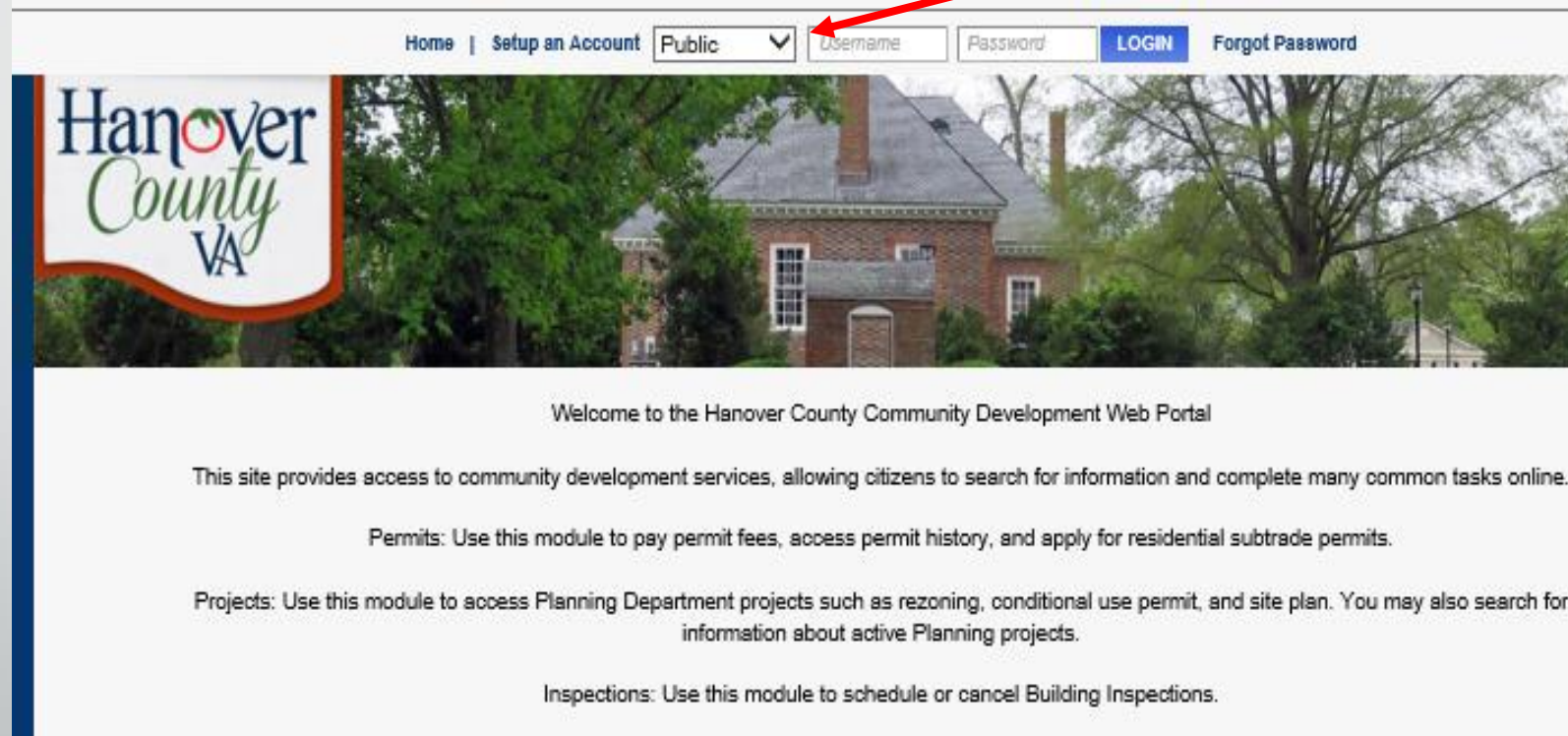
How to Apply Online

- Download the Administrative Application packet from the Hanover County Website
 - Complete the application and obtain all necessary signatures
 - Prepare the required attachments and convert all documents to **.pdf** format
- Go to the Community Development Online Portal and log in as a “Public User”
 - Help documents are available to create a public user account
- Choose “Apply” under “Projects” and follow the prompts to submit your application and upload required attachments
 - Help documents are available on the Planning Department Homepage

Demonstration

<https://communitydevelopment.hanovercounty.gov/eTRAKiT/>

Log in as a Public User



Home | Setup an Account Public LOGIN Forgot Password

Hanover County VA

Welcome to the Hanover County Community Development Web Portal

This site provides access to community development services, allowing citizens to search for information and complete many common tasks online.

Permits: Use this module to pay permit fees, access permit history, and apply for residential subtrade permits.

Projects: Use this module to access Planning Department projects such as rezoning, conditional use permit, and site plan. You may also search for information about active Planning projects.

Inspections: Use this module to schedule or cancel Building Inspections.

Click
"Apply for New Project"

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: MARY PENNOCK

My Dashboard

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
- Projects**
 - Apply for New Project**
 - Search Projects
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- License
 - Search Licenses
 - Pay Fees

Hello Mary Pennock.
Below is a Dashboard of your current activities.

[LINK TO PERMITS, PROJECTS, AND LICENSES](#)

My Open Project Applications 2 total record(s).

Applications In Progress	Project Type	Created Date	
Continue		3/15/2022	Delete
Continue		2/25/2022	Delete

My Active Projects 1 total record(s).

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
NEW2022-00036		NEW PROJECT	CLOSED	\$0.00		

Project Application

STEP 1 ENTER PROJECT INFORMATION

STEP 2

STEP 3

STEP 4

Project Type Information

Please note that additional information/documentation is required to be submitted in conjunction with this application. Application forms, detailing the required information to be uploaded, are available on the Hanover County website. The appropriate application and all required attachments as outlined in the application packet must be uploaded in order for the application to be deemed complete.

Applicants should be advised that although these applications contain information regarding the land use review process, it is not a complete summary of the Hanover County Code of Ordinances, nor is it intended to be.

PROJECT Type [Instructions for online NEW PROJECT applications.](#)

PROJECT Subtype

Project Name

Location

Enter all or part of the GPIN and press search

Search By

Select address below

8810-14-6482 - 7516 COUNTY COMPLEX RD - PARCEL

CANCEL

NEXT STEP

Choose New Project

Choose Application Type

Enter Name of Project
and Location Information

Enter all contact information for the project, including a designated Point of Contact (POC) for all correspondence

STEP 1 **STEP 2 ENTER CONTACT INFORMATION** STEP 3 STEP 4

Application for a NEW PROJECT Project

Applicant Information

*Name	Mary Pennock	Phone	(804) 365-6171
*Address	PO Box 470	*Email Address	mbpennock@hanovercounty.gov
*City	Hanover		
*State	VA	*Zip	2322 - <input type="text"/>

Owner Information

*Name	John and Jane Smith	Phone	(804) 555-1313
*Address	123 Anytown Way	Email Address	<input type="text"/>
*City	Anytown		
*State	VA	*Zip	2322 - <input type="text"/>

Engineer Information

Name	Adam Engineer	Phone	(804) 555-1212
Address	1 Civil Way	Email Address	aiengineer@testing.com
City	Hanover		
State	VA	Zip	2306 - <input type="text"/>

Poc Information

Name	Adam Engineer	Phone	(804) 555-1212
Address	1 Civil Way	Email Address	aiengineer@testing.com
City	Hanover		
State	VA	Zip	2306 - <input type="text"/>

NOTE: All Poc (Point of Contact) information is REQUIRED. Do not proceed without filling in these fields.

Confirm all information is correct or make edits prior to moving to next step

Project Application

STEP 1 STEP 2 **STEP 3 REVIEW** STEP 4

Application for a NEW PROJECT Project

Review the information below prior to clicking submit.

Note that you must still attach application documents in the steps ahead before your application is complete.

<h4>Project Information</h4> <table><tr><td>Type</td><td>NEW PROJECT</td></tr><tr><td>Subtype</td><td>SUBDIVISION PLAT</td></tr><tr><td>Description</td><td>ABC Subdivision</td></tr></table> <p>EDIT</p>	Type	NEW PROJECT	Subtype	SUBDIVISION PLAT	Description	ABC Subdivision	<h4>Location</h4> <p>EDIT</p>
Type	NEW PROJECT						
Subtype	SUBDIVISION PLAT						
Description	ABC Subdivision						
<h4>Contacts</h4> <p>EDIT</p> <p>Applicant Information Mary Pennock (804) 365-6171 PO Box 470 mbpennock@hanovercounty.gov Hanover, VA 23229</p> <p>Owner Information John and Jane Smith (804) 555-1313 123 Anytown Way Anytown, VA 23222</p> <p>Engineer Information Adam Engineer (804) 555-1212 1 Civil Way aiengineer@testing.com Hanover, VA 23069</p> <p>Poc Information Adam Engineer (804) 555-1212 1 Civil Way aiengineer@testing.com Hanover, VA 23069</p>	<h4>Fee Information</h4> <table><thead><tr><th>Type</th><th>Amount</th></tr></thead><tbody><tr><td>Total Fees</td><td>\$0.00</td></tr></tbody></table>	Type	Amount	Total Fees	\$0.00		
Type	Amount						
Total Fees	\$0.00						

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

Note: No fees will be assessed at the time of application. Staff will invoice the applicant and provide direction on how to pay fees.

Project Application

STEP 1

STEP 2

STEP 3

STEP 4 SUBMIT ATTACHMENTS

Confirmation

Thank you for using the online portal to submit your project. You may now upload the application, plans, and any supplemental documents to the project by clicking below.

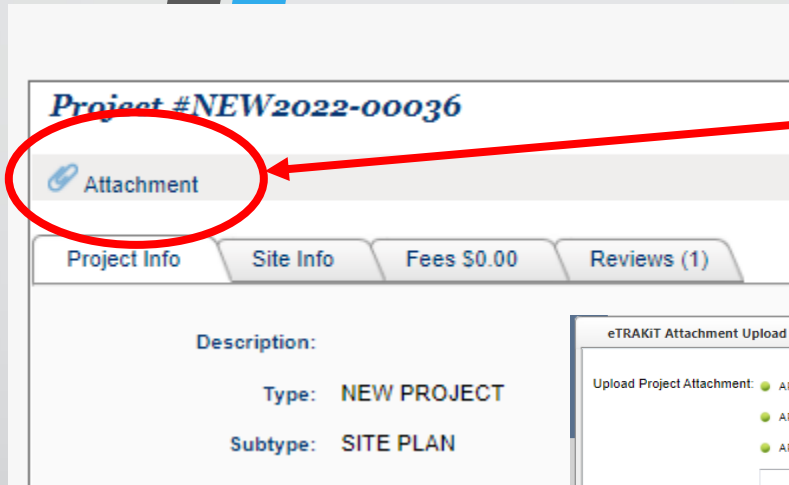
Once your attachments have been uploaded, the Planning Department staff will review your application and contact you for any additional required information.

Should you have any questions, contact the Planning Office at 804-365-6171. Please have your project number available for reference.

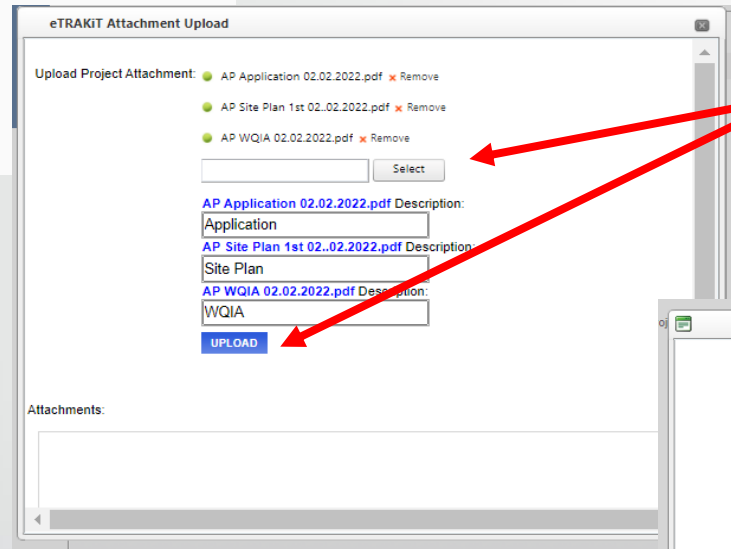
[VIEW PROJECT AND UPLOAD ATTACHMENTS](#)

UPLOADING ATTACHMENTS

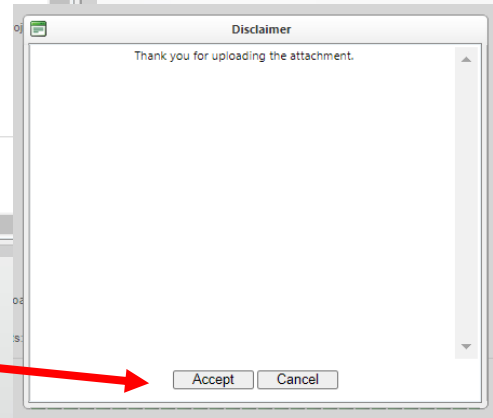
1. Click on "Attachment"



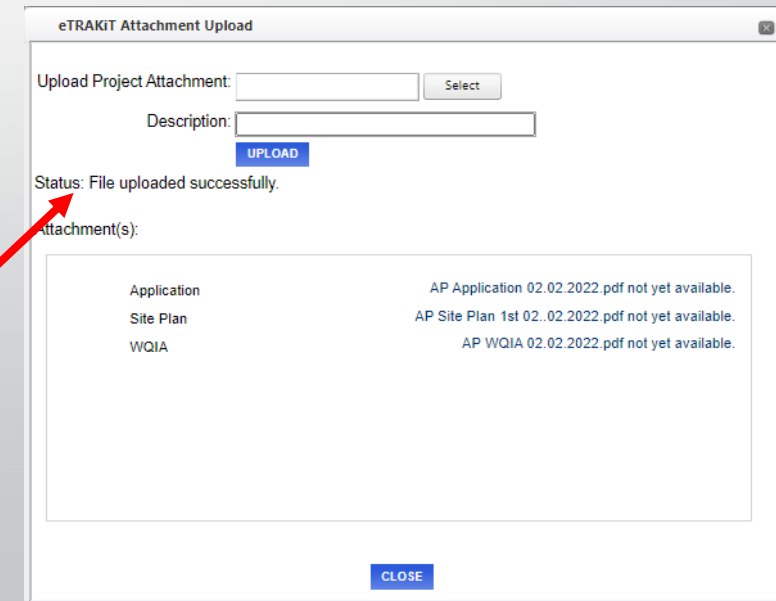
2. Use the Browser to upload and name attachments per the naming convention in the Application Packet. Click Upload.



3. Click Accept



4. Check Status to make sure file uploaded.



NOTE: The attachments may not be immediately available for viewing while being scanned for viruses

Application Processing

- Once the application has been submitted, staff will review for completeness and advise the applicant of any deficiencies
- When the application is accepted, Staff will:
 - assign a case number to the project
 - assess fees and invoice the applicant
 - schedule the Staff/Applicant meeting (if required)
 - route the plans to all agencies
 - Provide instructions on how to access the status of the project as it moves through the process

During the Review Process

- Applicants will be able to check on the status of their plan, access review comments, and pay fees through the Community Development Citizen Portal
- Plan resubmissions may be made through the Portal
- Following plan approval, a stamped copy of the plan will be available for download

Next Steps

- Staff will continue to evaluate the review process and refine as needed
 - Please provide feedback during plan review!
- The Planning Department will be expanding electronic access to additional Planning applications over the coming months, including Zoning Compliance Letters and Bond Administration requests
 - Watch the Hanover County Planning Department Website for updates

Useful Links

- Visit the Hanover County Planning Department homepage:

www.hanovercounty.gov/planning

- Administrative Application Packet
- Community Development Online Portal
- Help Documents
 - Creating a Public Account
 - Paying Fees through the online portal
 - Applying for a project through the online portal

[Home](#) > [Your Government](#) > [Departments G-Z](#) > [Planning](#)

Planning

Online Resources

- [Planning Commission Meeting Live Stream](#)
- [Active Land Use Cases Webmap](#)

This map may be used to search for active projects under review or recently approved by the Planning Department. Search options include project name, location, and sign number, as well as a zoom to location feature.

Community Development Citizen Portal

Use this portal to apply for certain Planning projects & pay fees.

- [Public User Account Setup](#) - Help Document
- [Pay Fees Online](#) - Help Document
- [Administrative Application Packet](#)
- [Online Project Application](#) - Help Document

Questions??

Please add your questions in the Chat!

