

Hanover County Planning Department

**Request for a Pre-Application Meeting for Site Plan**

**INFORMATION ON PRE-APPLICATION MEETINGS**

Pre-Application meetings between the applicant and County staff are encouraged, although not required. Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month, typically in the afternoon. Please provide at least 1 week's notice in requesting a meeting.

Please provide the requested information to the best of your ability. A member of the Planning Department will be happy to assist you, should you have any questions.

For the meeting to be more beneficial for you, it is recommended that you submit a **preliminary layout or sketch of your request**. Please provide 8 copies of this sketch with your meeting request.

Contact information on pre-application meetings:  
Megan Dalzell, Principal Planner. (804) 365-6171.

**APPLICANT/CONTACT INFORMATION**

Owner/Applicant: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_

**PROPERTY INFORMATION/ EXPLANATION**

GPIN(s)(Tax Parcel #'s) \_\_\_\_\_

\_\_\_\_\_

Magisterial District \_\_\_\_\_

Location Description (Street Address of property, if applicable) \_\_\_\_\_

Current Zoning \_\_\_\_\_ Proposed Zoning (if applicable) \_\_\_\_\_

Briefly describe the use of the property (existing and proposed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have questions/concerns on any of the following items?

Drainage/Erosion and Sedimentation Control

Commercial Entrances/Turn Lanes

Wetlands/Chesapeake Bay Areas/Floodplain

Proffers/Conditions of Approval

Water/Sewer (Public or Private) (Circle one)

Building Code

Other (Please list: \_\_\_\_\_)

**FOR STAFF USE ONLY**

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Scheduled By: \_\_\_\_\_

Requested Departments:  DPW  DPU  Planning  VDOT  Health  Building Inspections  Fire

Other: \_\_\_\_\_

**HANOVER COUNTY PLANNING DEPARTMENT  
SITE PLAN PRE-APPLICATION MEETING  
REQUESTED DISCUSSION ITEMS**

Please check below specific questions/concerns you need addressed at your preliminary meeting. Please note this is not an exhaustive list of topics that may be discussed. Rather this list represents the concerns most often voiced by the applicant early in the development process.

**Virginia Department of Transportation**

- What are the existing and ultimate right-of-way widths for adjacent public roads?
- What are the recommended access locations?
- What road improvements can I expect to make with my proposed development?
- Are there any proposed county or state road improvement projects in the area?
- Are there any internal circulation issues with traffic?
- Will a traffic study be required for this project?

**Building Inspections**

- Will fire lanes be required?
- Will automatic fire protection (sprinkler system) be required?
- What are the Americans with Disabilities Act (ADA) requirements for the site?

**Public Utilities**

- Is public water/sewer available to the property?
- Is the site required to connect to public water/sewer?
- Will dedication of easements be required?
- Is a monitoring manhole required?
- Will existing fire hydrants serve the site or will new hydrants be required?  
How are connection fees calculated?

**Public Works**

- Does the site have an adequate outfall for stormwater runoff?
- What will the requirement be for compliance with the Chesapeake Bay Act Ordinance?
- Do floodplains exist on the site?
- Is a perennial flow determination required?
- Will curb and gutter be required?

**Planning**

- Are there any zoning or public hearing cases that apply to this site?
- Is the use permitted by zoning?
- What are the required setbacks?
- What Overlay districts are applicable to the site?
- Is a landscaping plan required?
- Are there any buffers required?
- What are the architectural requirements?
- Are utilities, such as electric, cable, and telephone, required to be underground?
- What are the parking requirements?
- What are the loading requirements?
- Are there special provisions for outside storage?
- What do I need to do to subdivide the property?
- Is a lighting plan required?

**Other questions/Concerns**

Please use -the space below (or attach additional sheets) to describe any specific questions or concerns you would like addressed at the meeting.

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