

Hanover County

Application and Procedures for Construction Plan Approval Administrative Subdivisions

**For Fee Submittal Procedures, see Page 5



County of Hanover Department of Planning

7516 County Complex Road

P.O. Box 470

Hanover, VA 23069

(804) 365-6171 (804) 365-6540

www.co.hanover.va.us

Revised May 2011

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Approval Process for Subdivision Construction Plan Applications

Submit Application for Approval

- Preliminary plat must be previously stamped and approved prior to construction plan submittal
- Application deadlines are typically the first and third Monday of each month. (See Construction Plan Schedule.)
- Submit application, checklists, and 8 sets (public) or 5 sets (private) of construction plans (1 sheet should include overall layout of the subdivision). The required fees must be submitted within fourteen (14) days of the date of notification of acceptance. (See Page 9)

Agency Review of Complete Plans

- Applications are reviewed by all agencies for completeness the day after the submission deadline. Applications that are determined incomplete will be returned to the applicant. (For example, a construction plan will be returned if a required landscaping plan or drainage calculations are not included in the submittal.)
- The Planning Department will circulate complete plans to all affected agencies for review and comment. A comment letter from each agency will be sent to the applicant's engineer based on the date of acceptance. (See Schedule)

Construction Plan Review Meeting with Applicant

- The Applicant or Engineer is encouraged to call or meet with individual departments prior to the construction plan meeting to ask questions and resolve issues.
- Date of meeting is determined by the date of submittal (See Schedule). The Applicant may choose to waive the meeting, if contact with individual review departments has addressed any outstanding concerns.
- Following the meeting, staff will determine whether the resubmittal will be handled as Routine or Complex.

Resubmittal of Revised Plans by Applicant

- Including resubmittal form, 6 sets of plans, written responses to comments, and marked-up set of plans
- Four (4) Draft Subdivision Plats and checklist shall also be submitted at this time
- If a plan is designated for Routine review, comments or approval will be issued within 7-10 days
- If a plan is designated for Complex review, comments or approval will be issued within 15-20 days

Revisions Still Required

Pre-3rd submittal meeting

- Applicant and engineer must have a meeting with agencies with outstanding comments prior to submission for a third review.
- Meetings typically held the 2nd and 4th Thursdays of each month

Resubmittal of Revised Plans by Applicant

- Plans are routed to affected agencies and reviewed within 7-10 days.
- Comment Letter sent or applicant is notified that plans are approvable

Approvable Construction Plans

Construction Plan Approval

- Resubmit 4 additional sets of plans for public improvement subdivisions (10 total) or 1 additional set of plans for private improvement subdivisions (5 total) which are routed for signature to various review departments (within 5 working days); Final approval typically received within 2 working days
- Approval letter and 2 sets of Plans sent to applicant

**Hanover County Planning Department
Application for Administrative Subdivision Review**

Request for CONSTRUCTION PLAN APPROVAL

NAME OF SUBDIVISION: _____

SUBDIVISION INFORMATION & REQUEST

Total Area (acres): _____ Area in Section: _____

Lots in Section: _____

Current Zoning: _____

Rezoning Case No. (if applicable): _____

Date of Preliminary Plat Approval: _____

GPIN(s): _____

Magisterial District: _____

Water: Public Private (Well) Private (Central)

Sewer: Public Private (Septic) Private (Central)

APPLICANT INFORMATION

Owner/Developer: _____

Address: _____

Telephone No. _____

Fax No. _____

Email Address _____

Surveyor/Engineer: _____

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:

- | | |
|--|---|
| <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <ul style="list-style-type: none"> a) A completed copy of Request for Construction Plan Approval b) Acknowledgement of Application Fee Payment Procedure (Page 5) c) Completed Administrative Construction Plan Checklist d) Five (5) copies of Construction Plans, folded; a layout of the subdivision should be included within each set of plans |
|--|---|

ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE

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 within fourteen (14) days of the date of the notification letter. Non-payment of the fee will result in disapproval of the plan. No further submittals of plans will be accepted, and no plans will be approved until the fee is paid.

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:

FEES

Residential - \$500 + \$40/lot Revision of an approved plan - \$250
 Commercial/Industrial - \$500

FOR STAFF USE ONLY:

Fees: Base Fee _____
 Lot Fee _____
 TOTAL _____

Accepted by: _____
HTE#: _____

ADMINISTRATIVE CONSTRUCTION PLAN CHECKLIST – GENERAL INFORMATION

Use this checklist to prepare the required construction plans. Please note that the following checklists are not all-inclusive. These are intended to guide the preparation of the construction plans and are subject to change as necessary for clarification and update according to current code and agency requirements.

Yes	No		Staff:	Yes	No
[]	[]	1. Provide engineers/surveyors/landscape architects name, address, telephone number, and registration seal.		[]	[]
[]	[]	2. Provide the owners and/or developers name, address, and telephone number.		[]	[]
[]	[]	3. Provide a vicinity map at a maximum scale of 1"=2000', Map must be large enough to show the subject property and intersections (referenced to 0.01 mile to nearest intersection) of two state roads with route numbers. Show North arrow and scale for the vicinity map.		[]	[]
[]	[]	4. Provide the original plan dates and all revision dates with a brief description of the items revised.		[]	[]
[]	[]	5. Provide title of the subdivision and numbering for all sheets.		[]	[]
[]	[]	6. Location, width, and recordation information for all existing easements (public and private; on-site and off-site). <u>All required off-site easements must be recorded and referenced on the construction plans prior to final approval of the construction plans.</u>		[]	[]
[]	[]	7. Show the location, width, and recordation information for all existing drainage easements. Proposed easements need to be a minimum of 20 feet.		[]	[]
[]	[]	8. Provide all information required for compliance with Chapter 10, Article II, Chesapeake Bay Preservation, Code of Hanover.		[]	[]
[]	[]	9. Provide topography of the parcel(s) and surrounding vicinity, showing existing and proposed contour intervals of two (2) feet or less. Reference source and date of all topography.		[]	[]
[]	[]	10. Provide the location and description of all existing and proposed drainage structures, pipes, roof drains, swales, ditches, curbs and channels and the direction of flow in each.		[]	[]
[]	[]	11. Show the approximate limits of the 100-year floodplain and provide FIRM Community-Panel Number.		[]	[]
[]	[]	12. Lot grading plans may be required on flagged residential lots during review of the subdivision construction plans or the building permits.		[]	[]
[]	[]	13. Show location(s) of all existing structures and of any known or suspected historic resources on both the subject and adjacent parcels, including cemeteries, trenches, and archeological features as reflected in available County records.		[]	[]
[]	[]	14. North arrow on each sheet.		[]	[]
[]	[]	15. Zoning of project. Zoning Case Number and Proffers, if applicable, listed and shown on plans.		[]	[]
[]	[]	16. Zoning, tax parcel number (GPIN) and owner of <u>adjacent</u> properties. If an adjacent parcel is located in a subdivision, label the subdivision and its zoning and then label the individual GPIN(s).		[]	[]
[]	[]	17. Existing and proposed street names, route numbers, and right-of-way widths. Provide RRPDC approval of all proposed names.		[]	[]
[]	[]	18. Proper labeling of subdivision (lot lines and number shown, street names, subdivision/property boundaries with bearings and distances, etc....)		[]	[]
[]	[]	19. Provide a legend for all symbols and abbreviations.		[]	[]
[]	[]	20. Provide the E-911 street sign detail. (Available in the Planning Department)		[]	[]
[]	[]	21. Distances from all proposed road connections to an existing road from the nearest existing intersection.		[]	[]
[]	[]	22. Date of Preliminary Subdivision Approval. Note that the construction plans are to be consistent with the Preliminary Plan approved with conditions.		[]	[]
[]	[]	23. Provide construction details and cost estimates for all proffered and required amenities (including pedestrian paths and landscaping).		[]	[]
[]	[]	24. If necessary, provide draft restrictive covenants for review by the County Attorney's Office.		[]	[]
[]	[]	25. For subdivisions located within the Suburban Service Area, show a 50' landscaped buffer including a 4' pedestrian path along all existing public roads and major thoroughfares.		[]	[]
[]	[]	26. Landscape plans showing proposed or required landscaping (including buffer areas) shall be prepared by a Certified Landscape Architect.		[]	[]

ADMINISTRATIVE CONSTRUCTION PLAN CHECKLIST

Yes	No		Staff:	Yes	No
Drainage Plan and Analysis Checklist					
[]	[]	1. Complete the Project Information and Plan Tracking sheet attached.		[]	[]
[]	[]	2. All drainageways, creeks, streams, ponds, and lakes need to have the 100 year storm elevation shown on the plans and labeled "Limits of 100-year storm".		[]	[]
[]	[]	3. Provide an erosion and sediment control plan in accordance with the Virginia Erosion and Sediment Control Law, Title 10, chapter 5, Article 4 of the Code of Virginia, VR 625-02-00, Virginia's Erosion and Sediment control Regulations; and the Sediment Control Ordinance of the Code of Hanover) and a Water Quality Impact Assessment (WQIA).		[]	[]
[]	[]	4. Show the limits of all land disturbance associated with the proposed project.		[]	[]
[]	[]	5. If wetlands or hydric soils per the Hanover County Soil Survey are present, provide a wetlands delineation and verification of the delineation from the Corps of Engineers.		[]	[]
[]	[]	6. Provide a drainage plan and analysis in accordance with the Hanover County Drainage Design Handbook, Chapter 12 of the code of Hanover (Floodplain and Drainage control), VDOT Drainage Manual, and the Erosion and Sediment Control Regulations.		[]	[]
[]	[]	7. If applicable (roadside ditches, provide supporting calculations for all channels, existing and proposed, natural and man-made, including the following:			
[]	[]	a) Depth		[]	[]
[]	[]	b) Type of Lining		[]	[]
[]	[]	c) Mannings "n: Value		[]	[]
[]	[]	d) Typical Channel Cross Section		[]	[]
[]	[]	e) Side Slope Ratios		[]	[]
[]	[]	f) Q_2 Q_{10} Q_{100} V_2 D_2		[]	[]
[]	[]	g) Longitudinal Slope		[]	[]
[]	[]	h) Linings Described by Stations		[]	[]
[]	[]	i) Contributing Drainage Areas		[]	[]
[]	[]	j) Flow Arrows		[]	[]
[]	[]	k) Provide Additional Information As Required on VDOT Standard Form Attached		[]	[]
[]	[]	8. Provide for all culverts the following:			
[]	[]	a) Inverts		[]	[]
[]	[]	b) Length		[]	[]
[]	[]	c) Type		[]	[]
[]	[]	d) RCP class III or Bit. Coated CMP (RCP class III only in County easements)		[]	[]
[]	[]	e) Headwater Depth		[]	[]
[]	[]	f) Discharge Protection		[]	[]
[]	[]	g) Outlet Velocity		[]	[]
[]	[]	h) Diameter		[]	[]
[]	[]	i) Design Cover		[]	[]
[]	[]	j) Provide Additional Information as Required on VDOT Standard Form Attached.		[]	[]
Erosion and Sediment Control Plan Checklist					
[]	[]	1. Mark the appropriate box:			
[]	[]	a) Any subdivision within a Chesapeake Bay Preservation Act Area (CBPA) that has over 2500 sq. ft. of land disturbance will require an Erosion and Sediment (E& S) Control Plan and a Water Quality Impact Assessment (WQIA). <u>OR</u>		[]	[]
[]	[]	b) Any subdivision that lies outside of a CBPA, with land disturbance over 10,000 sq. ft. will require an E&S Plan.		[]	[]
[]	[]	2. Provide a minimum right-of-way width of 50 feet.		[]	[]
[]	[]	3. Provide a minimum shoulder width of 3 feet.		[]	[]
[]	[]	4. Provide a minimum width of travel surface of 18 feet.		[]	[]
[]	[]	5. Provide a minimum depth of travel surface of 6 inches of compacted stone (VDOT 21-A or equivalent).		[]	[]
[]	[]	6. Provide a minimum radius of curvature of 110 feet. Label the radius on both sides of the right-of-way and the road.		[]	[]

[] []	7. Provide a maximum grade of 10 percent.	[] []
[] []	8. Provide evidence of the preparation of the subgrade in accordance with the Section 5-32-1 of the Subdivision Ordinance. Add a notation: "Subgrade shall be prepared by excavation and removal of all vegetative cover, root mat, and topsoil. Drainage systems must provide relief for surface runoff and groundwater conditions away from finished subgrade elevation. Roadfill utilized to cross low areas shall be placed on excavated subgrade as described in this section, and shall consist of suitable backfill material as defined the VDOT Road and Bridge Specifications (most recent revision) or other methods as approved by the County Engineer. Inspection and approval of subgrade is required prior to placement of stone. The County Engineer will provide inspection of prepared subgrade within 48 hours of notice."	[] []
[] []	9. Provide evidence of the compaction of the travel surface in accordance with Section 5-32-1 of the Subdivision Ordinance. Add a notation: "Final compacted road surface shall be compacted in a manner such that a uniform texture is produced and the aggregates are firmly keyed. Irregularities in the surface shall be corrected by scarifying, remixing, reshaping, and recompacting until a smooth surface is secured. The compacted aggregate will be inspected for depth and surface condition by the County Engineer. Final Inspection shall be provided within 48 hours of notice.	[] []
[] []	10. Provide a minimum stopping sight distance of 125 feet (based on 3.5 feet height of eye and 0.5 feet height of object).	[] []
[] []	11. Provide a minimum intersection sight distance of 200 feet (based on 3.5 feet height of eye and 4.25 feet height of object).	[] []
[] []	12. Show the existing tree lines, grassy areas, or unique vegetation on the plan.	[] []
[] []	13. Show the boundaries of different soil types on the plan.	[] []
[] []	14. Provide a North arrow on the plan.	[] []
[] []	15. Provide a narrative report which includes the following:	[] []
[] []	a) A brief project description of the nature and purpose of the land disturbing activity, and the amount of grading involved.	[] []
[] []	b) A description of the existing topography, vegetation, and drainage.	[] []
[] []	c) A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.	[] []
[] []	d) A description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture, and soil structure.	[] []
[] []	e) A description of areas on the site which have potentially serious erosion problems.	[] []
[] []	f) A description of the methods which will be used to control erosion and sedimentation on the site.	[] []
[] []	g) A brief description, including specifications, of how the site will be stabilized after construction is complete.	[] []
[] []	h) A brief summary of stormwater management; consideration of downstream receiving channels, their condition and adequacy.	[] []
[] []	i) A schedule of regular inspection and repair of erosion and sediment control structures should be set forth.	[] []
[] []	j) Any calculations for the design of such items as sediment traps, sediment basins, diversions, etc.	[] []
[] []	16. Show the areas with potentially serious erosion problems on the plan.	[] []
[] []	17. Provide the drainage breaks and the direction of flow within the drainage areas on the plan.	[] []
[] []	18. Provide the proposed topographical changes	[] []
[] []	19. Delineate the limits of all clearing and grubbing associated with the proposed project.	[] []
[] []	20. Show the locations of the erosion and sediment control measures to be used on the site.	[] []
[] []	21. Provide detail drawings of structural practices used to control erosion and sedimentation.	[] []
[] []	22. Provide a seeding schedule on the plan (see attached).	[] []
[] []	23. Provide Erosion and Sediment Control Notes on the plan (see attached approved DPW notes).	[] []

**Hanover County Department of Public Works
Project Information and Tracking Sheet**

Project Information

1. Name of Project: _____
2. Site Plan #: _____
3. GPIN #'s: _____
4. Total Area (acres): _____
5. Total Amount of Disturbed Area (acres): _____
6. Total Amount of Existing Impervious Area (ft²): _____
7. Total Amount of Proposed Impervious Area (ft²): _____
8. Total Amount of Impervious Area on site (ft²): _____
9. % Imperviousness of site: _____
10. Hydrologic Unit Code: _____
11. Is Area within a Chesapeake Bay Act Area (RMA)? Yes No
12. Does project contain Resource Protection Area? Yes No
 - If yes, is there any encroachment in this buffer? Yes No
 - If yes, what is the amount of area (ft²)? _____
13. Does project contain wetlands? Yes No
 - If yes, will there be any wetlands impacts? Yes No
 - If yes, what is the amount of impact (ft²)? _____
14. Does the project currently contain ponds or stormwater basins? Yes No
 - If yes, provide the Deed Book/Page # of Maintenance Agreement: Deed Book _____ Page # _____
 - If yes, what type of pond/basin is it? Regional Private
 - If Regional, what is the Basin ID? _____
15. Will this project require a basin? Yes No
 - If yes, what kind of basin will it be? Regional private
 - If the basin is Regional, what is its Basin ID? _____
 - If private, the basin will need to have a Maintenance Agreement recorded prior to plan approval

Owner/Developer/Engineer Information

Owner's Name and Address: _____

Phone #: _____ Fax #: _____
Email address: _____

Engineer's Name and Address: _____

Phone #: _____ Fax #: _____
Email address: _____

Developer's Name and Address: _____

Phone#: _____ Fax #: _____
Email address: _____

HANOVER COUNTY/DEPARTMENT OF PUBLIC WORKS
Telephone # (804) 365-6181 Fax # (804) 365-6233

SPR # _____ E&S # _____

PZ H.T.E.# _____

BP H.T.E.# _____

Date of Filing _____

APPLICATION FOR LAND DISTURBANCE PERMIT

Filing of this application with required fees, approved plans and required security at the office of the Department of Public Works is necessary to constitute an application for a Land Disturbance Permit.

Application to be completed by the Applicant

Contact Person _____ Phone _____ Fax _____
(First Name) (M.I.) (Last Name)

Email _____ Address _____
(Street and / or P.O. Box) (City) (State) (Zip)

Landowner _____ Phone _____ Fax _____

Email _____ Address _____
(Street and / or P.O. Box) (City) (State) (Zip)

Project Title _____

GPIN(S) # _____ Acreage of Land Disturbance _____

Owner's Certification

The undersigned owner certifies that he/she is responsible for complying with the Hanover County Erosion and Sediment Control Program, Ch.10, Art. I of the Hanover County Code, and for complying with the County-approved Erosion and Sediment Control Plan for this project. The undersigned owner grants permission for access to the subject property, to Hanover County, its employees and/or agents for the purpose of inspecting and/or completing erosion and sediment control measures. I understand that a final inspection by the Department of Public Works must be requested and all land disturbance found to be in compliance, in order for the security to be released.

Signature of Land Owner _____ Printed Name and Title of Land Owner _____

Responsible Land Disturber's Certification

The undersigned certifies that he/she is the Responsible Land Disturber for this Project.

(Signature) _____ Date _____

Printed Name _____ Certificate # _____

Address _____

Phone _____ Fax _____ Email _____

PERMIT

(To be completed by the Department of Public Works)

Project Title _____

Erosion and Sediment Control Plan Approval Date _____ Plan Prepared By _____

Bond Type _____ Bond Number _____ Bond Amount _____

Approved By _____ Date _____

(Director of Public Works or Designee)

Permit Duration _____ Permit Expiration Date _____

THIS PERMIT MUST BE KEPT ON THE WORK SITE AND SHOWN WHEN REQUESTED

Inspection history can be obtained by calling (804) 365-6036 or visiting us on the web at

<https://www.hanovercountyvirginia.org/Click2GovBP/Index.jsp> DPW 07/01/08

Office Use Only

Plan File Name: _____

E&S #: _____

HTE #: _____

HANOVER COUNTY, VIRGINIA
PUBLIC WORKS DEPARTMENT
CHESAPEAKE BAY PRESERVATION PROGRAM
Water Quality Impact Assessment
(Pursuant to Hanover County Code Section 10-43)

General Project Information:

Date: _____ Project Title: _____

GPIN: _____ Magisterial District: _____

Subdivision: _____ Sec: _____ Blk: _____ Lot: _____

Owner's Name(s): _____

Mailing Address: _____

Business Phone: _____ Home Phone: _____ Cellular Phone: _____

Resource Protection Area (RPA) Information:

Does the site contain any of the following (check all that apply)?

- Tidal Wetlands
- Nontidal Wetlands (connected by surface flow and contiguous to tidal wetlands or water bodies with perennial flow)
- Tidal Shores
- A vegetative buffer not less than 100 feet in width adjacent to and landward of the components listed above, and along both sides of any water body with perennial flow

Resource Management Area (RMA):

Does the site contain any of the following (check all that apply)?

- Floodplains
- Highly erodible soils (including steep slopes)
- Highly permeable soils
- Nontidal Wetlands (not included in RPAs)
- Within 150-feet of a RPA vegetative buffer

Required Attachments:

For individual residential lots:

- Submit a "to scale" plat depicting the location of all RPA features, 100-year flood plains, and wetlands on the lot or parcel relative to all existing and proposed developments.
- Submit a signed copy, by a qualified professional, of a site-specific in-field evaluation and delineation for perennial flow based on the latest edition of guidance documents issued by the Chesapeake Bay Local Assistance Department (CBLAD).

For site plans and subdivision plans:

- Submit "to scale" field-surveyed locations of all RPA features, 100-year flood plains, and wetlands on the site plan or subdivision plan
- Submit a signed copy, by a qualified professional, of a site-specific in-field evaluation and delineation for perennial flow based on the latest edition of guidance documents issued by the Chesapeake Bay Local Assistance Department (CBLAD).

Plan of Development Information:

Describe the proposed use and development: _____

Will there be land disturbance of any nature within a Chesapeake Bay Preservation Area? _____
If yes, state the square footage and describe the location of disturbance: _____

For any proposed development or redevelopment within a Chesapeake Bay Preservation Area (CBPA) exceeding fifty thousand (50,000) square feet of land disturbance or which disturbs any portion of the RPA, the elements of a Major Water Quality Impact Assessment shall be submitted along with this form in accordance with Hanover County Code Section 10-42(c)(2).

Will the proposed development require an encroachment or modification to the RPA buffer? _____
If yes, describe the encroachment or modification being requested: _____

Encroachments or modifications may require the submittal of a buffer mitigation plan in accordance with the latest edition of the Riparian Buffers Modification and Mitigation Guidance Manual from CBLAD.

Will the proposed development require an exception request to either the General Performance Criteria for CBPA's or Development Criteria for RPA's (County Code Sections 10-38 or 10-40)? _____
If yes, state the specific Code subsection(s) from which the exception is requested and describe the nature of the request: _____

For all exception requests, an exception request application shall be submitted along with this form in accordance with Hanover County Code Section 10-46.

Will the proposed development result in greater than 16% impervious cover? _____
If yes, submit calculations and worksheets from the Virginia Stormwater Management Handbook for pollutant loading. If a structural BMP is required, submit the required design drawings and calculations for the BMP. The property owner must also complete, sign and have notarize a Hanover County BMP Maintenance Agreement. The BMP Maintenance Agreement shall be submitted along with this form.

Applicant's Information:

Applicant's Name or Company: _____
Professional License Type: _____ VA License Number: _____
Mailing Address: _____

Business Phone: _____ Home Phone: _____ Cellular Phone: _____

Applicant's statement for Water Quality Impact Assessment:

I certify that I am a licensed professional in the Commonwealth of Virginia and that to the best of my knowledge, having completed a site-specific in-field evaluation and delineation of perennial flow, in my opinion the proposed development meets the requirements of Hanover County Code, Chapter 10, Article II, Chesapeake Bay Preservation.

Applicant's Signature: _____ Date: _____
Applicant's Name (print or type): _____

In acknowledgment of the statement above:

Owner's Signature: _____ Date: _____
Owner's Name (print or type): _____

Applicant's statement for Wetlands:

I certify that I am a licensed professional in the Commonwealth of Virginia and that to the best of my knowledge, in my opinion the proposed development complies with the current requirements of section 404 of the Clean Water Act and state wetland regulations including the requirement that a wetlands delineation be performed and shown on the requisite plan.

Applicant's Signature: _____ Date: _____
Applicant's Name (print or type): _____

In acknowledgment of the statement above:

Owner's Signature: _____ Date: _____
Owner's Name (print or type): _____

Applicant's statement for Non RPA Disturbance:

I certify that I am a licensed professional in the Commonwealth of Virginia and that to the best of my knowledge, in my opinion the proposed development will not result in land disturbance of any nature within a Resource Protection Area (RPA) or exceed two thousand five hundred (2,500) square feet within any Resource Management Area (RMA), and further that no drainage structure will be placed within a Chesapeake Bay Preservation Area (CBPA) and that there will be no concentrated flows into a CBPA from a disturbed area of more than two thousand five hundred (2,500) square feet to be located anywhere on the property

Applicant's Signature: _____ Date: _____
Applicant's Name (print or type): _____

In acknowledgment of the statement above:

Owner's Signature: _____ Date: _____
Owner's Name (print or type): _____

Office Use Only

- Approved
- Incomplete (additional information required)
- Disapproved
- Exception required

By: _____

Date: _____

Comments: _____

- Approved
- Disapproved
- Exception required

By: _____

Date: _____

Comments: _____

Director's signature: _____ Date: _____
(or designee)

Hanover County Planning Department Application

CONSTRUCTION PLAN RESUBMITTAL FORM

NAME OF SUBDIVISION: _____

SUBDIVISION INFORMATION & REQUEST

Submittal: 2nd [] 3rd [] 4th [] Other []
 Total Area (acres): _____ Total Number of Lots: _____
 Current Zoning: _____
 Rezoning Case No. (if applicable): _____
 Date of Preliminary Plat Approval: _____
 Magisterial District: _____
 3rd Submittal Meeting Date (**Required**): _____

GPIN(s): _____

 Water: [] Public [] Private (Well) [] Private (Central)
 Sewer: [] Public [] Private (Septic) [] Private (Central)

APPLICANT INFORMATION

Owner/Developer: _____
 Address: _____

Telephone No. _____
 Fax No. _____
 Email Address _____

Surveyor/Engineer: _____
 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 the Resubmittal Form |
| [] | b) Letter responding to each comment/revision requested from each of the Review Agencies and the redlined set of plans. |
| [] | c) Four (4) sets of construction plans, folded; Four (4) sets of draft final plats with checklist |
| [] | d) Applicable fee: 2 nd Submittal – No Fee
3 rd Submittal - \$250 4 th Submittal - \$350 Subsequent Submittals - \$450 |

STAFF USE ONLY:

Accepted by: _____ Fee: _____ Paid: [] Date: _____ HTE#: _____

SUBDIVISION PLAT CHECKLIST

Use this checklist to prepare the required Plat.

Yes	No		Staff:	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	1. Title Block to be located consistently on all sheets, and to include the following information:		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	a) Name of Subdivision.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b) Magisterial District, County and State.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c) Name(s) of owner(s) and developer.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d) Name of surveyor or engineer who prepared the plat.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e) Scale of plat (no larger than 1" = 200', unless previously approved by the agent).		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f) Date of completion of the plat and any subsequent revisions.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	g) Number of sheets and match lines.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Information block, to include the following information:		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	a) Total area in subdivision.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b) Total area in lots.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c) Total area in road right-of-way.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d) Total area in common area.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e) Total number of lots.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f) Parcel numbers -- GPIN No(s). -- (from County tax maps). (Note: if subdivision comprises more than one (1) parcel, the parcel number and area of each should be shown.)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	g) Zoning of parcel(s)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Approval Block: three (3) by five (5) inches.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. True North arrow.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Vicinity sketch, at a scale of 1" = 2000'.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. Boundary survey, showing bearings and distances.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. Zoning boundaries and districts on site.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. Traffic Zone		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9. The accurate location and dimensions, in feet and decimals of a foot to the nearest one-hundredth of a foot, and bearings in degrees, minutes, and seconds to the nearest ten (10) seconds for the following:		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	a) Lot layout, lot numbers, block letters, and dimensions of lots.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b) Area and frontage of lots.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c) Location, width, and names (numbers) of all existing or platted streets and public ways adjoining the subdivision. Location, width, and purpose of other rights-of-way and easements. Provide the deed book and page number for all existing and off-site easements.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d) Location of existing physical features, including buildings, and all streams, washes, or ditches, including direction of flood, water level elevations, and floodplains.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e) Location of the subdivision as part of some larger subdivision (or tract of land) and by reference to permanent survey monuments with a tie to the section corner.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f) 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. These overhead lines must be removed or bonded for removal prior to final approval of this subdivision.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. The data of all curves along the road frontages shall be shown in detail at the curve or in a curve data table containing the following: Delta, radius, degree, arc length, tangent length, chord length, and chord bearings. If the subdivision contains more than 2 lots, then access must meet VDOT sight distance requirement (752-5511).		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. Topography, at intervals of two (2) feet, unless waived or requested at a greater interval by the director. (Note: Topographic lines must later be removed for final approval)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12. Right-of-way dedication in accordance with the Major Thoroughfare Plan.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13. Owner's Statement (Subdivision Certificate).		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14. Surveyor's/Engineer's Certificate.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15. Source of Title.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16. Provide the owner's names, GPINs, and zoning for all adjacent properties. If the parcel is located in a subdivision, provide the name of the subdivision and its zoning and simply provide the GPINs for the individual lots.		<input type="checkbox"/>	<input type="checkbox"/>

[] []	17. The 50' right-of-way used to access a subdivision located within A-1 or AR-6 Zoning District must meet the horizontal alignment with a minimum radius of one hundred (110) feet.	[] []
[] []	18. Please respond to the items below that apply to your subdivision making sure that the appropriate information is shown on the subdivision plat:	[] []
[] []	a) For subdivisions with septic systems, submit an application for septic drainfield approval with this subdivision application. Contact the Health Department (752-4313) about the necessary submittals required to obtain approval. A private soils consultant (AOSE) will be required to identify drainfield locations. Provide evidence of approval of lots with existing drainfields. When approval is obtained, add a notation to the subdivision plat that a plat showing the approved locations for the drainfields is on file with the Hanover County Health Department.	[] []
[] []	b) Show location of existing utilities (public water and sewer), if applicable, to serve the proposed subdivision. Plans showing location of utilities are on file at the Department of Public Utilities (365-6019).	[] []
[] []	19. Please respond to the items below that apply to your subdivision making sure that the appropriate information is shown on the subdivision plat:	[] []
[] []	a) Notation on the plat stating that all septic systems located within the Chesapeake Bay Preservation Area will need to be pumped out every five (5) years.	[] []
[] []	b) Provide all information required for compliance with Chapter 10, Article II, Hanover County Code: Chesapeake Bay Preservation (Certification by Applicant or Water Quality Impact Assessment and fee from the Department of Public Works at 537-6181). Provide the following 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>	[] []
[] []	c) With the exception of lots in A-1 or AR-6, provide the lot area inside and outside the 100-year floodplain.	[] []
[] []	20. If applicable, provide the zoning case number and a list of all proffers.	[] []
[] []	21. For new roads serving 3 or 4 lots, the road name will need to be approved by Richmond Regional Planning Commission (RRPDC) at (804) 358-3684. The following statement should also be added to the plat: <i>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 landowners in the subdivision.</i>	[] []
[] []	22. Estimated total number of gallons per day of water system requirements where a distribution system is proposed.	[] []
[] []	23. Estimated total number of gallons per day to be treated where a central sewage facility is proposed.	[] []
[] []	24. Location, size, and types of existing and proposed utilities, including sanitary sewers, storm drains, water mains, manholes, and underground conduits.	[] []
[] []	25. Maximum size of plat for recordation is 18" x 24".	[] []
[] []	26. Show location(s) of any known or suspected historic resources on both the subject and adjacent parcels, including cemeteries, trenches, and archeological features on this site as reflected in available County records.	[] []
[] []	27. For a subdivisions located within the Suburban Service Area, provide a fifty (50) foot landscaped buffer including a four (4) foot wide pedestrian path along existing roads and roads designated as major thoroughfares.	[] []