

# Hanover County

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## Application and Procedures Final Plat Review for Public Improvement and Administrative Subdivisions



County of Hanover Department of Planning  
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Revised October 2011

# Approval Process for Final Plat Applications

## Submit Application for Approval

- Including application, checklists, 12 sets of plats, \$500 fee; may be submitted upon approval of the construction plans (if applicable)
- Timeframe: Upon acceptance, plats are routed within 3 days

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## Agency Review for Compliance

- Comments will be compiled and the comment letter sent to applicant and engineer
- Comments shall be provided in a timely manner, but in no case shall the review time exceed 60 calendar days.
- Letter will include necessary revisions, bond calculation (if applicable), and all items required for recordation
- Applicant may need to resubmit revised plat for additional review prior to submittal of recordation packet.

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## Submittal of Recordation Packet

- 2 mylars with original signatures and 5 paper prints of signed mylars, written responses to comment letter, and if necessary, performance agreement, surety, restrictive covenants, and open space easement deed(s) (must be submitted as one packet and not separately). No paper prints shall be returned to the applicant upon approval unless extra copies are submitted which indicate to whom and where they should be sent.
- The following forms are available from the Planning Department: Performance Agreements, letter of credit form, corporate surety form, cash bond form, and open space easement agreement forms for use in RS and RC zoned subdivisions.

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## Staff Review and Approval of Recordation Materials

- Staff reviews items in recordation packet
- Timeframe: If subdivision is approvable, the agent or his designee shall sign the mylars, plats, and other necessary items for recordation. Staff will then contact the applicant to submit the recordation fee. When the fee is received, Staff will deliver recordation materials to the Circuit Court for recordation.
- Recordation Letter, including the recordation receipt, will be sent to the applicant within 5 working days of recordation.

### Note:

- For family divisions, please use the *Family Subdivision* or the *Family Subdivision for A-1 Lots Less than 10 Acres* applications.
- For subdivisions containing four (4) or fewer lots, please use the *Subdivision Plat (4 or fewer lots)* application.

**Hanover County Planning Department  
Final Plat Review**

**Request for FINAL SUBDIVISION PLAT APPROVAL**

[ ] **Public Improvement** OR [ ] **Administrative**

<b>NAME OF SUBDIVISION:</b>	
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<b>SUBDIVISION INFORMATION &amp; REQUEST</b>	
<p>Total Area (acres): _____</p> <p>Number of Lots: _____</p> <p>Current Zoning: _____</p> <p>Rezoning Case No. (if applicable): _____</p> <p>Is this property within an Agricultural/ Forestal District?  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Has sludge ever been deposited on the property?  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>GPIN(s): _____</p> <p>_____</p> <p>_____</p> <p>Magisterial District: _____</p> <p>Water: <input type="checkbox"/> Public   <input type="checkbox"/> Private (Well)   <input type="checkbox"/> Private (Central)</p> <p>Sewer: <input type="checkbox"/> Public   <input type="checkbox"/> Private (Septic)   <input type="checkbox"/> Private (Central)</p> <p>Roads <input type="checkbox"/> Public   <input type="checkbox"/> Private</p>

<b>APPLICANT INFORMATION</b>	
<p>Owner/Developer: _____</p> <p>Contact Name: _____</p> <p>Address: _____</p> <p>_____</p>	<p>Telephone No. _____</p> <p>Fax No. _____</p> <p>Email Address _____</p> <p>_____</p>
<p>Surveyor/Engineer: _____</p> <p>Contact Name: _____</p> <p>Address: _____</p> <p>_____</p>	<p>Telephone No. _____</p> <p>Fax No. _____</p> <p>Email Address _____</p> <p>_____</p>

<b>PLEASE DIRECT CORRESPONDENCE/ QUESTIONS TO: Owner [ ] Developer [ ] Surveyor/Engineer [ ]</b>	
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: _____

<b>ATTACHMENTS - For ALL REQUESTS you must submit the following:</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>a) A completed copy of Request for Final Subdivision Plat Approval</p> <p>b) Completed Subdivision Plat Checklist</p> <p>c) Twelve (12) copies of plat, folded no larger than 8 ½" x 11"</p> <p>d) Required fee: \$500</p>

## FINAL 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:		<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;		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c. County and state;		<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 consequent revisions.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	g. Numbers of sheets – 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. Names of owner(s) and developer(s) (if applicable).		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b. GPIN(s) of property to be divided. (Note: if subdivision comprises more than one (1), the GPIN number and area of each should be shown.)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c. Total area in subdivision.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d. Number of lots in the subdivision.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e. Total area in lots.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f. Total area in common area, if applicable.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	g. Total area in road rights-of-way.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	h. Zoning of property.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	i. Zoning case number and list of all proffers, if applicable.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	j. Source of water. If a water distribution system is proposed, the estimated gallons per day that the water system requires shall be included.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	k. Method of sewage disposal. If central sewage facility is proposed, the estimated gallons per day to be treated shall be included.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	l. Traffic zone.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Vicinity sketch, at a scale of 1" = 2,000'.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. North arrow.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Boundary survey showing bearings and distances.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. Zoning boundaries and districts located within the proposed subdivision.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. Approval block, three (3) inches by five (5) inches in size.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. The location and dimensions, in feet (to the nearest one-hundredth of a foot, using decimals) and all bearings (to the nearest ten (10) seconds in degrees, minutes, and seconds), for the following:		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	a) Lot layout, lot numbers, block letters (if applicable), 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) All existing or platted streets and public rights-of-way adjoining the subdivision. The name and state route number (if any) shall also be provided.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d) Other rights-of-ways and easements on properties adjoining the subdivision. The purpose and the deed book and page number for all existing off-site easements shall be included.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e) 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"/>	9. Names and location of abutting subdivisions.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. Names of owners, GPINs and zoning for all adjoining property.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. In subdivisions located within business or industrial districts and having private roads, the location and width of private access drives.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12. Width and names of roads. Where the new road serves three (3) or more lots, provide evidence indicating that the names of the roads have been approved by the Richmond Regional Planning District Commission (RRPDC (804) 358-3684) and are in compliance with E-911 standards.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13. Location of the subdivision as part of some larger subdivision or property (if applicable) and distance to nearest intersection (to the nearest tenth of a mile), based upon record data. If not available from record data, distance to the nearest intersection may be determined from best available data, and so qualified.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14. The delta, radius, degree, arc length, tangent length, chord length, and chord bearing of all curves along road frontages shall be shown in detail at the curve or in a curve data table.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15. Owner's statement, as provided in Article 2, Section 25-14.		<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	16. Surveyor's/engineer's certificate.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17. Source of title certificate.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18. Signature lines for owners and, if applicable, trustees. Prior to recordation signatures shall be notarized and sealed with original stamp.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19. Certification by surveyor or engineer (with seal and original signature) who prepared the plat.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20. For subdivisions served by private drainfield systems, the following notations:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	a) "A plat showing the approved locations of the drainfields is on file with the Hanover County Health Department." Evidence that such plat is on file must be provided prior to recordation.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b) "All septic systems located within the Chesapeake Bay Preservation Area will be pumped out every five (5) years."	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	21. The lot area inside and outside the 100 year floodplain; provided, this requirement shall not apply to subdivisions located in A-1 or AR-6 zoning districts.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	22. For subdivisions served by private roads, the following statement shall be included: "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 land owners in the subdivision."	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	23. For subdivisions served by public roads, denote at least four (4) horizontal control points (using X and y coordinate values) in the Virginia State Plane Coordinate System (south zone) per North American Datum (NAD) 1983.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	24. 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.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	25. Topography at vertical intervals of two (2) feet, provided that those subdivisions utilizing only private roads may use intervals of five (5) feet. (Note: Topographic lines must later be removed for final approval)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	26. Right-of-way dedicated in accordance with the Major Thoroughfare Plan and Article 3, Section 3.2 if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	27. For those subdivisions with public utilities, please add the following statement to the plat: Utility easements shown are dedicated to the County of Hanover (County) for the purpose of constructing, maintaining, and accessing water system improvements and sanitary sewer system improvements both above and below ground that are owned and operated by the County. Drainage easements shown are dedicated to the County for the purpose of constructing, maintaining, and accessing drainage system improvements both above and below ground, owned and operated by the County. The County shall have the right at any time and from time to time, to construct, maintain, inspect, operate, protect, replace, repair, change the size of, remove, relocate, and improve all such improvements. The County and its agents shall have full and free use of all easements and shall have the rights and privileges reasonably necessary for the utilization of the easements. These rights and privileges include, but are not limited to, the right of ingress to and egress from any easement including the use of private roads and driveways that may now or hereafter exist on the property being subdivided. The County shall have the right of ingress and egress over all property adjacent to the easement on the property being subdivided if reasonably necessary, in the County's sole opinion, for access to any easement. The County shall have the right to trim, cut and remove any trees, shrubbery, fences, structures, or other obstructions or facilities within any easement deemed by the County to interfere with the proper and efficient use of the easements for purposes stated.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	28. Evidence demonstrating compliance with the provisions of the Hanover County Code related to Chesapeake Bay Preservation including, where applicable, the 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>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	29. Location of any buffers as required by the Zoning Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	30. Maximum size of plat for recordation is 18" x 24".	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	31. Location(s) of any known or suspected historic resources within the subdivision, including cemeteries, trenches, and archeological features on this site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	32. Such other information as may be required by the Agent	<input type="checkbox"/>	<input type="checkbox"/>

**STAFF USE ONLY:**

Accepted by: \_\_\_\_\_ Fee: \_\_\_\_\_ Paid:  Date: \_\_\_\_\_ HTE#: \_\_\_\_\_