

# Hanover County

## Application and Procedures for **RESUBDIVISION APPROVAL**

\*\*For lot line adjustments, see Fee Submittal Procedure on Page 5

\*\*For creating new lots, see Fee Submittal Procedure on Page 6



County of Hanover Department of Planning

7516 County Complex Road

P.O. Box 470

Hanover, VA 23069

(804) 365-6171 (p) (804) 365-6540 (f)

[www.hanovercounty.gov](http://www.hanovercounty.gov)

# Resubdivision Application Process

Procedures to follow to allow for property line adjustments within a subdivision.

## **Submit Application for Approval**

- Including application, checklists, and 15 sets of plats
- Timeframe: Upon acceptance, plats are routed within 3 days
- The fee of \$100 + \$25/lot must be submitted within fourteen (14) days of the date of notification of acceptance (See Page 5)

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## **Agency Review for Compliance**

- Comments will be compiled and the comment letter sent to applicant and surveyor
- Comments shall be provided in a timely manner, but in no case shall the review time exceed 60 calendar days.
- Letter will include requested revisions and all items required for recordation.

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## **Submittal of Recordation Packet**

- 1 Mylar and 6 paper prints with original signatures, 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.

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## **Staff Review and Approval of Recordation Materials**

- Staff reviews items in recordation packet
- Timeframe: The applicant shall be notified within 5 working days if the subdivision is not approvable. If the subdivision is approvable, the Director or Deputy Director shall sign the mylars, plats, and other necessary items for recordation. Staff will then contact the applicant about submitting 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

# Resubdivision Application Process

Procedures to follow when new lots are being created requiring approval from the Board of Supervisors.

## Submit Application for Approval

- Including application, checklists and 15 sets of plats and 1- 8 ½ x 11 reduction
- The fee of \$100 + \$25/lot must be submitted within fourteen (14) days of the date of notification of acceptance (See Page 5)
- Application Deadline is the third Monday of every month

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## Application Distribution to County Review Agencies

- Application is routed within 5 days of Application Deadline

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## Agency Review Zoning Staff Meeting

- Application is reviewed at the Zoning Staff meeting held on the 1st Wednesday of the month following submittal

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## Meeting with Applicant (if necessary)

- Staff will contact applicant about setting up a meeting or to request additional information

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## Submit Revised Resubdivision Plat (if necessary)

- Resubmit revised resubdivision plat (if necessary) at least 14 days prior to the Board of Supervisors meeting

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## Board of Supervisors' Action

- Application approved or disapproved by the Board of Supervisors during their administrative agenda (2<sup>nd</sup> or 4<sup>th</sup> Wednesday of the month)
- Application is heard by the Board of Supervisors within 60 calendar days of its acceptance

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### Approval

- Letter of approval with conditions sent to applicant
- If public or private roads, utilities, or drainage construction is necessary, submit an application for construction plan approval. Call the Planning Department to inquire about the appropriate application form.
- If no improvements are necessary, submit an application for final plat approval. Call the Planning Department to inquire about the appropriate application form.

### Denial

- Board of Supervisors letter of denial is sent to applicant which includes reasons for denial
- Applicant may re-file the Resubdivision Plat, application, and fee; application must be revised to address the reasons for previous denial

## Hanover County Planning Department

### Request for a RESUBDIVISION PLAT APPROVAL

**NAME OF SUBDIVISION:** \_\_\_\_\_

#### SUBDIVISION INFORMATION & REQUEST

Total Area (acres): \_\_\_\_\_  
 Total Number of Lots: \_\_\_\_\_  
 Current Zoning: \_\_\_\_\_  
 Rezoning Case No. (if applicable): \_\_\_\_\_

GPIN(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is this property within an Agricultural/ Forestal District?

Yes                      No

Has sludge ever been deposited on the property?

Yes                      No

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

Water:	Public	Private (Septic)	Private (Central)
Sewer:	Public	Private (Well)	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) Acknowledgement of Application Fee Payment Procedure - page 5 or 6
- b) A completed copy of Request for Resubdivision Plat Approval –page 4
- c) Completed Resubdivision Plat Checklist - pages 7 and 8
- d) Applications for property line adjustments: Fifteen (15) copies of plat, folded no larger than 8 ½” x 11”  
 Applications to create additional lots: Fifteen (15) copies of plat, folded no larger than 8 ½” x 11” and  
 One (1) 8 ½ x 11 reduction (Additional plats will be requested for the Board of Supervisors meeting)

**ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE (LOT LINE ADJUSTMENTS)**

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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEE**

\$100 + \$25/lot

**FOR STAFF USE ONLY:**

Fees: Base Fee \_\_\_\_\_  
Lot Fee \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Accepted by: \_\_\_\_\_  
HTE#: \_\_\_\_\_

**ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE (CREATING NEW LOTS)**

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. I further acknowledge that any application fee submitted after fourteen (14) days of the date of the notification letter shall result in the application being considered filed for the next Application Deadline.

Should the applicable fees not be submitted within forty-five (45) days of the date of the notification letter, it shall be my responsibility to arrange for the retrieval of all application materials. The application and any supplementary materials for incomplete applications that are not retrieved within forty-five (45) days of the date of the notification letter shall be destroyed by the Hanover County Planning Department.

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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEE**

\$100 + \$25/ lot

**FOR STAFF USE ONLY:**

Fees:      Base Fee \_\_\_\_\_  
                 Lot Fee \_\_\_\_\_  
                 **TOTAL** \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Date of Acceptance Notification Letter: \_\_\_\_\_  
Date Payment Received: \_\_\_\_\_  
HTE#: \_\_\_\_\_

## SUBDIVISION PLAT CHECKLIST

Use this checklist to prepare the required Plat.

Yes	No		Staff:	Yes	No
		<ol style="list-style-type: none"> <li>1. Title Block to be located consistently on all sheets, and to include the following information:                             <ol style="list-style-type: none"> <li>a) Name of Subdivision.</li> <li>b) Magisterial District, County and State.</li> <li>c) Name(s) of owner(s) and developer.</li> <li>d) Name of surveyor or engineer who prepared the plat.</li> <li>e) Scale of plat (no larger than 1" = 200', unless previously approved by the agent).</li> <li>f) Date of completion of the plat and any subsequent revisions.</li> <li>g) Number of sheets and match lines.</li> </ol> </li>   <li>2. Information block, to include the following information:                             <ol style="list-style-type: none"> <li>a) Total area in subdivision.</li> <li>b) Total area in lots. Provide area of each lot before and after the property line adjustment.</li> <li>c) Total area in road right-of-way.</li> <li>d) Total area in common area.</li> <li>e) Total number of lots.</li> <li>f) Parcel numbers -- GPIN No(s). -- (from County tax maps). (Note: if the subdivision comprises of more than one (1) parcel, the parcel number and area of each should be shown.)</li> <li>g) Zoning of parcel(s)</li> </ol> </li>   <li>3. Approval Block: three (3) by five (5) inches.</li> <li>4. True North arrow.</li> <li>5. Vicinity sketch, at a scale of 1" = 2000'.</li> <li>6. Boundary survey, showing bearings and distances.</li> <li>7. Zoning boundaries and districts on site.</li> <li>8. Traffic Zone</li> <li>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:                             <ol style="list-style-type: none"> <li>a) Lot layout, lot numbers, block letters, and dimensions of lots.</li> <li>b) Area and frontage of lots.</li> <li>c) Location, width, and names (numbers) of all existing or platted streets and public ways adjoining the subdivision. Location, width, and purpose of other right-of-way and easements. Provide the deed book and page number for all existing and off-site easements.</li> </ol> </li> </ol>			

- d) Location of existing physical features, including buildings, and all streams, washes, or ditches, including direction of flood, water level elevations, and floodplains.
  - 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.
  - 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.
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 ((804)752-5511).
  11. Topography, at intervals of two (2) feet. (Note: Topographic lines must later be removed for final approval)
  12. Owner's Statement (Subdivision Certificate).
  13. Surveyor's/Engineer's Certificate.
  14. Source of Title.
  15. 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.
  16. 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 and ten (110) feet.
  17. Please respond to the items below that apply to your subdivision making sure that the appropriate information is shown on the subdivision plat:
    - a) Submit an application for drainfield approval directly to the Health Department following the submittal of this application. Once an approved well and septic site is on file with the Health Department ((804)752-4343), add a notation to the plan that a plat showing the approved locations for the drainfields is on file with the Hanover County Health Department. Any subdivision of 2 or more lots will require a private soils consultant to identify drainfield locations. Provide evidence of approval of lots with existing drainfields.
    - 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 ((804)537-6019).
  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) 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: *Part/All of this site lies within a RMA. The limits of any RPA located on this site have been shown on the plat.*
    - c) With the exception of lots in A-1 or AR-6, provide the lot area inside and outside the 100-year floodplain.
  19. If applicable, provide the zoning case number and a list of all proffers.

	<ol style="list-style-type: none"><li>20. 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></li><li>21. Estimated total number of gallons per day of water system requirements where a distribution system is proposed.</li><li>22. Estimated total number of gallons per day to be treated where a central sewage facility is proposed.</li><li>23. Location, size, and types of existing and proposed utilities, including; sanitary sewers, storm drains, water mains, manholes, and underground conduits.</li><li>24. Maximum size of plat for recordation is 18" x 24".</li><li>25. 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.</li><li>26. 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.</li></ol>	
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