



COMMERCIAL/INDUSTRIAL / MULTI-FAMILY DEVELOPMENT ADMINISTRATIVE COMMERCIAL SUBDIVISION

If, as part of your development, you intend to convey lots and/or build a private road, you must complete the Administrative Subdivision review process. This process may be done concurrently with site plan review or separately, at the developer's option.

The Process

Preliminary Plat

Submit an application for [Administrative Preliminary Plat](#) review to the Planning Department at any time. In commercial subdivisions, the plat does not need to show individual lots. The subdivision should be laid out in a Block configuration. The Development Review Staff will accept the application and route it to the appropriate review agencies. Comments from affected departments will be sent to the engineer. Revised preliminary plats shall be submitted to the Planning Department for approval. Once the preliminary plat has been approved, you may proceed to construction plan review (if a private road is being built) or to final plat review (if no road is being built).

Construction Plan

Submit your [Administrative Construction Plan application](#) materials to the Planning Department by the prescribed [deadline](#). Representatives from the Development Review Departments will review the application at the time of submittal for completeness. If complete, the application will be routed to the appropriate review agencies (typically, Public Works, Public Utilities, Virginia Department of Transportation, and Fire Department) for their review and comment. A staff/applicant meeting will be scheduled to discuss any comments issued by affected agencies. The meeting is intended to be an opportunity for the applicant and engineer to ask questions of the staff regarding the issued comments and to resolve any conflicts. The applicant and engineer are encouraged to set up meeting with individual departments, when necessary, to discuss issues in detail. The staff/applicant meeting may be waived at the applicant's request.

Revised plans may be submitted with a [Construction Plan Resubmittal Form](#) at any time. The staff reviews the revised plans and either issues further comments or recommends approval of the plan.

Should the staff issue further comments, a mandatory meeting with the applicant and engineer will be set prior to the 3rd submission so that all parties can ensure the outstanding issues can be resolved. Following the meeting, revised plans may

then be submitted with a [Construction Plan Resubmittal Form](#) (3rd submittal) and appropriate [resubmittal](#) fee.

When construction plan approval is granted, you may proceed with applying for final plat approval.

Final Plat

Submit your [Administrative Final Plat application](#) materials at any time *following* the approval of construction plans (if a private road is being built) or preliminary plat (if no private road is being built). The Development Review Staff will route the application to the appropriate review agencies and comments will be issued by the affected departments. During this review a Performance Bond amount, if applicable, will be set. The [Performance Bond](#) must be posted prior to recordation of the subdivision plat.

Revised plats (including paper copies and mylars) shall be submitted to the Planning Department for review. If the plats are approved, the Director of Planning will sign the plats for recordation. The applicant will be contacted at this time to submit the appropriate [recordation fees](#). A member of the Development Review Staff will record the subdivision plat upon receipt of the recordation fee.

Once the subdivision plat has been recorded, lots may be conveyed by deed/plat without further review by the County. Please note that all lots must comply with the regulations outlined in the Hanover County Zoning Ordinance.

FINAL DRAFT

OVERVIEW

Approval Process for Administrative Commercial Subdivisions

Process may be used for the following subdivisions: No public improvements including roads, utilities, and drainage construction are necessary or required for the development of the subdivision. (Section 5-32-1 of the Subdivision Ordinance)

Preliminary Plat Application

Fee

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Preliminary Plat Approval

Upon receipt of a letter of conditional approval from Planning Department, revised preliminary plats are submitted to be stamped and signed for final approval.

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Construction Plan Application

Submittal should include fee, application, checklist, and sets of construction plans.

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Construction Plan Meeting (if necessary)

Date of meeting is determined by the date of submittal (see schedule)

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Construction Plan Approval

Revised sets of construction plans are needed for final approval

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Final Plat Application

Submittal should include application, checklists, plats, fee, and one mylar (signatures not required)

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Submittal of Recordation Packet

Mylars with original signatures and 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).

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Final Approval and Recordation

Approval Process for Preliminary Plat Applications for Administrative Commercial Subdivisions

Submit Application for Approval

- Including application, checklists, and sets of plats
- The fee should be submitted within fourteen (14) days of the date of notification of acceptance.
 - No application deadline

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Agency Review for Compliance

- Upon acceptance, plats are routed to affected agencies
 - 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

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Meeting with the Applicant (if necessary)

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Preliminary Approval

- Revised sets of plats are submitted *prior* to construction plan submittal which reflect conditions of approval, to be stamped and signed for approval
- Once the plats are stamped and approved, a final letter and copy of approved plat shall be sent to applicant.

Approval Process for Commercial 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 sets 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.

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, sets of plans, written responses to comments, and marked-up set of plans
 - Draft Subdivision Plats and checklist may also be submitted at this time

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
- Comment Letter sent or applicant is notified that plans are approvable

Approvable Construction Plans

Construction Plan Approval

- Resubmit sets of plans which are routed for signature to various review departments
 - Approval letter and 2 sets of Plans sent to applicant

Approval Process for Final Subdivision Plat Applications

Submit Application for Approval

- Including application, checklists, and sets of plats
- Timeframe: Upon acceptance, plats are routed to affected agencies
- The required fee must be submitted within fourteen (14) days of the date of notification of acceptance

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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

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Submittal of Recordation Packet

- Mylars with original signatures and 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, and cash bond form.

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Staff Review and Approval of Recordation Materials

- Staff reviews items in recordation packet
- Timeframe: The applicant shall be notified if the subdivision is not approvable. If 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.

FINAL DRAFT

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