



COMMERCIAL/INDUSTRIAL / MULTI-FAMILY DEVELOPMENT SITE PLAN

The Hanover County Zoning Ordinance requires all non-residential development (commercial, industrial, multi-family, churches, etc.) or redevelopment to have an approved site plan filed with the Planning Department. This is done to protect property owners and citizens and to ensure basic standards for health and safety.

The Departments of Public Works and Public Utilities, as well as the Virginia Department of Transportation will participate in the review of all site plans. Please see the Environmental Management section of this Guide as well as the [Public Utilities Site Plan requirements](#) page for more information.

Due to the complexity of site plans, a civil engineer is typically required to prepare these plans. A surveyor and/or landscape architect may also be required for specific projects.

The Process

Hanover County strongly recommends holding a site plan pre-application meeting with the Development Review Staff prior to submission of a site plan application. During this meeting, the staff will review your proposal and offer general guidance on the process and potential issues (such as drainage impacts, Chesapeake Bay, utility connections, landscaping, and lighting) that may arise during formal review. Contact a member of the [Planning Development Review Staff](#) should you wish to schedule an appointment.

Submit your [preliminary site plan application](#)

Take Note

If a proffer or condition of approval requires your project to be reviewed by the Planning Commission, that review will be completed during the site plan process.

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, a case number will be

assigned and 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. At this time a staff/applicant meeting is 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 [final site plan application](#) at any time. The staff reviews the revised plans and either issues further

DID YOU KNOW??

You can apply for review of structural building plans while your site plan is under review. Contact the [Building Inspector's Office](#) for more information.

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 final site plan application (3rd submittal) and appropriate [resubmittal](#) fee.

When site plan approval is granted, you may proceed with applying for any other permits you need to complete your project.

Please note that any required landscaping must be bonded prior to Certificate of Occupancy. Please see the [Bond Administration – Landscape and Paving](#) section of this Guide for more information.