



DISCRETIONARY PROCESSES

SPECIAL EXCEPTION

Each zoning district within the Hanover County Zoning Ordinance contains a list of permitted uses, conditional uses, and special exceptions. If the desired use is listed as a special exception, a [Special Exception \(SE\)](#) application may be required.

The Process

Prior to submitting an application for a [Special Exception \(SE\)](#), Hanover County strongly recommends that a pre-application meeting be held with County Staff as the first step.

Along with a completed application form, the following items should also be included: a plat of the subject property, sketch plan, and other supplementary information to support the request (such as building elevations). Incomplete applications will not be accepted and will be returned to the applicant. The required fee must be submitted within fourteen (14) days of the date of notification of acceptance. The Application Deadline is the first Monday of every month. If the first Monday falls on a holiday, the deadline will be moved to the next business day.

Complete applications are routed to County and State review agencies within five days of Application Deadline. The application is reviewed and discussed at the Zoning Staff meeting held on the third Wednesday of the month of submittal. Staff comments will be provided to the applicant in writing. The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies and to discuss additional information or plan revisions. At this meeting, the staff may also discuss conditions of approval that they would recommend for the case. These conditions are included to help address potential impacts of the proposed use.

Board of Supervisors

A staff report, containing the recommendation of the Staff, is sent to the Board of Supervisors and applicant at least one week prior to the meeting. The Board of Supervisors typically hears Special Exception cases on the second Wednesday of every month. Applications shall be placed on the first available Board agenda. Following a public hearing on the case, the Board of Supervisors

may vote to approve, deny, or defer the application to another meeting.

The Next Step

Should the Board of Supervisors approve the application, a letter of approval is sent to the applicant that includes all conditions of approval. The next step may require the submittal of an application for site plan approval or other review. Please refer to your approval letter or contact the Planning Staff to find out whether other approvals are necessary.

If the application is not approved, a Board of Supervisors' letter of denial is sent to applicant, which includes reasons for denial. The applicant may not submit a substantially similar application until one year following the previous denial.

DID YOU KNOW??

The [Board of Supervisors](#) schedule, agendas, and minutes are posted on this website.