

Hanover County

Application and Procedures for **RESUBDIVISION APPROVAL**

**For lot line adjustments, see Fee Submittal Procedure on Page 3

**For creating new lots, see Fee Submittal Procedure on Page 5



County of Hanover Department of Planning

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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 3)

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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

- 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.

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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 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

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#: _____

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

Application Distribution to County Review Agencies

- Application is routed within 5 days of Application Deadline

Agency Review Zoning Staff Meeting

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

Meeting with Applicant (if necessary)

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

Submit Revised Resubdivision Plat (if necessary)

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

Board of Supervisors' Action

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

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 Planning Department to inquire about the appropriate application form.
- If no improvements are necessary, submit an application for final plat approval. Call 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

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#: _____

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): _____

Is this property within an Agricultural/ Forestal District?
 Yes No
 Has sludge ever been deposited on the property?
 Yes No

GPIN(s): _____

 Magisterial District: _____
 Water: Public Private (Well) Private (Central)
 Sewer: Public Private (Septic) 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
- b) A completed copy of Request for Resubdivision Plat Approval
- c) Completed Resubdivision Plat Checklist
- 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)

SUBDIVISION 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 information: | | <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, County and State. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Name(s) of owner(s) and developer. | | <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 subsequent revisions. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | g) Number of sheets and 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) Total area in subdivision. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Total area in lots. Provide area of each lot before and after the property line adjustment. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Total area in road right-of-way. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Total area in common area. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | e) Total number of lots. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | f) Parcel numbers -- GPIN No(s). -- (from County tax maps). (Note: if subdivision comprises more than one (1) parcel, the parcel number and area of each should be shown.) | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | g) Zoning of parcel(s) | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Approval Block: three (3) by five (5) inches. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. True North arrow. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Vicinity sketch, at a scale of 1" = 2000'. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Boundary survey, showing bearings and distances. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Zoning boundaries and districts on site. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Traffic Zone | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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: | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | a) Lot layout, lot numbers, block letters, 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) Location, width, and names (numbers) of all existing or platted streets and public ways adjoining the subdivision. Location, width, and purpose of other rights-of-way and easements. Provide the deed book and page number for all existing and off-site easements. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Location of 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"/> | 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. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 (752-5511). | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Topography, at intervals of two (2) feet. (Note: Topographic lines must later be removed for final approval) | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Owner's Statement (Subdivision Certificate). | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Surveyor's/Engineer's Certificate. | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Source of Title. | | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--------------------------|--------------------------|--|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 (110) feet. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 (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. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 (537-6019). | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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: <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"/> | c) With the exception of lots in A-1 or AR-6, provide the lot area inside and outside the 100-year floodplain. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. If applicable, provide the zoning case number and a list of all proffers. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Estimated total number of gallons per day of water system requirements where a distribution system is proposed. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Estimated total number of gallons per day to be treated where a central sewage facility is proposed. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Location, size, and types of existing and proposed utilities, including sanitary sewers, storm drains, water mains, manholes, and underground conduits. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Maximum size of plat for recordation is 18" x 24". | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. | <input type="checkbox"/> | <input type="checkbox"/> |