

Hanover County

Application and Procedures for

REZONING

**See Page 6 for Fee Submittal Procedure



County of Hanover Department of Planning
7516 County Complex Road
P.O. Box 470
Hanover, VA 23069
(804) 365-6171 (804) 365-6232
www.co.hanover.va.us

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Approval Process for Rezoning Applications

Preapplication Meeting (optional)

- Meetings with the Planning Staff are recommended prior to submittal of a rezoning application. Please bring a plat to the meeting with a sketch of your proposal.
- The staff would advise the applicant to determine what areas of the site are unbuildable prior to submitting an application. These areas may include floodplain, steep slopes, wetlands, and Chesapeake Bay Resource Protection Areas. If a septic drainfield is required for the site, the staff would advise researching the adequacy of the soils on the property for a drainfield.

Application Submittal

- Include application, plat of the subject property that includes metes and bounds, and supplementary information to support the request (such as conceptual plans, building elevations, design manual for MX and BP requests etc.). If applicable, Section 527 traffic studies are due at this time. Incomplete applications will not be accepted and will be returned to the applicant. The required fee must be submitted by the Tuesday the week following the application deadline. (See Page 6)
- 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.

Application Distribution to County Review Agencies

- Complete Applications are routed to County and State review agencies within 5 days of Application Deadline.

Agency Review Zoning Staff Meeting

- Application is reviewed and discussed at the Zoning Staff meeting held on the 3rd Wednesday of the month of submittal. Staff comments will be provided to the applicant in writing.

Staff/Applicant Meeting

- The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies, to request additional information or plan revisions, and to negotiate proffers.
- At this time, it may also be recommended that the applicant schedule a community meeting. A community meeting guide is available on the website or upon request.

Planning Commission

- The deadline to submit draft proffers and revised conceptual plans is the close of business 21 days prior to the Planning Commission meeting. Proffers and conceptual plans may be revised in accordance with the Planning Staff's recommendations, and revisions incorporating the staff's recommendations must be submitted 14 days prior to the Planning Commission meeting.
- A staff report with a recommendation is mailed to the Planning Commission and applicant at least 1 week prior to the Commission meeting.
- The Planning Commission meets on the 3rd Thursday of every month.
- Following a public hearing on the rezoning case, the Planning Commission may recommend approval, approval with revisions to the proffers, denial, or may defer the application.

Board of Supervisors

- Signed and notarized final proffers must be submitted by the close of business on the date 21 days prior to the Board of Supervisors meeting.
- A staff report containing the recommendation of the Planning Commission and Staff is sent to the Board of Supervisors and applicant at least 1 week prior to the meeting.
- The Board of Supervisors hears rezoning cases on the 4th Wednesday of every month. Typically, cases are heard by the Board the month following the Planning Commission.
- Following a public hearing on the case, the Board of Supervisors may vote to approve, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

Approval

- A Board of Supervisors' letter of approval is sent to the applicant and includes all proffers approved with the rezoning.
- Typically, the next step is to submit an application for site plan or subdivision approval.

Denial

- A Board of Supervisors' letter of denial is sent to the applicant, including reasons for denial.
- The applicant may not submit a substantially similar application until one year following the date of Board action.

Hanover County Planning Department Application

Request for REZONING

Case #: _____

Please type or print in **black ink**.

APPLICANT INFORMATION

Owner: _____
 Contact Name: _____
 Address: _____

Telephone No. _____
 Fax No. _____
 Email Address _____

Applicant/Contract Purchaser: _____
 Contact Name: _____
 Address: _____

Telephone No. _____
 Fax No. _____
 Email Address _____

PARCEL INFORMATION

For multiple parcels, please complete Page 4 []

GPIN(s) (Tax ID #'s) _____

 Deed Book _____ Page _____
 Magisterial District _____
 Location Description (Street Address, if applicable) _____

Total Area (acres/square feet) _____
 Current Zoning _____
 Requested Zoning _____
 Requested Use _____

SIGNATURE OF OWNER [] CONTRACT PURCHASER [] (requires contract to be attached)

As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I authorize County representatives entry onto the property for purposes of reviewing this request.

Signature _____ Date _____

Print Name _____

Signature _____ Date _____

Print Name _____

QUESTIONS/ LETTERS/ REPORTS SHOULD BE FORWARDED TO THE FOLLOWING**:

Name _____
 Address: _____

Telephone No. _____
 Fax No. _____
 Email Address _____

****It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.**

ATTACHMENTS - For ALL REQUESTS you must submit the following:

- [] a. **Acknowledgement of Application Fee Payment Procedure** (Page 6)
- [] b. **Adjacent property owners, Board of Supervisors, and Planning Commissioner notification form** (Page 7) – please list all property owners including those across roadways, watercourses, and/or railroads as well as the members of the Board of Supervisors and Planning Commission for the magisterial district in which the property is located. Adjacent property owners, Board members, and Planning Commissioners must be notified prior to submittal of this application. The form must include owners' names, address, and GPINs for all adjacent property owners. (This information is available from the County website or can be obtained from the Planning Department.) A sample letter, which is attached (Page 9), may be used to notify the neighbors.
- [] c. **A plat of the subject property**, which accurately reflects the current property boundaries, includes metes and bounds, is drawn to scale, and shows existing structures. If the full-size plat is larger than 8 ½" x 11", the plat must be folded no larger than 9"x12", and a reduction of the plat must be submitted which is 8 ½ x 11 in size. (Typically available from the County Clerk's Office in the Circuit Court building.)
- [] d. **Responses to questions on Pages 10 and 11**
- [] e. **Historic Impact Information** (Page 12) (This information is available on the County website or the Planning Staff may be asked to assist.)
- [] f. **Traffic Impact Analysis Certification Form** (Page 13) In compliance with VDOT's new Traffic Impact Analysis Regulations (24 VAC 30-155 *et seq.*, commonly known as "Chapter 527"), rezonings that meet certain thresholds require Traffic Impact Analyses (TIAs). The process for submitting TIAs is as follows: (1) you must submit the number of copies of the TIA required by VDOT to the Hanover County Planning Department with your comprehensive plan amendment/rezoning/conditional use permit submittal; (2) the Hanover County Planning Department will stamp "received" on all copies of the TIA, and will keep a copy for its files; and (3) you must deliver the remaining copies of the TIA to VDOT and pay the necessary TIA review fee directly to VDOT.
- [] g. **VDOT Secondary Street Acceptance Requirements (SSAR)** form (Page 14) – This form must be completed for applications for development where public roads will be constructed.
- [] h. **For applications requiring plans**, please submit fifteen (15) full-size plans, with sheets no larger than 24" x 36", folded to 9" x 12" in size, and **1 – 8 ½" x 11" reduction**.
Specific district requirements:
RS - Conceptual plans that meet the requirements of Article 5, Section 3, of the Zoning Ordinance.
RC - Existing Feature and Site Analysis plans that meet the requirements of Article 5, Section 1A.12–1.
RM - Conceptual plans that meet the requirements of Article 5, Section 4.12.1
MX – Master Plan that meets the requirements of Article 5, Section 8A.6.
BP – Master Plan that meets the requirements of Article 5, Section 12B.5

NOTE: When **conceptual plans and/or elevations** are requested by the Director of Planning which are larger in size than 8½" x 11" or are in color, please submit fifteen (15) full-size or colored plans, with sheets no larger than 24" x 36", folded to 9" x 12" in size, and **1 - 8 ½" x 11" reduction**.

ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE

Application fees are not accepted at the time of submittal. 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, (as well as by email and/or fax, if selected 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 by the Tuesday the week following the Application Deadline Day. I further acknowledge that any application fee submitted after this date 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:

If you would like your letter emailed and/or faxed, please make selections, and provide the information below:

Email _____ Fax _____

FEES

Following application acceptance, make checks payable to Treasurer, Hanover County:

A-1, OHP	\$500
AR-6 (>2 lots), RC, RS, RM, B, OS, M, MX, BP	\$1500+ \$75/acre* for 1 st 200 acres; \$30/acre* for acreage > 200 acres
Amendment of Proffer or Planned Unit Development	\$1500

*Fractions of acreage are rounded up to the nearest whole number

Please note: Applicants which request tax-exempt status may have their application fee waived upon presentation of official documentation of such status.

FOR STAFF USE ONLY:

Fees: Base Fee _____
 Acreage Fee _____
 TOTAL _____

Accepted by: _____
 HTE #: _____

PLEASE RESPOND FOR ALL REZONING APPLICATIONS:

1. What is the General Land Use Plan Map designation for the subject property? _____

2. What, if any, is the Major Thoroughfare Plan designation for the public road on which the subject property has frontage? _____

3. Describe in detail the proposed use of the property. _____

4. List any sensitive environmental or unique features on the property. Are there any 150kV or greater transmission lines, transmission lines for natural gas, other public utilities, or other entity? _____

5. Is the subject property located in a Dam Break Inundation Zone? ___ Yes ___ No (Please contact the Department of Planning or Public Works for assistance in addressing this question.) If yes, please contact the Department of Public Works for further information.

RESPOND FOR RS AND RM REZONING APPLICATIONS: (Attach additional pages, if needed)

1. Has the cash proffer policy of the Board of Supervisors been addressed in this application? _____

2. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? _____
3. How does your proposal preserve or protect the existing trees on the property? If the property is treeless, does your proposal contain provisions to provide trees on the property? _____

4. Are recreational amenities being proposed for the project? If so, specify in detail the amenities planned. _____

5. What provisions will be made to ensure safe and adequate access to the subject property? (Note: A second means of access should be provided for any project in which there will be fifty-one (51) or more lots.) _____

RESPOND FOR AR-6 and RC REZONING APPLICATIONS: (Attach additional pages, if needed)

1. Has the cash proffer policy of the Board of Supervisors been addressed in this application? _____

2. For **AR-6** rezoning requests: Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area? _____

3. How is the proposed subdivision compatible with the rural setting and sensitive to natural and cultural features? _____

4. What provisions will be made to ensure safe and adequate access to the subject property? (Note: A second means of access should be provided for any project in which there will be fifty-one (51) or more lots.) _____

**RESPOND FOR B-1, B-2, B-3, BO, OS, M-1, M-2, M-3 REZONING APPLICATIONS:
(Attach additional pages, if needed)**

1. Has a conceptual plan of the proposed development been provided, showing proposed building locations, parking lots, entrances, and other features? _____
2. What provisions will be made to ensure safe and adequate access to the subject property? _____

3. How will the traffic impact of this development be addressed?: _____

4. Describe why the proposed use is desirable and appropriate for the area. What measures will be taken to assure that the proposed use will not have a negative impact on the surrounding vicinity? _____

5. What type of signage is proposed for the site? _____

6. Have architectural/building elevations been submitted with this application? _____

HISTORIC SITE IMPACT ANALYSIS

Please identify any **known or suspected historic resources on both the subject property and adjacent properties**, to include both structural and non-structural resources, such as trenches, cemeteries, and archeological sites. Please include the GPIN (Tax Parcel Number) associated with the resource. Please attach additional sheets, if necessary. Should you need assistance completing this form, please contact the Planning Staff.

- 1. Historic Resource/File No. _____ GPIN _____
- 2. Historic Resource/File No. _____ GPIN _____
- 3. Historic Resource/File No. _____ GPIN _____

If you have identified known or suspected historic resources on the subject property or adjacent property, please provide the following information on each site:

- a) Is the historic site listed as a National or State Registered Landmark? _____
- b) Is the historic site open to the public? _____
- c) Describe the impact the proposed request will have on the identified historic resources with regard to noise, traffic, dust, vibration, visual impact, and air pollution. _____

- d) Describe voluntary measures that will be undertaken to help mitigate the impact that the proposed use may have on the identified historic resources. _____

If there are no known or suspected historic resources on the subject property or immediately adjacent, including structural and non-structural resources, trenches, cemeteries, and archeological sites, please sign and date.

Signature: _____ Date: _____

COMPLIANCE WITH TRAFFIC IMPACT ANALYSIS REQUIREMENTS

The following must be completed for all applications: The selection below is based on a projected daily trip generation of _____ vehicles per day and a site peak hour trip generation of _____ vehicles per hour, based on the stipulations of 24 VAC 30-155. The _____ edition of the ITE Trip Generation Manual was used in determining the trip generation (Code Number _____ and Page Number _____).

Choose one of the two options below:

I certify that this proposal **DOES NOT MEET** any of the thresholds identified in the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155) that would require a Traffic Impact Analysis to be submitted in conjunction with this application.

I certify that this proposal **MEETS** at least one of the thresholds identified in the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155) that would require a Traffic Impact Analysis to be submitted in conjunction with this application. A Traffic Impact Analysis, prepared in accordance with the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155), has been prepared and will be submitted to VDOT the same day.

(Signature of Applicant/Applicant's Representative)

(Date)

(Applicant/Applicant's Representative – Print Name)

Virginia Department of Transportation (VDOT) – Ashland Residency
Robert Butler, Assistant Residency Administrator
523 North Washington Highway
Ashland, VA 23005
Phone (804) 752-5511
Fax (804) 752-6431
Email: robert.butler@vdot.virginia.gov
<http://www.virginiadot.org/projects/chapter527/>

Compliance with VDOT Secondary Street Acceptance Requirements (SSAR)

The following must be completed for all applications where public roads shall be constructed:

The Connectivity Index must be calculated for all development where public roads are to be constructed. This index is calculated by dividing the number of street segments by the number of intersections.

$$\frac{\text{Number of Street Segments}}{\text{Number of Intersections}} = \text{Connectivity Index}$$

A street segment is a section of roadway or alley that is between two intersections or a stub out or a connection to an existing stub out.

Number of Street Segments (SS) = _____

An intersection is a juncture of three or more street segments, or the terminus of a street segment, such as a cul-de-sac or other dead end. The terminus of a stub out shall not constitute an intersection. The juncture of a street with only a stub out (if the stub out does not provide service to one or more lots within the development) shall not constitute an intersection.

Number of Intersections (I) = _____

Connectivity Index = $SS \div I =$ _____

To the best of my knowledge, the above information meets the VDOT Secondary Street Acceptance Requirements (SSAR).

(Signature of Applicant/Applicant's Representative)

(Date)

(Applicant/Applicant's Representative – Print Name)

Virginia Department of Transportation (VDOT) – Ashland Residency

Robert Butler, Assistant Residency Administrator

523 North Washington Highway

Ashland, VA 23005

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Fax (804) 752-6431

Email: robert.butler@vdot.virginia.gov

<http://virginiadot.org/projects/ssar/>

TO THE APPLICANT:

As you may know, it is the policy of the Hanover County Board of Supervisors, the Hanover County Planning Commission, and Hanover County Board of Zoning Appeals to require a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.

It is incumbent on you, the applicant, to insure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:

1. The Planning and Zoning Staff will post the sign on your property.
2. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Planning Office as soon as possible.
3. You should check periodically to insure the safety of the sign. If it is stolen or otherwise harmed, notify the Planning Office as soon as possible.
4. On the day of the final public hearing on your case, you may bring the sign with you and leave it in the Planning Office. Make sure the return of your sign is noted by a member of the Planning Staff.

Should you have any questions regarding this policy, please contact a member of the Planning Staff.

Ashland, Rockville and Mechanicsville	(804) 365-6171
Old Church	(804) 730-6171
Hanover and Doswell	(804) 537-6171
Beaverdam and Montpelier	(804) 227-3377
FAX	(804) 365-6232