

# HANOVER COUNTY

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Application and Procedures for  
**LOT LINE RECONFIGURATION**



County of Hanover Department of Planning  
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[www.hanovercounty.gov](http://www.hanovercounty.gov)

Date: November 2015

# Approval Process for Lot Line Reconfiguration Application

## Application Submittal

- Submittal shall include the following:
  - A completed application
  - Three (3) copies of the survey plat, preferably 8 ½ x 14 in size (legal size), showing the reconfigured lots and frontage on a public road or a private right-of-way or easement for each lot. The plat should include a surveyor's seal with an original signature and date. The plat must address the checklist items on Page 3.

## Planning and Zoning Review for Compliance

- The review time by Planning and Zoning staff should be completed within 5 days.
- Applicant will be contacted if additional information or changes are needed.

## Approval and Deed Recordation

- A letter of approval and two (2) stamped plats will be returned to the applicant.
- Following approval of the application, a deed transferring title (if applicable) and one copy of the stamped survey plat must be recorded with the Clerk of the Circuit Court's Office. This must be done within six (6) months of approval of this application.

## Requirements of Public Works:

Prior to the approval of any building permit on either lot, please be aware that the following items will need to be addressed:

- a. A perennality study will need to be performed on all drainage ways on this property in accordance with the Chesapeake Bay Preservation Act. The results of the study need to be shown on the plat, if any drainage ways are determined to be perennial;
- b. Wetlands need to be delineated and a wetland certification statement needs to be provided;
- c. A Water Quality Impact Assessment may be required pending the results of the above referenced delineation and study;
- d. If more than 1 acre is going to be disturbed either in conjunction with a building permit or as a result of land clearing, an engineered Erosion and Sediment Control Plan will need to be submitted to Public Works and approved. This process will also require posting an Erosion and Sediment Control Bond, payment of the appropriate Erosion and Sediment Control Inspection Fee, and obtaining a Land Disturbance Permit.

## Hanover County Planning Department Application

### Request for LOT LINE RECONFIGURATION

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

Case #: \_\_\_\_\_

| PARCEL INFORMATION AND REQUEST   |  |
|--|--|
| Total Lot Area (Acres): _____<br>Current Zoning: _____<br>Rezoning Case No. (if applicable): _____ | Existing Lot 1 Acreage: _____<br>Proposed Lot 1 Acreage: _____<br>Existing Lot 2 Acreage: _____<br>Proposed Lot 2 Acreage: _____ |

| APPLICANT INFORMATION                                  |   |
|--|---|
| GPIN: _____<br>Owner: _____<br>Address: _____<br>_____ | Telephone No. _____<br>Email Address _____<br>_____ |
| GPIN: _____<br>Owner: _____<br>Address: _____<br>_____ | Telephone No. _____<br>Email Address _____<br>_____ |

| SURVEY PLAT CHECKLIST:   |   |
|--|---|
| <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <ol style="list-style-type: none"> <li>1. Show existing structures and setbacks from existing and proposed property lines.</li> <li>2. If any lot does not have public road frontage, please show the access easement and width.</li> <li>3. Surveyor's seal with an original signature and date.</li> <li>4. Do <b>NOT</b> show any <u>proposed</u> house or septic drainfield locations on this plat. Confirm new lot lines do not interfere with existing drainfield locations.</li> </ol> |

| ATTACHMENTS   |                          |   |   |
|---|--------------------------|---|---|
| Use this checklist to make sure that your application is complete and will be accepted for processing and review. |                          |   |   |
| Yes   | No                       |   | Staff:  |
|   |                          |   | Yes No  |
| <input type="checkbox"/>  | <input type="checkbox"/> | 1. A completed copy of application (1 page)   | <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | 2. Survey plat (3 copies) of the proposed lot with a surveyor's seal with an original signature and date. | <input type="checkbox"/> <input type="checkbox"/> |

| OWNER/SURVEYOR SIGNATURE   |             |
|--|-------------|
| <p><b>As owner/surveyor of this property, I hereby certify that this application is complete and accurate to the best of my knowledge.</b></p> |             |
| Signature: _____   | Date: _____ |

Staff Use Only: Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ HTE#: \_\_\_\_\_