

# Hanover County

Application and Procedures for

## SUBDIVISION ORDINANCE EXCEPTION (NON-FAMILY)

\*\*See Page 4 for Fee Submittal Procedure



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

# Procedures for Subdivision Ordinance Exceptions (SOE)

(Section 25-9 of the Subdivision Ordinance)

**NOTE: A complete subdivision application must be submitted prior to the submittal of an SOE application.**

## **Submit Application for Review**

- Submittal should include:
  - Completed and signed application
  - If a survey plat is submitted, provide 15 sets of plats and 1- 8 ½ x 11 reduction
  - Evidence that the provision of subdivision standards would cause unnecessary hardship and that topographical or other conditions peculiar to this site would allow for departure from the subdivision standards without destroying the intent of the ordinance. It must also be demonstrated that all other alternatives have been exhausted. (Note that financial hardship due to the application of the Subdivision Ordinance is not considered evidence of unnecessary hardship.)
- Application Deadline is the third Monday of every month
- Application is officially accepted or not accepted within 3 days of Application Deadline
- The required \$400 fee must be paid within fourteen (14) days of the date of notification of acceptance (See Page 4)

## **Application Distribution to County Review Agencies**

- Complete Applications are routed within 5 days of Application Deadline

## **Agency Review Zoning Staff Meeting**

- Application is reviewed at the Zoning Staff meeting held on the 1<sup>st</sup> Wednesday of the month following the Application Deadline

## **Meeting with Applicant (if necessary)**

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

## **Submit Additional Plats and Information**

- Submit fifteen (15) full size plats and 1-8 ½" x11" reduction
- Resubmit additional information (if necessary) at least 14 days prior to the Planning Commission meeting

## **Planning Commission Action**

- Application approved or disapproved by the Planning Commission during their administrative agenda (3<sup>rd</sup> Thursday of every month)
- Application is heard by the Planning Commission within 60 calendar days of its acceptance
- A Planning Commission letter of approval or denial shall be sent to the applicant. A decision of the commission may be appealed to the Board of Supervisors. Such appeals may be filed in writing within 45 days of action by the Commission.

## Hanover County Planning Department Application

### Request for SUBDIVISION ORDINANCE EXCEPTION

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

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

#### APPLICANT INFORMATION

Owner/Applicant _____	Telephone _____
Address _____	Fax _____
_____	Email Address _____
_____	_____

#### PARCEL INFORMATION

Subdivision Name: _____	Lot Area (acres): _____
GPIN (Tax Parcel Number): _____	Water:      Public      Private (Well)      Private (Central)
Current Zoning: _____	Sewer:      Public      Private (Septic)      Private (Central)
Rezoning Case No. (if applicable): _____	Deed Book _____ Page _____
Magisterial District: _____	

#### SIGNATURE OF OWNER OF RECORD

As Owner of this property or authorized Agent therefore, 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: \_\_\_\_\_

#### ATTACHMENTS

**Use this checklist to make sure that your application is complete and will be accepted for processing and review. Failure to include all the necessary information for a complete application will result in the application not being accepted for processing until it is completed. The staff will use this checklist to make sure that the application is complete when it is turned in to the Planning Department.**

Yes	No		Staff:	Yes	No
		1. A completed copy of application (Pages 3-6) <ul style="list-style-type: none"> <li>a) Acknowledgement of Application Fee Payment Procedure (Page 4)</li> <li>b) Complete section titled Historic Survey Information (Page 5)</li> <li>c) Complete section titled Exception Request (Page 5)</li> <li>d) Complete section titled Explanation (Page 6)</li> </ul> 2. If applicable, submit fifteen (15) copies of the proposed plat, and/or 1 – 8 ½” x 11” reduction to illustrate the proposed exception.			

**ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE**

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**

\$400

**FOR STAFF USE ONLY:**

Accepted by: \_\_\_\_\_

HTE#: \_\_\_\_\_



**EXPLANATION (attach additional pages, if necessary)**

Section 25-9 of the Hanover County Subdivision Ordinance states the considerations for granting a request for an exception to the Subdivision Ordinance.

The following will be considered by the Hanover County Planning Commission:

- 1) *“The exception substantially complies with the provisions of this Ordinance, does not destroy the intent of the ordinance’s provisions, and protects the public interest.”* State, in your opinion, how this request complies. Describe how an exception to the Subdivision Ordinance due to the described site condition(s) would not destroy the intent of the Ordinance.

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- 2) *“The exception will not be detrimental to public safety, health or welfare or injurious to surrounding property or improvements in the neighborhood in which the property is located.”* Demonstrate how this exception will not be detrimental to public safety, health or welfare.

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- 3) *“The exception request is based on topographical or other conditions peculiar to the site, are not generally applicable to other properties and do not create mere inconvenience; and the exception is not based exclusively on financial considerations.”* Demonstrate how this exception request complies with the provision.

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