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HANOVER COUNTY

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BUSINESS MANAGER

P. O. BOX 470
HANOVER, VIRGINIA 23069
PHONE 804-365-6171

May 28, 2024

VIA E-mail: annleetchavis12@gmail.com

Annleeta Chavis
15570 Scotchtown Road
Montpelier, VA 23192

RE: SE2024-00008, Rico Morris and Annleeta Chavis

Dear Ms. Chavis,

Planning staff has conducted a review of your application materials and provides the comments listed below. Attached, you will also find comments from other reviewing agencies. Your request has been *tentatively* placed on the Board of Supervisors' agenda for June 26, 2024. Please respond to the comments **below by close of business on June 5, 2024**, which is the submittal deadline for the June meeting. If the revised documents are not received by the date noted above, staff cannot assure that your request will be placed on this agenda.


The following are the Planning staff's comments regarding your request:

1. The sketch plan:
 - a. Add the proposed dimensions of the manufactured home.
 - b. Add the acreage of the property.
 - c. Add the approximate location of the existing drainfield on the property.
 - d. Add the approximate location of the existing tree lines on the property.
 - e. Add a note that the tree line will remain undisturbed.
2. Note comments from the Fire Marshall's Office regarding emergency response confusion related to multiple dwellings on the same lot. Staff may recommend a condition that adequate street markings and separate address identification for the dwellings be posted on the property to help reduce emergency response delay.

3. The unit will require a well and septic system. A water and sewer plan are to be submitted to the Health Department at the time of building permit (following approval of this Special Exception).
4. A plan will be required by Public Works to locate the manufactured home and associated appurtenances. Perenniality studies and wetland delineation along with associated water quality impact (WQIA) certification will be required at the time of building permit.
5. Please be aware of the following:
 - a. Should this permit be approved, the following conditions will apply:
 - i. Substantial construction of the proposed home will need to be completed within one (1) year of approval of the Special Exception.
 - ii. The Special Exception will be granted for a period of two (2) years from the date of approval or for the duration of the hardship, whichever occurs first. An extension beyond that time period is subject to renewal by the Director of Planning. The extension application will need to confirm that the home is still needed for the person that requires it based on a medical hardship (an updated doctor's must be provided).
 - iii. The manufactured home must be removed within 60 days upon cessation of the hardship or expiration of the Special Exception Permit.
6. Please contact the South Anna District Board of Supervisor member, Susan Dibble (804-357-6438), to speak about your Special Exception request and to ask whether she has any specific questions or concerns regarding your request. Please also ask whether she wants you to hold a community meeting with your neighbors. If so, please coordinate the date and time of this meeting with County staff and your Board member to confirm availability before scheduling the meeting. Please note that applicants that schedule community meetings without coordinating with staff may be required to reschedule the meeting.

If you have any questions, please contact me at (804) 365-6303.

Sincerely,


Jessica Crews
Planner

Cc: Sue Dibble



HANOVER COUNTY

Office of the Fire Marshal



Office (804) 365-6195
Fax (804) 537-5488

13326 Hanover Courthouse Road
P.O. Box 470 Hanover, VA 23069

fmo@hanovercounty.gov
Dispatch (804) 365-6140

FIRE PLANS REVIEW

JURISDICTION:	Hanover
TRAKIT FILE#	SE2024-00008
TO:	Jessica R Crews
FROM:	Lieutenant Paul Polivka Fire Plans Review Office 804-365-4858 Email: ptpolivka@hanovercounty.gov
SUBJECT:	RICO MORRIS AND ANNLEETA CHAVIS
DATE:	5-17-2024
TYPE OF REVIEW	SE 1st Review
COMMENTS:	<ol style="list-style-type: none"> 1. The Hanover Fire Marshal’s Office has reviewed this property’s Special Exception and has the comments below to consider as the project moves forward. <ul style="list-style-type: none"> o It is recommended that an additional driveway be installed for the proposed house, with separate address identification and adequate street markings to reduce emergency response if needed.

Department of Public Works Comments

CASE NAME: Rico Morris and Annleeta Chavis

TRACKIT PROJECT #: SE2024-00008

PLEASE MARK THE APPROPRIATE BOX BELOW:

No Comment

Comments Below

DATE: 05/13/2024

REVIEWED BY: Michael J Dieter

No comments on zoning action. Comments are for the building permit for the trailer.

1. A site plan will be required to locate the trailer and any associate appurtenances like a driveway, drainfield etc.
2. Perenniality studies and wetland delineation along with associated and water quality impact (WQIA) certification required at the time of building permit.

ZONING STAFF MEETING

Department of Public Utilities Comments

CASE NAME: Rico Morris and Annleeta Chavis

PROJECT #: SE2024-00008

PLEASE MARK THE APPROPRIATE BOX BELOW:

No Comment:

Comments Below:

DATE: 5/14/2024

REVIEWED BY: T. Watkins

The Hanover County Department of Public Utilities (DPU) has reviewed the above referenced special exception request and has no comments.

Please feel free to contact me if you have any questions or concerns.