

BOARD OF SUPERVISORS

F. MICHAEL HERZBERG IV – CHAIR
COLD HARBOR DISTRICT

SEAN M. DAVIS – VICE CHAIR
HENRY DISTRICT

SUSAN P. DIBBLE
SOUTH ANNA DISTRICT

DANIELLE GRIESHABER FLOYD
CHICKAHOMINY DISTRICT

RYAN M. HUDSON
MECHANICSVILLE DISTRICT

FAYE O. PRICHARD
ASHLAND DISTRICT

JEFF S. STONEMAN
BEAVERDAM DISTRICT

JOHN A. BUDESKY
COUNTY ADMINISTRATOR



HANOVER COUNTY

ESTABLISHED IN 1720

WWW.HANOVERCOUNTY.GOV

PLANNING DEPARTMENT

JO ANN M. HUNTER, AICP
SENIOR DIRECTOR OF PLANNING &
COMMUNITY DEVELOPMENT

MARY B. PENNOCK
DEPUTY DIRECTOR OF PLANNING

ANDREW J. POMPEI
DEPUTY DIRECTOR OF PLANNING

GRETCHEN W. BIERNOT
CURRENT PLANNING MANAGER

DONNA S. BOWEN
PRINCIPAL PLANNER

C. JASON HAZELWOOD
CODE COMPLIANCE SUPERVISOR

ERIN M. BABER
BUSINESS MANAGER

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

April 3, 2025

Catherine Mercer
Buildings and Grounds Chair, Lebanon Methodist Church Inc
8492 Peaks Road
Hanover, VA 23069

RE: CUP2024-00003 Extension of Lebanon Methodist Church Inc

Dear Catherine Mercer:

Please be advised that the above-referenced Conditional Use Permit, approved by the Hanover County Board of Supervisors, is scheduled to expire on 6/26/2025. In order to request an extension, please complete the attached form and submit it to the Hanover County Planning Department no less than three (3) weeks before the Expiration Date.

Following submittal of your extension application, your property will be inspected for compliance with the conditions of approval. The Director of Planning will review your request and notify you by letter of the determination.

If you do not wish to request an extension, please notify the Hanover County Planning Department by letter no less than three weeks before the Expiration Date. If you have any questions, please contact me at (804) 365-6171.

Sincerely,

Kelley Kirby
Code Compliance Planning Technician

Hanover County Planning Department Application

Request for a Special Exception/ Conditional Use Permit Extension

Case #: _____

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

APPLICANT INFORMATION

Owner/Applicant: _____

Contact Name: _____

Address: _____

Telephone No. _____

Fax No. _____

Email Address _____

PROPERTY INFORMATION/ EXPLANATION

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

Magisterial District _____

Location Description (Street Address, if applicable) _____

1) Briefly explain what progress has been made towards project completion: _____

2) What applications have been submitted and/or approved (ex. site plans): _____

3) Briefly explain why an extension is necessary: _____

4) What is the timeline for moving forward with remaining applications and construction? _____

5) How much time is needed to complete the project? _____

SIGNATURE OF APPLICANT

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 _____

ATTACHMENTS



- a. **Extension Fee** - Special Exception \$20.00
Conditional Use Permit \$700.00



- b. For applications for mobile homes needed in a medical hardship case, provide an **updated note from a medical doctor** verifying that for health reasons a person must be located in close proximity to others who can provide care.



- c. Other information needed to support your request