Applicant Guide for

ADMINISTRATIVE REVIEW (Site Plan, Construction Plan, Final Subdivision Plat (incl. Resubdivision))

HANOVER COUNTY

DEPARTMENT OF PLANNING

(804) 365-6171

www.hanovercounty.gov

Form Date: December, 2023

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These applications are for use by all applicants for commercial site plan, residential construction plan, and subdivision (including resubdivision) plat approval. **Requests for amendments to approved plans should also be made with this application.**

Should you have any questions during the course of preparation of a plan for submittal, please contact the Planning staff at 365-6171. The staff is available to assist you with any questions or problem.

1st Submission Procedures for Plan Review Application

- Application for Plan Review - 1st Submission
- Required Attachments – by Project Type

Resubmission Procedures for Plan Review

- Application for Plan Review- Resubmission
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  - Checklist
  - Project Information and Tracking Sheet
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  - Seeding Mixtures, Rates, and Dates
  - Acceptable Temporary Seeding Plant Materials
- Other Agency Checklists
  - Fire Marshal's Office
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APPLICATION SUBMISSION PROCEDURES

This application may be submitted to the Hanover County Planning Department through Hanover County's Online Citizen Portal or in person. Please review the options carefully and follow the instructions for your desired method of submission.

Applications will be reviewed per applicable submission deadline (Site Plan or Construction Plan), regardless of the method of submission. Please note that Final Subdivision Plats may be submitted at any time.

APPLY ONLINE

1. Go to https://communitydevelopment.hanovercounty.gov/eTRAKiT/
2. Create a public account if you do not already have one. (Help Document)
3. Once Logged in, choose Apply for New Project
4. Follow the prompts
5. Upload the completed application and all required attachments, per the naming conventions outlined on the Required Attachments - 1st submittal page.
6. Once submitted, a staff member will review the application for completeness and request payment of applicable fees (may be done online). Please note that the site plan will not be approved until all fees are paid.

APPLY IN PERSON

1. Submit completed application, one copy of the plan (folded), and supplemental information to the Planning Department Front Desk, during normal business hours (M-F 8:30am – 5:00pm). Staff will review the application for completeness, request payment of applicable fees, and provide direction on how to submit an electronic copy of the site plan. **Applications will not be routed until the Planning Department has received a .pdf copy of the site plan.**
2. Payment may be made by cash, check (made payable to Hanover County), or credit card in the Treasurer's Office during normal business hours. Planning Staff will provide an invoice for payment at the time of application processing. Fees may also be paid online via credit card.

All electronic site plan submissions must conform to the following requirements or your application will be rejected:

- All documents must be submitted in Portable Document Format(PDF)
- Files must be unlocked or unprotected
- Multiple sheet PDFs are required (a single file with multiple sheets), not separate PDFs per sheet.
- All text shall be readable, using True Type fonts, no smaller than 10 point or equivalent
- After creating the PDF or printing to PDF, ensure there are no untitled viewports
- Files must be fully flattened
- Files must be submitted in black and white, not color
- All plans must be drawn to scale and each sheet should state the scale
- Vector based files are preferred over raster
- Landscape orientation
- Reserve a 4" x 3" space for approval stamps at the lower right corner of cover page and a 3" x 2" space at lower right corner of all subsequent sheets.

APPLICATION FOR HANOVER COUNTY PLANNING DEPARTMENT ADMINISTRATIVE REVIEW – 1st Submission

☑ New Plan

☐ Amendment to Previously Approved Plan (Previous Case Number: _____)

Project Type	☑ Site Plan ☐ Construction Plan ☐ Final Subdivision Plat (incl. Resubdivision)		
Project Name	Binns Road Data Centers		
Description of Work/Proposed Use	Three data center buildings		
GPIN(s)	7882-47-6634, 7882-48-6475, 7882-58-3767, 7883-50-0062		
Gross Acreage	105.42	Existing Zoning(s)	M-3, A-1
Acreage of Project	38.00	Source of water	Public
Existing square footage (site plan only)	0	Source of Sewer	Private
Proposed Square Footage (site plan only)	396,000	Magisterial District	Doswell
Proposed number of lots	1	**Associated Zoning Case (if applicable)**	

Designated Point of Contact for all correspondence:

Name: Zackary Wilkins

Email: zwilkins@cctownes.com

Owner Acknowledgement

As owner, I hereby authorize submission of this site plan.

Signature: _____

Print Name Jacob Manevich, member Date: 7/03/26

Fee Acknowledgement (Fee Schedule)

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 email (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 seven (7) days of the date of the notification letter. Non-payment of the fee will result in disapproval of the plan. No further submittals of plans will be accepted, and no plans will be approved until the fee is paid.

Signature _____

Print Name Jacob Manevich Date: 07/03/26

Email Address to which notification letter is to be sent: jmanevich@gmail.com

Required Attachments – 1st submission

(NOTE: All items denoted with an asterisk (*) must be submitted in order for application to be deemed complete.)

ALL DOCUMENTS MUST BE UPLOADED IN .PDF FORMAT
DO NOT USE SPECIAL CHARACTERS IN THE FILE NAME

SITE PLAN

Document Type	File Naming Convention
Application – 1st submission*	AP Application DATE Example: AP Application 09.28.2021.pdf
Site Plan (Civil Drawings)* • Must include landscape plan and lighting plan (including spec. sheets) if required	AP SITE PLAN 1st DATE Example: AP SITE PLAN 1st 09.28.2021
Department of Public Works Project Information and Tracking Sheet*	AP PITS DATE Example: AP PITS 09.28.2021
Architectural Elevations* • Exterior elevations showing all sides of building, including window/door locations • If proffered architectural standards apply to site, all materials and colors should be noted	AP Elevations DATE Example: AP Elevations 9.29.2021
Supplemental Information (WQIA, SWPPP, etc) • Each document should be named and attached separately	AP AttachmentType DATE Examples: AP WQIA 09.28.2021; AP SWPPP 10.01.2021

CONSTRUCTION PLAN

Document Type	Naming Convention
Application*	AP Application DATE Example: AP Application 09.28.2021
Construction Plan (Civil Drawings)* • Must include landscape plan, if required	AP CONSTRUCTION PLAN 1st DATE Example: AP CONSTRUCTION PLAN 1st 09.28.2021
Department of Public Works Project Information and Tracking Sheet*	AP PITS DATE Example: AP PITS 09.28.2021
Supplemental Information (WQIA, SWPPP, etc) • Each document should be named and attached separately	AP AttachmentType DATE Examples: AP WQIA 09.28.2021; AP SWPPP 10.01.2021

FINAL SUBDIVISION PLAT

Document Type	Naming Convention
Application*	AP Application DATE Example: AP Application 09.28.2021
Subdivision Plat*	AP PLAT 1st DATE Example: AP PLAT 1st 09.28.2021
Supplemental Information (WQIA; Health Department Soilswork) • Each document should be named and attached separately	AP Attachment DATE Examples: AP Soilswork 09.28.2021; AP WQIA10.02.2021

APPLICATION RESUBMISSION PROCEDURES

This application may be submitted to the Hanover County Planning Department through Hanover County's Online Citizen Portal or in person. Please review the options carefully and follow the instructions for your desired method of submission.

RESUBMIT ONLINE

1. Go to https://communitydevelopment.hanovercounty.gov/eTRAKiT/
2. Once Logged in, Search for project by project number (Example: FP2021-00023)
3. Upload the application and all required attachments, per the naming conventions outlined on the Required Attachments - Resubmission page.
4. **You must email the case planner to notify them of the resubmission**. A link to the Planner's email is available from the Project Page. Failure to notify the planner of the resubmission **will** result in a delay of the review.
5. Once notified, a staff member will review the application for completeness and request payment of applicable fees (may be done online). **Please note that the plan will not be approved until all fees are paid.**

RESUBMIT IN PERSON

1. Submit completed application, one copy of the plan (folded), and supplemental information to the Planning Department Front Desk, during normal business hours (M-F 8:30am – 5:00pm). Staff will review the application for completeness, request payment of applicable fees, and provide direction on how to submit an electronic copy of the site plan. **Applications will not be routed until the Planning Department has received a .pdf copy of the plan.**
2. Payment may be made by cash, check (made payable to Hanover County), or credit card in the Treasurer's Office during normal business hours. Planning Staff will provide an invoice for payment at the time of application processing. Fees may also be paid online via credit card.

All electronic site plan submissions must conform to the following requirements or your application will be rejected:

- ☐ All documents must be submitted in Portable Document Format(PDF)
- ☐ Files must be unlocked or unprotected
- ☐ Multiple sheet PDFs are required (a single file with multiple sheets), not separate PDFs per sheet.
- ☐ All text shall be readable, using True Type fonts, no smaller than 10 point or equivalent
- ☐ After creating the PDF or printing to PDF, ensure there are no untitled viewports
- ☐ Files must be fully flattened
- ☐ Files must be submitted in black and white, not color
- ☐ All plans must be drawn to scale and each sheet should state the scale
- ☐ Vector based files are preferred over raster
- ☐ Landscape orientation
- Reserve a 4" x 3" space for approval stamps at the lower right corner of cover page and a 3" x 2" space at lower right corner of all subsequent sheets.

APPLICATION FOR HANOVER COUNTY PLANNING DEPARTMENT ADMINISTRATIVE REVIEW – Resubmission

☐ 2nd Submission
☐ 3rd Submission (Provide Date of 3rd submittal meeting:_____)
☐ 4th Submission
☐ _____Submission

Project Type	☐ Site Plan	☐ Construction Plan	☐ Final Subdivision Plat
Assigned Case Number			
Project Name			
Assigned Planner			

Designated Point of Contact for all correspondence:
Name:_____
Email: _____

If any of the information below has **changed** from your last submittal, please provide updated information below.

Description of Work			
GPIN(s)			
Gross Acreage		Existing Zoning(s)	
Acreage of Project		Source of water	
Existing square footage (site plan only)		Source of Sewer	
Proposed Square Footage (site plan only)		Suburban Service Area	
Proposed Number of Lots			

List All Attachments uploaded as part of this resubmittal:

Please note: Resubmittal fees are required for all site plan and construction plan submissions, after the 2nd submission. All fees must be paid in full prior to plan approval. (Fee Schedule)

Required Attachments –**RESUBMISSION**

(NOTE: All items denoted with an asterisk (*) must be submitted in order for application to be deemed complete.)

ALL DOCUMENTS MUST BE UPLOADED IN .PDF FORMAT
DO NOT USE SPECIAL CHARACTERS IN THE FILE NAME

SITE PLAN

Document Type	Naming Convention
Application – Resubmission*	AP Application Resubmission Number DATE Example: AP Application 2nd 10.12.2021.pdf
Site Plan (Civil Drawings)* • Must include landscape plan and lighting plan (including spec. sheets) if required	AP SITE PLAN Resubmission Number DATE Example: AP SITE PLAN 2nd 09.28.2021.pdf
Responses to Departmental Comments* • All departmental responses may be included in one document	AP Comment Response Resubmission Number DATE Example: AP Comment Response 09.28.2021.pdf
Supplemental Information (WQIA, SWPPP, etc) • Each document should be named and attached separately	AP AttachmentType DATE Examples: AP WQIA 09.28.2021.pdf; AP SWPPP10.01.2021.pdf

CONSTRUCTION PLAN

Document Type	Naming Convention
Application - Resubmission*	AP Application Resubmission Number DATE Example: AP Application 2nd 10.12.2021.pdf
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FINAL SUBDIVISION PLAT

Document Type	Naming Convention
Application - Resubmission*	AP Application Resubmission Number DATE Example: AP Application 2nd 09.28.2021
Subdivision Plat*	AP PLAT Resubmission Number DATE Example: AP PLAT 2nd 09.28.2021.pdf
Responses to Departmental Comments • All departmental responses may be included in one document	AP Comment Response Resubmission Number DATE Example: AP Comment Response 2nd 09.28.2021.pdf
Supplemental Information (WQIA; Health Department Soilswork, draft homeowners' association documents) • Each document should be named and attached separately	AP Attachment DATE Examples: AP Soilswork 09.28.2021; AP WQIA10.02.2021

Approval Process for Site Plan and Construction Plan Applications

Pre-Application Meeting (Optional)

- These meetings are typically held on the 2nd and 4th Wednesdays of the month. (See Site Plan Review Schedule - http://www.co.hanover.va.us/planning/splanpro.htm) **These meetings are strongly encouraged** but not required.

Submit Application for Approval

- Application deadlines listed here: Site Plan Review Schedule or Construction Plan Review Schedule
- Submit application and associated documents online or in person (see page XX).

Agency Review of Complete Plans

- Applications are reviewed by all agencies for completeness the day after the submission deadline. Applications that are determined incomplete will be returned to the applicant. (For example, plans will be returned if a required landscaping plan or drainage calculations are not included in the submittal.)
- The Planning Department will circulate complete plans to all affected agencies for review and comment. A comment letter from each agency will be sent to the applicant's engineer within a timeline based on the date of acceptance.

Staff/Applicant Meeting

- The Applicant or Engineer is encouraged to call or meet with individual departments prior to the staff/applicant plan meeting to ask questions and resolve issues.
- Date of meeting is determined by the date of submittal. The Applicant may choose to waive the meeting, if contact with individual review departments has addressed any outstanding concerns.
- Following the meeting, staff will determine whether the resubmittal will be handled as Routine or Complex.

Resubmittal of Revised Plans by Applicant

- Resubmittal may be online or in person. See instructions on Page XX.
- If a plan is designated for Routine review, comments or approval will be issued within 7-10 calendar days
- If a plan is designated for Complex review, comments or approval will be issued within 15-20 calendar days

Revisions Still Required | **Approvable Plans**

Pre-3rd submittal meeting

- Applicant and engineer must have a meeting with agencies with outstanding comments prior to submission for a third review, unless waived by all departments.
- Meetings typically held the second and fourth Wednesday of each month.

Resubmittal of Revised Plans by Applicant

- There is no submittal deadline for resubmittals.
- Plans are routed to affected agencies and reviewed within 7-10 days.
- Comment Letter sent or applicant is notified that plans are approvable.

Plan Approval

- Staff will notify applicant when all departments have recommended approval of the plan.
- Applicant will submit the plan to the Planning Department for approval stamps.
- Staff will stamp both the electronic version and the paper copies of the site plan for approval.
- The County will make the approved electronic version of the plan available to the applicant for printing. No paper copies will be returned to the applicant. If the Applicant would like signed copies of the plan, additional copies should be provided by the Applicant.
- No work other than clearing, shall occur onsite before final plan approval. **(Unless an early land disturbance permit has been issued by the Department of Public Works, grading and grubbing are not permitted before plan approval.)**

Approval Process for Final Plat Applications

Submit Application for Approval

- Submit application and associated attachments online or in person
- Timeframe: Upon acceptance, plats are routed within 3 days

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Agency Review for Compliance

- Comments will be compiled and the comment letter sent to applicant and engineer
- Comments shall be provided in a timely manner, but in no case shall the review time exceed 60 calendar days.
- Letter will include necessary revisions, bond calculation (if applicable), and all items required for recordation
- Applicant may need to resubmit revised plat for additional review prior to submittal of recordation packet.

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Submittal of Recordation Packet

- Staff will notify applicant when the following recordation package may be submitted: 6 paper prints with original signatures, written responses to comment letter, and if necessary, performance agreement, surety, restrictive covenants, and open space easement deed(s) (must be submitted as one packet and not separately). No paper prints shall be returned to the applicant upon approval unless extra copies are submitted which indicate to whom and where they should be sent.
- The following forms are available from the Planning Department: Performance Agreements, letter of credit form, corporate surety form, cash bond form, and open space easement agreement forms for use in RS and RC zoned subdivisions.

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Staff Review and Approval of Recordation Materials

- Staff reviews items in recordation packet
- Timeframe: If subdivision is approvable, the agent or his designee shall sign the plats, and other necessary items for recordation. Staff will then contact the applicant to schedule an appointment for recordation. The applicant will be responsible for the payment of all recordation fees.
- Recordation Letter, including the recordation receipt, will be sent to the applicant within 5 working days of recordation.

Note:

- For family divisions, please use the *Family Division* or the *Family Division Homestead for A-1 Lots Less than 10 Acres* applications.

SITE PLAN CHECKLIST – DEPARTMENT OF PLANNING

Department of Planning Checklist – Use this checklist to prepare the required Plan.

Yes	No	Staff:	Yes	No
		1. General Notes to be located on cover sheet, and to include the following information:		
☐	☐	a) Name of Site plan.	☐	☐
☐	☐	b) Magisterial District, County and State.	☐	☐
☐	☐	c) Name(s) and address(es) of owner(s) and developer.	☐	☐
☐	☐	d) Name of surveyor or engineer who prepared the plat.	☐	☐
☐	☐	e) Date of completion of the plan and any subsequent revisions.	☐	☐
☐	☐	f) Number of sheets and match lines.	☐	☐
☐	☐	g) Case Project # (ex: SPR2021-00023)	☐	☐
		2. Located in the bottom right hand corner Information block, to include the following information:		
☐	☐	a) Geographic Parcel Identification Number (GPIN)	☐	☐
☐	☐	b) Zoning of Property	☐	☐
☐	☐	c) Case numbers for any associated rezoning, CUP, SE, Variance, etc.	☐	☐
☐	☐	d) Use of property	☐	☐
☐	☐	e) Total site acreage	☐	☐
☐	☐	f) Building square footage existing/proposed.	☐	☐
☐	☐	g) Parking required and provided	☐	☐
☐	☐	h) Loading Space required and provided	☐	☐
☐	☐	i) Traffic Zone	☐	☐
☐	☐	j) List any applicable Overlay districts for this property	☐	☐
		3. A site tabulation chart showing the following:		
		Buildings _____ sq. ft. _____ % of site		
		Impervious surfaces (parking and drives) _____ sq. ft. _____ % of site		
		Open Space _____ sq. ft. _____ % of site		
		Total _____ sq. ft.		
☐	☐	4. Approval letters for any zoning, CUP, SE, variance, etc. shall be added to the plans.	☐	☐
☐	☐	5. True North arrow on each sheet of plans.	☐	☐
		6. The scale of the site plan shall be as follows:		
☐	☐	a) For projects containing more than 200 acres: not more than 200':1".	☐	☐
☐	☐	b) For projects containing 50 to 200 acres: not more than 100':1".	☐	☐
☐	☐	c) For projects containing 10 acres to 50 acres: not more than 50':1'.	☐	☐
☐	☐	d) For projects containing 10 acres or less: not more than 30':1".	☐	☐

☐ ☐	7. A location map, at a scale no greater than 1":2000'.	☐ ☐
☐ ☐	8. All information required for compliance with Chapter 10, Article II, Hanover County Code: Chesapeake Bay Preservation (Certification or Water Quality Impact Assessment)	☐ ☐
☐ ☐	9. The boundaries of the property involved; County and/or town boundaries; property lines with bearings and distances; existing easements with recordation reference, streets with r/w width and Route number, buildings, and/or waterways; areas affected by Chesapeake Bay preservation requirements; burial sites or cemeteries; and major tree masses.	☐ ☐
☐ ☐	10. Zoning district boundaries.	☐ ☐
☐ ☐	11. Provide the owners' names, GPINs, and zoning for all adjacent properties.	☐ ☐
☐ ☐	12. Topography, at intervals of two (2) feet, unless waived or requested at a greater interval by the Director.	☐ ☐
☐ ☐	13. Location and dimensions of all off-street parking and loading areas	☐ ☐
☐ ☐	14. The general location and character of construction of proposed streets, alleys, driveways, curb cuts, entrances, and exits, existing and proposed.	☐ ☐
☐ ☐	15. Show distance(s) from the centerline(s) of driveway(s) in either direction from the subject site and site boundary lines.	☐ ☐
☐ ☐	16. Location and method of screening for all outdoor waste receptacles on site. Dumpsters must be screened on all four sides. Provide a detail of the fence enclosure and gate on the plans.	☐ ☐
☐ ☐	17. The approximate location(s) and size(s) of sanitary and storm sewers, water mains, culverts, and other underground structures, both existing and planned, in or near the project.	☐ ☐
☐ ☐	18. All existing easements must reference recordation information.	☐ ☐
☐ ☐	19. Sanitary facilities, if private, including the locations of primary and secondary drainfields.	☐ ☐
☐ ☐	20. Show all existing electric, telephone, and cable lines.	☐ ☐
☐ ☐	21. General location of all internal landscape areas.	☐ ☐
☐ ☐	22. General location, height, and material for all fences, walls, screen plantings, berms, and peripheral landscaping. The dimensions of required perimeter and front buffer(s), if any, shall be shown. (See also Landscape Plan checklist)	☐ ☐
☐ ☐	23. All requirements of the Department of Public Works, according to the attached checklist.	☐ ☐
☐ ☐	24. All requirements of the Department of Public Utilities. For the requirements of the Department of Public Utilities, please refer to the Hanover County Water and Sanitary Sewer Standards which are available from the Department of Public Utilities.	☐ ☐
☐ ☐	25. All requirements of the Virginia Department of Transportation, according to the attached checklist.	☐ ☐
☐ ☐	26. Proposed location of all non-residential uses, accessory or main. (ex: accessory structures, retaining walls, wells, pedestrian bridges, etc.)	☐ ☐
	27. Proposed locations and orientation of all proposed detached, free-standing signs, if known.	

Additional requirements for residential site plans:

1. The general location of proposed lots, setback lines, and easements, and proposed reservations for parks, parkways, playgrounds, school sites, and open space.
2. A tabulation of the total number of dwelling units of various types in the project, and the overall project density in dwelling units per acre, gross or net, as required by district regulations.

Landscaping Plan

1. Location of existing and proposed landscaping.
2. Plant Schedule indicating:
   a. Latin and common name
   b. Number of plants
   c. Caliper and/or spread
   d. Individual canopy coverage
   e. Total canopy coverage
   f. Staking plan
3. Thoroughfare Buffer calculations in accordance with Sec. 26-264
4. Greenspace Calculations in accordance with Sec. 26-192, if applicable.
5. Canopy calculations in accordance with Sec. 26-192, if applicable.
6. Detail of required landscape screening and/or berm, if applicable.
7. 25' sight triangles at entrances, measured from the edge of right-of-way.

Lighting Plan (Required if site is utilized during the hours of darkness)

1. Location of all existing and proposed exterior light fixtures (building and freestanding) in accordance with Sec. 26-267 through 26-271.
2. Photometric diagram showing illumination levels in all parking areas and at all property lines in accordance with Sec. 26-267 through 26-271.
3. Two (2) copies of fixture cutsheets for each proposed fixture.
4. Light Uniformity Ratio

CONSTRUCTION PLAN CHECLIST – PLANNING DEPARTMENT

Use this checklist to prepare the required construction plans. Please note that the following checklists are not all-inclusive. These are intended to guide the preparation of the construction plans and are subject to change as necessary for clarification and update according to current code and agency requirements.

Yes No	Staff:	Yes No
	1. Provide engineers/surveyors/landscape architects name, address, telephone number, and registration seal. 2. Provide the owners and/or developers name, address, and telephone number. 3. Provide a vicinity map at a maximum scale of 1"=2000', Map must be large enough to show the subject property and intersections (referenced to 0.01 mile to nearest intersection) of two state roads with route numbers. Show North arrow and scale for the vicinity map. 4. Provide the original plan dates and all revision dates with a brief description of the items revised. 5. Provide title of the subdivision and numbering for all sheets. 6. Location, width, and recordation information for all existing easements (public and private; on-site and off-site). <u>All required off-site easements must be recorded and referenced on the construction plans **prior** to final approval of the construction plans.</u> 7. Show the location, width, and recordation information for all existing drainage easements. Proposed easements need to be a minimum of 20 feet. 8. Provide all information required for compliance with Chapter 10, Article II, Chesapeake Bay Preservation, Code of Hanover. 9. Provide topography of the parcel(s) and surrounding vicinity, showing existing and proposed contour intervals of two (2) feet or less. Reference source and date of all topography. 10. Provide the location and description of all existing and proposed drainage structures, pipes, roof drains, swales, ditches, curbs and channels and the direction of flow in each. 11. Show the approximate limits of the 100-year floodplain and provide FIRM Community-Panel Number. 12. Lot grading plans may be required on flagged residential lots during review of the subdivision construction plans or the building permits. 13. Show location(s) of all existing structures and of any known or suspected historic resources on both the subject and adjacent parcels, including cemeteries, trenches, and archeological features as reflected in available County records. 14. North arrow on each sheet. 15. Zoning of project. Zoning Case Number and Proffers, if applicable, listed and shown on plans. 16. Zoning, tax parcel number (GPIN) and owner of adjacent properties. If an adjacent parcel is located in a subdivision, label the subdivision and its zoning and then label the individual GPIN(s). 17. Existing and proposed street names, route numbers, and right-of-way widths. Provide RRPDC approval of all proposed names. 18. Proper labeling of subdivision (lot lines and number shown, street names, subdivision/property boundaries with bearings and distances, etc.…)	

19. Provide a legend for all symbols and abbreviations.
20. Provide the E-911 street sign detail. (Available in the Planning Department)
21. Distances from all proposed road connections to an existing road from the nearest existing intersection.
22. Date of Preliminary Subdivision Approval. Note that the construction plans are to be consistent with the Preliminary Plan approved with conditions.
23. Provide construction details and cost estimates for all proffered and required amenities (including pedestrian paths and landscaping).
24. If necessary, provide draft restrictive covenants for review by the County Attorney's Office.
25. For subdivisions located within the Suburban Service Area, show a 50' landscaped buffer including a 4' pedestrian path along all existing public roads and major thoroughfares.
26. Landscape plans showing proposed or required landscaping (including buffer areas) shall be prepared by a Certified Landscape Architect.

Drainage Plan and Analysis Checklist

1. Complete the Project Information and Plan Tracking sheet attached.
2. All drainageways, creeks, streams, ponds, and lakes need to have the 100 year storm elevation shown on the plans and labeled "Limits of 100-year storm".
3. Provide an erosion and sediment control plan in accordance with the Virginia Erosion and Sediment Control Law, Title 10, chapter 5, Article 4 of the Code of Virginia, VR 625-02-00, Virginia's Erosion and Sediment control Regulations; and the Sediment Control Ordinance of the Code of Hanover) and a Water Quality Impact Assessment (WQIA).
4. Show the limits of all land disturbance associated with the proposed project.
5. If wetlands or hydric soils per the Hanover County Soil Survey are present, provide a wetlands delineation and verification of the delineation from the Corps of Engineers.
6. Provide a drainage plan and analysis in accordance with the Hanover County Drainage Design Handbook, Chapter 12 of the code of Hanover (Floodplain and Drainage control), VDOT Drainage Manual, and the Erosion and Sediment Control Regulations.

SUBDIVISION PLAT CHECKLIST

Use this checklist to prepare the required Plat.

Yes	No		Staff:	Yes	No
		1.	Title Block to be located consistently on all sheets, and to include the following information:		
[ ]	[ ]		a) Name of Subdivision.	[ ]	[ ]
[ ]	[ ]		b) Magisterial District, County and State.	[ ]	[ ]
[ ]	[ ]		c) Name(s) of owner(s) and developer.	[ ]	[ ]
[ ]	[ ]		d) Name of surveyor or engineer who prepared the plat.	[ ]	[ ]
[ ]	[ ]		e) Scale of plat (no larger than 1" = 200', unless previously approved by the agent).	[ ]	[ ]
[ ]	[ ]		f) Date of completion of the plat and any subsequent revisions.	[ ]	[ ]
[ ]	[ ]		g) Number of sheets and match lines.	[ ]	[ ]
		2.	Information block, to include the following information:		
[ ]	[ ]		a) Total area in subdivision.	[ ]	[ ]
[ ]	[ ]		b) Total area in lots.	[ ]	[ ]
[ ]	[ ]		c) Total area in road right-of-way.	[ ]	[ ]
[ ]	[ ]		d) Total area in common area.	[ ]	[ ]
[ ]	[ ]		e) Total number of lots.	[ ]	[ ]
[ ]	[ ]		f) Parcel numbers -- GPIN No(s). -- (from County tax maps). (Note: if subdivision comprises more than one (1) parcel, the parcel number and area of each should be shown.)	[ ]	[ ]
[ ]	[ ]		g) Zoning of parcel(s)	[ ]	[ ]
[ ]	[ ]	3.	Approval Block: three (3) by five (5) inches.	[ ]	[ ]
[ ]	[ ]	4.	True North arrow.	[ ]	[ ]
[ ]	[ ]	5.	Vicinity sketch, at a scale of 1" = 2000'.	[ ]	[ ]
[ ]	[ ]	6.	Boundary survey, showing bearings and distances.	[ ]	[ ]
[ ]	[ ]	7.	Zoning boundaries and districts on site.	[ ]	[ ]
[ ]	[ ]	8.	Traffic Zone	[ ]	[ ]
		9.	The accurate location and dimensions, in feet and decimals of a foot to the nearest one-hundredth of a foot, and bearings in degrees, minutes, and seconds to the nearest ten (10) seconds for the following:		
[ ]	[ ]		a) Lot layout, lot numbers, block letters, and dimensions of lots.	[ ]	[ ]
[ ]	[ ]		b) Area and frontage of lots.	[ ]	[ ]
[ ]	[ ]		c) Location, width, and names (numbers) of all existing or platted streets and public ways adjoining the subdivision. Location, width, and purpose of other rights-of-way and easements. Provide the deed book and page number for all existing and off-site easements.	[ ]	[ ]
[ ]	[ ]		d) Location of existing physical features, including buildings, and all streams, washes, or ditches, including direction of flood, water level elevations, and floodplains.	[ ]	[ ]
[ ]	[ ]		e) Location of the subdivision as part of some larger subdivision (or tract of land) and by reference to permanent survey monuments with a tie to the section corner.	[ ]	[ ]
[ ]	[ ]		f) Show existing overhead lines in subdivisions zoned other than A-1, AR-6, M-2, or M-3. Except for subdivisions in these zoning districts listed, add a notation that all utilities shall be installed underground. These overhead lines must be removed or bonded for removal prior to final approval of this subdivision.	[ ]	[ ]
[ ]	[ ]	10.	The data of all curves along the road frontages shall be shown in detail at the curve or in a curve data table containing the following: Delta, radius, degree, arc length, tangent length, chord length, and chord bearings. If the subdivision contains more than 2 lots, then access must meet VDOT sight distance requirement (752-5511).	[ ]	[ ]
[ ]	[ ]	11.	Topography, at intervals of two (2) feet, unless waived or requested at a greater interval by the director. (Note: Topographic lines must later be removed for final approval)	[ ]	[ ]
[ ]	[ ]	12.	Owner's Statement (Subdivision Certificate).	[ ]	[ ]
[ ]	[ ] [	13.	Surveyor's/Engineer's Certificate.	[ ]	[ ]
]	[ ] [ ]	14.	Right-of-way dedication in accordance with the Major Thoroughfare Plan.	[ ]	[ ]
[ ]		15.	The 50' right-of-way used to access a subdivision located within A-1 or AR-6 Zoning District must meet the horizontal alignment with a minimum radius of one hundred (110) feet.	[ ]	[ ]
[ ]	[ ]	16.	Source of Title.	[ ]	[ ]
[ ]	[ ]	17.	Provide the owner's names, GPINs, and zoning for all adjacent properties. If the parcel is located in a subdivision, provide the name of the subdivision and its zoning and simply provide the GPINs for the individual lots.	[ ]	[ ]
		18.	Please respond to the items below that apply to your subdivision making sure that the appropriate information is shown on the subdivision plat:		
[ ]	[ ]		a) For subdivisions with septic systems, submit an application for septic drainfield approval with this subdivision application. Contact the Health Department (752-4313) about the necessary submittals required to obtain approval. A private soils consultant (AOSE) will be required to identify drainfield	[ ]	[ ]

	locations. Provide evidence of approval of lots with existing drainfields. When approval is obtained, add a notation to the subdivision plat that a plat showing the approved locations for the drainfields is on file with the Hanover County Health Department.	
[ ] [ ]	b) For those subdivisions that are to be served by public water and sewer but do not require main line extensions, please submit twelve (12) copies of a Utility Service Plan. Please use the attached checklist to prepare this plan. Plans showing location of existing utilities are on file at the Department of Public Utilities (365-6024).	[ ] [ ]
[ ] [ ]	c) For those subdivisions with public utilities, please add the following statement: Public water and sewer easements shown are dedicated to the County of Hanover (County) for the purpose of constructing, maintaining, and accessing water system improvements and sanitary sewer system improvements both above and below ground that are owned and operated by the County. Drainage easements shown are dedicated to the County for the purpose of constructing, maintaining, and accessing drainage system improvements both above and below ground owned and operated by the County. The County shall have the right at any time and from time to time, to construct, maintain, inspect, operate, protect, replace, repair, change the size of, remove, relocate, and improve all such improvements. The County and its agents shall have full and free use of all easements and shall have the rights and privileges reasonably necessary for the utilization of the easements. These rights and privileges include, but are not limited to, the right of ingress to and egress from and easement including the use of private roads and driveways that may now or hereafter exist on the property being subdivided. The County shall have the right of ingress and and egress over all property adjacent to the easement on the property being subdivided if reasonably necessary, in the County's sole opinion for access to any easement. The County shall have the right to trim, cut and remove any trees, shrubbery, fences, structures, or other obstructions or facilities within any easement deemed by the County to interfere with the proper and efficient use of the easements for purposes stated.	[ ] [ ]
	19. Please respond to the items below that apply to your subdivision making sure that the appropriate information is shown on the subdivision plat:	
[ ] [ ]	a) Notation on the plat stating that all septic systems located within the Chesapeake Bay Preservation Area will need to be pumped out every five (5) years.	
[ ] [ ]	*b)* Provide all information required for compliance with Chapter 10, Article II, Hanover County Code: Chesapeake Bay Preservation (Certification by Applicant or Water Quality Impact Assessment and fee from the Department of Public Works at 537-6181). Provide the following statement: *Part/All of this site lies within a RMA. The limits of any RPA located on this site have been shown on the plat.*	[ ] [ ]
[ ] [ ]	c) With the exception of lots in A-1 or AR-6, provide the lot area inside and outside the 100-year floodplain.	[ ] [ ]
[ ] [ ]	d) All drainageways and ponds/lakes need to show the 100-year water surface elevation on the plat and labeled “Limits of 100-year storm”.	[ ] [ ]
	20. If applicable, provide the zoning case number and a list of all proffers.	
[ ] [ ]	21. For new roads serving 3 or 4 lots, the road name will need to be approved by Richmond Regional Planning	[ ] [ ]
[ ] [ ]	Commission (RRPDC) at (804) 358-3684. The following statement should also be added to the plat: *The roads in this subdivision are private in nature and shall not be maintained by the Virginia Department of Transportation or other public road agency and that the maintenance and improvement thereof shall be the mutual obligation of the landowners in the subdivision*.	[ ] [ ]
	22. Maximum size of plat for recordation is 18” x 24”.	
[ ] [ ]	23. Show location(s) of any known or suspected historic resources on both the subject and adjacent parcels,	[ ] [ ]
[ ] [ ]	including cemeteries, trenches, and archeological features on this site as reflected in available County records.	[ ] [ ]
[ ] [ ]	24. For a subdivisions located within the Suburban Service Area, provide a fifty (50) foot landscaped buffer including a four (4) foot wide pedestrian path along existing roads and roads designated as major thoroughfares.	[ ] [ ]
[ ] [ ]	25. A landscape plan, prepared by a Certified Landscape Architect, shall be required for all proffered and required landscaping on site.	[ ] [ ]

HANOVER COUNTY TREE CANOPY CHART
December 23, 1992

Tree Species	Projected Tree Coverage @ 10 Years (Square feet)		
Deciduous Trees	**2" caliper**	**2 ½"**	**3"**
Acer campestre (Hedge Maple)	110	150	175
A. ginnala (Amur Maple)	110	150	175
A. palmatum (Japanese Maple)	110	150	175
A. platanoides (Norway Maple)	175	200	250
A. rubrum (Red Maple)	175	200	250
A. saccharum (Sugar Maple)	175	200	250
Aesculus hippocastanum (Horsechestnut)	125	150	175
Amelanchier arborea (Downey Serviceberry)	100	110	125
A. laevis (Allegheny Serviceberry)	100	110	125
Betula nigra (River Birch)	150	175	200
Carpinus caroloiniana (American Hornbeam)	100	110	125
Carya illinoiensis (Pecan)	175	200	250
C. ovata (Shagbark Hickory)	125	150	175
Castanea mollisima (Chinese Chestnut)	125	150	175
Celtis occidentalis (Hackberry)	125	150	175
Cercis canadensis (Redbud)	100	110	125
Cercidiphyllum japonicum (Katsuratree)	110	150	175
Chioanthus virginicus (Fringetree)	50	60	75
Cornus florida (Flowering Dogwood)	50	60	75
C. kousa (Kousa Dogwood)	100	110	125
Cotinus coggygria (Smoketree)	50	60	75
Diospyros virginiana (Persimmon)	100	150	175
Elaegnus angustifolia (Russian Olive)	100	110	125
Fagus grandifolia (American Beech)	150	200	200
F. sylvatica (European Beech)	150	200	250
Fraxinus americana (White Ash)	150	200	250
F. pennsylvanica (Green Ash)			
' Marshall's seedless	140	200	250
'Patmore	140	200	250
'Summit	140	200	250
Gingko biloba (Gingko/Maidenhair Tree)	75	100	125
Gleditsia triancanthus inermis (Thornless Honeylocust)			
"Imperial"	175	200	250
'Skyline'	175	200	250
'Shademaster'	175	200	250
Gymnocladus dioicus (Kentucky Coffeetree)	110	150	175
Juglans nigra (Black Walnut)	125	150	175
Koelreuteria paniculata (Golden Raintree)	75	100	125

Larix decidua (European Larch)	125	150	175
Liquidamber styraciflua (Sweetgum)	125	150	175
Liriodendron tulipfera (Tulip Tree)	175	200	250
Magnolia acuminata (Cucumber Tree)	150	200	250
M. soulangiana (Saucer Magnolia)	75	100	125
M. virginiana (Sweetbay Magnolia)	50	75	100
Malus spp. (Crabapples)	110	150	175
Metasquoia glyptostroboides (Dawn Redwood)	100	150	175
Nyssa sylvatica (Black Gum)	100	150	175
Oxydendron arboreum (Sourwood)	50	60	75
Phellodendron amurense (Armur Corktree)	150	200	250
Platanus acerfolia (London Planetree)	175	200	250
P. Occidentalis (Sycamore)	175	200	250
Prunus cerasifera (Flowering Plum)	50	60	75
P. sargentii (Sargent Cherry)	100	110	125
P. serotina (Black Cherry)	110	150	175
P. serrulata ‘Kwanzan’ (Kwanzan Cherry)	140	200	250
P. subhirtella (Weeping Japanese Cherry)	110	150	175
P. yedoensis (Yoshino Chery	110	150	175
Pyrus calleryana (Callery Pear)			
‘Aristocrat’	150	200	250
‘Autumn Blaze’	150	200	250
‘Bradford’	150	200	250
‘Chanticleer’	100	110	125
‘Redspire’	100	150	175
‘Whitehouse’	100	110	125
Quercus acutissima (Sawtooth Oak)	140	200	250
Q. alba (White Oak)	110	150	175
Q. bicolor (Swamp White Oak)	140	200	250
Q. coccinea (Scarlet Oak)	140	200	250
Q. imbricaria (Shingle Oak	125	150	175
Q. palustris (Pin Oak)	150	200	250
Q. phellos (Willow Oak)	140	200	250
Q. robur ‘Fastigiata” (Columnar English Oak)	110	150	175
Q. rubra (Red Oak)	150	200	250
Sophora japonica (Japanese Pagoda Tree)	110	150	175
Stewartia koreana (Korean Stewartia)	50	60	75
S. ovata (Mountain Stewartia)	50	60	75
S. pseudocamellia (Japanese Stewartia)	50	60	75
Styrax japonicus (Japanese Snowball)	50	60	75
Sytinga reticulata (Japanese Tree Lilac	50	60	75

Tilia americana (American Linden/Basswood)	125	150	175
'Legend'	125	150	175
'Redmond'	125	150	175
T. cordata (Littleleaf Linden)	140	200	250
'Glenleven'	140	200	250
'Greenspire'	140	200	250
Ulmus hollandica 'Groenveldt' (Groenveldt Elm)	150	200	250
U. parvifolia (Lacebark Elm)	140	200	250
Zelkova serrata (Zelkova)	140	200	250

Tree Species	**Projected Tree coverage @ 10 Years (Square Feet)**	
Evergreen Trees	**6' – 8' height when planted**	**8' –10' height when planted**
Cedrus atlantica (Atlas Cedar)	150	200
C. deodora (Deodar Cedar)	100	125
Cryptomeria japonica (Japanese Cryptomeria)	100	125
Cupressocyparis leylandi (Leyland Cypress)	100	125
Magnolia grandiflora (Southern Magnaolia)	175	250
Picea abies (Norway Spruce)	150	175
P. glauca (White Spruce)	100	125
P. pugens (Colorado Blue Spruce)	100	125
Pinus bungeana (Lace Bark Pine)	150	175
P. echinata (Shortleaf Pine)	150	175
P. nigra (Austrian Pine)	150	175
P. rigida (Pitch Pine)	200	250
P. Strobus (White Pine)	200	250
P. sylvestris (Scotch Pine)	200	250
P. taeda (Loblolly Pine)	200	250
P. thunbergiana (Japanese Black Pine)	150	175
Pseudotsuga menziesii (Douglas Fir)	100	125
Tsuga canadensis (Canadian Hemlock)	100	125
T. caroliana (Caroline Hemlock)	100	125

Sources: Henrico County Landscape Manual
Virginia Polytechnic Institute & State University, Hampton Roads Agricultural Experimental Station
Virginia Nurserymen's Association

Adopted 1/7/93

TREES NOT RECOMMENDED FOR USE AS LANDSCAPING

Certain species of trees are less suitable than others in suburban environments due to undesirable characteristics. Although these species may be retained on site in natural setting and may be used to partially satisfy planting requirements, the following species are not recommended for use within the required internal or peripheral landscaping areas:

Acer negundo	box elder
Acer saccharinum	silver maple
Ailanthus altissima	tree of heaven
Albizia julibrissin	mimosa
Betula pendula	white birch
Gingko biloba	gingko (female only)
Maclura pomifera	osage-orange (female only)
Morus species	mulberries
Paulownia tomentosa	empress tree
Populus species	poplars
Salix species	willows
Ulmus Americana	American elm
Ulmus pumila	Siberian elm

PLAN CHECKLIST – DEPARTMENT OF PUBLIC WORKS

Department of Public Works Checklist – Use this checklist to prepare the required Plan.

Yes	No	Staff:	Yes	No
		General Information		
☐	☐	1. Provide engineers/surveyors/landscape architects name, address, telephone number, and registration seal.	☐	☐
☐	☐	2. Provide the owners and/or developers name, address, and telephone number.	☐	☐
☐	☐	3. Provide a vicinity map.	☐	☐
☐	☐	4. Provide the original plan dates and all revision dates with a brief description of the items revised.	☐	☐
☐	☐	5. Provide titles and numbering for all sheets.	☐	☐
☐	☐	6. Show the location, width, and recordation information for all existing drainage easements. All proposed easements need to be a minimum of 20 feet.	☐	☐
☐	☐	7. Provide all information required for compliance with Chapter 10, Article II, Chesapeake Bay Preservation, Code of Hanover.	☐	☐
☐	☐	8. Provide topography of the parcel(s) and surrounding vicinity, showing existing and proposed contour intervals of two feet or less. Reference source and date of all topography.	☐	☐
☐	☐	9. Provide the location and description of all existing and proposed drainage structures, pipes, roof drains, swales, ditches, curbs, and channels and the direction of flow in each.	☐	☐
☐	☐	10. Show the approximate limits of the 100-year floodplain and provide the FIRM Community-Panel Number.	☐	☐
☐	☐	11. Provide an erosion and sediment control plan in accordance with the Virginia Erosion and Sediment Control Law, Title 10, Chapter 5, Article 4 of the Code of Virginia; VR 625-02-00, Virginia's Erosion and Sediment Control Regulations; and the Erosion and Sediment Control Ordinance of the Code of Hanover (see additional checklist).	☐	☐
☐	☐	12. Show the limits of all land disturbance associated with the proposed project.	☐	☐
☐	☐	13. If wetlands or hydric soils as per the Hanover County Soil Survey are present, provide a wetlands delineation and verification of the delineation from the Corps of Engineers. Also provide approval from the Corps for your plan if it affects the wetlands.	☐	☐
☐	☐	14. Provide a drainage plan and analysis in accordance with the Hanover County Drainage Design Handbook, Chapter 12 of the Code of Hanover (Floodplain and Drainage Control), VDOT Drainage Manual, and the Erosion and Sediment Control Regulations (see additional checklist).	☐	☐
		15. Lot grading plans may be required on flagged residential lots during review of the subdivision construction plans or the building permits.		

Drainage Plan and Analysis Checklist

1. Provide the drainage area in acres (supported by outlined contour map).
2. Provide runoff coefficients for the pre-developed and post-developed drainage areas. They must reflect the conditions of ultimate development.
3. Provide supporting calculations for the computation of Q2, Q10, and Q100, both pre developed and post-developed where required.
4. Provide supporting calculations for all channels, existing and proposed, natural and man-made, including the following:
   a) Depth
   b) Type of Lining
   c) Mannings “n” Value
   d) Typical Channel Cross Section
   e) Side Slope Ratios
   f) Q2, Q10, Q100, V2, D10
   g) Longitudinal Slope
   h) Linings Described by Stations
   i) Contributing Drainage Areas
   j) Flow arrows
5. Provide Additional Information As Required on VDOT Standard Form Attached
6. Provide for all detention/retention basins the following:
   a) Construction Details for the Basin and Outlet Devices.
   b) Storm Routing for the 2, 10, and 100 Year Storms.
   c) All basins must have a maintenance agreement. (see attached) This agreement must be approved by DPW and then executed. Before the plans will be approved the deed book and page number must be referenced on the plan.
   d) Delineate the Approximate 100-Year Storm Elevation.
   e) Contributing Drainage areas.
   f) Compliance With All Requirements of Attached Requirement List.
7. Provide for all culverts the following:
   a) Inverts
   b) Length
   c) Type, RCP class III or Bit. Coated CMP(RCP class III only in County easements)
   d) Headwater Depth
   e) Discharge protection
   f) Outlet Velocity
   g) Diameter
   h) Design Cover
      i) Provide Additional Information as Required on VDOT Standard Form Attached

8. Provide for all curb and gutter/storm sewer systems the following:

- a) Depth and Spread in Gutter
- b) Length of Throats and Placements of Inlets
- c) Type of Material
- d) Diameter (Minimum of 15 inches)
- e) Velocity (Minimum Allowable of 3 FPS Maintained)
- f) Capacity (Based on 10-year Storm Event)
- g) Hydraulic Grade Line Computations Noting Elevations at Key Points (Drop Inlets, Manholes, etc.)
- h) Concrete Flume Transition Details from Curb to Ditch
- i) Details of VDOT Standard Structures (Drop Inlets, Curb/Gutter, etc.)
- j) Provide the profile for the storm sewer in conjunction with any road profiles or other utilities
- k) Provide Additional Information As Required on VDOT Standard Form Attached

9. Provide details of all special design structures (flumes, basin outlets, energy dissipators, etc.)

Erosion and Sediment Control Plan Checklist

1. Provide a narrative report which includes the following:
2. A brief project description of the nature and purpose of the land disturbing activity, and the amount of grading involved.

- b) A description of the existing topography, vegetation, and drainage.
- c) A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.
- d) A brief description of the soils on the site giving such information as soil, name, mapping unit, erodibility, permeability, depth, texture, and soil structure.
- e) A description of areas on the site which have potentially serious erosion problems.
- f) A description of the methods which will be used to control erosion and sedimentation on the site.
- g) A brief description, including specifications, of how the site will be stabilized after construction is completed.
- h) A brief summary of storm water management considerations of downstream receiving channels and their condition and adequacy.
- i) A schedule of regular inspection and repair of erosion and sediment control structures should be set forth.
- j) Any calculations for the design of such items such as sediment traps, sediment basins, diversions, etc.

3. Provide a vicinity map on the plan.
4. Provide the existing topography of the site on the plan.
5. Show the existing tree lines, grassy areas, or unique vegetation on the plan.
6. Show the boundaries of different soil types on the plan.
7. Provide a North arrow on the plan.
8. Show the areas with potentially serious erosion problems on the plan.
9. Provide the drainage breaks and the direction of flow within the drainage areas on the plan.
10. Provide the proposed topographical changes.
11. Delineate the limits of all clearing and grubbing associated with the proposed project.
12. Show the locations of the erosion and sediment control measures to be used on the site.
13. Provide detail drawings of structural practices used to control erosion and sedimentation.
14. Provide a seeding schedule on the plan. (see attached)
15. Provide Erosion and Sediment Control Notes on the plan. (see attached approved notes)
16. Provide the name of the Certified Responsible Land Disturber (RLD) on the plans.

See website: http://www.dcr.virginia.gov/stormwater_management/es_rld.shtml

Hanover County Department of Public Works
Project Information and Tracking Sheet

Project Information

1. Name of Project: _____
2. Site Plan #: _____
3. GPIN #'s: _____
4. Total Area (acres): _____
5. Total Amount of Disturbed Area (acres): _____
6. Total Amount of Existing Impervious Area (ft^2): _____
7. Total Amount of Proposed Impervious Area (ft^2) _____
8. Total Amount of Impervious Area on site (ft^2): _____
9. % Imperviousness of site: _____
10. Hydrologic Unit Code: _____
11. Is Area within a Chesapeake Bay Act Area (RMA)? ☐ Yes ☐ No
12. Does project contain Resource Protection Area? ☐ Yes ☐ No
    - If yes, is there any encroachment in this buffer? ☐ Yes ☐ No
    - If yes, what is the amount of area (ft^2)? _____
13. Does project contain wetlands? ☐ Yes ☐ No
    - If yes, will there be any wetlands impacts? ☐ Yes ☐ No
    - If yes, what is the amount of impact (ft^2)? _____
14. Does the project currently contain stormwater basins? ☐ Yes ☐ No
    - If yes, provide the Deed Book/Page # of Maintenance Agreement: Deed Book_____Page #_____
    - If yes, what type of basin is it? ☐ Regional ☐ Private
    - If Regional, what is the Basin ID? _____
15. Will this project require a basin? ☐ Yes ☐ No
    - If yes, what kind of basin will it be? ☐ Regional ☐ Private
    - If the basin is Regional, what is its Basin ID? _____
    - If private, the basin will need to have a Maintenance Agreement recorded prior to plan approval

Owner/Developer/Engineer Information

Owner's Name and Address: _____

_____

_____

Phone #:_____Fax #:_____

Email address: _____

Engineer's Name and Address:_____

_____

_____

Phone #:_____Fax #:_____

Email address: _____

Developer's Name and Address: _____

_____

_____

Phone#:_____Fax #:_____

Email address: _____

Please go to the following links to find forms associated with requirements of the Department of Public Works.

You may also call the Hanover County Public Works Department (804-365-6181) to obtain copies of these forms.

Water Quality Impact Assessment form

https://www.hanovercounty.gov/DocumentCenter/View/109/Water-Quality-Impact-Assessment-Form-PDF?bidId=

Land Disturbance Permit

https://www.hanovercounty.gov/DocumentCenter/View/166/Land-Disturbance-Permit-Application---Fillable-PDF?bidId=

Department of Public Works

Standard Erosion and Sediment Control & Pollution Prevention Plan Notes

1. Prior to commencement of any land disturbance activities, a land disturbance permit must be issued by the Department of Public Works. An approved Erosion and Sediment Control Plan and bonding of the erosion and sediment control measures is required for permit issuance.

2. A separate land disturbance permit or an ESC plan amendment to this plan must be submitted to, and approved by Hanover County DPW prior to any off-site land disturbance (borrow / filling / disposal activities) associated with this project. If the off-site portion of the project is located within Hanover County, additional E&S inspection fees will be required.

3. Contact the Department of Public Works' Environmental Compliance Manager, 365-6181, a minimum of 48 hours prior to commencement of land disturbance activities. A pre-construction meeting is required unless it is waived by the Environmental Compliance Manager.

4. No work may occur outside the limits of disturbance shown on the approved plans. Working outside of the limits of disturbance shown on the approved plans will result in a Stop Work Order being issued with the potential for fines being levied.

5. Permanent or temporary soil stabilization shall be applied to denuded areas within seven (7) days after final grade is reached on any portion of the site.
6. Temporary soil stabilization shall be applied within seven (7) days to denuded areas that may not be at final grade but will remain dormant for longer than thirty (30) days.
7. During construction of the project, soil stock piles shall be stabilized or protected with sediment trapping measures.
8. Stabilization measures shall be applied to earthen structures such as dams, dikes, and diversions immediately after installation.
9. Erosion and sediment control measures shall be constructed and installed as a first step in any land-disturbing activity and shall be made functional before upslope land disturbance takes place. Initial clearing must be the minimum required to install erosion and sediment control measures and devices. Should either the Erosion and Sediment Control Narrative or Sequence of Construction conflict with this requirement, the conflicting portions of either will be determined to be invalid.
10. A permanent vegetative cover shall be established on denuded areas not otherwise permanently stabilized. Permanent vegetation shall not be considered established until a ground cover is achieved that, in the opinion of the County Engineer or his designated agent, is uniform mature enough to survive and will inhibit erosion.
11. Underground utility lines shall be installed in accordance with the following standards in addition to other applicable criteria:
    a. No more than 500 linear feet of trench may be opened at one time
    b. Excavated material shall be placed on the uphill side of trenches
    c. Effluent from dewatering operations shall be trapping device, or both, and discharged in a manner that does not adversely affect flowing streams or off-site property.
    d. Restabilization shall be in accordance with the above Notes.

12. All applicable federal, state, and local regulations pertaining to working in or crossing live watercourses shall be met.
13. Where construction vehicle access routes intersect paved public roads, provisions shall be made to minimize the transport of sediment by tracking onto the paved surface. Where sediment is transported onto a public road surface, the road shall be cleaned thoroughly at the end of each day. Sediment shall be removed from the roads by shoveling or sweeping and transported to a disposal area.
14. It shall be the owner's responsibility to inspect erosion control devices periodically and after every erodible rainfall. Any necessary repairs or clean up to maintain the effectiveness of the erosion control devices shall be made immediately.
15. Additional erosion and sediment control measures and devices may be required by the Director of Public Works or his designated agent if deemed necessary.
16. The owner shall install additional erosion and sediment control devices and measures if the Registered Land Disturber determines that such additional devices and measures are necessary.
17. All erosion control devices shall be in place and functional at all times and if removed for construction progress, shall be replaced by the close of each workday.
18. Final removal of erosion control devices shall not occur until the Director of Public Works or his designated agent deems the site stabilized.
19. Permanent seeding is to be in accordance with the accompanying seeding schedule.
20. Construction site operators are required to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.
21. Construction site operators are required to control the transport of dust and other wind born contaminants as a result of land-disturbing, demolition and construction activities. The operator shall prevent the surface and air movement of airborne substances in accordance with STD and SPEC 3.39 of the Virginia Erosion and Sediment Control Handbook or as approved by the Director of Public Works or his designated agent.

ORGANIC MULCH MATERIALS AND APPLICATION RATES

	RATES		
MULCHES	**Per Acre**	**Per 1000 sq. ft**	**NOTES**
Straw or Hay	1 ½ - 2 tons (Minimum 2 tons for over winter cover)	70-90 lbs.	Free from weeds and coarse matter. Must be anchored. Spread with mulch blower or by hand.
Fiber Mulch	Minimum 1500 lbs	35 lbs.	Do not use as mulch for winter cover or during hot, dry periods.* Apply as slurry
Corn Stalks	4-6- tons	185-275 lbs	Cut or shredded in 4-6" lengths. Air- dried. Do not use in fine turf areas. Apply with mulch blower or by hand.
Wood Chips	4-6 tons	185- 275 lbs.	Free of coarse matter. Air-dried. Treat with 12 lbs nitrogen per ton. Do not use in fine turf areas. Apply with mulch blower, chip handler, or by hand.
Bark Chips Or Shredded Bark	50-70 cu. Yds.	1-2 cu. Yds.	Free of coarse matter. Air-dried. Do not use in fine turf areas. Apply with mulch blower, chip handler, or by hand.

* When fiber mulch is the only available mulch during periods when straw should be used, apply at a minimum rate of 2000 lbs./ac. Or 45 lbs./1000 sq ft.

LIMING REQUIREMENTS FOR TEMPORARY SITES

pH Test	Recommended Application of Agricultural Limestone
Below 4.2	3 tons per acre
4.2 to 5.2	2 tons per acre
5.2 to 6	1 ton per acre

Source: VA DSWC

SEEDING MIXTURES, RATES, AND DATES: SOUTHERN PIEDMONT AND COASTAL PLAIN

SITE CONDITIONS	SEEDING MIXTURES	RATES		DATES		
		PER ACRE	PER 1000 ft^2	3/1 to 4/15	4/15 to 8/1	8/1 to 10/15
High Maintenance Lawns	1. Tall fescue - 90% Kentucky bluegrass -10%	250 lbs	6 lbs	X	no	X
Low Maintenance General Use	2. Tall fescue - 50% Ladino clover - 10% Red clover - 10% Korean lespedeza - 15% Annual ryegrass - 15%	80 lbs	2 lbs	X	(a,b) X	X
	3. Tall fescue - 50% Sericea lespedeza - 30% Annual ryegrass - 20%	70 lbs	1 ½ lbs	X	(a) X	X
Droughty Areas, Sandy Soils	4. Tall fescue - 50% Sericea lespedeza - 20% Korean lespedeza - 15% Annual ryegrass - 15%	80 lbs	2 lbs	X	(a,b) X	X
Poorly Drained Areas	5. Tall fescue - 65% Korean lespedeza - 20% Annual ryegrass - 10% Redtop - 5%	80 lbs	2 lbs	X	(a,b) X	X

a) After May 1, use 10 Ib/A german millet or 2 lb/A weeping lovegrass in place of annual ryegrass.
b) After May 1, Korean lespedeza will not reseed itself. You may increase the amount of other legumes accordingly.

ACCEPTABLE TEMPORARY SEEDING PLANT MATERIALS
"QUICK REFERENCE FOR ALL REGIONS"

Planting Dates	Species	Rate (lbs./acre)
Sept. 1 – Feb. 15	50/50 Mix of Annual Ryegrass (Lolium multi-florum) & Cereal (Winter) Rye (Secale cereale)	50 - 100
Feb. 16 – Apr. 30	Annual Ryegrass (Lolium multi-florum)	60 – 100
May 1 – Aug. 31	German Millet (Setaria italica)	50

Source: VA SWCC

Fire Marshal's Office Checklists

https://www.hanovercounty.gov/1082/Plans-Review

Public Utilities Checklists

https://www.hanovercounty.gov/414/Developing-Property

Virginia Department of Transportation Checklists

https://link.edgepilot.com/s/c5fe9a2a/egl7GPcKaki_qzM_cuX5pQ?u=http://www.virginiadot.org/info/land_use.asp