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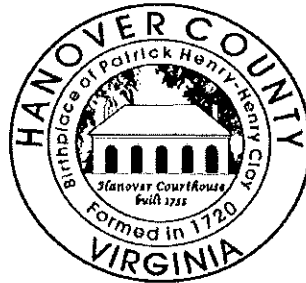
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MEMORANDUM

TO: Engineering and Development Community
FROM: Mary B. Pennock, Deputy Director of Planning *MBP*
DATE: March 18, 2020
RE: **Procedures for Submission of Planning Department Applications**

As a result of the COVID-19 outbreak, the Hanover County Planning Department will be implementing new procedures for the submission of **ALL** Planning related applications, **effective Thursday, March 19, 2020**. This new procedure is intended to minimize the need for face to face interactions with the public during the COVID-19 outbreak.

Please be aware that Planning Department deadlines for submission of applications are still in effect. Please plan ahead to ensure all application materials are provided per the Protocols below by close of business on the applicable deadline.

On behalf of the entire Hanover County Planning Department staff, we sincerely appreciate your understanding and flexibility as we continue to serve the development community.

We will continue to refine our processes as we implement these new procedures and will communicate with you as necessary. As always, please feel free to contact our staff with questions you may have via telephone or email. The Planning Department's Main Line is 804-365-6171.

Feel free to reach out to me at mbpennock@hanovercounty.gov or 804-365-6171 with any questions.

Protocol #1 to be used for all NEW Planning Application Submittals (1st submission):

1. Applicant wishing to submit an electronic application calls the Planning Department main desk at 804-365-6171 or email to Planning@hanovercounty.gov and informs staff what type of application is to be submitted.
2. Front desk staff will direct call to the appropriate section lead who will arrange for access to a link to the County's FTP site and provide instructions on how to upload.
3. **All uploads must be in .pdf format and named with the project name.** Do not use special characters. Provide separate .pdfs for each of the following:
 - a. Application and forms (checklist, fee payment acknowledgement, checklists, etc.)
 - b. Plans/Plats (single .pdf containing all sheets) also see Note 4)
 - c. Other supplemental documents (traffic studies, etc)
 - i. Each supplemental document should be an individual .pdf identified with project name and document type (ie. ProjectName Calculations or ProjectName SWPPP). Do not use special characters.
4. Site Plans, Construction Plans and Conditional Permit Sketch Plans will require the submission of full size plan sets. Other applications, may require the submission of full size plans. Staff will provide guidance and instructions on how to deliver to the County, as appropriate.
5. Staff will process the application and send an invoice for fees and instructions on payment procedures to the applicant. Final approvals will not be issued until all fee have been paid.

Protocol #2 to be used for Resubmission of the following: Site Plans, Construction Plans, Record Plats, and any other full size plans.

1. Contact the case planner assigned to the project at 804-365-6171 (request front desk staff direct you to the section lead if staff is not available) or email directly.
2. Staff will provide instructions on where to deliver the resubmittal application and plan sets.
3. DO NOT include resubmittal fee check. Staff will process the applications and send an invoice for fees and instructions on payment procedures to the applicant. Final approvals will not be issued until all fee have been paid.