



DISCRETIONARY PROCESSES

COMPREHENSIVE PLAN AMENDMENT

A [Comprehensive Plan Amendment \(CPA\)](#) is another discretionary item the Board of Supervisors considers. The [Comprehensive Plan](#) serves as a guide for development in the County. A proposed amendment should describe a perceived problem or inadequacy in the currently adopted Comprehensive Plan, which cannot await the next regularly scheduled County-wide Comprehensive Plan Update.

Take Note

The Board of Supervisors reviews the Comprehensive Plan every five (5) years, as required by the Virginia State Code.

The Process

Prior to submitting an application for a [Comprehensive Plan Amendment](#), Hanover County strongly recommends that a pre-application meeting be held with County Staff as the first step.

The items required to accompany the completed application form are a map of the subject area (for map amendments) and supplementary information to support the request. Incomplete applications will not be accepted and will be returned to the applicant. The applicant will be notified to submit the required fees. The fees must be paid within fourteen (14) days of the date of the letter of notification. The Application Deadline is the first Monday of every month. If the first Monday falls on a holiday, the deadline will be moved to the next business day.

Complete Applications are routed to County and State review agencies within five (5) days of Application Deadline. Application is reviewed and discussed at the Zoning Staff meeting held on the 3rd Wednesday of the month of submittal.

Board of Supervisors' Authorization

The Board of Supervisors votes on whether to authorize the advertisement of this case for public hearing before the Planning Commission. If the Board does not authorize the application, it does not move forward. If the case is authorized,

the application is processed for the Planning Commission. The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies or to request additional information.

Planning Commission

A staff report with a recommendation is mailed to the Planning Commission and applicant at least one (1) week prior to the Commission meeting. The Planning Commission meets on the 3rd Thursday of every month. Applications shall be placed on the first available Commission agenda. Following a public hearing on the CPA case, the Planning Commission may recommend approval, approval with revisions, denial, or may defer the application.

Board of Supervisors

A staff report containing the recommendation of the Planning Commission and Staff is sent to the Board of Supervisors and applicant at least one (1) week prior to the meeting. The Board of Supervisors hears CPA cases on their 2nd Wednesday meeting of the month. Following a public hearing on the case, the Board of Supervisors may vote to approve, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

The Next Step

Should the Board of Supervisors approve the amendment, a letter of approval is sent to the applicant. Typically, the next step is to submit an application for [rezoning](#) or [conditional use permit](#). If the case is denied, a Board of Supervisors letter is sent to the applicant, including reasons for denial.