



RESIDENTIAL DEVELOPMENT ADMINISTRATIVE SUBDIVISION

Follow the [Administrative](#) Approval Process if:

- You are creating 5 to 31 new lots or the access to the lots will be serving 5 to 31 lots (whether inside or outside the proposed subdivision); and
- No public improvements are required, such as public roads, utilities, and/or drainage; and
- The Property is zoned A-1 or AR-6.

The Administrative Approval Process also can be used where you have gained Subdivision Approval for a previous division of the parent tract, if the above requirements are applicable.

The Process

Preliminary Plat

Submit an application for [Administrative Preliminary Plat](#) review to the Planning Department at any time. The Development Review Staff will accept the application and route it to the appropriate review agencies. Comments from affected departments will be sent to the applicant's engineer. Revised preliminary plats shall be submitted to the Planning Department for approval. Once the preliminary plat has been approved, you may proceed to construction plan review.

Construction Plan

Submit your [Administrative Construction Plan application](#) materials to the Planning Department by the prescribed [deadline](#). Representatives from the Development Review Departments will review the application at the time of submittal for completeness. If complete, the application will be routed to the appropriate review agencies (typically, Public Works, Public Utilities, Virginia Department of Transportation, and Fire Department) for their review and comment. At this time a Construction Plan meeting is scheduled to discuss any comments issued by affected agencies. The meeting is intended to be an opportunity for the applicant and engineer to ask questions of the staff regarding the issued comments and to resolve any conflicts. The applicant and engineer are encouraged to set up meeting with individual departments, when necessary, to discuss issues in detail. The Construction Plan meeting may be waived at the Applicant's request.

Revised plans may be submitted with a [Construction Plan Resubmittal Form](#) at any time.

The staff reviews the revised plans and either issues further comments or recommends approval of the plan.

Should the staff issue further comments, a mandatory meeting with the applicant and engineer will be set, prior to the 3rd submission, so that all parties can ensure that the outstanding issues can be resolved. Following the meeting, revised plans may then be submitted with a [Construction Plan Resubmittal Form](#) (3rd submittal) and appropriate [resubmittal](#) fee.

When construction plan approval is granted, you may proceed with applying for final plat approval.

Final Plat

Submit your [Administrative Final Plat application](#) materials at any time *following* the approval of construction plans. The Development Review Staff will route the application to the appropriate review agencies and comments will be issued by the affected departments. During this review a Performance Bond amount, if applicable, will be set. The [Performance Bond](#) must be posted prior to recordation of the subdivision plat.

Revised plats (including paper copies and mylars) shall be submitted to the Planning Department for review. If the plats are approved, the Director of Planning will sign the plats for recordation. The applicant will be contacted at this time to submit the appropriate [recordation fees](#). A member of the Development Review Staff will record the subdivision plat upon receipt of the recordation fee.

Once the subdivision plat has been recorded, lots may be conveyed by deed/plat without further review by the County. Please note that all lots must comply with the regulations outline in the [Hanover County Zoning Ordinance](#).