



PLANNER – DEVELOPMENT REVIEW (CD)

The Hanover County Planning Department is seeking a customer service driven professional for our development review team. If you have a discerning eye for the details and a passion to help others foster new communities, we encourage you to apply!

General Description: This is a professional position. The incumbent performs complex tasks related to the review and processing of Planning applications and may serve as the primary contact for questions regarding property information, residential property divisions, and commercial development. Types of applications include subdivision construction plans, commercial site plans, preliminary subdivision plats, plats for recordation, and subdivision ordinance exceptions. Duties involve regular contact with the public, engineers, and developers, as well as technical support to the Planning Commission and Board of Supervisors.

Organization: The Planner position is part of Hanover County's Career Development Program (CD). The Planner Ladder has four (4) levels ranging from Planner I to Senior Planner II. Incumbents report to the Principal Planner – Development Review and supervise no staff. Planners may receive workflow direction from a Senior Planner and may provide guidance to a Planning Technician or a lower-level Planner.

Essential Functions:

- Reviews subdivision and site design, including landscape plans and lighting plans.
- Assists applicants, engineers, and developers to resolve problems.
- Prepares reports and supporting graphic display materials for the Planning Commission.
- Reviews commercial, industrial, and multi-family building permits. Conducts certificate of occupancy and subdivision inspections
- Serves as primary contact for questions regarding property information, subdivisions, and site plans
- May function as the first point of contact with citizens, developers, and licensed professionals seeking assistance from the Planning Department
- May maintain meeting schedules, status of cases, and other critical reports/forms; Enters case information into computerized tracking software
- Researches and prepares information for and may help conduct pre-application meetings for applicants' inquiries.
- Performs special projects/analyses as assigned by the Director, Current Planning Manager, or Principal Planner
- Assists with site plan and subdivision inquiries and processing of applications
- Ensures timely processing of applications and coordinates comments of reviewing agencies.
- Assists with review/update of Zoning and Subdivision Ordinances, as needed.
- Performs related work as assigned.

Hiring range is \$55,788 - \$85,104, plus excellent benefits.

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.