



HANOVER, NEW HAMPSHIRE 03755  
Department of Planning and Zoning  
P.O. Box 483 (603) 643-0708

**MAJOR SUBDIVISION  
(DESIGN REVIEW)  
SUBMISSION REQUIREMENTS**

**ALL APPLICATIONS MUST BE RECEIVED BY NOON** on the submission deadline dates. This checklist and the Design Review Checklist must accompany the application submittals to verify the required materials are included. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

This application shall conform in all respects to the Subdivision Regulations of the Town of Hanover.

\_\_\_\_\_ **STAFF REVIEW** will be held in the Boardroom at Town Hall, beginning at 1:00 pm,  
**Initial** on the corresponding date listed on the Meeting/Submittal Deadline Schedule (attached)

**AN ORIGINAL AND 12 COLLATED COPIES** of the following are required for Staff Review (including 3 24"x36" copies and 10 11"x17" copies of all plan submittals):

- \_\_\_\_\_ 1. Application (attached) signed by the property owner or accompanied by a letter of agent authorization signed by the property owner;
- \_\_\_\_\_ 2. Notification List (attached);
- \_\_\_\_\_ 3. Design Review Checklist (attached) and all items on the list
- \_\_\_\_\_ 4. Any other supporting documentation;

Payment of the applicable filing fee(s) is also due at the time of application submittal:

- \_\_\_\_\_ 5. Town fee (please see attached abbreviated rate/fee schedule)
- \_\_\_\_\_ 6. State mandated LCHIP surcharge (please see attached abbreviated rate/fee schedule)

**ALL PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS**

## **DESIGN REVIEW CHECKLIST:**

[Refer to Article 5, Section 5.02 of the Subdivision Regulations for more complete information]

- \_\_\_ 1. Ownership and Contact Information
- \_\_\_ 2. Description of Design Review Plans
- \_\_\_ 3. Site Context Map
- \_\_\_ 4. Existing Resources and Site Analysis Plan
- \_\_\_ 5. Density Analysis
- \_\_\_ 6. Outcomes of the Four-Step Design Process:
  - \_\_\_ a. Four Step Design Process for Major Subdivisions:
    - Step 1: Delineation of Lands of High and Moderate Resource Value
    - Step 2: Location of Building Sites
    - Step 3: Alignment of Roads, Driveways and Trails
    - Step 4: Drawing in the Lot Lines
  - \_\_\_ b. Four-Step Site Design Process Option for Village Centers
- \_\_\_ 7. Preliminary Layout and Improvements Plan
- \_\_\_ 8. Preliminary Resource Impact and Conservation Plan

All plan submittals should include 3 24"x36" copies and 10 11"x17" copies.

The Board may request that specific additional items be submitted to assist them in their review.

**ALL PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS**

Following Staff Review, applicant shall provide **AN ORIGINAL AND 17 COLLATED COPIES** of all revised documents and additionally requested materials for the Board's review. All plan submittals shall include 3 24"x36" copies and 15 11"x17" copies.

**PLANNING BOARD  
TOWN OF HANOVER, NH**

**MAJOR SUBDIVISION APPLICATION  
DESIGN REVIEW**

**FOR OFFICE USE ONLY**

Application No. \_\_\_\_\_  
Fee total: \_\_\_\_\_  
Date filed: \_\_\_\_\_  
Received by: \_\_\_\_\_

**Applicant/Owner Information:**

Applicant: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Town/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Town/Zip: \_\_\_\_\_  
(or letter of agent authorization with owner's signature) Phone: \_\_\_\_\_

Project Address: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Construction Cost: \_\_\_\_\_

Are waivers being sought? Yes:  No:

The proposed Design Review plat has been completed in accordance with the Town of Hanover Subdivision Regulations. All requests, if any, for the relaxation of requirements under Article 3, Section 3.01 are contained herein. All information on the Checklist has been provided except items for which waivers are being sought.

\_\_\_\_\_  
Date Property Owner/Applicant

I hereby acknowledge receipt of the Major Subdivision Preliminary Plat Application and within 30 days the Planning Board shall hold a public hearing on the proposed Subdivision before taking any action thereon.

\_\_\_\_\_  
Date Planning Coordinator

This application is: ACCEPTED / REJECTED \_\_\_\_\_  
Date of Planning Board Hearing

## Notification List

Complete mailing address of property owners, abutters\*, applicants (if different from property owner), consultants, architects, soil scientists, land surveyors and engineers whose seal appears on any plat submitted with your application. Also include the names and addresses of any holders of conservation easements on the subject property or abutting properties. Please check the current tax mailing list in the Town Assessor's Office for abutters' mailing addresses. Date of address verification: \_\_\_\_\_ **(must be within 10 days of date of submittal.)**

\* *"Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board.* [See RSA 672:3 Abutter.] *"In the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII."* When the officers or association are unknown all unit owners must be listed.

Subject Property:	Owner	
Map _____ Lot _____		_____
		_____
	Abutters, Applicants, Consultants, etc. (see above)	
Map _____ Lot _____		_____
		_____
Map _____ Lot _____		_____
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Map _____ Lot _____		_____
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Map _____ Lot _____		_____
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**Notification List (continued)**

Abutters, Consultants, etc. (see above)

Map \_\_\_\_\_ Lot \_\_\_\_\_ \_\_\_\_\_  
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## Planning Board Abbreviated Rate & Fee Schedule

**NOTIFICATION FEE** = actual cost of postage (First Class Mail rate + Certified Mail rate + Return Receipt rate)

<b>Site Plan Review</b>	\$500.00 + notification fees + fees as shown below (based on Estimated Cost of Construction)
	\$0 to \$2.5 million
	\$5.00 per \$10,000 ECC
	\$2.51 million to \$5 million
	\$4.00 per \$10,000 ECC
	\$5.01 million to \$10 million
	\$3.00 per \$10,000 ECC
	\$10.01 million to 15 million
	\$2.00 per \$10,000 ECC
	\$15.01 million to \$20 million
	\$1.00 per \$10,000 ECC
	Over \$20 million
	No additional fee
<b>Boundary Adjustment</b>	\$25 LCHIP fee* + \$100.00 + abutters fees
<b>Minor Lot Line Adjustment</b>	\$25 LCHIP fee* + \$100.00 + abutters fees
<b>Subdivisions</b>	\$25 LCHIP fee* + \$200.00 + \$100.00/lot + abutters fees
<b>Modification of Approval</b>	\$200.00 + abutters fees (+ \$25 LCHIP fee* for Modification of Approved Subdivision)
<b>Voluntary Mergers</b>	NO FEE!
<b>Revised Plan Fee</b>	\$100/sheet

\* \$25 LCHIP fee: Surcharge mandated by the State 7/1/08 for recording of all Plans or Plan Set  
Separate check, payable to "Grafton County Registry of Deeds" required for application submittals

## MEETING / SUBMITTAL DEADLINE SCHEDULE 2010

<p><b>HEARING DATE:</b>                   <b>01/05/10</b></p> <p>Submission Deadline:           12/01/09</p> <p>Staff Review:                    01/11/10</p>	<p><b>HEARING DATE:</b>                   <b>07/06/10</b></p> <p>Submission Deadline:           06/01/10</p> <p>Staff Review:                    07/12/10</p>
<p><b>HEARING DATE:</b>                   <b>02/02/10</b></p> <p>Submission Deadline:           01/05/10</p> <p>Staff Review:                    02/08/10</p>	<p><b>HEARING DATE:</b>                   <b>08/03/10</b></p> <p>Submission Deadline:           07/06/10</p> <p>Staff Review:                    08/09/10</p>
<p><b>HEARING DATE:</b>                   <b>03/02/10</b></p> <p>Submission Deadline:           02/02/10</p> <p>Staff Review:                    03/08/10</p>	<p><b>HEARING DATE:</b>                   <b>09/07/10</b></p> <p>Submission Deadline:           08/03/10</p> <p>Staff Review:                    09/13/10</p>
<p><b>HEARING DATE:</b>                   <b>04/06/10</b></p> <p>Submission Deadline:           03/02/10</p> <p>Staff Review:                    04/12/10</p>	<p><b>HEARING DATE:</b>                   <b>10/05/10</b></p> <p>Submission Deadline:           09/07/10</p> <p>Staff Review:                    10/11/10</p>
<p><b>HEARING DATE:</b>                   <b>05/04/10</b></p> <p>Submission Deadline:           04/06/10</p> <p>Staff Review:                    05/10/10</p>	<p><b>HEARING DATE:</b>                   <b>11/02/10</b></p> <p>Submission Deadline:           10/05/10</p> <p>Staff Review:                    11/08/10</p>
<p><b>HEARING DATE:</b>                   <b>06/01/10</b></p> <p>Submission Deadline:           05/04/10</p> <p>Staff Review:                    06/07/10</p>	<p><b>HEARING DATE:</b>                   <b>12/07/10</b></p> <p>Submission Deadline:           11/02/10</p> <p>Staff Review:                    12/13/10</p>

**STAFF REVIEWS ARE HELD AT 1:00 PM THE BOARDROOM AT TOWN HALL**



HANOVER, NEW HAMPSHIRE 03755  
Department of Planning and Zoning  
P.O. Box 483 (603) 643-0708

**MAJOR SUBDIVISION  
(FINAL PLAT)  
SUBMISSION REQUIREMENTS**

**ALL APPLICATIONS MUST BE RECEIVED BY NOON** on the submission deadline dates. This checklist and the Major Subdivision Final Plat Checklist must accompany the application submittals to verify the required materials are included. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

This application shall conform in all respects to the Subdivision Regulations of the Town of Hanover. All subdivisions of more than three lots shall include documentation of a four-step design process in determining the layout of proposed opens space, house sites, roads and lot lines, as described in Article 5, Section 5.02.C.6.

\_\_\_\_\_ **STAFF REVIEW** will be held in the Boardroom at Town Hall, beginning at 1:00 pm,  
**Initial** on the corresponding date listed on the Meeting/Submittal Deadline Schedule (attached)

**AN ORIGINAL AND 12 COLLATED COPIES** of the following are required for Staff Review (including 3 24"x36" copies and 10 11"x17" copies of all plan submittals):

- \_\_\_\_\_ 1. Application signed by the property owner or accompanied by a letter of agent authorization signed by the property owner;
- \_\_\_\_\_ 2. Notification List (attached);
- \_\_\_\_\_ 3. Final Plat (See Final Plat Checklist attached)
- \_\_\_\_\_ 4. Any other supporting documentation;

Payment of the applicable filing fee(s) is also due at the time of application submittal:

- \_\_\_\_\_ 5. Town fee (please see attached abbreviated rate/fee schedule)
- \_\_\_\_\_ 6. State mandated LCHIP surcharge (please see attached abbreviated rate/fee schedule)

**ALL PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS**

All items on the Final Plat application shall be completed and submitted to the Planning Board Coordinator before the proposal is scheduled for a meeting with the Planning Board.

## **FINAL PLAT CHECKLIST:**

[Refer to Article 5, Section 5.03 of the Subdivision Regulations for more complete information]

- \_\_\_ 1. Description of Final Plan
- \_\_\_ 2. Additional Information for Final Plan
  - \_\_\_ a. Existing Resources and Site Analysis Plan
  - \_\_\_ b. Density Analysis
  - \_\_\_ c. Results of the Four-Step Design Process
  - \_\_\_ d. Subdivision Grading and Drainage Plan
  - \_\_\_ e. Subdivision Road and Utility Plan
  - \_\_\_ f. Fire Protection and Emergency Access Plan
  - \_\_\_ g. Final Resource Impact and Conservation Plan
  - \_\_\_ h. Final Improvements Construction Plan
  - \_\_\_ i. Final Stormwater Management and Erosion and Sedimentation Control Plan
  - \_\_\_ j. Final Open Space Ownership and Management Plan
  - \_\_\_ k. Final Landscape Plan
  - \_\_\_ l. Studies and Reports
  - \_\_\_ m. Community Association Document
  - \_\_\_ n. Additional Approvals, Certificates and Documents
  - \_\_\_ o. Phasing Plan
  - \_\_\_ p. Request for Waivers
  - \_\_\_ q. Security for Work to be Performed
  - \_\_\_ r. Additional Information to be Considered in the Application with Regard to Open Space Subdivision, Planned Residential Development, or a Continuing Care Retirement Community
  - \_\_\_ s. Other Plans required by the Board

**The Board may request that specific additional items be submitted to assist them in their review.**

**PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS**

Following Staff Review, applicant shall provide **AN ORIGINAL AND 17 COLLATED COPIES** of all revised documents and additionally requested materials for the Board's review. All plan submittals shall include 3 24"x36" copies and 15 11"x17" copies.

**PLANNING BOARD  
TOWN OF HANOVER, NH**

**MAJOR SUBDIVISION APPLICATION  
FINAL PLAT**

**FOR OFFICE USE ONLY**

Application No. \_\_\_\_\_

Fee total: \_\_\_\_\_

Date filed: \_\_\_\_\_

Received by: \_\_\_\_\_

**Applicant/Owner Information:**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Town/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Town/Zip: \_\_\_\_\_

(or letter of agent authorization with owner's signature)

Phone: \_\_\_\_\_

Project Address: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning District: \_\_\_\_\_

**Project Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Construction Cost: \_\_\_\_\_

Are waivers being sought?      Yes:       No:

The proposed Final Plat has been completed in accordance with the Town of Hanover Subdivision Regulations. All requests, if any, for the relaxation of requirements under Section 5.12d are contained herein. All information on the Checklist has been provided except items for which waivers are being sought.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner/Applicant

I hereby acknowledge receipt of the Major Subdivision Final Plat Application and within 30 days the Planning Board shall hold a public hearing on the proposed Subdivision before taking any action thereon.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Coordinator

This application is:    ACCEPTED    /    REJECTED

\_\_\_\_\_  
Date of Planning Board Hearing

## Notification List

Complete mailing address of property owners, abutters\*, applicants (if different from property owner), consultants, architects, soil scientists, land surveyors and engineers whose seal appears on any plat submitted with your application. Also include the names and addresses of any holders of conservation easements on the subject property or abutting properties. Please check the current tax mailing list in the Town Assessor's Office for abutters' mailing addresses. Date of address verification: \_\_\_\_\_ **(must be within 10 days of date of submittal.)**

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Subject Property:	Owner
Map _____ Lot _____	_____
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	Abutters, Applicants, Consultants, etc. (see above)
Map _____ Lot _____	_____
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**Notification List (continued)**

Abutters, Consultants, etc. (see above)

Map \_\_\_\_\_ Lot \_\_\_\_\_ \_\_\_\_\_  
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## Planning Board Abbreviated Rate & Fee Schedule

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	\$0 to \$2.5 million	\$5.00 per \$10,000 ECC
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	\$5.01 million to \$10 million	\$3.00 per \$10,000 ECC
	\$10.01 million to 15 million	\$2.00 per \$10,000 ECC
	\$15.01 million to \$20 million	\$1.00 per \$10,000 ECC
	Over \$20 million	No additional fee
<b>Boundary Adjustment</b>	\$25 LCHIP fee* + \$100.00 + abutters fees	
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<b>Subdivisions</b>	\$25 LCHIP fee* + \$200.00 + \$100.00/lot + abutters fees	
<b>Modification of Approval</b>	\$200.00 + abutters fees (+ \$25 LCHIP fee* for Modification of Approved Subdivision)	
<b>Voluntary Mergers</b>	NO FEE!	
<b>Revised Plan Fee</b>	\$100/sheet	

\* \$25 LCHIP fee: Surcharge mandated by the State 7/1/08 for recording of all Plans or Plan Set  
 Separate certified check or money order, payable to "Grafton County Registry of Deeds" required for application submittals

## MEETING / SUBMITTAL DEADLINE SCHEDULE 2010

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