



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 (Continued)

Abutters, Applicants, Consultants, etc. (see above)

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____



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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 (Continued)

Abutters, Applicants, Consultants, etc. (see above)

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

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Map _____ Lot _____ _____

Map _____ Lot _____ _____
