



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

**MINOR SUBDIVISION
SUBMISSION REQUIREMENTS**

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

_____ **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. Plat Plan:
 - Drawn at a scale of no more than 100 feet per inch unless otherwise specified by the Board,
 - Containing all of the information outlined in Article 6, Section C.6.07 of the Subdivision Regulations, and
 - Containing the following statement: *"The Subdivision Regulations of the Town of Hanover and the Notice of Action are a part of the Plat, and approval of this Plat requires the completion of all the requirements of the Notice of Action and said Subdivision Regulations excepting only any relaxation of requirements granted in writing by the Board."*
- _____ 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

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.

Upon approval, applicant shall provide 2 wash-off mylars for recording by the Registrar of Deeds and the Town of Hanover.

**PLANNING BOARD
TOWN OF HANOVER, NH**

MINOR SUBDIVISION APPLICATION

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:

This Minor Subdivision Application has been completed in accordance with the Subdivision Regulations of the Town of Hanover. 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 Minor Subdivision Application and within 30 days the Planning Board shall hold a public hearing on the proposed Site Plan 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 _____	_____

Map _____ Lot _____	_____

Map _____ Lot _____	_____

Notification List (continued)

Abutters, Consultants, etc. (see above)

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Planning Board Abbreviated Rate & Fee Schedule

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

Site Plan Review	\$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
Boundary Adjustment	\$25 LCHIP fee* + \$100.00 + abutters fees	
Minor Lot Line Adjustment	\$25 LCHIP fee* + \$100.00 + abutters fees	
Subdivisions	\$25 LCHIP fee* + \$200.00 + \$100.00/lot + abutters fees	
Modification of Approval	\$200.00 + abutters fees (+ \$25 LCHIP fee* for Modification of Approved Subdivision)	
Voluntary Mergers	NO FEE!	
Revised Plan Fee	\$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

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

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