



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

SPECIAL EXCEPTION - WETLANDS SUBMISSION REQUIREMENTS

ALL APPLICATIONS MUST BE RECEIVED BY NOON on the submission deadline dates. This checklist and the Section 702.7 checklist must accompany the application submittals to verify that the required materials are included. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

ONE ORIGINAL AND TWENTY COLLATED COPIES of the following are required for application submittal:

- 1. Application signed by the property owner or accompanied by a letter of agent authorization signed by the property owner;
- 2. Completed Notification List; (Form attached)
- 3. Filing fee and Notification fee; (Please refer to attached Rate & Fee schedule)
- 4. A detailed letter describing the request and addressing the application criteria;
- 5. **All of the materials outlined in Section 702.7;** (please see attached checklist)
- 6. Detailed, 24" x 36" plans of the property and its boundaries, drawn to scale with a north arrow and dimensions clearly labeled, showing:
 - The boundary or delineated edge of all waterbodies or wetlands including:
 - Designation of any marshes or bogs,
 - Perennial and intermittent streams,
 - Name and qualifications of person responsible for delineation;
 - Boundaries of the applicable setback areas; (as specified in Section 702.6)
 - Footprint of all existing and proposed structures;
 - Existing topography in at least 5' intervals;
 - Proposed new topography if applicable;
 - Specific location and design of all proposed drainage structures including swales & culverts.

ALL PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS



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SECTION 702.7 SUBMISSION REQUIREMENTS

REFER TO SECTION 702.7 FOR MORE COMPLETE INFORMATION

- ___ (1) **Avoidance**: Provide evidence that the proposed activity cannot reasonably be located on that portion of the lot lying outside of any water resource and water resource buffer, and will not cause random or unnecessary destruction of water resources.
- ___ (2) **Minimization**: Provide evidence demonstrating that the proposal is the reasonable and feasible alternative with the least adverse impact on water resources and their buffers.
- ___ (3) **Natural Function**: Provide evidence that the proposed activity, when considered together with any proposed and approved mitigation measures, will not result in any unreasonable and significant net adverse effect on the natural function of any water resources or their buffers in the area.
- ___ (4) **Water Quality**: Provide evidence that the proposed activity will not cause significant degradation in the quality of surface or ground water.
- ___ (5) **Water Quantity**:
 - ___ (a) **Peak Flow**: Provide evidence that the proposed activity will not increase the peak runoff rate of surface water from 2/10/25 year 24-hr storms.
 - ___ (b) **Water Recharge**: Provide evidence that the volume of water diverted by impervious surfaces created by the proposed activity in 2/10/25 24-hr storms will infiltrate as ground water (be “recharged”) elsewhere on the affected lot.
 - ___ (c) **Licensed Engineer Required**: In cases of lots that include structures and improvements consisting of roadways, driveways, parking areas, walkways, facilities built from concrete or asphalt, or decks or porches without roofs, the surface area of which aggregates 7,500 sq ft or more from which water flows directly into wetlands or waterbodies, wherever located, the volume of water diverted by such surfaces and the recharge capacity shall be calculated by a NH Licensed Professional Engineer.
- ___ (6) **Erosion Control**: Provide evidence that the proposed activity will not cause or pose any unreasonable and avoidable threat of soil erosion or increased silting into any wetland or waterbody, or unreasonably cause erosion or accumulation of sediment on any adjoining property.

If all of the above information is not provided, the Zoning Administrator will not accept the application, a notice of hearing will not be published, and the application will not be scheduled for a hearing.

**ZONING BOARD OF ADJUSTMENT
TOWN OF HANOVER, NH**

**APPLICATION FOR SPECIAL EXCEPTION
FLOODPLAINS, WATER BODIES & WETLANDS**

FOR OFFICE USE ONLY

Application No.: _____
Fee total: _____
Date filed: _____
Received by: _____

1. Applicant Name: _____

Address: _____

Phone No.: _____

Email: _____

2. Property Owner Name: _____

Address: _____

Phone No.: _____

3. Project Location (Street Address): _____

Tax Map: _____ Lot No: _____ Zoning District: _____

4. Applicant hereby requests a Special Exception as provided in Article VII, Section(s) 701 and/or 702 of the Hanover Zoning Ordinance to permit:

5. THE UNDERSIGNED HEREBY GRANTS PERMISSION for members of the Zoning Board to enter property for purposes of reviewing the information provided in this application.

Owner / Agent Signature: _____ Date: _____

6. This application has been completed in accordance with the Zoning Ordinance of the Town of Hanover.

Owner / Agent Signature: _____ Date: _____

7. New Hampshire State law requires the Zoning Board to hold a hearing within 30 days of the filing date of this application unless the applicant agrees to extend that period. The undersigned hereby waives the 30-day time limit with the understanding that the application will be heard on: _____ (Projected Public Hearing date)

Owner / Agent Signature: _____ Date: _____

I hereby acknowledge receipt of this application.

Zoning Administrator: _____ Date: _____

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 _____ _____

A Quick Look at STATE PERMITS Needed for DEVELOPMENT IN or NEAR WATER

This chart is intended to include the most common land development project types. Further information is available from the DES Public Information Center at 271-2975 and the DES website.

It is the responsibility of the landowner and contractor to understand the laws and rules of any given project.

Prior to...	When working here...	You need this approval...	From...	Contact...
Installing a dock or other type of shoreline structure	Any surface water including its banks	Wetlands Permit or Notification	DES Wetlands Bureau	271-2147 wetmail@des.state.nh.us www.des.nh.gov/wetlands
Disturbing the bank of any waterbody, e.g. stabilization or construction	Within the banks of any surface water			
Adding sand to a beach or constructing a new beach	Adjacent to any surface water			
Dredge, fill or construction, e.g. culvert installation	Any wetland, tidal buffer zone, stream or sand dune			
Earth moving or excavation of 50,000 sq. ft. or more	Within 250 ft. Of public waters or 4 th order streams	All of these examples must meet Shoreline Protection Minimum Standards	DES Wetlands Bureau – Shoreland Protection Section	271-2147 shoreland@des.state.nh.us www.des.nh.gov/cspa
Applying fertilizer				
Cutting vegetation	Within 150 ft of public waters or 4 th order streams	Must also e set back behind the primary building line		
Building a new residential structure				
Expanding or changing an existing nonconforming residential structure	Within the primary building line setback	Must obtain a waiver from DES		
Tree cutting	Anywhere	Must use best management practices for timber harvesting	DES Alteration of Terrain Program	271-2303 www.des.nh.gov/aot
Earth moving or excavation with an impact greater than 50,000 sq. Ft.	Within 250 ft of public waters	Alteration of Terrain Permit		
Earth moving or excavation with an impact greater than 100,000 sq. ft.	Anywhere			
Executing a purchase and sales agreement on developed waterfront	Within 200 ft of tidal waters or a great pond without municipal sewer	Site Assessment Study	DES Subsurface Systems Bureau	271-3501 www.des.nh.gov/ssb
Building a residential dwelling, adding bedrooms, or expanding living space	Anywhere not serviced by municipal sewer	Septic System Construction Approval and Operational Approval		
Subdividing land, for single-family condominium, apartment or campground		State Subdivision Approval		
Installing a well closer than 75 ft to a property line	Anywhere	Must file a recorded well release		
Supplying water for 25+ people 60+ days per year	Anywhere not serviced by public water supply	Drinking Water & Groundwater Permit	DES Drinking Water & Groundwater Bureau	271-2513 DWGBinfo@des.state.nh.us www.des.nh.gov/dwgb
Building, reconstructing or making major repairs to a dam	On any dam	Dam Permit	DES Dam Bureau	271-3406 damsafety@des.state.nh.us www.des.nh.gov/dam

Zoning Board Application Fees:

Appeal an Administrative Decision	\$150.00 + notification fee	Notification Fee = actual cost of postage
Equitable Waiver	\$150.00 + notification fee	(First Class Mail rate + Certified Mail rate)
Hearing under RSA 674:41	\$150.00 + notification fee	
Rehearing	\$ 50.00 + notification fee	
Special Exception	\$150.00 + notification fee	
Variance	\$150.00 + notification fee	

Zoning Board Schedule: 2009

HEARING DATE: 01/22/09	HEARING DATE: 05/28/09	HEARING DATE: 09/24/09
Deliberation Date: 01/29/09	Deliberation Date: 06/04/09	Deliberation Date: 10/01/09
Submission Deadline: 12/31/08	Submission Deadline: 04/29/09	Submission Deadline: 08/26/09
HEARING DATE: 02/26/09	HEARING DATE: 06/25/09	HEARING DATE: 10/22/09
Deliberation Date: 03/05/09	Deliberation Date: 07/02/09	Deliberation Date: 10/29/09
Submission Deadline: 01/28/09	Submission Deadline: 05/27/09	Submission Deadline: 09/30/09
HEARING DATE: 03/26/09	HEARING DATE: 07/23/09	
Deliberation Date: 04/02/09	Deliberation Date: 07/30/09	HEARING DATE: 12/03/09
Submission Deadline: 02/25/09	Submission Deadline: 06/24/09	Deliberation Date: 12/10/09
		Submission Deadline: 10/28/09
HEARING DATE: 04/23/09	HEARING DATE: 08/27/09	
Deliberation Date: 04/30/09	Deliberation Date: 09/03/09	
Submission Deadline: 03/25/09	Submission Deadline: 07/29/09	

****The November and December hearings are combined.**