



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

SITE PLAN REVIEW SUBMISSION REQUIREMENTS

ALL APPLICATIONS MUST BE RECEIVED BY NOON on the submission deadline dates. This checklist and the Site Plan Checklist must accompany the application submittals to verify 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)

ONE (1) ORIGINAL PLUS TWELVE (12) COLLATED COPIES of the following are required for Staff Review:

- 1. Application signed by the property owner or accompanied by a letter of agent authorization signed by the property owner;
- 2. Site Plan Checklist (attached) and all applicable items listed;
- 3. Site Plan (three 24"x36" and ten 11"x17");
- 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).

ALL PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS

General Information - Site Plan Review

The Board may require such additional information as may be reasonably necessary for the purposes of these regulations. In the event additional information is required, and if the Board's request is not made to the applicant prior to the public hearing, the Board shall adjourn the public hearing to a specified date.

Bonding and Security (See Article XI-B)

The Board may require the applicant to post a bond to protect abutting properties and Town facilities from damage that maybe caused directly or indirectly from the work to be performed on the Site. In addition, the purpose of this bonding will be to provide security to pay for the completion of any work shown on the approved plan.

SITE PLAN CHECKLIST:

[Outlined in Article IX of the Site Plan Regulations]

A.	A vicinity sketch showing the location of the site in relation to the surrounding public street system;
B.	A completed Notification List (attached);
C.	Certification, dated within 6 months, of a currently valid boundary survey by a land surveyor licensed to practice in New Hampshire;
D.	The scale of 1 inch equals 40 feet is required for projects of larger land area and a scale of 1 inch equals 20 feet is suggested for projects of smaller (urban) area. Plans shall be submitted on sheets no larger than 24"x36". Plan sets with multiple sheets shall include sheets of uniform size, a cover sheet with a table of contents, and be bound on the left edge;
E.	The perimeter boundaries of the lot or lots of the proposed site, including compass bearings, distances, and lot areas;
F.	Existing and proposed grades, including topographic contours at intervals not exceeding 5 feet;
G.	The shape, size, height, and location of all existing and proposed structures, including typical elevations;
H.	The location of wetlands and water bodies. Also, the location of man-made features such as existing roads and structures. The plan shall indicate those natural and man-made features which are to be removed, retained or altered;
I.	The use of abutting properties within 100 feet of the site boundary; roads, streets and driveways within 200 feet of the site boundary, and trail easements of abutting properties within 500 feet of the site boundary;
J.	Proposed streets, driveways, parking spaces, and sidewalks, with indication of direction of travel and the inside radii of all curves; the width of the traveled way of all streets, driveways and sidewalks, and the total number of parking spaces shall be shown. A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. Loading spaces and facilities used in connection with any structures on the site shall be shown;
K.	The size and location of all existing and proposed public and private utilities;
L.	A plan for exterior lighting and signs (see Article X-C);
M.	The 100-year floor elevation, floodway and floodplain limit shall be included where applicable;
N.	A proposed landscaping plan indicating plantings to be installed and natural cover to be retained. The plan shall specify in detail the size and types of shrubs, plants, caliber of trees, etc. Such plan shall also show the proposed landscaping and natural cover of the perimeter of the site including all sizes and types of trees, screens, fences, and wall and natural cover to be retained (see Article X-D);
O.	The following zoning information indicating the zoning designation, Tax Map and Lot number and the following:
	1. Area of lot;
	2. Location and gross area of existing and proposed buildings;
	3. Off-street parking spaces;

_____	4.	Handicap accessible spaces;
_____	5.	Loading spaces;
_____	6.	Height and number of stories of existing and proposed buildings;
_____	7.	Proposed use;
_____	8.	Front, side and rear setbacks;
_____	P.	Plans for snow removal and storage;
_____	Q.	Paving, grading and drainage plans including but not limited to walks, steps, curbing and drainage structures;
_____	R.	All surface and subsurface storm drainage facilities, including Town storm drainage facilities located immediately adjacent to the site;
_____	S.	An estimated timetable for construction and completion of buildings, parking facilities, and landscaping;
_____	T.	If the proposed development requires a Special Exception or Variance by the Zoning Board of Adjustment, a copy of such is attached and made a part of the application;

Following Staff Review, applicant shall provide **ONE (1) ORIGINAL PLUS SEVENTEEN (17) COLLATED COPIES** of all revised documents and additionally requested materials for the Board's review. Please provide three 24"x36" and fifteen 11"x17" copies of all plans.

**PLANNING BOARD
TOWN OF HANOVER, NH**

SITE PLAN REVIEW 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 Site Plan Application has been completed in accordance with the Site Plan Review Regulations of the Town of Hanover. All information on the Checklists has been provided except items for which waivers are being sought.

Date Property Owner/Applicant

I hereby acknowledge receipt of the Site Plan Review 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 2009

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

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