



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

PLANNING BOARD
Application for Site Plan Review
MAJOR PROJECT

Design Review

Final Plan Review

Property Information:

Address: _____ Tax Map: _____ Lot: _____ Zoning District: _____

Applicant Information:

Name: _____ Mailing Address: _____

Phone: _____ Town/Zip Code: _____

E-Mail: _____

Owner Information:

The applicant is: the Property owner the Owner's Agent

If applicant is the property owner's agent, the applicant must provide the following information about the owner; and the owner's signature must appear below or the applicant must provide a written agent authorization signed by the owner:

Name: _____ Mailing Address: _____

Phone: _____ Town/Zip Code: _____

E-Mail: _____

Owner's Signature: _____

(or letter of Owner's Authorization attached)

Project Description:

Work proposed: _____

Estimated Construction Cost: _____ Estimated Project Start & Completion Dates: _____
\$ _____

Are you requesting waivers from the submission requirements? Yes No

The applicant hereby certifies and acknowledges that:

- This Site Plan Application has been completed in accordance with Hanover Site Plan Regulations.
- All information on the Checklist has been provided or requested waivers indicated.
- All requisite fees have been paid according to the adopted Rate and Fee Schedule.
- The Planning Board may require the payment of additional fees as described in the Site Plan Regulations, and the applicant hereby agrees to pay such fees.
- If the site plan subject to this application is approved, the project shall, prior to the filing of an application for a Certificate of Compliance, be fully carried out in substantial conformity to the approved plans, approval conditions, and the applicant's representations at public hearing.

Applicant's Signature _____ Date _____

For office use only:

Application No.: _____ Fee Total: _____ Date Received: _____ By: _____

This application is ACCEPTED _____ / REJECTED _____ Date: _____ By: _____

Date of Planning Board hearing: _____

Use of This Form:

This application form is to be used for applying to the Planning Board (“Board”) for review of proposed Major Projects, as defined in Section VI.C. of the Hanover Site Plan Regulations in effect as of December 8, 2009. There are separate forms for applying for site plan approval of a proposed Minor Project or for modification of a Major or Minor Project.

Application Fees:

Fees as specified in the latest adopted Town of Hanover Rate and Fee Schedule are due and payable to the Town upon delivery of either the application.

Rates as of March 2010 = **\$500 base fee + Notification Fee (\$5.54/name on Notification List) + fees as shown below (based on Estimated Cost of Construction).**

Estimated Cost	Additional Fee	Estimated Cost	Additional Fee
\$ 0.00 to \$2.5 mill	\$5.00 per \$10,000 ECC	\$10.01 mill to \$15 mill	\$2.00 per \$10,000 ECC
\$ 2.51 mill to \$5 mill	\$4.00 per \$10,000 ECC	\$15.01 mill to \$20 mill	\$1.00 per \$10,000 ECC
\$ 5.01 mill to \$10 mill	\$3.00 per \$10,000 ECC	> \$20 mill	No additional fee

Completeness of an Application:

This application form, including the Checklist, must be fully filled out, and it must contain all the information and be accompanied by all documents listed in the Checklist on pages 3 and 4.

The Planning and Zoning Department will not accept any application with missing information or documents, or with any item in the Checklist not indicated as provided or waiver requested.

After an application is accepted, the Planning Board, in accordance with RSA 676:4, shall determine whether the application is complete; at minimum a complete application shall contain all documents set out in Article VIII of the Site Plan Regulations, except for those for which the applicant requests waivers. The Board shall consider the applicant’s request for waivers, as the applicant indicates on the Checklist, and the Board shall make a determination regarding those requests. If the Board determines that the application is complete, the Board shall begin formal consideration of the application.

If the Board finds that the application is incomplete, the Board shall so notify the applicant and will not commence consideration of the application. A new application will be necessary, along with payment of the requisite fees.

Additional Information:

The Planning Board may require such additional information as may be reasonably necessary for its proper consideration of the application as set out in the Site Plan Regulations. In the event additional information is required, the Board may adjourn the public hearing to a specified date.

Staff Evaluation Prior to Submission of an Application:

Prior to the submission of an application for design review, and, if deemed necessary by the Planning Board, prior to an application for final plan review, the applicant shall meet with staff representatives of relevant town departments, to discuss the project and impacts, in order that town staff may make recommendations about the project to the applicant and to the Board. All comments and recommendations made by town staff at each Staff Evaluation meeting must be fully addressed in the application.

Design Review Comments and Recommendations:

The application for final plan review shall fully address, to the satisfaction of the Planning Board, all comments and recommendations that were made by the Board at the design review hearings.

Other Information

Site Visit:

The applicant may be required to arrange for one or more site visits to the property with the Planning Board. The purpose of the visit is to familiarize Planning Board members with the property’s existing conditions and special features, to identify potential site design issues, and provide an opportunity to discuss site plan concepts, the layout of the open space, locations for proposed buildings, and road alignments.

Bonding and Security:

According to Section X.B. of the Site Plan Regulations, the Planning Board may require the applicant to post security to ensure completion of the construction and installation of all improvements and utilities shown on the approved site plan.

Checklist of Submission Requirements:

- For Design Review:** The applicant shall provide twelve (12) collated and stapled sets of application documents, along with each document specified below or indicated below as requesting a waiver:
- For Final Plan Review:** The applicant shall provide nineteen (19) collated and stapled sets of application documents, along with each document specified below or indicated below as requesting a waiver:

Waiver
 Provided: Requested: All documents except plans shall be typed or printed on 8.5"x11.0" paper, double-sided, and collated:

For all Applications for Major Projects:

- _____ Completed **application form**.
- _____ Completed **Notification List** prepared by the applicant **on the attached form**.
- _____ All filing **fees**, notice costs, and other applicable costs and fees.

Narrative description of the project and waivers including:

- _____ brief summary of the project noting all the changes proposed and where appropriate, square footage associated with the floor area, building footprint and disturbed area;
- _____ plans for snow removal;
- _____ estimated timetable for construction and completion of buildings, parking facilities, and and landscaping; and
- _____ explanation of the applicant’s rationale for each requested waiver.

_____ **Vicinity sketch** showing the location of the site in relation to the surrounding public street system. This can be included as an inset to the Site Context Map or be submitted separately.

Requirements for all plans:

- _____ Name and address of the preparer of the plan. The plan shall include the professional license stamp of the preparer.
- _____ Plans fully showing the project, consisting of legible plans and plan notes, drawn at a scale not smaller than 1"=40', on sheets not smaller than 11"x17" or larger than 23"x36", with font size not less than six (6) point, and as further specified in the Site Plan Regulations.

Survey Map

_____ Currently valid boundary survey certified by a land surveyor licensed to practice in New Hampshire. The perimeter boundaries of the lot or lots on which the project is located, including compass bearings, distances, and lot areas.

Site Context Map showing:

- _____ tax map and lot number;
- _____ zone designation;
- _____ area of lot;
- _____ location and gross area of existing buildings;
- _____ existing off-street parking spaces;
- _____ existing handicap/accessible spaces;
- _____ existing loading spaces;
- _____ front, side and rear setbacks;
- _____ height and number of stories of existing buildings, with indication of height from finished grade to highest elevation of building and height of any towers, spires, chimneys, penthouses, or other similar rooftop structures;
- _____ existing grades, including topographic contours at intervals not exceeding five (5) feet;

Waiver
Requested: All documents except plans shall be typed or printed on 8.5"x11.0" paper, double-sided, and collated:
existing location of water resources and man-made drainage features;
other significant natural features, and man-made features including, but not limited to, existing roads and shape, size, and location of all existing structures;
the 100-year flood elevation, floodway and floodplain limit shall be included where applicable;
all rights of ways and easements; and
the use of abutting properties within one hundred (100) feet of the site boundary; roads, streets, and driveways within two hundred (200) feet of the site boundary, and trail easements of abutting properties within five hundred (500) feet of the site boundary.

Site Plan showing:

tax map and lot number;
zone designation;
area of lot;
location and gross area of proposed buildings;
proposed streets, driveways, parking spaces, and sidewalks;
proposed off-street parking spaces;
proposed handicap/accessible spaces;
areas designated or intended for loading and unloading passenger or freight deliveries;
front, side and rear setbacks;
height and number of stories of proposed buildings, with indication of height from finished grade to highest elevation of building and height of any towers, spires, chimneys, penthouses, or other similar rooftop structures;
shape, size, and location of all proposed structures;
use of all rooms and areas;
proposed grades, including topographic contours at intervals not exceeding five (5) feet;
the location of water resources and man-made drainage features;
natural features, and man-made features which are to be removed, retained or altered;
the 100-year flood elevation, floodway & floodplain limit shall be included where applicable; &
all rights of ways and easements;

Vehicular and Pedestrian Circulation Plan showing

All non-vegetated areas including existing and proposed streets, driveways, loading areas, parking spaces, and sidewalks, with indication of direction of travel, the inside radii of all curves, the width of the traveled way of all streets, driveways and sidewalks, the total number of parking spaces and handicapped parking spaces, fire lanes, emergency access and location of bike racks and bike storage areas.

Elevations

Elevations of existing and proposed structures.

Utility Plan showing

size and location of all existing and proposed above ground and underground public and private utilities including fire hydrants and transformers;
location of any vents (intake or exhaust) and nature thereof (for example: emergency generator exhaust, lab waste pipe vent, etc., building ventilation supply air areaway, etc.); and
mechanical equipment located exterior to, or on top of, any structures such as air handlers, generators, chillers, etc.

Waiver
Provided: Requested: All documents except plans shall be typed or printed on 8.5"x11.0" paper, double-sided, and collated:

Lighting and Landscape Plan showing:

_____ exterior lighting and signs;
_____ lighting fixture cut sheets;
_____ areas designated for snow storage; and
_____ 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, caliper of trees, etc. Such plan shall also show the proposed landscaping and natural cover of the perimeter of the site and parking areas including all sizes and types of trees, screens, fences, and walls and natural cover to be retained (See Article IX.B.3 of the Site Plan Regulations).

Grading and drainage plans showing:

_____ existing and proposed grades, including topographic contours at intervals not exceeding two (2) feet;
_____ surface and subsurface drainage, drainage landforms, structures and facilities including natural drainage channels and town storm drainage facilities located immediately adjacent to the site;
_____ temporary sediment basins and other drainage structures;
_____ erosion controls; and
_____ phasing plan showing progression of site work.

Construction staging plan showing:

_____ location of construction trailers;
_____ lay-down areas for materials;
_____ contractor parking; and
_____ displaced parking plan (temporary or permanent).

Other Approvals

_____ A copy of the approval(s) for any required local special exception or variance or State or Federal permits for the proposed project.

For an Application for Design Review:

_____ All comments and recommendations made by town staff at the Staff Evaluation meeting are fully addressed in this application.

For an Application for Final Plan Review:

_____ All comments and recommendations made by town staff at the Staff Evaluation meeting are fully addressed in this application if deemed necessary by the Planning Board.

_____ Road and utility plan developed by the applicant with input from the Director of Public Works and acceptable to and signed by the Director of Public Works.

_____ All comments and recommendations that were made by the Planning Board at the design review hearings are fully addressed in this application.

