



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

PLANNING BOARD
Application for Site Plan Review
MODIFICATION OF AN
APPROVED MAJOR PROJECT

Case Number: _____ **Date of Approval:** _____

Property Information:

Address: _____ Assessors' Map: _____ Lot: _____ Zoning District: _____

Applicant Information:

Name: _____ Mailing Address: _____
Phone: _____ Town/Zip Code: _____
E-Mail: _____

Owner Information:

The applicant is: the Property Owner _____ or 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: _____
Owner's Town/Zip Code : _____
Signature: _____ Phone: _____
or, Owner's Authorization Attached: _____ E-Mail: _____

Project Description:

Proposed modification: _____

Are you requesting waivers from the submission requirements? Yes _____ No _____

The applicant hereby certifies and acknowledges that:

- This Site Plan Modification 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 modification 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, as modified, and to the applicant's representations at public hearing.

Applicant's Signature _____ Date _____

for office use only:			
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 modification to a previously approved Major Project, as set out in Section VI. C. and X.C. of the Hanover Site Plan Regulations in effect as of December 8, 2009.

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 an application.

Rates as of March 2010 = **\$200 base fee + Notification Fee (\$5.54/name on Notification List)**

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 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 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 acting on this application, the Board may require that the applicant have a Staff Evaluation meeting with relevant town officials, and that the applicant shall address fully all comments and recommendations made by town officials at such meeting.

Other Information

Site Visit:

The applicant may be required to arrange for one or more site visits to the property with the Board. The purpose of the visit is to familiarize Board members with the property’s existing conditions and special features, to identify potential site design issues, and provide an opportunity to discuss on-site the proposed modifications.

Bonding and Security:

According to Section X.B. of the Site Plan Regulations, the Board may require the applicant to adjust the amount of any security posted to ensure completion of the construction and installation of all improvements and utilities shown on the approved site plan as modified.

Checklist of Submission Requirements:

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:

<u>Provided:</u>	<u>Waiver Requested:</u>	<u>Document (all except plans shall be typed or printed on 8.5"x11.0" paper, double-sided, and collated):</u>
_____	_____	Completed application form.
_____	_____	Summary description of the proposed modification.
_____	_____	Vicinity sketch showing the location of the site in relation to the surrounding public street system.
_____	_____	Completed Notification List prepared by the applicant on the attached form.
_____	_____	All filing fees, notice costs, and other applicable costs and fees.
_____	_____	The name and address of the preparer of the plan. The plan shall include the professional license stamp of the preparer.
_____	_____	Plans fully showing the previously approved conditions of the project and the proposed modifications to 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.
_____	_____	The boundary survey by a land surveyor licensed to practice in New Hampshire on which the original site plan approval was based, showing the perimeter boundaries of the lot or lots on which the project is located, including compass bearings, distances, and lot areas.
_____	_____	Grades, including topographic contours at intervals not exceeding five (5) feet.
_____	_____	The location of water resources, other significant natural features, and man-made features including, but not limited to, existing roads, structures, and man-made drainage features. The plan shall also indicate those natural and manmade features which are to be removed, retained or altered.
_____	_____	The 100-year flood elevation, floodway and floodplain limit shall be included where applicable.
_____	_____	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.
_____	_____	All legal rights of ways and easements.
_____	_____	The shape, size, and location of all structures, including typical elevations.
_____	_____	The use of all rooms and areas.
_____	_____	Streets, driveways, 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, and the total number of parking spaces and handicapped parking spaces.
_____	_____	A circulation plan of the interior of the lot showing provisions for both vehicle and pedestrian circulation.
_____	_____	All areas designated or intended for loading and unloading passenger or freight deliveries.

<u>Provided:</u>	<u>Waiver Requested:</u>	<u>Document (all except plans shall be typed or printed on 8.5"x11.0" paper, double-sided, and collated):</u>
_____	_____	Fire lanes, fire hydrants, and emergency access.
_____	_____	The size and location of all public and private utilities.
_____	_____	The 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.).
_____	_____	Mechanical equipment located exterior to, or on top of, any structures such as air handlers, generators, chillers, etc.
_____	_____	A plan for exterior lighting and signs.
_____	_____	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 walls and natural cover to be retained (See Article IX.B.3 of the Site Plan Regulations).
_____	_____	The zoning designation and dimensional requirements applicable to the site under the Hanover Zoning Ordinance.
_____	_____	The following zoning information indicating the zone 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) Front, side and rear setbacks; and
_____	_____	(7) Height and number of stories of existing and 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.
_____	_____	Plans for snow removal and storage.
_____	_____	Paving, grading and drainage plans including but not limited to walks, steps, curbing and drainage structures.
_____	_____	All surface and subsurface storm drainage facilities, including town storm drainage facilities located immediately adjacent to the site.
_____	_____	An estimated timetable for construction and completion of buildings, parking facilities, and landscaping.
_____	_____	A copy of the approval(s) for any required special exception or variance for the proposed project.
_____	_____	An explanation of the applicant's rationale for each requested waiver.
_____	_____	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.

Notification List (see also RSA 672:3 and 676:4, I (d)):

Complete names and mailing addresses, as shown in the latest Town of Hanover Assessors' information, of:

- Owners of the subject property, applicant (if different from the property owner);
- Each project consultant, that is, architect, soil scientist, land surveyor, and engineer, whose professional seals appear on any plat submitted as part of this application;
- Abutters (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, that is, the subject property), with Assessors' Map and Lot numbers; 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; and
- Holders of conservation, preservation, or agricultural preservation restrictions.

Map: Lot: Name and Address of Owner of Subject Property:

Names and Addresses of Applicant, Consultants, Abutters, and Holders of Restrictions:
