



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

PLANNING BOARD
Application for Site Plan Review
MINOR PROJECT

Are you requesting a waiver from the Standards and Requirements of Article IX of the Site Plan Regulations?

Yes _____ No _____

If yes, do not fill out the rest of this application form, but make your application on the Major Projects form.

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:

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 Minor Projects Review Committee 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 Public Hearing: _____

Description of Minor Projects: Except as exempted below, any project that meets one or more of the following criteria shall be eligible for review and approval by the Minor Projects Review Committee (“Committee”):

- a. Changes of less than ten (10) feet in any dimension or relocation of a structure and where there is no substantial change in parking, loading or vehicular access;
- b. Changes of less than 2,000 square feet of disturbed area associated with the project and where there is no substantial change in parking, loading or vehicular access;
- c. Changes of less than 6,000 cubic feet in the volume of a building and where there is no substantial change in parking, loading or vehicular access;
- d. Regardless of square footage, any change in the dimensions, configuration, landscaping, circulation or location of sidewalks, parking lots, parking facilities or parking areas that do not change the number of parking spaces and do not encroach into any required landscaped buffer area;
- e. Minor relocation or replacement of existing outdoor light fixtures with sharp cutoff, direct down cast fixtures;
- f. Regardless of square footage, changes or additions intended to create barrier free access to a structure or to add an additional egress to a structure;
- g. Changes or additions to stormwater controls;
- h. Changes or additions to exterior waste receptacles or their screening;
- i. Changes or additions to exterior equipment associated with existing telecommunication facilities;
- j. Regardless of square footage, burial of overhead utilities or changes or additions, including relocation, of underground utilities; or
- k. Addition of solar panels, wind generators, condensers, generators or transformers.

A Minor Project otherwise eligible for review and approval by the Minor Projects Review Committee shall be subject to review and approval by the Planning Board if:

- a. The project involves construction of a new building;
- b. At their sole discretion, the project is deemed by the Minor Projects Review Committee to be beyond the scope of minor project site plan review because the cumulative impact or amount of disturbed area and improvement proposed renders it a major project;
- c. The applicant has requested a waiver from any standards or requirements set forth in Article IX of the Site Plan Regulations; or
- d. The project is construed as having a potential regional impact.

Use of This Form: This application form is to be used for applying to the Minor Projects Review Committee for review of proposed Minor Projects, as defined in Section VI.B. 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 Major 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 an application.

Rates as of June 2010 = **\$50 base fee + Notification Fee (\$5.54/name on Notification List) + \$5.00/\$10,000 Estimated Cost of Construction**

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 page 3. **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 Minor Projects Review Committee, 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 Committee shall consider the applicant’s request for waivers, as the applicant indicates on the Checklist, and the Committee shall make a determination regarding those requests. If the Committee determines that the application is complete, the Committee shall begin formal consideration of the application.

If the Committee finds that the application is incomplete, the Committee 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 Minor Projects Review Committee 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 Committee may adjourn the public hearing to a specified date.

Waivers from Standards and Requirements for Proposed Developments: If an applicant requests a waiver from any standards or requirements set forth in Article IX of the Site Plan Regulations, the application shall be subject to review and approval of the Planning Board instead of the Minor Projects Review Committee.

Appeals: Appeals from the decision of the Minor Projects Review Committee shall be made to the Planning Board pursuant to RSA 674:43 III. The twenty (20) day time period shall be calculated in the same way the thirty (30) day time period is calculated in RSA 677:15.

Bonding and Security: According to Section X.B. of the Site Plan Regulations, the Minor Projects Review Committee 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:

The applicant shall provide eight (8) collated and stapled sets of application documents, along with each document specified below or indicated below as requesting a waiver:

Provided:	Waiver Requested:	Document (all except plans shall be typed or printed on 8.5"x11.0" paper, double-sided, and collated):
_____	_____	Completed application form.
_____	_____	Summary description of the project.
_____	_____	Vicinity sketch showing the location of the site in relation to the surrounding public street system, together with the address and zoning classification of the subject property, and the uses of adjoining properties.
_____	_____	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 and plan notes fully showing the project, 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, judged by the Senior Planner to be legible, and contain a north arrow, bar scale, original date and dates and descriptions of revisions; and showing existing and proposed: Size, shape, and use of the subject property, Site topography, Drainage, Hydrologic features, Vegetation, Other natural features;
_____	_____	Size, dimensions, location, and height of structures (including expansion or modification);
_____	_____	Landscaping, Parking areas, ramps, walkways, driveways, Lighting fixtures, signs, Stormwater control devices, Exterior waste receptacles, exterior equipment, utilities, solar panels, wind generators, condensers, transformers, or other similar features, Other improvements.
_____	_____	Statement demonstrating conformity of the proposal with the standards and requirements as set forth in Article IX.
_____	_____	Statement demonstrating full compliance with the Hanover Zoning Ordinance, including proposed height and setbacks, of the proposed improvements or changes.

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:

please use additional sheets if necessary