



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

**MAJOR SUBDIVISION
(DESIGN REVIEW)
SUBMISSION REQUIREMENTS**

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

This application shall conform in all respects to the Subdivision Regulations of the Town of Hanover.

_____ **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)

AN ORIGINAL AND 12 COLLATED COPIES of the following are required for Staff Review (including 3 24"x36" copies and 10 11"x17" copies of all plan submittals):

- _____ 1. Application (attached) signed by the property owner or accompanied by a letter of agent authorization signed by the property owner;
- _____ 2. Notification List (attached);
- _____ 3. Design Review Checklist (attached) and all items on the list
- _____ 4. Any other supporting documentation;
- _____ 5. Application filing fee* (please see attached abbreviated rate/fee schedule)

* The State mandated LCHIP surcharge will be collected with the recording Mylar.

ALL PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS

DESIGN REVIEW CHECKLIST:

[Refer to Article 5, Section 5.02 of the Subdivision Regulations for more complete information]

- ___ 1. Ownership and Contact Information
- ___ 2. Description of Design Review Plans
- ___ 3. Site Context Map
- ___ 4. Existing Resources and Site Analysis Plan
- ___ 5. Density Analysis
- ___ 6. Outcomes of the Four-Step Design Process:
 - ___ a. Four Step Design Process for Major Subdivisions:
 - Step 1: Delineation of Lands of High and Moderate Resource Value
 - Step 2: Location of Building Sites
 - Step 3: Alignment of Roads, Driveways and Trails
 - Step 4: Drawing in the Lot Lines
 - ___ b. Four-Step Site Design Process Option for Village Centers
- ___ 7. Preliminary Layout and Improvements Plan
- ___ 8. Preliminary Resource Impact and Conservation Plan

All plan submittals should include 3 24"x36" copies and 10 11"x17" copies.

The Board may request that specific additional items be submitted to assist them in their review.

ALL PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS

Following Staff Review, applicant shall provide **AN ORIGINAL AND 19 COLLATED COPIES** of all revised documents and additionally requested materials for the Board's review. All plan submittals shall include 3 24"x36" copies and 17 11"x17" copies.

**PLANNING BOARD
TOWN OF HANOVER, NH**

**MAJOR SUBDIVISION APPLICATION
DESIGN REVIEW**

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:

The proposed Design Review plat has been completed in accordance with the Town of Hanover Subdivision Regulations. All requests, if any, for the relaxation of requirements under Article 3, Section 3.01 are contained herein. All information on the Checklist has been provided except items for which waivers are being sought.

Date

Property Owner/Applicant

I hereby acknowledge receipt of the Major Subdivision Preliminary Plat Application and within 30 days the Planning Board shall hold a public hearing on the proposed Subdivision 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 check, payable to "Grafton County Registry of Deeds"
 To be collected with final Mylar submittal

MEETING / SUBMITTAL DEADLINE SCHEDULE 2010

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

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



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

**MAJOR SUBDIVISION
(FINAL PLAT)
SUBMISSION REQUIREMENTS**

ALL APPLICATIONS MUST BE RECEIVED BY NOON on the submission deadline dates. This checklist and the Major Subdivision Final Plat Checklist must accompany the application submittals to verify the required materials are included. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

This application shall conform in all respects to the Subdivision Regulations of the Town of Hanover. All subdivisions of more than three lots shall include documentation of a four-step design process in determining the layout of proposed opens space, house sites, roads and lot lines, as described in Article 5, Section 5.02.C.6.

_____ **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)

AN ORIGINAL AND 12 COLLATED COPIES of the following are required for Staff Review (including 3 24"x36" copies and 10 11"x17" copies of all plan submittals):

- _____ 1. Application signed by the property owner or accompanied by a letter of agent authorization signed by the property owner;
- _____ 2. Notification List (attached);
- _____ 3. Final Plat (See Final Plat Checklist attached)
- _____ 4. Any other supporting documentation;
- _____ 5. Application filing fee* (please see attached abbreviated rate/fee schedule)

* The State mandated LCHIP surcharge will be collected with the recording Mylar.

ALL PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS

All items on the Final Plat application shall be completed and submitted to the Planning Board Coordinator before the proposal is scheduled for a meeting with the Planning Board.

FINAL PLAT CHECKLIST:

[Refer to Article 5, Section 5.03 of the Subdivision Regulations for more complete information]

- ___ 1. Description of Final Plan
- ___ 2. Additional Information for Final Plan
 - ___ a. Existing Resources and Site Analysis Plan
 - ___ b. Density Analysis
 - ___ c. Results of the Four-Step Design Process
 - ___ d. Subdivision Grading and Drainage Plan
 - ___ e. Subdivision Road and Utility Plan
 - ___ f. Fire Protection and Emergency Access Plan
 - ___ g. Final Resource Impact and Conservation Plan
 - ___ h. Final Improvements Construction Plan
 - ___ i. Final Stormwater Management and Erosion and Sedimentation Control Plan
 - ___ j. Final Open Space Ownership and Management Plan
 - ___ k. Final Landscape Plan
 - ___ l. Studies and Reports
 - ___ m. Community Association Document
 - ___ n. Additional Approvals, Certificates and Documents
 - ___ o. Phasing Plan
 - ___ p. Request for Waivers
 - ___ q. Security for Work to be Performed
 - ___ r. Additional Information to be Considered in the Application with Regard to Open Space Subdivision, Planned Residential Development, or a Continuing Care Retirement Community
 - ___ s. Other Plans required by the Board

The Board may request that specific additional items be submitted to assist them in their review.

PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS

Following Staff Review, applicant shall provide **AN ORIGINAL AND 19 COLLATED COPIES** of all revised documents and additionally requested materials for the Board's review. All plan submittals shall include 3 24"x36" copies and 17 11"x17" copies.

**PLANNING BOARD
TOWN OF HANOVER, NH**

**MAJOR SUBDIVISION APPLICATION
FINAL PLAT**

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:

The proposed Final Plat has been completed in accordance with the Town of Hanover Subdivision Regulations. All requests, if any, for the relaxation of requirements under Section 5.12d are contained herein. All information on the Checklist has been provided except items for which waivers are being sought.

Date

Property Owner/Applicant

I hereby acknowledge receipt of the Major Subdivision Final Plat Application and within 30 days the Planning Board shall hold a public hearing on the proposed Subdivision 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.)**

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Map _____ Lot _____		_____

Map _____ Lot _____		_____

Map _____ Lot _____		_____

Notification List (continued)

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

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