

**PLANNING BOARD  
TOWN OF HANOVER, NH**

**FOR OFFICE USE ONLY**

Case # \_\_\_\_\_

Fee \_\_\_\_\_

Date filed \_\_\_\_\_

Rec'd by \_\_\_\_\_

**MODIFICATION of an  
APPROVED SITE PLAN – Major Project**

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

**PROPERTY OWNER**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

**SUBJECT PROPERTY** \_\_\_\_\_

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District \_\_\_\_\_

**ORIGINAL PROJECT DESCRIPTION** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED MODIFICATIONS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are waivers requested? YES  NO

Applicant hereby certifies and acknowledges that: (1) This application has been completed in accordance with Hanover Site Plan Regulations. (2) All items on the Submission Requirements Checklist of which modifications are proposed are provided or requested waiver(s) indicated. (3) Payment of all requisite fees is provided in accord with the Town's adopted Rate & Fee Schedule. (4) 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. (Article VIII.A.1.d) (5) 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.

**Authorization to Enter Subject Property** Members of the Hanover Planning Board, Planning & Zoning Department, and other pertinent Town Departments and boards are hereby authorized to enter these properties for the purpose of evaluating this application. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

\_\_\_\_\_  
Property Owner / Applicant with letter of owner's authorization attached

\_\_\_\_\_  
Date

**Use of This Form** This application is to be used to apply to the Planning Board (“Board”) for review of proposed modification(s) of an approved site plan major project, as defined in Article VI.D of the Hanover Site Plan Regulations in effect as of September 28, 2010.

**Additional Information** If, during review of the application, the Board determines that additional information is necessary or desirable, the Board shall so inform the applicant, and the applicant shall supply such information within the timeframe agreed between the Board and the applicant.

**Staff Evaluation** Prior to submission [to the Board] of an application for Design Review and, if deemed necessary by the Board, also prior to submission of an application [to the Board] for Final Plan Review, the applicant shall meet with town staff to discuss the project and impacts.

**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 site plan concepts, the layout of the open space, and locations for proposed buildings and road alignments.

**Security for Work to Be Performed** The applicant may be required to submit security to the Town to secure the completion of the actual construction and installation of all improvements and utilities within 3 years from the date of the Notice of Action or as a condition of the issuance of a Certificate of Compliance, for work which cannot be completed because of the time of the year.

**WHICH PHASE ARE YOU APPLYING FOR? (CHOOSE ONE)**

**STAFF EVALUATION**

\_\_\_\_\_  
(Initials) Applicant acknowledges that Staff Evaluation will be held in the Town Hall Boardroom beginning at 1:30 PM, as noted on the Board’s annual meeting schedule.

**BOARD REVIEW**

# SITE PLAN REVIEW – MAJOR PROJECT MODIFICATION

## SUBMISSION REQUIREMENTS CHECKLIST

- APPLICATION SUBMITTED BY NOON** on the first Tuesday of the month
- Payment of **filing fee**: \$500 base fee + \$75 Legal Notice + \$15 per name on Notification List (no exclusions; **every name**) + \$63.60 recording
- ONE full-size plan set** (no larger than 24"x36")
- ELEVEN copies of file-size plan sets** (11"x17")
- ELEVEN copies of the following COLLATED with the file-size (11"x17") plan sets**
  - This **checklist** - completed by the applicant
  - 1<sup>st</sup> page of this application** - completed by the applicant
    - Application bears signature of property owner or authorized agent OR is accompanied by letter of authorization from property owner or authorized agent
  - Notification List** – provided by the applicant  
Notification requirements are outlined in NH RSA 676:4, I(d) & in the Hanover Site Plan Regulations. The notification list shall be drafted not more than FIVE days prior to filing.  
The notification list shall include the **names AND mailing addresses** of:
    - Owners of the subject property
    - Applicant (if different from the owner of the subject property)
    - Abutting property owners  
A list of abutting property owners & mailing addresses can be generated & printed from the Assessor's records at: [axisgis.com/HanoverNH/](http://axisgis.com/HanoverNH/)  
Please call the Senior Planner for assistance. (603) 640-3218
  - Every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan
  - All holders of conservation, preservation or agricultural preservation restrictions as defined in RSA 477:45
  - The preparer of the plan

For properties under a condominium or other collective form of ownership, a list of the officers of the collective or association, is acceptable. When the officers are not known, each individual condominium owner must be listed.

For structures and building sites within 500 feet of the top of the bank of any lake, pond, river, or stream, NHDES must be notified.

**\*\* Failure to provide accurate information may result in hearing delays \*\***
- Summary description** – written narrative explaining
  - all modifications proposed & where appropriate, square footage associated with the floor area building footprint & disturbed area
  - rationale for each waiver

## SUBMISSION REQUIREMENTS CHECKLIST (continued)

### **Please indicate which of the following are to be MODIFIED**

(see Article VIII of the Site Plan Regulations for more information)

(Items marked as "Modify" must be provided)

Modify **Extension of Board approval**

- Estimated timetable for construction & completion of buildings, parking facilities, & landscaping
- Plans for snow removal (written narrative or shown on Landscaping Plan)
- 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)

**Plans & plan notes**

- drawn at a scale not smaller than 1"=40', on sheets not smaller than 11"x17" or larger than 22"x34", 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 & dates & descriptions of revisions
- Plat includes name & address of the preparer of the plan AND professional license stamp
- Abutters are identified on plat

**Survey Map** showing

- Certification, dated within 6 months, of a currently valid boundary survey by a land surveyor licensed to practice in NH.

**(Survey Map continued)**

- The perimeter boundaries of the lot or lots on which the project is located, including compass bearings, distances, & lot areas;

**Site Context Map** showing

- tax map & lot number
- zoning designation
- area of lot
- location & gross area of existing buildings
- existing off-street parking spaces
- existing handicap/accessible spaces
- existing loading spaces
- front, side & rear setbacks
- height & number of stories of existing buildings, with indication of height from finished grade to highest elevation of building & height of any towers, spires, chimneys, penthouses, or other similar rooftop structures
- height & number of stories of existing buildings, with indication of height from
- existing grades, including topographic contours at intervals not exceeding 5'
- location of water resources & man-made drainage features

## SUBMISSION REQUIREMENTS CHECKLIST (continued)

### Modify

- other significant natural & man-made features including, but not limited to, existing roads & shape, size & location of all existing structures
- 100-yr flood elevation, floodway & floodplain limit shall be included, where applicable
- all legal rights of ways & easements
- use of abutting properties within 100' of the site boundary; roads, streets, & driveways within 200' feet of the site boundary, & trail easements of abutting properties within 500' of the site boundary

### **Site Plan** showing

- tax map & lot number
- zoning designation
- area of lot
- location & gross area of proposed buildings
- proposed streets, driveways, parking spaces, & sidewalks
- proposed off-street parking spaces
- proposed handicap/accessible spaces
- areas designated or intended for loading & unloading passengers or freight deliveries
- front, side & rear setbacks
- height & number of stories of proposed buildings, with indication of height from finished grade to highest elevation of building & height of any towers, spires, chimneys, penthouses, or other similar rooftop structures
- shape, size, & location of all proposed structures
- proposed grades, including topographic contours at intervals not exceeding 5'
- location of water resources & man-made drainage features
- location of other natural & man-made features including, but not limited to, existing, roads noting shape & size of all existing structures to be removed, retained or altered
- 100-yr flood elevation, floodway & floodplain limit shall be included, where applicable
- all legal rights of ways & easements
- use of abutting properties within 100' of the site boundary; roads, streets, & driveways within 200' feet of the site boundary, & trail easements of abutting properties within 500' of the site boundary
- use of all rooms & areas

### **Vehicular & Pedestrian Circulation Plan** showing

- all non-vegetated areas including existing & proposed streets, driveways, &
- areas designated or intended for loading & unloading passenger or freight deliveries
- indication of direction of travel
- the inside radii of all curves

## SUBMISSION REQUIREMENTS CHECKLIST (continued)

### Modify

- the width of the traveled way of all streets, driveways & sidewalks
- the total number of parking spaces & handicapped parking spaces
- indication of direction of travel
- fire lanes, fire hydrants, & emergency access
- location of bike racks & bike storage areas
- Elevation Plan** of existing & proposed structures

### **Utility Plan** showing

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

### **Lighting Plan** showing

- exterior lighting & signs
- lighting fixture cut sheets

### **Landscaping Plan** (See Article IX.B.3)

- indicating plantings to be installed & natural cover to be retained
- specifying in detail the size & types of shrubs, plants, caliber of trees, etc.
- showing the proposed landscaping & natural cover of the perimeter of the site including all sizes & types of trees, screens, fences, walls & natural cover to be retained
- areas designated for snow storage

### **Paving, Grading & Drainage Plans** showing

- walks, steps, & curbing
- existing & proposed grades, including topographic contours at intervals not exceeding 2'
- surface & subsurface drainage, drainage landforms, structures & facilities including natural drainage channels & town storm drainage facilities located immediately adjacent to the site
- temporary sediment basins & other drainage structures
- erosion controls
- phasing plan showing progression of work

### **Construction Staging Plan** showing

- location of construction trailer(s)
- lay-down areas for materials
- contractor parking
- displaced parking plan (temporary & permanent)

## SUBMISSION REQUIREMENTS CHECKLIST (continued)

Modify

- MISC Content** all comments & recommendations made by town staff at the Staff Evaluation meeting are fully addressed in this application

- Digital copy** of complete submission emailed to alex.taft@hanovernh.org

UPON APPROVAL – a digital version of the modified site plan, two paper copies of the modified site plan, and additional fees *may be* required for submittal.

### PLANNING BOARD SCHEDULE: 2024

The planning board meets regularly on the first Tuesday of each month.

Public Hearings are held in the Town Hall Boardroom at 7:00 PM

Staff Evaluations are held in the Town Hall Boardroom at 1:30 PM

HEARING	Staff Evaluation	submission deadline
JANUARY 2	Dec 11	Dec 7
FEBRUARY 6	Jan 8	Jan 2
MARCH 5	Feb 12	Feb 6
APRIL 2	Mar 4	Mar 5
MAY 7	Apr 1	Apr 2
JUNE 4	May 13	May 7
JULY 2	June 10	June 4
AUGUST 6	July 8	July 2
SEPTEMBER 3	Aug 5	Aug 6
OCTOBER 1	Sept 9	Sept 3
NOVEMBER 5	Oct 7	Oct 1
DECEMBER 3	Nov 11	Nov 5

# Stormwater Management Checklist

Site Plan Review Application

Date of submittal \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<input type="checkbox"/>	Project Name	_____
<input type="checkbox"/>	Applicant Name	_____
<input type="checkbox"/>	Engineer Name	_____
<input type="checkbox"/>	Architect Name	_____
<input type="checkbox"/>	New Development	<input type="checkbox"/> Redevelopment
<input type="checkbox"/>	<b>Total Area of Disturbance</b>	_____ square feet (sf)
<input type="checkbox"/>	< 10,000 sf & no water quality threat (stormwater management plan not required)	
<input type="checkbox"/>	<10,000 sf & possible water quality threat (stormwater management plan required)	
<input type="checkbox"/>	>10,000 sf (if NH DES AoT permit required, no local stormwater plan required)	

## STORMWATER MANAGEMENT PLAN – Part 1

<input type="checkbox"/>	<b>Existing Conditions Plan</b>	
<input type="checkbox"/>	Title block, appropriate scale, legend, datum, locus plan, professional stamp(s)	
<input type="checkbox"/>	Topographic contours and benchmarks	
<input type="checkbox"/>	Buildings, structures, wells, septic systems, utilities	
<input type="checkbox"/>	Water bodies, wetlands, soil classifications, buffer areas	
<input type="checkbox"/>	Area of impervious surface	_____ sf
<input type="checkbox"/>	Total area of pavement	_____ sf
<input type="checkbox"/>	Area of pervious pavement	_____ sf
<input type="checkbox"/>	<b>Proposed Conditions Plan</b>	
<input type="checkbox"/>	Title block, appropriate scale, legend, datum, locus plan, professional stamp(s)	
<input type="checkbox"/>	Topographic contours and benchmarks	
<input type="checkbox"/>	Buildings, structures, wells, septic systems, utilities	
<input type="checkbox"/>	Water bodies, wetlands, soil classifications, buffer areas	
<input type="checkbox"/>	Area of impervious surface	_____ sf
<input type="checkbox"/>	Total area of pavement	_____ sf
<input type="checkbox"/>	Area of pervious pavement	_____ sf
<input type="checkbox"/>	Total area of gravel	_____ sf



## STORMWATER MANAGEMENT PLAN – Part 1 (continued)

<input type="checkbox"/>	<b>Stormwater management and treatment system (describe system elements below)</b>	
<input type="checkbox"/>	Name of receiving water body	_____
<input type="checkbox"/>	Closed drain and catch basin network – please provide plan and profile	
<input type="checkbox"/>	Connected to municipal closed system	<input type="checkbox"/> Connected to an open drain system
<input type="checkbox"/>	Capacity of downstream facilities to accommodate flow	
<input type="checkbox"/>	Detention structure type	_____
<input type="checkbox"/>	Structural best management practice types	_____
<input type="checkbox"/>	Low impact development strategies	_____
<input type="checkbox"/>	Estimated value of parts to be municipally-owned	\$ _____

## STORMWATER MANAGEMENT PLAN – Part 2

<input type="checkbox"/>	<b>Drainage analysis</b>		<b>CFS= Cubic feet per second</b>			
	<b>24-hour storm event</b>	<b>Runoff</b>	<b>Pre-development</b>		<b>Post-development</b>	
<input type="checkbox"/>	1 inch	Rate	_____	CFS or acre feet	_____	CFS or acre feet
<input type="checkbox"/>	1 inch	Volume	_____	CFS or acre feet	_____	CFS or acre feet
<input type="checkbox"/>	2 year	Rate	_____	CFS or acre feet	_____	CFS or acre feet
<input type="checkbox"/>	2 year	Volume	_____	CFS or acre feet	_____	CFS or acre feet
<input type="checkbox"/>	10 year	Rate	_____	CFS or acre feet	_____	CFS or acre feet
<input type="checkbox"/>	10 year	Volume	_____	CFS or acre feet	_____	CFS or acre feet
<input type="checkbox"/>	25 year	Rate	_____	CFS or acre feet	_____	CFS or acre feet
<input type="checkbox"/>	25 year	Volume	_____	CFS or acre feet	_____	CFS or acre feet
<input type="checkbox"/>	100 year	Rate	_____	CFS or acre feet	_____	CFS or acre feet

<input type="checkbox"/>	<b>Erosion and sediment control plan</b>	
<input type="checkbox"/>	<b>Other permits or plans – Please provide a copy</b>	
<input type="checkbox"/>	US EPA Stormwater Pollution Prevention Plan	
<input type="checkbox"/>	NH DES Alteration of Terrain Permit	
<input type="checkbox"/>	Other (please list)	_____
<input type="checkbox"/>	<b>Operation and maintenance plan</b>	