

**PLANNING BOARD  
TOWN OF HANOVER, NH**

**MODIFICATION of an  
APPROVED SUBDIVISION**

**FOR OFFICE USE ONLY**

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

Fee \_\_\_\_\_

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

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

**APPLICANT**

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

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

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

**PROPERTY OWNER**

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

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

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

**SUBJECT PROPERTY**

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

**PROJECT DESCRIPTION**

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

Are waivers requested? YES  NO

Applicant hereby certifies and acknowledges that: The proposed Modified Final Plat has been completed in accordance with the Hanover Subdivision Regulations. All requests, if any, for the relaxation of requirements under Article 3.01 are contained herein. All information on the Submission Requirements Checklist has been provided except items for which waivers are being sought.

**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

**Additional Information** The Board may require such other information as it deems necessary to serve the purposes of the Subdivision Regulations.

**Staff Evaluation** Prior to submission [to the Board] for Final Plan Review, the applicant and their design team shall meet with town staff to discuss the project and impacts.

**Site Visit** The applicant may be requested to arrange a site visit 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, locations for proposed buildings, and road alignments.

**Security for Work to be Performed** The Board may requests security for the completion of the actual construction and installation of all improvements and utilities.

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

**STAFF EVALUATION**

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

**BOARD REVIEW**

**SUBMISSION REQUIREMENTS CHECKLIST**

- APPLICATION SUBMITTED BY NOON** on the first Tuesday of the month
- Payment of **filing fee**
  - \* **To modify MINOR subdivision:** \$300 base fee + \$75 Legal Notice + \$15 per name on Notification list (no exceptions; every name) + \$63.60 recording fees
  - \* **To modify MAJOR subdivision:** \$500 base fee + \$75 Legal Notice + \$15 per name on Notification List (no exclusions; **every name**) + \$63.60 recording fees
  - \* State mandated LCHIP fee (\$25) shall be collected upon receipt of the recording mylars LCHIP fee shall be in the form of a certified check or money order, made payable to the Grafton County Registry of Deeds
- ONE copy of 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 plans**
  - This **checklist** – completed by the applicant
  - 1<sup>st</sup> page of this application** – completed by the applicant
  - Notification List** – provided by the applicant  
Notification requirements are outlined in NH RSA 676:4, I(d) & in the Hanover Subdivision Regulations.  
The notification list shall be drafted not more than FIVE days prior to filing.

## SUBMISSION REQUIREMENTS CHECKLIST (continued)

### [Notification List (continued)]

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. \***

- Any other supporting documentation
- All items checked below

### **Check all items that are to be MODIFIED**

#### **MAJOR Subdivision requirements** (see Article 5.03 for more information)

- Extension of Board Approval
- Ownership & Contact Information
- Description of Design Review Plans
- Site Context Map
- Existing Resources and Site Analysis Plan
- Density Analysis
- Outcomes of the Four Step Design Process
- Description of Final Plan
- Grading & Drainage Plan
- Road & Utility Plan
- Fire Protection/Emergency Access Plan
- Resource Impact & Conservation Plan
- Improvements Construction Plan
- Stormwater, Erosion, Sedimentation Mgmt Plan
- Open Space Ownership & Mgmt Plan

#### **MINOR Subdivision requirements** (see Article 6.06 for more information)

- Extension of Board Approval
- Description of Final Plat
- Names & addresses of subdivider, designer, subdivision, & municipality
- Names & addresses of abutters, roads, streets, driveways & subdivisions
- Name & seal of engineer/land surveyor
- General site location map
- Boundaries & areas of the entire parcel
- Contour lines at 10' intervals
- Building sites, lot lines, angles, dimensions, lot sizes, consecutive numbering lots
- Location of easements, deed restrictions, etc.
- Soil & sewage disposal details & approvals
- Location of public services, statement of availability

## SUBMISSION REQUIREMENTS CHECKLIST (continued)

**MAJOR Subdivision requirements**  
(see Article 5.03 for more information)

- Landscape Plan
- Studies & Reports
- Community Association Document
- Additional Approvals, Certificates, etc.
- Phasing Plan
- Security for Work to be Performed
- Additional Information to be Considered (re: Open Space Subdivision, PRD, or CCRC)

**MINOR Subdivision requirements**  
(see Article 6.06 for more information)

- Statement from Fire Chief
- Zoning, Municipal boundaries, designations

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

### 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
<b>JANUARY 2</b>	Dec 11	Dec 7
<b>FEBRUARY 6</b>	Jan 8	Jan 2
<b>MARCH 5</b>	Feb 12	Feb 6
<b>APRIL 2</b>	Mar 4	Mar 5
<b>MAY 7</b>	Apr 1	Apr 2
<b>JUNE 4</b>	May 13	May 7
<b>JULY 2</b>	June 10	June 4
<b>AUGUST 6</b>	July 8	July 2
<b>SEPTEMBER 3</b>	Aug 5	Aug 6
<b>OCTOBER 1</b>	Sept 9	Sept 3
<b>NOVEMBER 5</b>	Oct 7	Oct 1
<b>DECEMBER 3</b>	Nov 11	Nov 5