SUBMISSION REQUIREMENTS CHECKLIST:

- Payment of application filing fee
  Fee = $300 + Legal Notice ($25) + Notification ($9.00 per name on Notification List)

- SEVEN COLLATED SETS of each of the documents listed below
  - This checklist – completed by the applicant
  - Application page – completed by the applicant
    - Application bears the signature of the property owner or authorized agent OR is accompanied by a letter of authorization signed by property owner or authorized agent

- Notification List - completed by the applicant on the form prescribed
  - Tax map & lot #’s of abutting properties are available from the GIS link on the main page of Town website (hanovernh.org). Do NOT use this link for names or mailing addresses.
  - The official records of property owner names & mailing addresses are available from the ONLINE PROPERTY RECORD CARDS link on the Assessing Department page of the Town website (hanovernh.org/assessing-department).
  - NOTE: Failure to provide accurate information will result in hearing delays.

Applicant attests that the information provided on the Notification List was:
- acquired from the Hanover Assessor’s ONLINE PROPERTY RECORD CARDS
- was verified not more than five (5) days before the application filing date

- A detailed letter
  - Describing the request and
  - Addressing the application criteria
    1. Denial would result in practical difficulty or unnecessary hardship to the owner.
    2. The circumstances of the case do not require the building, structure or part thereof, to be related to the existing or proposed streets.
    3. The issuance of the permit or erection of the building would not tend to distort the official map or increase the difficulty of carrying out the master plan upon which it is based.
    4. The erection of the building or issuance of the permit will not cause hardship to future purchasers.
    5. The erection of the building or issuance of the permit will not cause undue financial impact on the municipality.

- Detailed, legible plans showing the exact location of existing conditions and proposed changes. (Please contact the Zoning Administrator with questions about what should be included on the plans. 640-3213)

- A copy of the decision being appealed

- LARGE PLANS ARE FOLDED & COLLATED with the other materials
1. Applicant Name ____________________________________________
   Address ______________________________________________
   Phone No ____________________________________________
   Email ________________________________________________

2. Property Owner __________________________________________
   Address ______________________________________________
   Phone No ____________________________________________
   Email ________________________________________________

3. Project Location (Street Address) ___________________________
   Tax Map _______ Lot _______ Zoning District ________

4. Applicant requests a Permit as provided in RSA 674:41.

5. THE UNDERSIGNED HEREBY GRANTS PERMISSION for members of the Zoning Board to enter property for purposes of reviewing the information provided in this application.

   Owner / Agent Signature ____________________________ Date ________________

6. This application has been completed in accordance with the Zoning Ordinance of the Town of Hanover.

   Owner / Agent Signature ____________________________ Date ________________

I hereby acknowledge receipt of this application.

Zoning Administrator ____________________________ Date ________________
NOTIFICATION LIST (see also RSA 672:3 and 676:4, 1(d)):

Complete listing of Town of Hanover Assessor’s Tax Maps, Lots, names & mailing addresses of: **Owner** of the subject property; **Applicant** (if different from the property owners); Each project **consultant** (architect, soil scientist, land surveyor, engineer, etc. whose professional seal appears on any plat submitted as part of this application); **Abutters** (any person whose property is located in [NH] and adjoins or is directly across the street or stream from the land under consideration by the local land use board); **Holders of conservation, preservation, or agricultural preservation restrictions.**

-- Please refer to RSA 356-B:3, XXIII regarding properties under a condominium or other collective form of ownership and RSA 205-A:1, II regarding properties under a manufactured housing park form of ownership. **When the officers or association are unknown all unit owners must be listed.**

<table>
<thead>
<tr>
<th>SUBJECT PROPERTY:</th>
<th>OWNER</th>
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<tbody>
<tr>
<td>Map _____ Lot _____</td>
<td>__________________________________________</td>
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<td>__________________________________________</td>
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<tr>
<td>APPLICANT</td>
<td></td>
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<td>__________________________________________</td>
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<tr>
<td>CONSULTANTS, ABUTTERS, ETC. (See above)</td>
<td></td>
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<tr>
<td>Map _____ Lot _____</td>
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<td>Map _____ Lot _____</td>
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Updated 12/2019
Notification List (continued)

CONSULTANTS, ABUTTERS, ETC.

Map _____ Lot _____  __________________________________________________________

Map _____ Lot _____  __________________________________________________________

Map _____ Lot _____  __________________________________________________________

Map _____ Lot _____  __________________________________________________________

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Map _____ Lot _____  __________________________________________________________

Map _____ Lot _____  __________________________________________________________
# ZONING BOARD SCHEDULE: 2020

- Hearings are *usually* scheduled on the fourth Thursday of the month
- Deliberation is *usually* the Thursday on the week after the hearing
- Submission date is *usually* the last work day of the preceding month

<table>
<thead>
<tr>
<th>HEARING DATE</th>
<th>Submission Date</th>
<th>Deliberation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY 23</td>
<td>Jan 30</td>
<td>Feb 28</td>
</tr>
<tr>
<td>JULY 23</td>
<td>Jan 31</td>
<td>Mar 5</td>
</tr>
<tr>
<td>FEBRUARY 27</td>
<td>Feb 28</td>
<td>Apr 2</td>
</tr>
<tr>
<td>AUGUST 27</td>
<td>Mar 31</td>
<td>Apr 30</td>
</tr>
<tr>
<td>MARCH 26</td>
<td>Apr 30</td>
<td>May 28</td>
</tr>
<tr>
<td>SEPTEMBER 24</td>
<td>Mar 31</td>
<td>Jun 4</td>
</tr>
<tr>
<td>APRIL 23</td>
<td>May 29</td>
<td>Jul 2</td>
</tr>
<tr>
<td>OCTOBER 22</td>
<td>Jun 4</td>
<td>Jul 2</td>
</tr>
<tr>
<td>MAY 28</td>
<td>Jun 4</td>
<td>Jul 2</td>
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<tr>
<td>NOVEMBER 19</td>
<td>May 29</td>
<td>Jul 2</td>
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<tr>
<td>JUNE 25</td>
<td>May 29</td>
<td>Jul 2</td>
</tr>
<tr>
<td>DECEMBER 17</td>
<td>Jul 2</td>
<td>Jul 2</td>
</tr>
</tbody>
</table>

Submission Date: Dec 31, Submission Date: Jun 30
Deliberation Date: Jan 30, Deliberation Date: Jul 30
Submission Date: Jan 31, Submission Date: Jul 31
Deliberation Date: Mar 5, Deliberation Date: Sept 3
Submission Date: Feb 28, Submission Date: Aug 31
Deliberation Date: Apr 2, Deliberation Date: Oct 1
Submission Date: Mar 31, Submission Date: Sept 30
Deliberation Date: Apr 30, Deliberation Date: Oct 29
Submission Date: Apr 30, Submission Date: Oct 30
Deliberation Date: Jun 4, Deliberation Date: Dec 3
Submission Date: May 29, Submission Date: Nov 30
Deliberation Date: Jul 2, Deliberation Date: TBD
674:41 Erection of Buildings on Streets; Appeals. –

I. From and after the time when a planning board shall expressly have been granted the authority to approve or disapprove plats by a municipality, as described in RSA 674:35, no building shall be erected on any lot within any part of the municipality nor shall a building permit be issued for the erection of a building unless the street giving access to the lot upon which such building is proposed to be placed:

(a) Shall have been accepted or opened as, or shall otherwise have received the legal status of, a class V or better highway prior to that time; or
(b) Corresponds in its location and lines with:
   (1) A street shown on the official map; or
   (2) A street on a subdivision plat approved by the planning board; or
   (3) A street on a street plat made by and adopted by the planning board; or
   (4) A street located and accepted by the local legislative body of the municipality, after submission to the planning board, and, in case of the planning board's disapproval, by the favorable vote required in RSA 674:40; or
(c) Is a class VI highway, provided that:
   (1) The local governing body after review and comment by the planning board has voted to authorize the issuance of building permits for the erection of buildings on said class VI highway or a portion thereof; and
   (2) The municipality neither assumes responsibility for maintenance of said class VI highway nor liability for any damages resulting from the use thereof; and
   (3) Prior to the issuance of a building permit, the applicant shall produce evidence that notice of the limits of municipal responsibility and liability has been recorded in the county registry of deeds; or
(d) Is a private road, provided that:
   (1) The local governing body, after review and comment by the planning board, has voted to authorize the issuance of building permits for the erection of buildings on said private road or portion thereof; and
   (2) The municipality neither assumes responsibility for maintenance of said private roads nor liability for any damages resulting from the use thereof; and
   (3) Prior to the issuance of a building permit, the applicant shall produce evidence that notice of the limits of municipal responsibility and liability has been recorded in the county registry of deeds for the lot for which the building permit is sought; or
(e) Is an existing street constructed prior to the effective date of this subparagraph and is shown on a subdivision plat that was approved by the local governing body or zoning board of adjustment before the municipality authorized the planning board to approve or disapprove subdivision plats in accordance with RSA 674:35, if one or more buildings have been erected on other lots on the same street.

II. Whenever the enforcement of the provisions of this section would entail practical difficulty or unnecessary hardship, and when the circumstances of the case do not require the building, structure or part thereof to be related to existing or proposed streets, the applicant for such permit may appeal from the decision of the administrative officer having charge of the issuance of permits to the zoning board of adjustment in any municipality which has adopted zoning regulations in accordance with RSA 674, or, in municipalities in which no board of adjustment exists, to the local legislative body, or to a board of appeals, whichever is appropriate, in accordance with RSA 674:14 and 674:15, including the requirement for a public hearing. In a municipality which does not require building permits, direct application may be made to the zoning board of adjustment, or the local legislative body, or the board of appeals for permission to erect the building. In passing on such appeal or application, the board of adjustment, local legislative body, or board of appeals may make any reasonable exception and shall have the power to authorize or issue a permit, subject to
such conditions as it may impose, if the issuance of the permit or erection of the building would not
tend to distort the official map or increase the difficulty of carrying out the master plan upon which
it is based, and if erection of the building or issuance of the permit will not cause hardship to future
purchasers or undue financial impact on the municipality. Any such decision made in this
connection by a board of adjustment, local legislative body, or by a board of appeals pursuant to
this section and RSA 674:14 and 674:15 shall be in writing, together with the reasons for the
decision, and shall be subject to review in the manner described in RSA 677.

II-a. Municipalities may except any lot, including island lots for islands served exclusively by
boats, from the requirements of paragraphs I and II by an affirmative vote of the local legislative
body pursuant to RSA 675, first submitted to the planning board for its approval and:

(a) If approved by the board, approved by a majority of those present and voting at a regular or
special meeting of the local legislative body; or

(b) If disapproved by the planning board, approved by not less than 2/3 of those present and
voting at a regular or special meeting of the local legislative body.

III. This section shall supersede any less stringent local ordinance, code or regulation, and no
existing lot or tract of land shall be exempted from the provisions of this section except in
accordance with the procedures expressly set forth in this section. For purposes of paragraph I, "the
street giving access to the lot" means a street or way abutting the lot and upon which the lot has
frontage. It does not include a street from which the sole access to the lot is via a private easement
or right-of-way, unless such easement or right-of-way also meets the criteria set forth in
subparagraphs I(a), (b), (c), (d), or (e).

IV. In addition to the requirements for the erection of buildings in paragraph I and
notwithstanding the exceptions provided in paragraph II, the planning board for a county in which
there are located unincorporated towns or unorganized places shall require every building which is
erected on leased land located within an unincorporated town or unorganized place to have a
building permit. A building permit shall be required under this paragraph regardless of the
proximity of the building to any street or highway. The county shall, by resolution, authorize the
planning board to issue building permits under this paragraph.