PLANNING BOARD  
TOWN OF HANOVER, NH

MODIFICATION of an  
APPROVED SITE PLAN – Major Project

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<th>APPLICANT</th>
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<td>Name</td>
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<td>Mailing Address</td>
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<tr>
<th>PROPERTY OWNER</th>
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<tr>
<th>SUBJECT PROPERTY</th>
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<tr>
<td>Tax Map</td>
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<tr>
<td>Lot</td>
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<tr>
<td>Zoning District</td>
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<tr>
<th>ORIGINAL PROJECT DESCRIPTION</th>
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<tr>
<th>PROPOSED MODIFICATIONS</th>
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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 VLD 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.

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

- [ ] **STAFF EVALUATION**  Contact Vicki Smith to confirm whether Staff Evaluation is necessary  
  (603) 640-3214; Vicki.Smith@HanoverNH.org  
  
  (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**

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**SUBMISSION REQUIREMENTS CHECKLIST**

All documents, except plans, shall be typed or printed on 8.5”x11” paper, double-sided

- [ ] **APPLICATION SUBMITTED BY NOON**  on the first Tuesday of the month

- [ ] Application filing fee: $500 + Legal Notice ($25) + Notification ($9.00 per name on Notification List) + recording ($41.55)

- [ ] Digital copy of complete submission

- [ ] **ONE full-size plan set (no larger than 22”x34”)**
SUBMISSION REQUIREMENTS CHECKLIST (continued)

☐ **FOURTEEN COLLATED SETS** of the following

☐ All pages of this application - completed by the applicant

☐ Notification List completed on the form prescribed by the town
  – To obtain tax map & lot #’s of abutting properties: use GIS link from main page of Town website (hanovernh.org/). Link is on the left side of the page.
  – To obtain up-to-date owner names & mailing addresses: use ONLINE PROPERTY RECORD CARDS link from Assessing Department page of the Town website (hanovernh.org/assessing-department). Link is in top, left corner of the page.

☐ Owner names & mailing addresses verified not more than five (5) days before application filing date

☐ **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

☐ Items below indicated as “Modify”

**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**
  – shall be 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 & 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.
  – 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
SUBMISSION REQUIREMENTS CHECKLIST (continued) (Site Context Map continued)

Modify

☐ 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
☐ 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
SUBMISSION REQUIREMENTS CHECKLIST (continued)

Modify: (Site Plan continued)

☐ - 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
☐ - 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
# SUBMISSION REQUIREMENTS CHECKLIST (continued)

Modify (Paving, Grading & Drainage Plans continued)

- exisiting & 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)

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

- **ALL of the FOURTEEN COLLATED SETS have 11”x17” plans**

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.
NOTIFICATION LIST (see also RSA 672:3 and 676:4, I (d))

To be prepared by the applicant and shall include the names & mailing addresses of: (1) owners of the subject properties and abutting property owners taken from the Town tax maps and verified in the Town records not more than FIVE days before the day of application filing; (2) every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted; (3) all holders of conservation, preservation or agricultural preservation restrictions on the subject property or abutting lands as defined in RSA 477:45; (4) the preparer of the plan; and (5) applicant (if different from property owner of subject property). -- Please refer to RSA 205-A:1 II regarding properties under a manufactured housing park form of ownership; RSA 356-B:3 XXIII regarding properties under a condominium or other collective form of ownership; and RSA 676-4 regarding structures and building sites within 500 feet of the top of the bank of any lake, pond, river, or stream.

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<td>APPLICANT</td>
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<td>ABUTTERS, CONSULTANTS, ETC. (see above)</td>
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SUB-Mjr-MOD (updated 12/2019)
### Notification List (continued)

#### ABUTTERS, CONSULTANTS, ETC. (continued)

<table>
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<tr>
<th>Map</th>
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Stormwater Management Checklist

Site Plan Review Application

Date of submittal _____ / _____ / ______

☐ Project Name ____________________________________________________________

☐ Applicant Name __________________________________________________________

☐ Engineer Name ___________________________________________________________________

☐ Architect Name ___________________________________________________________________

☐ New Development _____________________________ ☐ Redevelopment

☐ Total Area of Disturbance ______ square feet (sf)

☐ < 10,000 sf & no water quality threat (stormwater management plan not required)

☐ <10,000 sf & possible water quality threat (stormwater management plan required)

☐ >10,000 sf (if NH DES AoT permit required, no local stormwater plan required)

STORMWATER MANAGEMENT PLAN – Part 1

☐ Existing Conditions Plan

☐ Title block, appropriate scale, legend, datum, locus plan, professional stamp(s)

☐ Topographic contours and benchmarks

☐ Buildings, structures, wells, septic systems, utilities

☐ Water bodies, wetlands, soil classifications, buffer areas

☐ Area of impervious surface _______ sf

☐ Total area of pavement _______ sf

☐ Area of pervious pavement _______ sf

☐ Proposed Conditions Plan

☐ Title block, appropriate scale, legend, datum, locus plan, professional stamp(s)

☐ Topographic contours and benchmarks

☐ Buildings, structures, wells, septic systems, utilities

☐ Water bodies, wetlands, soil classifications, buffer areas

☐ Area of impervious surface _______ sf

☐ Total area of pavement _______ sf

☐ Area of pervious pavement _______ sf

☐ Total area of gravel _______ sf

☐ Stormwater management and treatment system (describe system elements below)

☐ Name of receiving water body _____________________________________________

☐ Closed drain and catch basin network – please provide plan and profile

☐ Connected to municipal closed system ☐ Connected to an open drain system
STORMWATER MANAGEMENT PLAN – Part 1 (continued)

- Detention structure type
- Structural best management practice types
- Low impact development strategies
- Estimated value of parts to be municipally-owned

STORMWATER MANAGEMENT PLAN – Part 2

<table>
<thead>
<tr>
<th>Drainage analysis</th>
<th>CFS= Cubic feet per second</th>
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<td>24-hour storm event</td>
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<td>100 year</td>
<td>Rate</td>
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- Erosion and sediment control plan
- Other permits or plans – Please provide a copy
  - US EPA Stormwater Pollution Prevention Plan
  - NH DES Alteration of Terrain Permit
  - Other (please list) 
- Operation and maintenance plan
# PLANNING BOARD SCHEDULE: 2020

Public Hearings are held in the Town Hall Boardroom, beginning at 7:30 PM.

Staff Reviews are held in the Town Hall Boardroom, beginning at 1:30 PM.

<table>
<thead>
<tr>
<th>Hearing Date</th>
<th>Submission Deadline</th>
<th>Staff Eval</th>
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<tr>
<td><strong>JANUARY 7</strong></td>
<td>Dec 3</td>
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<td><strong>FEBRUARY 4</strong></td>
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<td><strong>MARCH 3</strong></td>
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