

**PLANNING BOARD
TOWN OF HANOVER, NH**

SITE PLAN REVIEW – Major Project

Design Review Final Review

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 _____

Estimated Construction Cost \$ _____

Estimated Project Start & Completion Dates _____

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 information on the Submission Requirements Checklist is 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 Article VIII.A.1.d, and the applicant hereby agrees to pay such fees. (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

Pursuant to RSA 674:43 & 676:4 II, site plan review shall be subject to up to three phases of review by the Planning Board:

- a. **Informal Discussion** (Preliminary Conceptual Consultation Phase): directed at reviewing the basic concept of the proposed project, whether design review is required, & suggestions that might be of assistance in resolving problems with meeting requirements during final plan review.
- b. **Design Review**: provides a full understanding of the site's potential, to carefully evaluate natural constraints, aesthetic concerns & development options, to identify & consider concerns of the neighbors, to identify any municipal infrastructure limitations, & to facilitate effective exchange with the Planning Board. Design Review is required and must be completed prior to submission of an application to the Zoning Board of Adjustment for any project requiring site plan approval or special exception/administrative permit under Section 1103 of the Zoning Ordinance.
- c. **Final Plan Review**: consists of determination of the completeness of the application, a public hearing, deliberation by the Board on the merits of the project, and Board action to approve or disapprove the request. In addition to describing the project and its potential impacts, the applicant shall explain the design process used to develop the final site plan.

Use of This Form This application is to be used to apply to the Planning Board ("Board") for review of proposed major projects, 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

SUBMISSION REQUIREMENTS CHECKLIST

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

- APPLICATION SUBMITTED BY NOON** on the first Tuesday of the month
- Payment** of filing fee
- DESIGN REVIEW:** \$525 base fee + \$75 Legal Notice + \$16.04 per name on Notification List (no exclusions; **every name**) + as shown below:

Estimated Cost	Additional Fee	Tiers are calculated CUMULATIVELY Sample calculation for \$35 million ECC =
\$ 0.00 to \$10 million	\$5.00 per \$10,000 ECC	\$5,000 [first \$10 million @ \$5/10,000]
\$10.01 million to \$30 million	\$3.00 per \$10,000 ECC	\$6,000 [next \$20 million @ \$3/10,000]
> \$30 million	\$1.00 per \$10,000 ECC	\$500 [last \$5 million @ \$1/10,000]
		\$11,500 TOTAL

- FINAL REVIEW following Design Review:** \$75 Legal Notice + \$16 per name on Notification List (no exceptions; **every name**) + \$63.60 recording fee
- FINAL REVIEW when Design Review is NOT required:** \$525 base fee + \$75 Legal Notice + \$16 per name on Notification List (no exceptions, **every name**) + \$63.60 recording fee + as shown:

Estimated Cost	Additional Fee	Tiers are calculated CUMULATIVELY Sample calculation for \$35 million ECC =
\$ 0.00 to \$10 million	\$5.00 per \$10,000 ECC	\$5,000 [first \$10 million @ \$5/10,000]
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> \$30 million	\$1.00 per \$10,000 ECC	\$500 [last \$5 million @ \$1/10,000]
		\$11,500 TOTAL

- ONE copy of full-size plan set** (no larger than 24"x36")
- ELEVEN copies of file-size plan sets (11"x17") FOLDED**
- ELEVEN copies of the following COLLATED with the FOLDED file-size plans**
 - This checklist** – completed by the applicant
 - 1st page of this application** - completed by the applicant
 - Application bears signature of property owner or authorized agent **OR** is accompanied by letter of authorization signed by 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/
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

SUBMISSION REQUIREMENTS CHECKLIST (continued)

[Notification List (continued)]

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 changes proposed & where appropriate, square footage associated with the floor area, building footprint & disturbed area

rationale for each waiver requested

estimated timetable for construction & completion of buildings, parking facilities, & landscaping

plans for snow removal (written narrative or shown on Landscaping Plan)

any other supporting documentation

items marked “Provided” on the remaining Checklist pages

ALL of the following must be marked “Provided” or “Waiver Requested”

Waiver

Provided Requested

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 or submitted separately)

Plans & plan notes shall be 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

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

SUBMISSION REQUIREMENTS CHECKLIST (continued)

Waiver
Provided Requested

[Site Context Map (continued)]

- area of lot
- shape, size & location of existing buildings, including elevations & use of all rooms
- 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
- existing grades, including topographic contours at intervals not exceeding 5'
- location of water resources, other significant natural features, & man-made drainage features including, but not limited to, existing roads, structures & man-made drainage features **AND** those natural & man-made features which are 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

Site Plan showing:

- tax map & lot number
- zoning designation
- area of lot
- shape, size & location of all proposed buildings, including elevations & use of all rooms
- proposed off-street parking spaces
- proposed handicap/accessible spaces
- areas designated or intended for loading & unloading passengers or freight deliveries
- proposed streets, driveways, parking spaces, & sidewalks
- 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
- proposed grades, including topographic contours at intervals not exceeding 5'
- location of water resources, other significant natural features, and man-made features including but not limited to, existing roads, structures, and man-made drainage features **AND** those natural and man-made features which are 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

SUBMISSION REQUIREMENTS CHECKLIST (continued)

Waiver
Provided Requested

Vehicular & Pedestrian Circulation Plan showing:

- all non-vegetated areas including existing & proposed streets, driveways, & sidewalks
- 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
- 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
- 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)

Other Approvals

- copy of approval(s) for any required local, State or Federal permitting for this project

SUBMISSION REQUIREMENTS CHECKLIST (continued)

Waiver
Provided Requested

Contents specific to DESIGN REVIEW

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

Contents specific to DESIGN REVIEW

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

Contents specific to FINAL PLAN REVIEW

- all comments & recommendations made by town staff at the Staff Evaluation meeting are fully addressed in this application
- all comments & recommendations made by the Board at the Design Review hearing(s) are fully addressed in this application
- application includes a Road & Utility Plan acceptable to & signed by the Director of Public Works

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

PLANNING BOARD/ MINOR PROJECTS REVIEW COMMITTEE SCHEDULE: 2026

Hearings by the Planning Board are held in the Town Hall Boardroom at 7:00 PM

Applications must be sent by 12:00 PM on the submission deadline.

Staff Evaluations and Minor Projects Review Committee are being held in the Town Hall Boardroom at 1:30 PM.

submission deadline	staff evaluation*	HEARING
Dec 2	Dec 8	JANUARY 6
Jan 6	Jan 12	FEBRUARY 3
Feb 3	Feb 9	MARCH 3
Mar 3	Mar 9	APRIL 7
Apr 7	Apr 13	MAY 5
May 5	May 11	JUNE 2
June 4	June 8	JULY 7
July 7	July 13	AUGUST 25
Aug 4	Aug 10	SEPTEMBER 1
Sept 1	Sept 8	OCTOBER 7
Oct 6	Oct 12	NOVEMBER 3
Nov 3	Nov 9	DECEMBER 1

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"/>	Total Area of Disturbance	_____ 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"/>	Existing Conditions Plan		
<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"/>	Proposed Conditions Plan		
<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	
<input type="checkbox"/>	Stormwater management and treatment system (describe system elements below)		
<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		

STORMWATER MANAGEMENT PLAN – Part 1 (continued)

<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"/>	Drainage analysis		CFS= Cubic feet per second		
	24-hour storm event	Runoff	Pre-development		Post-development
	<input type="checkbox"/> 1 inch	Rate	_____	CFS or acre feet	_____
	<input type="checkbox"/> 1 inch	Volume	_____	CFS or acre feet	_____
	<input type="checkbox"/> 2 year	Rate	_____	CFS or acre feet	_____
	<input type="checkbox"/> 2 year	Volume	_____	CFS or acre feet	_____
	<input type="checkbox"/> 10 year	Rate	_____	CFS or acre feet	_____
	<input type="checkbox"/> 10 year	Volume	_____	CFS or acre feet	_____
	<input type="checkbox"/> 25 year	Rate	_____	CFS or acre feet	_____
	<input type="checkbox"/> 25 year	Volume	_____	CFS or acre feet	_____
	<input type="checkbox"/> 100 year	Rate	_____	CFS or acre feet	_____
<input type="checkbox"/>	Erosion and sediment control plan				
<input type="checkbox"/>	Other permits or plans – Please provide a copy				
	<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"/>	Operation and maintenance plan				