

**PLANNING BOARD  
TOWN OF HANOVER, NH**

**MAJOR SUBDIVISION – Final Plat**

**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 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 \_\_\_\_\_

## Excerpt from Article 4.05 b of the Subdivision Regulations

### *"b. Major Subdivision:*

*Any subdivision resulting in 4 or more lots or requiring new streets, utilities, or public improvements. Applications are normally processed in three steps:*

- an informal discussion [Concept Plan Review],*
- a review of the preliminary layout [Design Review], and*
- a review of and public hearing on the Final Plat.*

*Procedure and requirements are set forth in Article 7. "*

**Objective of Review of FINAL PLAT** is to ascertain whether a final plat: conforms with the Master Plan and local regulations; provides a full understanding of the site's potential; carefully evaluates natural constraints; determines the impacts on the neighborhood, natural resources, town services and infrastructure; and responds to concerns of the neighbors and others.

**Additional Information** The Board may request additional information to assist in its review of the Final Plan.

**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 request 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

\_\_\_\_\_  
(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

### SUBMISSION REQUIREMENTS CHECKLIST

(see Article 5.05C of the Subdivision Regulations for more information)

#### APPLICATION SUBMITTED BY NOON on the first Tuesday of the month

#### Applicant has developed a road & utility plan to the satisfaction of the DPW Director

#### Payment of **filing fee**

– **FINAL REVIEW following Design Review:** \$75 Legal Notice + \$16.04 per name on Notification List (no exclusions; **every name**) + \$63.60 recording fee

– **FINAL REVIEW if NO Design Review:** \$625 base fee + \$150/lot created + \$75 Legal Notice + \$16.04 per name on Notification List (no exclusions; **every name**) + \$63.60 recording fee

\* \$25 State mandated LCHIP fee 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

## SUBMISSION REQUIREMENTS CHECKLIST (continued)

- 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 plan sets**
  - 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.  
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
- Items below & on the following page indicated as "Provided"

**ALL of the following must be indicated as "Provided" or "Waiver Requested"**

Waiver  
Provided   Requested

- 1. Description of Final Plan - The Final Plan shall contain, or be accompanied by, all of the information listed in Article 5.02 C for the Design Review, but updated to reflect the final design.
- 2. Additional Information for Final Plan
  - a. Existing Resources and Site Plan Analysis Plan
  - b. Density Analysis
  - c. Results of the Four-Step Design Process
  - d. Subdivision Grading and Drainage Plan
  - e. Subdivision Road and Utility Plan

## SUBMISSION REQUIREMENTS CHECKLIST (continued)

| Provided                 | Waiver Requested         |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | f. Fire Protection and Emergency Access Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Final Resource Impact and Conservation Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Final Improvements Construction Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | i. Final Stormwater Management and Erosion and Sedimentation Control Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | j. Final Open Space Ownership and Management Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | k. Final Landscape Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | l. Studies and Reports  |
| <input type="checkbox"/> | <input type="checkbox"/> | m. Community Association Document   |
| <input type="checkbox"/> | <input type="checkbox"/> | n. Additional Approvals, Certificates and Documents   |
| <input type="checkbox"/> | <input type="checkbox"/> | o. Phasing Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | p. Request for Waivers  |
| <input type="checkbox"/> | <input type="checkbox"/> | q. Security for Work to be Performed  |
| <input type="checkbox"/> | <input type="checkbox"/> | r. Additional Information to be Considered in the Application with Regard to Open Space Subdivision, Planned Residential Development, or a Continuing Care Retirement Community |
| <input type="checkbox"/> | <input type="checkbox"/> | s. Other Plans required by the Board  |

**Digital copy** of complete submission emailed to [alex.taft@hanovernh.org](mailto: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             | <b>JANUARY 6</b>   |
| Jan 6               | Jan 12            | <b>FEBRUARY 3</b>  |
| Feb 3               | Feb 9             | <b>MARCH 3</b>     |
| Mar 3               | Mar 9             | <b>APRIL 7</b>     |
| Apr 7               | Apr 13            | <b>MAY 5</b>       |
| May 5               | May 11            | <b>JUNE 2</b>      |
| June 4              | June 8            | <b>JULY 7</b>      |
| July 7              | July 13           | <b>AUGUST 25</b>   |
| Aug 4               | Aug 10            | <b>SEPTEMBER 1</b> |
| Sept 1              | Sept 8            | <b>OCTOBER 7</b>   |
| Oct 6               | Oct 12            | <b>NOVEMBER 3</b>  |
| Nov 3               | Nov 9             | <b>DECEMBER 1</b>  |