

**PLANNING BOARD
TOWN OF HANOVER, NH**

MAJOR SUBDIVISION – Design 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

Are waivers requested? YES ☐ NO ☐

Applicant hereby certifies and acknowledges that: The proposed Design Review 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.*

The objective of DESIGN REVIEW is to provide a full understanding of the site's potential, to carefully evaluate natural constraints and development options, to identify and consider concerns of the neighbors, to identify any municipal infrastructure limitations, and to facilitate effective exchange with the Planning Board.

Additional Information The Board may request that specific additional items be submitted to assist them in their review of the Design Review.

Staff Evaluation Prior to submission [to the Board] the applicant and their professional design team shall meet with town staff to discuss the project and impacts.

Site Visit The applicant shall arrange for 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. (Article 5.02.B.3)

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 5.02.C of the Subdivision Regulations for more information)

- ☐ **APPLICATION SUBMITTED BY NOON** on the first Tuesday of the month
- ☐ Payment of **filing fee**
\$625 base fee + \$150 per lot/unit resulting + \$75 Legal Notice + \$16.04 per name on Notification List (no exclusions; **every name**)
- ☐ **ONE copy of full-size plan set** (no larger than 24"x36")
- ☐ **ELEVEN copies of file-size plan sets** (11"x17") **FOLDED**

SUBMISSION REQUIREMENTS CHECKLIST (continued)

- ☐ **ELEVEN copies of the following COLLATED with the FOLDED file-size plan sets**
- ☐ This **checklist** – completed by the applicant
 - ☐ **1st page of this application** – completed by the applicant
 - ☐ Application bears the 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 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/
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 documents
 - ☐ Items below & on the following page marked as "Provided"

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

Provided ^{Waiver}
Requested

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Ownership and Contact Information |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Description of Design Review Plans |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Site Context Map |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Existing Resources and Site Analysis Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Density Analysis |

SUBMISSION REQUIREMENTS CHECKLIST (continued)

Waiver
Provided Requested

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Outcomes of the Four Step Design Process |
| | | a. Four Step Process for Major Subdivision |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Step 1</u> : Delineation of Lands of High and Moderate Resource Value |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Step 2</u> : Location of Building Sites |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Step 3</u> : Alignment of Roads, Driveways & Trails |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Step 4</u> : Drawing in the Lot Lines |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Four-Step Site Design Process Option for Village Centers |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Preliminary Layout and Improvements Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Preliminary Resource Impact & Conservation Plan |

☐ **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