

**PLANNING BOARD  
TOWN OF HANOVER, NH**

**MINOR LOT LINE /  
BOUNDARY LINE AGREEMENT**

**FOR OFFICE USE ONLY**

Case # \_\_\_\_\_

Fee \_\_\_\_\_

Date filed \_\_\_\_\_

Rec'd by \_\_\_\_\_

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

**PROPERTY OWNER(S)** If more than 2 owners are involved, please use multiple forms.

(1) Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

**SUBJECT PROPERTY**

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District \_\_\_\_\_

(2) Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

**SUBJECT PROPERTY**

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District \_\_\_\_\_

**PROJECT DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are waivers requested? YES ☐ NO ☐

Property owner/Applicant hereby certifies and acknowledges that (1) this application has been completed in accordance with the Subdivision Regulations of the Town of Hanover, and (2) all information on the Submission Requirements Checklist has been provided.

**Authorization to Enter Subject Property(ies)** 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

# MINOR LOT LINE ADJUSTMENT

## SUBMISSION REQUIREMENTS CHECKLIST

(see Article 3.02 of the Subdivision Regulations for more information)

- ☐ **APPLICATION SUBMITTED BY NOON** on the first Tuesday of the month
  - ☐ **Payment** of filing fee
    - \* \$150 base fee + \$75 Legal Notice + \$16.04 per name on Notification List (no exclusions; **every name**) + \$63.60 recording fees
    - \* State mandated LCHIP fee (\$25) 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
  - ☐ **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
    - ☐ **1<sup>st</sup> 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/](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 \*\***

## SUBMISSION REQUIREMENTS CHECKLIST (continued)

- ☐ **Site location map** showing the original boundaries of the adjacent parcels
- ☐ **Detailed Plat**
  - ☐ showing the proposed new property lines
  - ☐ with the following statement on the plat  
“This Plan shows a division of land for the purpose of Minor Lot Line Adjustment/Boundary Agreement as defined in the Hanover Subdivision Regulations and does not require the approval of the Hanover Planning Board as a subdivision.”
- ☐ **Any other supporting documentation**

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

**UPON APPROVAL** – a digital version of the approved plan (if necessary), TWO wash-off mylars of the approved plan and the LCHIP fee explained above are required for submission.

## 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>