

**PLANNING BOARD
TOWN OF HANOVER, NH**

MINOR SUBDIVISION

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:

This application has been completed in accordance with the Hanover Subdivision Regulations. 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 6.01 of the Subdivision Regulations

“A Minor Subdivision is any division of land resulting in no more than 3 lots, each fronting on an existing street, and not involving any new street or extension of municipal facilities nor the creation of any public improvements.”

Additional Information When in the judgment of the Board additional information is required to serve the purposes of these Regulations, the Board may require such other information as set forth in Final Plat requirements.

Staff Evaluation In general, applications for minor subdivision do not require Staff Evaluation. In the event Staff Evaluation is necessary, the applicant will be asked to provide additional copies of the application submittal and to attend Staff Evaluation.

SUBMISSION REQUIREMENTS CHECKLIST

(see Article 6.06.C of the Subdivision Regulations for more information)

- ☐ **APPLICATION SUBMITTED BY NOON** on the first Tuesday of the month
- ☐ Payment of the **filing fee**
 - * \$325 base fee + \$100 per lot/unit resulting + \$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
- ☐ **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 application
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

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 ****

- ☐ Items below & on the following pages marked as “Provided”

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

	Provided	Waiver Requested
--	----------	------------------

- | | | |
|--------------------------|-----|-----------|
| <input type="checkbox"/> | N/A | Plat Plan |
|--------------------------|-----|-----------|

Drawn at a scale of no more than 100’/inch unless otherwise specified

- | | | |
|--------------------------|-----|------------------------------------|
| <input type="checkbox"/> | N/A | Containing the following statement |
|--------------------------|-----|------------------------------------|

“The Subdivision Regulations of the Town of Hanover and the Notice of Action are a part of the Plat, and approval of this Plat requires the completion of all the requirements of the Notice of Action and said Subdivision Regulations excepting only any relaxation of requirements granted in writing by the Board.”

Containing the following information

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | a. Name of municipality & subdivision; names & addresses of the subdivider & the designer |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Names & addresses of abutting property owners, subdivisions & buildings within 100’ of the parcel to be subdivided; roads, streets, & driveways within 200’ of the parcel to be subdivided |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Name & seal of engineer and/or land surveyor licensed by the State of NH who prepared the Final Plat |
| <input type="checkbox"/> | <input type="checkbox"/> | d. A general site location map locating the proposed Minor Subdivision boundaries in relation to major roads |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Boundaries & areas of the entire parcel referenced to a public street intersection or USGS bench mark; north point, bar scale, date & dates of any revisions. The Board may waive the requirement of a perimeter survey for the entire parcel & may require specific data only for lots for which sale or lease is contemplated; in such instances, the Final Plat shall include a general map insert which indicates approximately the size and shape of the entire parcel to be subdivided. |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Approximate contour lines at 10’ intervals for the entire parcel, sketched from a standard USGS map or a Town base map |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Existing & proposed building sites & lot lines, angles & dimensions, lot sizes in square feet & acres, consecutive numbering of lots |

SUBMISSION REQUIREMENTS CHECKLIST (continued)

Provided	Waiver Requested	
<input type="checkbox"/>	<input type="checkbox"/>	h. Location of existing & proposed easements, deed restrictions, building setback lines, parks & other open space, water courses, & significant natural & man-made features
<input type="checkbox"/>	<input type="checkbox"/>	i. Soil test data, sewage disposal information & approvals as required in Article 11.07
<input type="checkbox"/>	<input type="checkbox"/>	j. Where the Minor Subdivision is to be served by public water supply or sewers, the Plat shall show the location of such existing service. A statement from the municipal department or company involved attesting to the availability of such service shall be submitted.
<input type="checkbox"/>	<input type="checkbox"/>	k. A statement from the Chief of the Hanover Fire Department with comments & recommendations for fire protection & emergency access
<input type="checkbox"/>	<input type="checkbox"/>	l. Boundaries & designations of Zoning Districts within the subdivision; Municipal boundary, if any; land use designations from Zoning Ordinance
<input type="checkbox"/>	N/A	Any other supporting documentation

☐ **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
*Minor Projects do not require staff evaluation		