

**PLANNING BOARD
TOWN OF HANOVER, NH**

**MODIFICATION of an
APPROVED 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: The proposed Modified 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

Additional Information The Board may require such other information as it deems necessary to serve the purposes of the Subdivision Regulations.

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**

____ Applicant acknowledges that Staff Evaluation will be held in the Town Hall
(Initials) Boardroom at 1:30 PM, as noted on the Board's annual meeting schedule.

☐ **BOARD REVIEW**

SUBMISSION REQUIREMENTS CHECKLIST

- ☐ **APPLICATION SUBMITTED BY NOON** on the first Tuesday of the month
- ☐ Payment of **filing fee**
 - * **To modify MINOR subdivision:** \$300 base fee + \$75 Legal Notice + \$16.04 per name on Notification list (no exceptions; every name) + \$63.60 recording fees
 - * **To modify MAJOR subdivision:** \$500 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
 - ☐ **1st 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.

SUBMISSION REQUIREMENTS CHECKLIST (continued)

[Notification List (continued)]

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 documentation
- ☐ All items checked below

Check all items that are to be MODIFIED

MAJOR Subdivision requirements (see Article 5.03 for more information)

- ☐ Extension of Board Approval
- ☐ Ownership & Contact Information
- ☐ Description of Design Review Plans
- ☐ Site Context Map
- ☐ Existing Resources and Site Analysis Plan
- ☐ Density Analysis
- ☐ Outcomes of the Four Step Design Process
- ☐ Description of Final Plan
- ☐ Grading & Drainage Plan
- ☐ Road & Utility Plan
- ☐ Fire Protection/Emergency Access Plan
- ☐ Resource Impact & Conservation Plan
- ☐ Improvements Construction Plan
- ☐ Stormwater, Erosion, Sedimentation Mgmt Plan
- ☐ Open Space Ownership & Mgmt Plan

MINOR Subdivision requirements (see Article 6.06 for more information)

- ☐ Extension of Board Approval
- ☐ Description of Final Plat
- ☐ Names & addresses of subdivider, designer, subdivision, & municipality
- ☐ Names & addresses of abutters, roads, streets, driveways & subdivisions
- ☐ Name & seal of engineer/land surveyor
- ☐ General site location map
- ☐ Boundaries & areas of the entire parcel
- ☐ Contour lines at 10' intervals
- ☐ Building sites, lot lines, angles, dimensions, lot sizes, consecutive numbering lots
- ☐ Location of easements, deed restrictions, etc.
- ☐ Soil & sewage disposal details & approvals
- ☐ Location of public services, statement of availability

SUBMISSION REQUIREMENTS CHECKLIST (continued)

MAJOR Subdivision requirements (see Article 5.03 for more information)

- ☐ Landscape Plan
- ☐ Studies & Reports
- ☐ Community Association Document
- ☐ Additional Approvals, Certificates, etc.
- ☐ Phasing Plan
- ☐ Security for Work to be Performed
- ☐ Additional Information to be Considered (re: Open Space Subdivision, PRD, or CCRC)

MINOR Subdivision requirements (see Article 6.06 for more information)

- ☐ Statement from Fire Chief
- ☐ Zoning, Municipal boundaries, designations

- ☐ **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		