

**PLANNING BOARD
TOWN OF HANOVER, NH**

SITE PLAN REVIEW – Minor Project

FOR OFFICE USE ONLY

Case # _____

Fee _____

Date filed _____

Rec'd by _____

Is a waiver requested from the Standards & Requirements of Article IX of the Site Plan Regulations? ☐ Yes ☐ No
IF YES, THIS FORM DOES NOT APPLY. You must file for Site Plan Review - Major Project.

APPLICANT

Name _____ Phone _____
Mailing Address _____
Email Address _____

PROPERTY OWNER

Name _____ Phone _____
Mailing Address _____
Email Address _____

SUBJECT PROPERTY

Tax Map _____ Lot _____ Zoning District _____

PROJECT DESCRIPTION

Estimated Construction Cost \$ _____

Estimated Project Start & Completion Dates _____

Applicant hereby certifies and acknowledges that: (1) This application has been completed in accordance with Hanover Site Plan Regulations. (2) All information on the Submission Requirements Checklist is provided. (3) Payment of all requisite fees is provided in accord with the Town's adopted Rate and Fee Schedule. (4) The Minor Projects Review Committee may require the payment of additional fees as described in the Site Plan Regulations, and the applicant hereby agrees to pay such fees. (5) If the site plan subject to this application is approved, the project shall, prior to the filing of an application for a Certificate of Compliance, be fully carried out in substantial conformity to the approved plans, approval conditions, and the applicant's representations at public hearing.

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 Site Plan Regulations, Article VI

“C. Minor Projects

1. *Except as referred to the Planning Board pursuant to VI.C.2 below, any project subject to formal review that comprises one or more of the following shall be eligible for review and approval by the Minor Projects Review Committee:*
 - a. *Additions to existing buildings or structures that propose an additional aggregate building footprint of not more than 1,500 square feet; and*
 - b. *Regardless of square footage,*
 - (1) *Changes in the grading or required landscaping of an area; changes or additions to storm water controls; or changes in location of parking lots, parking facilities or parking areas, including changes to vehicular or pedestrian access to a site, that do not change the number of parking spaces and do not encroach into any required landscaped buffer area;*
 - (2) *Installation of screened, on-the-ground condensers, generators, or transformers; additions to, expansions of, or relocations of existing condensers, generators, or transformers;*
 - (3) *Addition of and changes to waste receptacles not exempted by VI.B.2.c; and*
 - (4) *Installation of solar panels and wind generators.*
2. *A project otherwise eligible for review and approval by the Minor Projects Review Committee shall be subject to review and approval by the Planning Board if:*
 - a. *The project involves construction of a new building;*
 - b. *The applicant has requested a waiver from any standards or requirements set forth in Article IX of these Site Plan Regulations or incorporated by reference therein;*
 - c. *The project is construed as having a potential regional impact; or*
 - d. *At its sole discretion, the project is deemed by the Minor Projects Review Committee to be beyond the scope of minor project site plan review because the cumulative impact, proposed disturbance, or changes deemed disproportionate to existing conditions warrant review as a major project.”*

Additional Information

If, during subsequent review of the application, the Minor Project Review Committee (“MPRC”) determines that additional information is necessary or desirable, the MPRC shall so inform the applicant, and the applicant shall supply such information within the timeframe agreed between the MPRC and the applicant.

Security for Work to Be Performed The applicant may be required to submit security to the Town to secure the completion of the actual construction and installation of all improvements and utilities within 3 years from the date of the Notice of Action or as a condition of the issuance of a Certificate of Compliance, for work which cannot be completed because of the time of the year.

SUBMISSION REQUIREMENTS CHECKLIST

(see Article VIII.C of the Site Plan Regulations for more information)

- ☐ **APPLICATION SUBMITTED BY NOON** on the first Tuesday of the month
- ☐ Payment of **filing fee** \$75 base fee + \$75 Legal Notice + \$16.04 per name on Notification List - (no exceptions; **every name**) + \$5/10,000 ECC + \$63.60 recording
- ☐ **ONE copy of full-size plan set** (no larger than 24"x36")
- ☐ **ONE copy of file-size plan set** (11"x17") **FOLDED**

ONE COPY OF ALL OF THE FOLLOWING:

- ☐ 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 applicant

Notification requirements are outlined in NH RSA 676:4, I(d) & in the Hanover Site Plan 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 ****

- ☐ **Summary description** of the project
- ☐ **Vicinity sketch** showing the location of the site in relation to the surrounding public street system

Plans and plan notes drawn at a scale not smaller than 1"=40', with font size not less than six point, judged by the Senior Planner to be legible, and contain a north arrow, bar scale, original date and dates and descriptions of revisions.

- ☐ The name & address of the preparer of the plan
- ☐ The plan includes the professional license stamp of the preparer

SUBMISSION REQUIREMENTS CHECKLIST (continued)

- ☐ **Content** - Plans are sufficiently accurate & detailed so as to:
- ☐ a. Indicate the site location within Hanover, the address and zoning classification of the subject property, and the uses of adjoining properties;
 - ☐ b. Describe the size, shape, and use of the subject property, together with relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features, and about proposed changes to these;
 - ☐ c. Show the size, dimensions, location, and height of existing and proposed structures, expansions to existing structures, or other improvements, including landscaping, parking areas, ramps, walkways, driveways, lighting fixtures, signs, stormwater control devices, exterior waste receptacles, exterior equipment, utilities, solar panels, wind generators, condensers, transformers, or other;
 - ☐ d. Statement demonstrating conformity with the standards and requirements for proposed developments set forth in Article IX; and
 - ☐ e. Statement demonstrating full compliance with the Zoning Ordinance, including proposed height and setbacks, of the proposed improvements or changes

☐ **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