

**ZONING BOARD OF ADJUSTMENT
TOWN OF HANOVER, NH**

**SPECIAL EXCEPTION -
FLOODPLAINS, WATER BODIES & WETLANDS**

FOR OFFICE USE ONLY

Case No. _____
Fee total _____
Date filed _____
Received by _____

Applicant _____

Mailing Address _____

Phone No _____

Email _____

Property Owner _____

Mailing Address _____

Phone No _____

Project Location (Street Address) _____

Tax Map _____ Lot _____ Zoning District _____

Applicant hereby requests a Special exception as provided in Article XI, Section(s) 1102 and/or 1103 of the Hanover Zoning Ordinance to permit:

THE UNDERSIGNED HEREBY GRANTS PERMISSION for members of the Zoning Board to enter property for purposes of reviewing the information provided in this application.

Owner / Agent Signature _____ Date _____

This _____ application _____ has _____ been completed in accordance with the Zoning Ordinance of the Town of Hanover.

Owner / Agent Signature _____ Date _____

FOR OFFICE USE ONLY

I hereby acknowledge receipt of this application.

Zoning Administrator _____ Date _____

SPECIAL EXCEPTION – WETLANDS

SUBMISSION REQUIREMENTS CHECKLIST

- ☐ Payment of **filing fee** \$300 + \$25 Legal Notice + \$16.04 per name on notification list*
(*NO exclusions; every name)
- ☐ **EIGHT copies of the following, COLLATED**
(seven for ZBA; one copy for Conservation Commission)
 - ☐ This **checklist** – completed by the applicant
 - ☐ **Section 1103.7** Submission Requirements **Checklist** and documents contained within
(checklist completed by the applicant)
 - ☐ **1st page of this application** – completed by the applicant
 - ☐ Application bears the signature of the property owner or authorized agent **OR** is accompanied
by a letter of authorization signed by property owner or authorized agent
 - ☐ **Notification list** - provided by the applicant
Notification requirements are outlined in NH RSA 676:7 & in the Hanover Zoning
Ordinance. The notification list shall be drafted not more than FIVE days before
filing, and shall include the **names AND mailing addresses** of:
 - ☐ Owner 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 (603) 640-3213 for assistance. 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.
 - ☐ 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

Note: 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.

- ☐ A **detailed letter** describing the request and addressing the application criteria

*** Failure to provide accurate information may result in hearing delays ***

SUBMISSION REQUIREMENTS CHECKLIST (continued)

- ☐ Detailed, legible **PLANS**
 - ☐ **ONE copy of full-size set** no larger than 24"x36"
 - ☐ **EIGHT copies of file-size sets** (11"x17") showing:
the property and its boundaries, drawn to scale with a north arrow and dimensions clearly labeled & including:
 - ☐ Boundary or delineated edge of all waterbodies or wetlands including:
 - ☐ Designation of any marshes or bogs
 - ☐ Perennial and intermittent streams
 - ☐ Name and qualifications of person responsible for delineation
 - ☐ Boundaries of the applicable setback areas (as specified in Section 1103.6)
 - ☐ Footprint of all existing and proposed structures
 - ☐ Existing topography in at least 5' intervals
 - ☐ Proposed new topography, if applicable
 - ☐ Specific location and design of all proposed drainage structures including swales & culverts

- ☐ A digital copy of the **complete submission** emailed to bruce.simpson@hanovernh.org

SECTION 1103.7 SUBMISSION REQUIREMENTS CHECKLIST

- ☐ **EIGHT COLLATED SETS** of each of the documents listed below
 - ☐ (1) Avoidance: Provide evidence that the proposed activity cannot reasonably be located on that portion of the lot lying outside of any water resource and water resource buffer, and will not cause random or unnecessary destruction of water resources
 - ☐ (2) Minimization: Provide evidence demonstrating that the proposal is the reasonable and feasible alternative with the least adverse impact on water resources and their buffers.
 - ☐ (3) Natural Function: Provide evidence that the proposed activity, when considered together with any proposed and approved mitigation measures, will not result in any unreasonable and significant net adverse effect on the natural function of any water resources or their buffers in the area.
 - ☐ (4) Water Quality: Provide evidence that the proposed activity will not cause significant degradation in the quality of surface or ground water.
 - ☐ (5) Water Quantity:
 - ☐ (a) Peak Flow: Provide evidence that the proposed activity will not increase the peak runoff rate of surface water from 2/10/25 year 24-hr storms.

SECTION 1103.7 SUBMISSION REQUIREMENTS CHECKLIST (con't)

(5) Water Quantity (continued)

- ☐ (b) Water Recharge: Provide evidence that the volume of water diverted by impervious surfaces created by the proposed activity in 2/10/25 24-hr storms infiltrate as ground water (be “recharged”) elsewhere on the affected lot.
- ☐ (c) Licensed Engineer Required: In cases of lots that include structures and improvements consisting of roadways, driveways, parking areas, walkways, facilities built from concrete or asphalt, decks or porches without roofs the surface area of which aggregates 7,500 sq ft or more from which water flows directly into wetlands or waterbodies, wherever located, the volume of water diverted by such surfaces and the recharge capacity shall be calculated by a NH Licensed Professional Engineer.

- ☐ (6) Erosion Control: Provide evidence that the proposed activity will not, either during or after construction, cause or pose any unreasonable and avoidable threat of soil erosion or increased silting into any wetland or waterbody, or unreasonably cause erosion or accumulation of sediment on any adjoining property.

2025 ZONING BOARD OF ADJUSTMENT SCHEDULE

- Hearings are usually held on the fourth Thursday of the month, in the Town Hall Boardroom, beginning at 7:00 PM.
- Deliberations are usually held the week after the public hearing, on Thursday, also in the Town Hall Boardroom beginning at 7:00 PM.
- Submission date is usually the last business day of the preceding month.

<u>MONTH</u>	<u>APPLY BY</u>	<u>HEARING DATE</u>
JANUARY	December 31	JANUARY 23
FEBRUARY	January 31	FEBRUARY 27
MARCH	February 28	MARCH 27
APRIL	March 31	APRIL 24
MAY	April 30	MAY 22
JUNE	May 30	JUNE 26
JULY	June 30	JULY 24
AUGUST	July 31	AUGUST 28
SEPTEMBER	August 29	SEPTEMBER 25
OCTOBER	September 30	OCTOBER 23
NOVEMBER	October 31	NOVEMBER 20
DECEMBER	November 28	DECEMBER 18

The ZBA reserves the right to hold deliberations on the same night as the hearing and/or to reschedule, postpone, or continue hearings or deliberative sessions when warranted by the circumstances.

A Quick Look at STATE PERMITS Needed for DEVELOPMENT IN or NEAR WATER

This chart is intended to include the most common land development project types. Further information is available from the DES Public Information Center at 271-2975 and the DES website.

It is the responsibility of the landowner and contractor to understand the laws and rules of any given project.

Prior to...	When working here...	You need this approval...	From...	Contact...
Installing a dock or other type of shoreline structure	Any surface water including its banks	Wetlands Permit or Notification	DES Wetlands Bureau	271-2147 wetmail@des.state.nh.us www.des.nh.gov/wetlands
Disturbing the bank of any waterbody, e.g. stabilization or construction	Within the banks of any surface water			
Adding sand to a beach or constructing a new beach	Adjacent to any surface water			
Dredge, fill or construction, e.g. culvert installation	Any wetland, tidal buffer zone, stream or sand dune			
Earth moving or excavation of 50,000 sq. ft. or more	Within 250 ft. Of public waters or 4 th order streams	All of these examples must meet Shoreline Protection Minimum Standards	DES Wetlands Bureau – Shoreland Protection Section	271-2147 shoreland@des.state.nh.us www.des.nh.gov/cspa
Applying fertilizer	Within 150 ft of public waters or 4 th order streams	Must also e set back behind the primary building line		
Cutting vegetation				
Building a new residential structure	Within the primary building line setback	Must obtain a waiver from DES		
Expanding or changing an existing nonconforming residential structure				
Tree cutting	Anywhere	Must use best management practices for timber harvesting	DES Alteration of Terrain Program	271-2303 www.des.nh.gov/aot
Earth moving or excavation with an impact greater than 50,000 sq. Ft.	Within 250 ft of public waters	Alteration of Terrain Permit		
Earth moving or excavation with an impact greater than 100,000 sq. ft.	Anywhere			
Executing a purchase and sales agreement on developed waterfront	Within 200 ft of tidal waters or a great pond without municipal sewer	Site Assessment Study	DES Subsurface Systems Bureau	271-3501 www.des.nh.gov/ssb
Building a residential dwelling, adding bedrooms, or expanding living space	Anywhere not serviced by municipal sewer	Septic System Construction Approval and Operational Approval		
Subdividing land, for single-family condominium, apartment or campground		State Subdivision Approval		
Installing a well closer than 75 ft to a property line	Anywhere	Must file a recorded well release		
Supplying water for 25+ people 60+ days per year	Anywhere not serviced by public water supply	Drinking Water & Groundwater Permit	DES Drinking Water & Groundwater Bureau	271-2513 DWGBinfo@des.state.nh.us www.des.nh.gov/dwgb
Building, reconstructing or making major repairs to a dam	On any dam	Dam Permit	DES Dam Bureau	271-3406 damsafety@des.state.nh.us www.des.nh.gov/dam

NH DES – PO Box 95 – 29 Hazen Drive – Concord NH 03302-0095 – 271-3503 – www.des.nh.gov