

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

SPECIAL EXCEPTION

FOR OFFICE USE ONLY

Case No. _____

Fee total _____

Date filed _____

Received by _____

1. Applicant Name _____

Mailing Address _____

Phone No. _____

Email _____

2. Property Owner _____

Mailing Address _____

Phone No. _____

3. Project Location (Street Address) _____

Tax Map _____ Lot _____ Zoning District _____

4. Applicant hereby requests a Special exception as provided in

Article _____ Section _____ of the Hanover Zoning Ordinance to permit:

5. 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 _____

6. 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

SUBMISSION REQUIREMENTS CHECKLIST

Payment of **filin** **fee** \$300 + \$25 Legal notice + \$16.04 per name on notification list*
(*NO exclusions; every name)

SEVEN copies of the following, COLLATED

- This **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 Zoning Ordinance.
The notification list shall be drafted not more than FIVE days prior to 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/
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. Please call 640-3213 for assistance.
- All holders of conservation, preservation or agricultural preservation restrictions as defined in RSA 477:45

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

- A detailed letter**
 - Describing the proposed use
 - Addressing Special Exception criteria outlined in Section 207:
Such proposed Special Exception use shall not adversely affect
 - The character of the area in which the proposed use will be located*
 - The highways and sidewalks and use thereof in the area*
 - Town services and facilities*
- Detailed, legible **plans** showing the exact location of existing conditions **and** proposed changes. (Please contact the Zoning Administrator with questions about what should be included on the plans. 603 640-3213)
 - ONE copy of full-size plans** (no larger than 24"36")
 - SEVEN copies of file-size plans** (11"x17")

Digital copy of **complete submission** emailed to bruce.simpson@hanovernh.org

ZONING BOARD OF ADJUSTMENT SCHEDULE: 2025

- 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, in the Town Hall Boardroom, beginning at 7:00 PM
- Submission date is usually the last business day of the preceding month

MONTH	SUBMIT APPLICATION BY	HEARING DATE	DELIBERATIONS
JANUARY	December 31	JANUARY 23	January 30
FEBRUARY	January 31	FEBRUARY 27	March 6
MARCH	February 28	MARCH 27	April 3
APRIL	March 31	APRIL 24	May 1
MAY	April 30	MAY 22	May 29
JUNE	May 30	JUNE 26	July 3
JULY	June 30	JULY 24	July 31
AUGUST	July 31	AUGUST 28	September 4
SEPTEMBER	August 29	SEPTEMBER 25	October 2
OCTOBER	September 30	OCTOBER 23	October 30
NOVEMBER	October 31	NOVEMBER 20	December 4
DECEMBER	November 28	DECEMBER 18	January 8

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.