

**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 **filing 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
- ☐ **1<sup>st</sup> 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/](http://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](mailto: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**

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