

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

**PERMIT UNDER RSA 674:41
(Erection of Building on Streets)**

FOR OFFICE USE ONLY

Application No _____
Fee total _____
Date filed _____
Received by _____

1. Applicant Name _____
Address _____
Phone No _____
Email _____
2. Property Owner _____
Address _____
Phone No _____
Email _____
3. Project Location (Street Address) _____
Tax Map _____ Lot _____ Zoning District _____
4. Applicant requests a Permit as provided in RSA 674:41.
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 _____

I hereby acknowledge receipt of this application.

Zoning Administrator _____ Date _____

PERMIT UNDER RSA 674:41

SUBMISSION REQUIREMENTS CHECKLIST

- ☐ Payment of **filing fee** \$300 + \$25 Legal Notice + \$16.01 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 request
 - ☐ Addressing the application criteria
 1. Denial would result in practical difficulty or unnecessary hardship to the owner.
 2. The circumstances of the case do not require the building, structure or part thereof, to be related to the existing or proposed streets.
 3. The issuance of the permit or erection of the building would not tend to distort the official map or increase the difficulty of carrying out the master plan upon which it is based.
 4. The erection of the building or issuance of the permit will not cause hardship to future purchasers.
 5. The erection of the building or issuance of the permit will not cause undue financial impact on the municipality.

SUBMISSION REQUIREMENTS CHECKLIST (continued)

- ☐ Detailed, legible **plans** showing the exact location of existing conditions **and** proposed changes. (Please contact the Zoning Office with any questions about what should be included on the plans. 640-3213)
- ☐ **ONE copy of full-size plan** (no larger than 24"x36")
- ☐ **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.