

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

**VARIANCE**

**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 Variance pursuant to Article \_\_\_\_\_, Section \_\_\_\_\_ of the  
Hanover Zoning Ordinance to permit:

\_\_\_\_\_  
\_\_\_\_\_

Applicant alleges the following circumstance(s) exist which prevent the proposed use of  
the property under the strict terms of the Hanover Zoning Ordinance:

\_\_\_\_\_  
\_\_\_\_\_

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 Hanover Zoning Ordinance.

Owner/Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby acknowledge receipt of this application.

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

# VARIANCE

## 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.

The notification list 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/](https://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 (603) 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 \***

- ☐ The **Requirements Checklist for Granting a Variance** – completed by applicant

- ☐ A **detailed letter**

- ☐ Describing the request
- ☐ Addressing the application criteria

- ☐ Detailed, legible **plans** showing the exact location of existing conditions **and** proposed changes. (Please contact the Zoning Staff with any questions about what should be included on the plans at 640-3213)

- ☐ **ONE copy of full-size plan set** (no larger than 24"x36")
- ☐ **SEVEN copies of file-size plan sets** (11"x17")

- ☐ **Digital copy of complete submission** emailed to [bruce.simpson@hanovernh.org](mailto:bruce.simpson@hanovernh.org)

## **REQUIREMENTS CHECKLIST for GRANTING A VARIANCE**

### **APPLICANT MUST ESTABLISH ALL OF THE FOLLOWING:**

<b>Requirement</b>	<b>Explanation</b>
<input type="checkbox"/> 1. The variance is not contrary to the public interest.	The proposed use must not conflict with the explicit or implicit purpose of the Ordinance, and must not alter the essential character of the neighborhood, threaten public health, safety, or welfare, or otherwise injure “public rights.”
<input type="checkbox"/> 2. The spirit of the Ordinance is observed.	
<input type="checkbox"/> 3. Substantial justice is done.	The benefit to the applicant should not be outweighed by harm to the general public or to other individuals.
<input type="checkbox"/> 4. The values of surrounding properties are not diminished.	Expert testimony on this question is not conclusive, but cannot be ignored. The board may also consider other evidence of the effect on property values, including personal knowledge of the members themselves.
<input type="checkbox"/> 5. Literal enforcement of the Ordinance would result in unnecessary hardship.  <p><b>“Unnecessary hardship”</b> means that owing to a special condition of the property that distinguish it from other properties in the area:</p> <p>(a) There is no fair and substantial relationship between the general public purposes of the Ordinance provision and the specific application of that provision to the property; <i>and</i></p> <p>(b) The proposed use is a reasonable one.</p> <p><i>Alternatively</i>, if the (a) and (b) criteria above are not established, <b>“unnecessary hardship”</b> will be deemed to exist if, and only if, owing to special conditions of the property that distinguish it from other properties in the area, the property cannot be reasonably used in strict conformance with the Ordinance, and a variance is therefore necessary to enable a reasonable use of it.</p>	<p>The applicant must establish that the property is burdened by the zoning restriction in a manner that is distinct from other similarly situated property.</p> <p>Determine the purpose of the zoning restriction in question. The applicant must establish that, because of the special conditions of the property, the restriction, as applied to the property, does not serve that purpose in a “fair and substantial” way.</p> <p>The applicant must establish that the special conditions of the property cause the proposed use to be reasonable. The use must not alter the essential character of the neighborhood.</p> <p><i>Alternatively</i>, the applicant can satisfy the unnecessary hardship requirement by establishing that, because of the special conditions of the property, there is no reasonable use that can be made of the property that would be permitted under the ordinance. If there is any reasonable use (including an existing use) that is permitted under the Ordinance, this alternative is not available.</p>

## **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.