

# PLANNING BOARD

## FEE SCHEDULE & SUBMISSION REQUIREMENTS FOR PERMITS & FILINGS



AS OF JULY 1<sup>ST</sup>, 2009

Permit Type (Regulation Reference)	Permit Filing Fee †	Number of Plan Copies Required †	Consultant Review Fees & Additional Requirements †
<b>Approval Not Required (ANR / Form A)</b> <i>Subdivision Rules &amp; Regs Section II.B.</i>	\$250.00 (filing) & \$250.00 (per buildable lot)	1 Mylar 5 Bond copies  ** AutoCAD Copy Required	Not Applicable
<b>Preliminary Subdivision</b> <i>Subdivision Rules &amp; Regs Section III.A.1. Section III.A.2.</i>	\$1,000.00 (filing)	10 large copies (24x36) 7 small copies (11x17)	\$6000 initial Consultant Review Fee (Additional increases if necessary, all excess funds returned to applicant)
<b>Definitive Subdivision</b> <i>Subdivision Rules &amp; Regs Section III.B.1.</i>	\$1,000.00 (per buildable lot)	10 large copies (24x36)* 7 small copies (11x17)  *1 Mylar of approved plan for signing ** AutoCAD Copy Required	\$6000 initial Consultant Review Fee (Additional increases if necessary, all excess funds returned to applicant)  <b>Advertising &amp; Notice Costs (varies)</b>
<b>Site Plan Review</b> <i>General Bylaws Section 6-18: Fees Subsection 3</i>	\$2,000.00 (filing)	10 large copies (24x36) 7 small copies (11x17)  *Design Review Board Submission (see Note 3 below) ** AutoCAD Copy Required	\$6000 initial Consultant Review Fee (Additional increases if necessary, all excess funds returned to applicant)  <b>Advertising &amp; Notice Costs (varies)</b>
<b>Special Permit(s)</b> <i>General Bylaws Section 6-18: Fees Subsection 3</i>	\$500.00 (Per Special Permit)	10 large copies (24x36) 7 small copies (11x17)	See Above Requirements for "Site Plan Review" (filed in conjunction)

### † NOTES:

- 1) 7 Small Plan Copies (11x17) are required for review and approval by seven (7) Planning Board members
- 2) 10 Large Plan Copies (24x36") are required for review and comment by the following:
 

(A) Town Planner	(F) Building Inspector
(B) Conservation Agent/ Conservation Commission	(G) Health Agent/ Board of Health
(C) Department of Public Works/ Board of Public Works	(H) Design Review Board
(D) Police Department / Traffic Control Officer	(I) File Copy
(E) Fire Department / Fire Prevention Officer	(J) File Copy
- 3) Only 2 copies are required for the application form, general correspondence, stormwater calculations, and additional reports and documentation.
- 4) Filing, consultant review and permit fees may be waived for a Limited Site Plan Reviews, however, advertising and associated fees are required per state law.
- 5) Abutter Notification shall be as follows:
 

<u>Definitive Subdivisions:</u> Direct Abutters w/ Certified Mail, Return Receipt Requested	
<u>Special Permits &amp; Site Plan Reviews:</u> Abutters within 300 ft. w/ Certificate of Mailing	
- 6) 2 Copies of the following items must be included for review and comment by the Hanover Design Review Board (DRB) for All New or Altered Structures proposed, including any proposed Planned Residential Development for Seniors (PRDS) or Village Planned Unit Developments (VPUD):
 

(A) Building Layout Plans	(C) Elevations/ Building Facades
(B) Signage Details	(D) Detail on Exterior Treatment