

City of Hanover
Required Material Submission Checklist
Conditional Use Permit Applications

PRE-APPLICATION AND PUBLIC HEARING REQUIRED

Completed applications for Conditional Use Permits and required fees shall be submitted to the City Administrator at least 21 days prior to the proposed date of consideration by the City. The twenty-one days allows the City to review the application, forward the application to other entities for review as required and notify the public as required. Only completed applications will be accepted. It is the applicant's responsibility to submit required materials. If an application is determined to be incomplete, notification, which indicates which portion of the application is incomplete, will be mailed to the applicant within 15 days following submission of the application.

REQUIRED MATERIALS – The applicant shall provide the following:

Material Required	Complete	Comments
1. Description of Site (Legal Description)	YES NO	
2. A completed application for conditional use permit. <i>Note: All plan sets over 11"x17" must be provided in both an electronic format (PDF, TIF) and a paper format.</i>	YES NO	
3. A narrative description of the proposed use.	YES NO	
4. A hard copy and digital copy (PDF), minimum size 11" X 17", of a Site Plan drawn at scale and meeting the site plan requirements of the City.	YES NO	
5. Additional written or graphic data reasonably required by the Zoning Administrator or the Planning Commission as described below.	YES NO	
6. Copy of Certificate of Title or other evidence of ownership of the subject parcel(s).	YES NO	
7. Certification that taxes, special assessments, interest, utility fees for the subject parcel(s) are current.	YES NO	
8. Complete names and addresses of all property owners within 350 feet of the subject parcel.	YES NO	To be completed by staff.
9. Required Fee.	YES NO	Receipt Number: _____ Date Received: _____ Staff: _____