



City of Hanover Required Material Submission Checklist Permit Applications

Completed applications 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 if 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 copy of the survey of the property or properties referenced in the application. If a survey is unavailable, alternate options may be discussed and approved by the City Administrator.	YES NO	
3. A narrative description of the proposed use.	YES NO	
4. Copy of Certificate of Title or other evidence of ownership of the subject parcel(s).	YES NO	
5. Certification that taxes, special assessments, interest, utility fees for the subject parcel(s) are current.	YES NO	
6. Required Fee.	YES NO	Receipt Number: _____ Date Received: _____ Staff: _____
7. Complete names and addresses of all property owners within 350 feet of the subject parcel will be generated by Staff if a Public Hearing is required during the process.		
8. Additional written or graphic data may be required by the City Administrator, the Zoning Administrator or the Planning Commission. Applicant will be advised if additional information is required.		