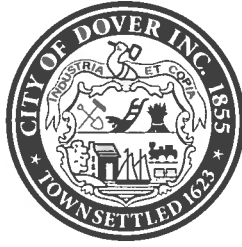


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City of Dover, New Hampshire

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

INSTRUCTIONS TO APPLICANTS TO THE DOVER PLANNING BOARD

**IMPORTANT: PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE
FILLING OUT ATTACHED APPLICATION.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR REVIEW.**

Dear Applicant:

This will serve to briefly inform you regarding the process to have the Dover Planning Board (the Board) review a land use application. Please refer to the NH Statutes on Land Use and Regulation the Dover Code, and our Developer's Handbook for more specific information.

The Board primarily reviews 5 types of applications:

1. **Site Plans** - A site plan is a professionally rendered drawing which delineates the proposed development of a site. This plan is required for non-residential development, creation of multi-family residential structures, and for extensions of parking lots and alteration of an acre or more of land. These plans require meeting with the Technical Review Committee before Planning Board review.
2. **Subdivisions** - A subdivision is the division of the lot, tract, or parcel of land into two (2) or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease or building development. It includes re-subdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. Major subdivision plans (4+) require meeting with the Technical Review Committee before Planning Board review.
3. **Lot Line Adjustments** - A lot line adjustment alters the size of two (2) or more lots, but does not create a new buildable lot.
4. **Conditional Use Permits** - A conditional use permit is required for any alteration of wetlands, wetland buffers or work within the City's conservation district. Additionally, a conditional use permit could be issued as to offer relief in the Central Business District, for plans in the Residential Mixed Use Overlay District, or parking relief. Environmental Conditional Use Permits are acted on after Conservation Commission review.
5. **Excavation Permits** - NH RSA Chapter 155-E grants municipalities the authority to regulate earth excavations within their borders. This authority rests with the Planning Board.

The Board cannot and will not review applications that do not meet zoning requirements. **Please review the need to apply to the Zoning Board of Adjustment prior to applying to the Board.**

Professional agents will prepare your application; however, you may represent yourself or authorize, in writing, someone else to represent you before the Planning Board.

In most cases, the first step would be to appear before the Technical Review Committee, to apply, eight (8) folded copies of the site plan with scale of not less than 1"=50' or 1" =100' for larger site plans, and a PDF, need to be provided, along with payment of plan review fees. These meetings occur on Thursday, and materials and payment must be submitted three (3) weeks prior to meeting. Meetings are scheduled, upon receipt of completed applications with the full checklist and payment.

The next step would be to provide, two weeks prior to Planning Board, the final plan sets (three (3) full size and twelve (12) half size (11x 17), folded, copies of the plan), and 15 copies, and a PDF, of all supporting materials, including response to TRC comments. Please print all materials on both sides of paper.

For projects not appearing before the Technical Review Committee, Plan Review Fees are due along with three (3) full size and twelve (12) half size (11x17), folded, copies of the plan set and 15 copies, plus a PDF, of plans and materials, 3 weeks prior to the Planning Board meeting. Please print all materials on both sides of paper.

Staff will generate an abutter list, and Abutter/Notice Fees will be invoiced. They are due 28 hours prior to Planning Board. If they are not paid, the application will not be heard.

Once an item is placed upon an agenda the following process is used:

- The Board will hold a public hearing on your application at a regularly scheduled meeting
 - Typically the second or fourth Tuesday of the Month.
- Public notice of the hearing will be posted at the City Clerk's office and the Planning Department office and printed in the newspaper.
- Certified letters will be mailed to you and to all abutters at least ten days before the date of the hearing.
- 28 hours prior to the meeting, abutter/notice fees must be paid
- At the meeting
 - Staff will introduce your project
 - You and all other parties will be invited to appear in person or by agent or counsel to present your application.
 - Your project will be pre-loaded onto a laptop for review by the Board and public
 - The Board may ask clarifying questions
 - The Board will vote to accept jurisdiction on the application
 - If accepted:
 - The Board will hold a public hearing
 - The Board may ask additional questions
 - The Board will deliberate on your application
 - Typically decisions are made the night of the presentation, but an application may be tabled
 - After deliberation, a decision will be made.
 - You will be sent a notice of the decision.



City of Dover, New Hampshire MINOR SUBDIVISION APPLICATION

[Revision Date: July 1, 2021]

<i>Office Use Only</i>	Project #:	_____	Date Received:	_____
	Amount Paid:	_____	Time Received:	_____

APPLICANT AND OWNER INFORMATION

Name of Applicant: _____ Telephone # _____

Address of Applicant: _____

Name of Property Owner (*if different from applicant*): _____ Telephone # _____

Address of Property Owner: _____

E-Mail Address: _____

PROPERTY INFORMATION

Address of Property: _____

Assessor's Map # _____ Lot(s) # _____

Zoning District(s) _____ Overlay District(s) _____

Size of Parcel: _____ Property Deed: Book _____ Page: _____

Existing Use of Property: _____

SUBDIVISION INFORMATION

Existing Number of Lots: _____ Proposed Number of Lots: _____

TDR Relief sought (Check All That Apply): Lot Size Frontage Setback 30' Buffer Purchase ____ units

Describe Proposed Use or Activity that requires TDR; describe any impacts and document mitigation:

Circle one for each category:

Water: City/Well (circle one) How far is city water from the property? _____

Sewer: City/Septic (circle one) How far is city sewer from the property? _____

Highway Access City Street/State Highway (circle one) | Roadway Public or Private Road (circle one)

Refuse removal: Public/Private (circle one) | Estimated Length of Proposed Road: _____ feet

Estimated value of construction: _____ New impervious area (in s.f.): _____

WAIVER REQUESTS

Subdivision Regulations section(s) to be waived: _____

Justification for waiver request(s) (*attach additional sheets as needed*): _____

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) _____

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) _____

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

LANDSCAPE ARCHITECT INFORMATION

Name of Landscape Architect and Company (Licensed in N.H.) _____

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

SOIL SCIENTIST INFORMATION

Name of Soil Scientist and Company (Licensed in N.H.) _____

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

CONSERVATION EASEMENT HOLDER

Name of Easement Holder: _____ Telephone # _____

Address Easement Holder: _____

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. Furthermore, I/We submit that the existing conditions sheet of the plan represents the lot in question, and that no alteration of the site shall take place during Planning Board review up to and including the pre-construction meeting. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: _____ Date: _____

Signature of Applicant (if different from owner): _____ Date: _____

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: _____

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY

I, and my successors, hereby authorize the City of Dover and its assigns to enter my property for the purpose of completing the site work as required by the approved plan should the letter or credit or other surety be called. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: _____

Signature of Applicant (if different from owner): _____ Date: _____

CERTIFICATION OF FEES

I, and my successors, hereby certify that I understand that the City of Dover collects impact fees, utility investment fees and inspection fees for projects developed in Dover. Said fees must be paid before a Certificate of Occupancy can be obtained for a structure, unless a different payment schedule is agreed to by the applicant and the City prior to approvals being issued by the Dover Planning Board. Additionally, should the property be in "Current Use" it will be subject to the Land Use Change Tax.

Signature of Property Owner: _____ Date: _____

Signature of Applicant (if different from owner): _____ Date: _____

CERTIFICATION OF PUBLIC ROADWAY ACCEPTANCE

I, and my successors, hereby certify that I understand that the acceptance of a roadway as a public road is an action of the City Council in its sole and complete discretion. In order for the City Council to consider accepting a road as public, it must be free of encumbrances. No roadway with private utility easements shall be accepted as a public road by the City unless the easements are expunged prior to the transfer of land to the City. License agreements for any and all private utilities within the right of way may be granted by the City upon acceptance of the unencumbered roadway consistent with applicable state law.

Signature of Property Owner: _____ Date: _____

Signature of Applicant (if different from owner): _____ Date: _____

**CITY OF DOVER SUBDIVISION
LIST OF ABUTTERS**

Pursuant to RSA 676:4, the State Law of New Hampshire, the City of Dover is required to notify the applicant, abutters (including holders of conservation easements), and any professional whose seal is on the plan, of the public hearing by certified mail, return receipt requested. Staff will provide the abutter information, while the applicant must provide accurate contact information for the owner, applicant and professional agents representing the project.

Owner:

TAX MAP	LOT #	PROPERTY OWNER	MAILING ADDRESS

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS

PLANNING BOARD FEE SCHEDULE/INVOICE

(Revised July 24, 2023)

Below are the fees associated with plan review and are subject to a nonrefundable application fee to cover administrative expenses. Please complete the information below and provide payment with your application submittal. **Plan review fees shall be paid prior to technical review committee (TRC) being scheduled.** For plans not requiring TRC review, **fees are due 21 days prior** to the Planning Board meeting. Staff will coordinate abutter/notice fees, which will be invoiced and must be paid 28 hours before the Planning Board meeting for an application to be heard. Fees shall be paid by cash or check made payable to "City of Dover".

A. Plan Review Fees

1. Application fee for the following (SELECT ALL THAT APPLY):

- SUBDIVISION Application fee \$200.00 + \$150.00 x # _____ new lots created = \$ _____
- LOT LINE ADJUSTMENT Application fee \$200.00 + \$100.00 X # ____ of lots involved = \$ _____
- TRANSFER OF DEVELOPMENT RIGHTS Application fee \$200.00 = \$ _____
- SITE REVIEW – RESIDENTIAL Application fee \$200.00+ \$100.00 x # __ per dwelling unit =\$ _____
- SITE REVIEW – NON-RESIDENTIAL Application fee \$200.00 + (not to exceed \$10,000)
 - New construction \$.15 sq. ft. x # _____ sq. ft.= \$ _____
 - Additions (new floor space) \$.10 per sq. ft. x # _____sq. ft.= \$ _____
- MOTEL/HOTEL \$35.00 x # ____ per lodging unit= \$ _____
- CHANGE OF USE Application fee \$200.00 + (not to exceed \$5,000)
 - Existing floor spaces \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- CONDITIONAL USE PERMIT Application fee \$200.00 x # _____ per Application = \$ _____
- GRAVEL PIT/ EXCAVATIONS
 - Application fee \$50.00= \$ _____
 - Permit fee \$75.00= \$ _____
- EXTENSIONS/AMENDMENTS/WAIVERS FOR AN APPROVED PLAN Application fee \$200.00 = \$ _____
- REQUEST FOR REZONING Application fee \$200.00 = \$ _____
- DRIVEWAY WAIVER Application fee \$200.00 = \$ _____
- TOTAL IMPERVIOUS PAVED AREA** (for new development, roadways or additions to existing parking lots, (not to exceed \$10,000)) Application fee of \$200.00 is N/A if it is part of a Site Review or Subdivision Plan. \$200.00 + \$.07 per sq. ft. x # _____ sq. ft. = \$ _____

SUBTOTAL PLAN REVIEW FEE = \$ _____

AND

B. Abutter Notification/Mailing Labels - this office will create and print the abutter list and provide labels in triplicate for each abutter. The applicant/owner will review the list for accuracy and provide to us the engineer, architect, licensed land surveyor (LLS), licensed landscape architect (LLA) and/or soil scientist whose professional seal appears on the plan with names and addresses for notices.

- Applicant & Owner, engineer, architect, LLS, LLA and/or soil scientist
 - Certified letters fee # _____ of x \$10.00= \$ _____
- Certified letters fee: # of abutters _____ X \$10.00= \$ _____
- First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00= \$ _____
- Creating/Printing Abutter Labels in triplicate per sheet _____ x \$10.00= \$ _____

C. Foster's newspaper public notice fee \$120.00 x # _____ applications = \$ _____

SUBTOTAL = \$ _____

TOTAL INVOICE AMOUNT = \$ _____

PLAN REVIEW FEE COLLECTED/PAID = \$ _____

BALANCE DUE = \$ _____

The amount due must be paid 28 hours prior to the Planning Board Meeting, to be heard.



City of Dover, New Hampshire MINOR SUBDIVISION SUBMISSION CHECKLIST

[Revision Date: May 18, 2019]

This review checklist is intended to assist the applicant in the planning process of preparing a Subdivision application for Planning Board action. The size of the project will determine the types of information required for review, therefore, a **pre-application conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

Plan Review Fees are due along with three (3) full size and twelve (12) half size (11x17), folded, copies of the plan set and materials, 3 weeks prior to the Planning Board meeting. Abutter/Notice Fees will be invoiced and are due 28 hours prior to Planning Board.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision requirements. Please refer to the Subdivision Regulations for full details.

APPLICANT: _____ File Number: _____

PROJECT TITLE: _____

PROPERTY LOCATION: _____ Tax Map: ____ Lot: ____

	Where/How Provided	Reviewed
1. Completed and signed Application form		
2. Plan Review Fees are provided		
3. Electronic copy of the surveyed plat layout		
4. Electronic copy of supplementary materials and application		
5. Waiver requests to the Subdivision Regulations, with written justification		
6. Conditional Use Permit applications		
7. Fifteen folded copies of subdivision plan w/scale of not less than 1"=50' or 1"=100' for larger subdivisions. Plans shall contain the following items as appropriate:		
Location map at appropriate scale		
Proposed subdivision name and title and Planning File #		
Date, north arrow and scale		
Names of all abutting property owners		
Name and address of owners and/or applicants		
Signature & stamp of NH licensed land surveyor and/or engineer		
Zoning District boundaries, including any special or overlay districts		
Location of Conservation District areas		
Location, names and widths of existing and proposed streets, including pavement widths, grades, curbs and crosswalks		
Location and widths of existing & proposed easements & right of ways		
Location and widths of existing and proposed sidewalks		
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system		
Existing and proposed lot areas in square feet		
Existing and proposed topographic information at two foot intervals		
Existing and proposed buildings and structure locations		
Minimum building setbacks or build to lines on all lots		
Location and size of existing and proposed electric, telephone, gas cable and other underground utilities		

	Explain How Provided	Reviewed
Existing and proposed water lines and fire hydrants, including materials and capacity needed		
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load		
Existing and proposed septic system, including test pit locations and results and NHDES subdivision permit number		
Existing and proposed stormwater lines and facilities		
Location of Flood Hazard Zone		
Location of all bodies of water and watercourses		
Location of wetlands and buffers		
Existing natural features and/or significant vegetation on property		
Soil types		
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor		
Location of all land offered for dedication for public use or land to be held in common by property owners of the subdivision		
Location, material and size of existing and proposed permanent monuments		
Existing railroad lines		
Note regarding solid waste disposal		
All applicable Dover Common Subdivision notes		
8. Construction Detail Sheets shall contain the following information (if appropriate):		
Profiles showing existing & proposed elevations along the center lines of proposed streets & within 100' of intersections with existing streets		
Profiles showing the locations & a typical cross-section detail of streets		
Location of street trees, street lighting poles and street signs		
Location, size and invert elevations of existing and proposed sanitary sewers, stormwater drains and fire hydrants		
Location and size of all water, gas and other underground utilities		
9. Additional Information if appropriate		
Stormwater Management Plan depicting the existing and proposed storm drainage system and engineered drainage analysis		
Stormwater Management System Operation and Maintenance Plan		
Letter to Serve from Public and Private Utilities		
Erosion and Sedimentation Control Plan		
Proposed restrictive covenants or homeowners association documents		
Dates and permit numbers of all required state and federal permits		
If wetland buffer, indicate placards locations, as applicable		
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required		

REVIEWED BY: _____ DATE _____

CITY OF DOVER PLANNING DEPARTMENT
Revised November 28, 2022

APPLICANT: _____ FILE NUMBER: _____

List of Common Subdivision Plan Notes

The following list of commonly required notes is intended to be used as a guide to applicants and should not be construed as a comprehensive note requirement list for all projects. A pre-application conference with the Planning Department is suggested to help determine the actual notes that may be required.

1. The intent of this plan is to *(describe the purpose of the plan)*.
2. Owners of Record are: Name
Street address
Municipality, State, Zip Code

Authorized Signature
3. The parcel(s) is *(are)* shown as Lot No. _____, Map _____ of the City of Dover Tax Assessor's Maps.
4. The subject parcel(s) contains _____ acres or _____ sq. ft. area of land.
5. Title reference for the project parcel(s) is the Strafford County Registry of Deeds, Book No. _____, Page No. _____.
6. Reference Plans: *(List all reference plans and their SCRD #)*
7. All applicable right-of-way, conservation, slope, construction, power line, cross travel, or other easements shall be referenced in a note.
8. Current zoning dimensional and density requirements in effect are as follows:

Required:	Provided:
a. Zoning district _____ sub-district _____	
b. Minimum lot size: _____ acres (sq. ft.)	
c. Minimum lot frontage: _____ ft.	
d. Minimum yard setbacks/build-to-lines: Front _____ ft. Side _____ ft. Rear _____ ft. Abut-a-street _____ ft.	
e. Maximum/minimum lot coverage _____ %	
f. Minimum/maximum bldg. height _____ ft./stories	

This property falls within the following zoning overlay districts: *(List districts)*

9. List any variances or special exceptions granted by the Zoning Board of Adjustment or Conditional Use Permits granted by the Planning Board for the proposed use or structure, including the case number and date of decision and any conditions.
10. Property line information has been obtained from a survey performed by *(surveyor)* on *(date)* with an error not greater than 1 in 10,000 *(or has been obtained from _____ Plan, prepared by (surveyor))*.
11. Subject parcel is *(is not)* located within a Federally designated flood hazard area (Community panel number 33017C0xxxD, Effective Date: September 30, 2015).
12. Wetlands were delineated by _____, Certified Wetlands Scientist, Certification Number _____, in accordance with Chapter 170-27.1 of the Zoning Ordinance, on _____, 20____.
13. As-built plans of the subdivision shall be submitted on paper and in digital format AutoCAD DWG, AutoCAD DXF or ESRI format to the City of Dover Engineer's Office upon completion of project if a street is proposed for City acceptance. As-built plans shall be prepared and certified correct by a L.L.S. or P.E. Digital files shall be geo-referenced to New Hampshire State Plane Coordinates NAD83 and shall be expressed in feet.
14. The installation of electric power, cable television and telephone lines shall be underground throughout the site for which development is proposed. Subdivision plans shall show any easements for these services.
15. The subject parcel(s) is (are) served by municipal water and sewer *(or is served by on-site well and septic system)*.
16. All construction shall conform with the State of New Hampshire Department of Transportation (NHDOT) "Standard Specifications for Road and Bridge Construction" and with the City of Dover Community Services Regulations and standard specification for construction. The more stringent specification shall apply.
17. All erosion control notes shall include provisions for construction sequencing, temporary erosion control measures, and permanent standards such as loam spread rate for disturbed areas, rates of lime, type and rates for fertilizer, and seed and mulch mixture with rates of application.
18. The limits of construction disturbance that are located in or within the 50 ft. of Conservation and Wetland Districts shall be staked, flagged and clearly identified prior any earth disturbing activity occurs.
19. All treatment swales to be constructed shall have sod bottoms.
20. A letter of credit for the cost of revegetating all disturbed areas on the site shall be submitted, and the approved construction sign installed prior to any earth disturbing activity occurs.
21. A pre-construction conference with the developer, the design engineer, the earthwork contractor and the City Engineer shall occur prior to any earth disturbing activity.
22. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday and Sunday 9 AM-4 PM. Hours of construction must be documented on a site construction sign along with the contact information for the general contractor. Said signage must be located and approved by the City Engineer or Planning Director.

23. Building addresses (including apt/unit numbers if applicable) shall be assigned by the Building Official at the time of issuance of a building permit.
24. The proposed use for the site (structure) is _____. (More specific uses are encouraged, such as single family, duplex, multi-family, restaurant, hotel, doctor's office, etc. Should more than one use be proposed, an indication of the percentage of each use is suggested.)
25. The following federal and state permits have been issued for the subject property: (*List permit type, number and date of issuance.*)
26. Commercial vehicle route during construction shall conform to Dover City Code or be coordinated with the Community Services Director.
27. Any retaining wall taller than four feet (4') requires issuance of a building permit from Inspection Services.
28. Any fence taller than seven feet (7') requires the issuance of a building permit from Inspection Services.
29. Applicant shall complete Land Use Development Tracking Form, most recently revised version, utilizing the online Pollution Tracking and Accounting Pilot Project (PTAPP) portal.
<https://www.unh.edu/unhsc/ptapp>
30. The owner of record shall record at the Registry of Deeds documentation sufficient to provide notice to all persons/entities that may acquire any property subject to the requirements and responsibilities described in the approved STORMWATER Management Plan. The notice shall comply with the applicable requirements for recording contained in RSA 477 and 478. The notice need not set forth the requirements at length, so long as it is sufficient to provide notice to prospective purchasers to the requirements for maintenance and reporting.
31. Fire department access road(s) shall be installed and maintained to support the imposed loads of fire apparatus in all weather conditions at all times.
32. No roadway with private utility easements shall be accepted as a public road by the City unless the easements are expunged prior to the transfer of land to the City. License agreements for any and all private utilities within the right of way may be granted by the City upon acceptance of the unencumbered roadway consistent with applicable state law.
33. Topography depicted is based on U.S.G.S. NVD 1988. (**or** Topography depicted is based on information obtained from the City Engineer's Office and was derived from coordinates for control stations _____ and _____. These coordinates have not been adjusted to 1983 datum).
34. Basis of bearing is the City of Dover GIS system stations _____ and _____ which were used to determine location, orientation and vertical datum.