



CITY OF DOVER

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ACCEPTANCE OF A NEW CITY ROAD

The purpose of this document is to outline the steps necessary for the City of Dover to accept a new road and/or utilities that have been constructed as part of a Planning Board approved subdivision.

STEP #1: RESPONSIBILITIES OF THE DEVELOPER/OWNER

Under this step, the Developer, Property Owner, or Home Owner's Association shall provide the following completed checklist and the required supporting documentation certified by a NH Licensed Professional Engineer. The Professional Engineer shall certify the following information has been completed by initialing the appropriate column in the checklist below and affixing their seal to the bottom of the document.

Once this checklist has been provided to the Planning Department, Administration Staff will confirm that the required documentation has been provided prior to other City staff review under subsequent steps.

<u>Item</u>	<u>Professional Engineer Certification</u>	<u>Complete (Planning Office Admin Use Only)</u>
Planning Board approved Subdivision Plan shows a public road.		
Building Official approved the road name in accordance with RSA 232:133		
Approved plan is recorded at Strafford County Registry of Deeds (Provide Book & Page)		
Metes & bounds description of the proposed road/street prepared by a NH Licensed Surveyor that is consistent with approved plan		
All pins and monuments have been set by a NH Licensed Surveyor		
Title search and title opinion has been provided by an attorney licensed in the State of New Hampshire to at least current title standards in New Hampshire, or equivalent representations of clear title		
Draft Warranty Deed conveying fee simple ownership to City has been provided. The deed language and any related easements to City; easements should define easement area and convey ownership and operational control of installed infrastructure (e.g., drainage, utility, water, sewer, slope, access, electric, communications, etc.)		
Executed/signed partial release(s) by mortgage or lien holder(s) or other encumbrance release documents		
Executed/signed deed provided		
Road is constructed to City specifications/standards. <i>Note: A Technical Memorandum that includes photos, measurements, and exhibits shall be provided to verify road construction meets City standards. Should the acceptance of a road older than 5 years be proposed, a pavement condition assessment will be required. If the condition of the road requires maintenance (paving, crack sealing, or other structural repairs), that maintenance shall be completed prior to City acceptance.</i>		
Utilities are constructed to City specifications/standards. <i>Note: A Technical Memorandum that includes photos, measurements, and exhibits showing the installation of all utilities to be accepted, shall be provided to verify utility construction meets City standards. The Technical Memorandum shall include all testing results for water, wastewater, and drainage infrastructure construction including but not limited to the following as required by the City's Construction Guidelines: compaction, mandrel, leakage, disinfection, etc. Should the acceptance of utilities older than 5 years be proposed, a condition assessment will be required. If the condition of the utilities requires maintenance (replacement, slip lining, or other structural repairs), that maintenance shall be completed prior to City acceptance.</i>		
Itemized breakdown for the valuation of all road and utility infrastructure is prepared by a NH Licensed Professional Engineer and presented in a dollars per linear foot.		
As-built plans submitted in accordance with Dover City Standards. <i>Note: Coordination with the City of Dover Office of Information Technology may be required to confirm conformance with City standards.</i>		
License Applications for utilities located in right of way unless approved by Planning Board (RSA 231:160-a). <i>Note: License Application text will need to be reviewed by the City's Legal Department.</i>		
Inspection and Utility fees and expenses associated with the road have been paid. <i>Note: Written confirmation from the City's various Departments (Community Services, Water & Sewer Billing, Finance, etc.) will be required.</i>		
Surety bond for road maintenance submitted. <i>Note: See Section 153-11 of the Dover Code</i>		
Other requirements imposed by Planning Board. <i>Note: Confirmation that all conditions of approval have been met shall be provided.</i>		

STEP #2: CITY OF DOVER STAFF REVIEW

Under this step, City of Dover staff from Community Services, Planning, Legal, and Finance shall review the information provided in Step 1 and either issue

comments in writing to the Developer, Property Owner, or Home Owner's Association or sign off that there are no additional comments.

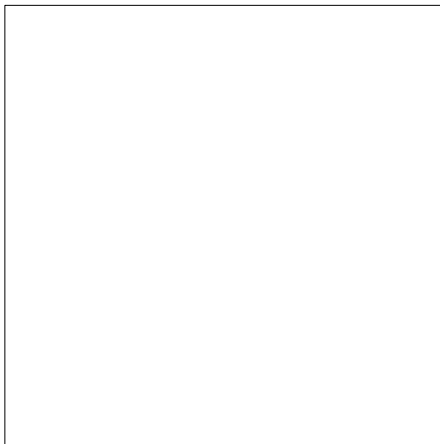
Item	Responsible Office	Sign Off	
		Initials	Date
City Engineer, or designee, has reviewed the information provided in Step 1 and has no additional comments.	Engineering		
Director of Planning and Community Development, or designee, has reviewed the information provided in Step 1 and has no additional comments.	Planning		
City Attorney, or designee, has reviewed the information provided in Step 1 and has no additional comments.	Legal		
Director of Finance, or designee, has reviewed the itemized valuation provided under Step 1 and has no additional comments.	Finance		

STEP #3: CITY ATTORNEY RESOLUTION CREATION

Item	Responsible Office	Sign Off	
		Initials	Date
Resolution prepared for inclusion on a City Council meeting agenda	City Attorney		

STEP #4: CITY COUNCIL REVIEW AND ACTION The acceptance of a public road is a matter of discretion within the purview of the Dover City Council - completion of the checklist does not guarantee acceptance.

*CHECKLIST FOR ACCEPTANCE OF A NEW CITY ROAD
 Revised 05.16.2024
 RSA 674:38; 674:40; RSA 229:1; Dover Code Chapter 125*



Professional Engineer Seal and Signature