



# City of Dover, New Hampshire CONDITIONAL USE PERMIT APPLICATION

[Revision Date: October 19, 2020]

|                 |                    |                      |
|-----------------|--------------------|----------------------|
| Office Use Only | Project #: _____   | Date Received: _____ |
|                 | Amount Paid: _____ | Time Received: _____ |

## APPLICANT AND OWNER INFORMATION

Name of Applicant: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Property Owner (if different from applicant): \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

## PROPERTY INFORMATION

Assessor's Map # \_\_\_\_\_ Lot(s) # \_\_\_\_\_

Address of Property: \_\_\_\_\_

Zoning District(s) \_\_\_\_\_ Overlay District(s) \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

## CONDITIONAL USE PERMIT INFORMATION

### Type of Conditional Use Permit (Check All That Apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Conservation District       | <input type="checkbox"/> RCM Use Overlay District       | <input type="checkbox"/> Gateway District              |
| <input type="checkbox"/> Groundwater Protection      | <input type="checkbox"/> Off-Street Parking and Loading | <input type="checkbox"/> Alternative Treatment Center  |
| <input type="checkbox"/> Wetland Protection District | <input type="checkbox"/> Central Business District      | <input type="checkbox"/> Heritage Residential District |

Describe Proposed Use or Activity That Requires Conditional Use Permit and Describe Any Impacts:

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List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: \_\_\_\_\_  
\_\_\_\_\_

Name of Professional That Prepared Plans: \_\_\_\_\_

Address \_\_\_\_\_ Telephone #: \_\_\_\_\_

Professional License #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**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. 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: \_\_\_\_\_

## CITY OF DOVER CONDITIONAL USE 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

(Revised July 1, 2020)

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 = \$ \_\_\_\_\_
- SUB TOTAL= \$ \_\_\_\_\_**

**AND**

2. IMPERVIOUS PAVED AREA (for new development or additions to existing parking lots (not to exceed \$10,000) Application fee \$200.00 + \$.07 sq. ft. x # \_\_\_\_\_ = \$ \_\_\_\_\_
- TOTAL PLAN REVIEW FEE= \$ \_\_\_\_\_**

**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 need to review the list and provide to this office 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 \$8.00= \$ \_\_\_\_\_
  - Certified letters fee: # of abutters \_\_\_\_\_ X \$8.00= \$ \_\_\_\_\_
  - 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= \$ \_\_\_\_\_
- SUB TOTAL= \$ \_\_\_\_\_**

- C. Foster's newspaper public notice fee \$100.00 x # \_\_\_\_\_ applications = \$ \_\_\_\_\_**
- TOTAL NOTICE FEE= \$ \_\_\_\_\_**

**The above amount must be paid 28 hours prior to the Planning Board meeting, to be heard.**