

Account # _____

Date Received _____

Application Fee Paid _____

Permit Fee _____

Time Received _____

Revised March 28, 2017

CITY OF DOVER, NEW HAMPSHIRE EXCAVATION PERMIT APPLICATION

Application is hereby made for an extraction permit pursuant to the procedures set forth in the City of Dover's Zoning Ordinance.

(FOR OFFICE USE ONLY)

This application is hereby approved (disapproved) and permission is hereby granted (refused) to the applicant. This approval is good for two years from the date specified. Once approved by the Planning Board, a permit fee of \$75.00 shall be paid prior to the permit taking effect.

SUBJECT TO THE FOLLOWING CONDITIONS:

APPROVED BY: _____ DATE: _____

1. GENERAL INFORMATION

Date: _____ Project Number: _____ Telephone #: _____

Name of Applicant: _____

Address of Applicant: _____

Name of Property Owner: _____

Address of Property Owner: _____

Address of Property Being Excavated: _____

Assessor's Map # _____ Lot # _____

Acres of Land: _____ Zoning District: _____

Depth of Excavation: _____ Finished Elevation: _____

Elevation of Highest Annual Average Groundwater Table: _____

Projected Length of Excavation Project: _____

2. PROFESSIONAL SIGNOFF

Name of Professional (Licensed in NH) _____

Check One: Engineer _____ Land Surveyor _____ Architect _____

Address: _____

License No. _____ Tele. # _____

3. 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: _____

4. AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the 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, excavation phase, and reclamation phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: _____

PLEASE RETURN THE FOLLOWING WITH YOUR APPLICATION TO THE PLANNING OFFICE:

1. 16 copies (five 22" x 34" and eleven 11" x 17") of excavation plan prepared in accordance with 170-30.3.A (one full-size plan sent to Conservation Commission)
2. 16 copies (five 22" x 34" and eleven 11" x 17") of reclamation plan prepared in accordance with 170-30.3.B (one full-size plan sent to Conservation Commission)
3. Tax Collector's statement that all property taxes have been paid in full & that excavation taxes have been paid in full & that there are no unreleased tax liens encumbering said properties
4. Surety Bond or other form of performance guarantee
5. Copy of Notice of Intent to Excavate that is filed with Assessor's Office
6. A written statement from the Tax Collector that all current property and excavation taxes levied against all properties in the operation have been paid in full and that there are no unreleased tax liens encumbering said properties
7. Digital Version of the Plan in PDF/A format
8. **An annual report documenting compliance with the requirements of Zoning Section 170-28, Groundwater Protection. Pursuant to RSA 155-E:11, the requirements of this section may be waived if the applicant demonstrates that such exception shall be recorded in the Registry of Deeds, and one copy filed with the NH Department of Environmental Services**
9. Check made out to the City of Dover for fees calculated below

**CITY OF DOVER SITE REVIEW
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. The applicant must obtain the abutter information from the records of the Tax Assessor's Office (not more than five days prior to filing) in order to process the site review application.

ABUTTER is defined as the owner of record of a parcel of land located in New Hampshire and that adjoins or is directly within two hundred (200) feet (including land across the street or waterway) of the proposed site under consideration by the Planning Board. For a condominium or other collective form of ownership, abutter means the officers of the collective or association. *(See additional requirement below)*

Owner:

TAX MAP	LOT #	PROPERTY OWNER	MAILING ADDRESS

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer:

NAME	COMPANY	MAILING ADDRESS

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS

Abutters:

TAX MAP	LOT #	OWNER (S) OF RECORD	MAILING ADDRESS

For projects which meet 149-4A, if a condominium association is an abutter, add all owners of individual units that are located within two hundred (200) feet of the common property line for notification by first class mail.

UNIT #	OWNER (S) OF RECORD	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.