



City of Dover, New Hampshire MINOR LOT LINE ADJUSTMENT APPLICATION

[Revision Date: February 12, 2013]

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

APPLICANT INFORMATION

Name of Applicant: _____ Telephone # _____

Address of Applicant: _____

FIRST PROPERTY OWNER AND PARCEL INFORMATION

Name of 1st Property Owner (*if different from applicant*): _____ Telephone # _____

Address of 1st Property Owner: _____

Address of Property: _____

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

Property Deed: Book _____ Page: _____

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

Size of Existing Parcel (sq. ft.): _____ Size of Proposed Parcel (sq. ft.): _____

SECOND PROPERTY OWNER AND PARCEL INFORMATION

Name of 2nd Property Owner (*if different from applicant*): _____ Telephone # _____

Address of 2nd Property Owner: _____

Address of Property: _____

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

Property Deed: Book _____ Page: _____

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

Size of Existing Parcel (sq. ft.): _____ Size of Proposed Parcel (sq. ft.): _____

[Use additional application form if more than two lots are being adjusted]

SURVEYOR INFORMATION

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

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 First Property Owner: _____ Date: _____

Signature of Second Property Owner: _____ Date: _____

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

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I 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: _____

PLANNING BOARD APPLICATION CHECKLIST & FEE SCHEDULE

- A. If you are submitting an application for Site Review or a Major Subdivision the applicant shall meet with the Technical Review Committee (TRC). Eight (8) copies of the application and preliminary plan must be submitted. _____
- B. Prior to the submission deadline for Planning Board, fifteen (15) copies of the application and fifteen (15) sets of plans must be submitted. Four (4) 22" x 34" and eleven (11) 11" x 17" (signed by owner). _____
- C. **TOTAL FEE** paid by cash or check made payable to "City of Dover"
1. Application fee for the following:
 - SUBDIVISION \$150.00 x # _____ new lots created = \$ _____
 - LOT LINE ADJUSTMENT \$200.00 (if more than two lots involved, add \$100.00 per lot) = \$ _____
 - SITE REVIEW - RESIDENTIAL \$100.00 x # _____ per dwelling unit = \$ _____
 - SITE REVIEW – NON-RESIDENTIAL (not to exceed \$10,000)
 New construction \$.15 sq. ft. x # _____ sq. ft. = \$ _____
 Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
 - IMPERVIOUS PAVED AREA (for new development) OR IMPERVIOUS PARKING LOT ADDITIONS (not to exceed \$10,000) \$.07 sq. ft. x # _____ = \$ _____
 - MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ _____
 - CHANGE OF USE (not to exceed \$5,000)
 Existing floor space \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
 - CONDITIONAL USE PERMIT \$150.00 x # _____ per application = \$ _____
 - GRAVEL PIT/ EXTRACTION PERMIT
 Application fee \$50.00 = \$ _____
 Permit fee \$75.00 = \$ _____
 - EXTENSIONS OF/AMENDMENTS TO/WAIVERS FOR AN APPROVED PLAN (\$150.00 minimum) \$50.00 x # _____ per hour of review \$ _____
 - REQUEST FOR REZONING \$150.00 = \$ _____
 - DRIVEWAY WAIVER – \$100.00 application fee = \$ _____
 Letter of rejection from Engineering Department, diagram & letter from owner \$ _____
- D. **Mailing Labels (Avery 5160)** in triplicate including owner, engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat with names and addresses for notices.
1. Certified letters fee: # of abutters _____ X \$8.00 = \$ _____
 2. Applicant & Owner, engineer, architect, land surveyor or soil scientist
 Certified letters fee # _____ of x \$8.00 = \$ _____
 3. First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00 = \$ _____
 4. Creating/Printing Abutter Labels fee per sheet _____ x \$10.00 = \$ _____
- E. **Foster's newspaper public notice fee** \$ **80.00**
- F. **Digital Version of the Plan & Archive Fee** \$1.00 x # _____ per sheet of plan set = \$ _____
- TOTAL FEE** \$ _____