



# City of Dover, New Hampshire SITE REVIEW APPLICATION

[Revision Date: April 02, 2018]

<i>Office Use Only</i>	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

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

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

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

Size of Parcel: \_\_\_\_\_ sq. ft. \_\_\_\_\_ ac. Property Deed: Book \_\_\_\_\_ Page: \_\_\_\_\_

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

## SITE PLAN INFORMATION

Describe Proposed Use: \_\_\_\_\_

Area of Parcel to be Developed: \_\_\_\_\_ sq. ft.

If Multi-family Residential, Specify Number of Units & Buildings Proposed: \_\_\_\_\_

Number of Parking Spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Highway Access (check where applicable): \_\_\_\_\_ City Street \_\_\_\_\_ State Highway

Number of Employees Total: \_\_\_\_\_ In Maximum Shift: \_\_\_\_\_

Disposition of Parcel:

Building Setbacks:

Building Footprint \_\_\_\_\_ sq. ft.

Front Yard \_\_\_\_\_ ft.

Total Building Area \_\_\_\_\_ sq. ft.

Rear Yard \_\_\_\_\_ ft.

Paved Area \_\_\_\_\_ sq. ft.

Side Yard: Right \_\_\_\_\_ ft. Left \_\_\_\_\_ ft.

City Water? \_\_\_Yes \_\_\_ No      How far is city water from the property? \_\_\_\_\_

City Sewer? \_\_\_Yes \_\_\_ No      How far is city sewer from the property? \_\_\_\_\_

**BUILDING INFORMATION**

Type of Building to be Built: \_\_\_\_\_

Height of Building: \_\_\_\_\_ Finished Floor Elevation: \_\_\_\_\_

Number of Seats (where applicable) \_\_\_\_\_

Estimated value of construction: \_\_\_\_\_ Refuse removal: Public/Private (circle one)

**WAIVER REQUESTS**

Site Review 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: \_\_\_\_\_

**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 the City of Dover or 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: \_\_\_\_\_

## PLANNING BOARD ESTIMATED FEE SCHEDULE

This is only provided to give you an estimate of the application fees. *After you submit an application, staff will invoice you a total.* All fees must be paid two weeks before the Planning Board meeting. **If the Fee has not been paid, the item will not be placed upon the agenda.**

**A. 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 – TRANSFER OF DEVELOPMENT RIGHTS Application fee \$150.00 = \$ \_\_\_\_\_
- 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/ EXCAVATIONS - 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 \$ \_\_\_\_\_

**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 provide to this office the engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan with names and addresses for notices. You will be notified with the amount due, once this has been completed.

1. Applicant & Owner, engineer, architect, land surveyor or soil scientist  
Certified letters fee # \_\_\_\_\_ of x \$8.00 =
2. Certified letters fee: # of abutters \_\_\_\_\_ 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 in triplicate per sheet \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_

**C. Foster's newspaper public notice fee** \$ 80.00

*(Revised October 2, 2018)*

**TOTAL FEE** \$ \_\_\_\_\_

**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. 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



## City of Dover, New Hampshire SITE PLAN REVIEW SUBMISSION CHECKLIST

[Revision Date: June 25, 2018]

This site plan review checklist, as required by Chapter 149-6-B(2), should be completed by the applicant. It is intended to assist the applicant in the planning process of preparing a Site Plan Review 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.

**Fees will be invoiced and are due along with fifteen (15), folded, copies of the plan set and materials, including response to TRC comments, will be due 3 weeks prior to the Planning Board meeting.**

*The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all site plan review requirements. Please refer to the Site Plan Review Regulations for full details.*

APPLICANT: \_\_\_\_\_ File Number: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_ Tax Map: \_\_\_\_ Lot: \_\_\_\_

	Explain How Provided	Reviewed
1. Completed and signed Application form		
2. Electronic copy of the engineered/surveyed plan layout		
3. Electronic copy of supplementary materials and application		
4. Traffic Impact Assessment and Analysis (Standard or Advanced)		
5. Waiver requests to the Site Plan Review Regulations, with written justification		
6. Conditional Use Permit applications		
7. A colored rendering of the streetscape that will be created along the existing public right-of-way		
8. A colored architectural plan showing all sides of buildings		
9. List of all professional agents to be notified for Planning Board		
10. Letter to Serve from Public and Private Utilities		
11. Eight folded copies of site plan w/ scale of not less than 1"=50' or 1"=100' for larger site plans, for TRC. Plans shall contain the following items as appropriate:		
Location map at appropriate scale		
Proposed Project 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		
Depict pedestrian walkways and accessible access		
Location and width of existing and proposed access/egress ways		
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system		
	<b>Explain How Provided</b>	<b>Reviewed</b>

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		
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 stormwater lines and facilities		
Lighting plan depicting all existing and proposed exterior light fixtures and a lighting level analysis for parking lots		
Location of Flood Hazard Zone		
Location of all bodies of water and watercourses		
Location of wetlands and buffers		
Neighborhood plan with aerial underlay showing how project relates to abutting uses within the plan set		
Existing natural features and/or significant vegetation on property		
Depict existing contours up to 100 ft. beyond project limits		
Landscape plan depicting existing and proposed landscaping, prepared by a licensed Professional Landscape Architect		
Location of parking layout delineating spaces and arrangement; note addressing maximum required spaces		
Location, material and size of existing and proposed pavement area		
Location of proposed fire lanes		
Specify finished floor elevations of buildings		
Location of solid waste disposal facilities (dumpster, pad and screening, etc.), including required screening		
Depict all service, storage, loading bays and utility areas		
All applicable Dover Common Site Plan notes		
<b>12. Additional Information if appropriate</b>		
Stormwater Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis		
Stormwater Management System Operation and Maintenance Plan		
Erosion and Sedimentation Control Plan		
Landscape Operation and Maintenance 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		
Depict test boring locations, groundwater elevations and soil profiles and/or soils types call-outs		
Location of proposed drive-in facilities		
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required		

REVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_ TRC DATE \_\_\_\_\_

**CITY OF DOVER PLANNING DEPARTMENT**

(Revision Date: May 15, 2017)

APPLICANT: \_\_\_\_\_ FILE NUMBER: \_\_\_\_\_

**List of Common Site 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 preapplication conference with the Planning Department is suggested to help determine the actual notes that may be required.

1. The intent of this site plan is \_\_\_\_\_.

2. Current Owner: *Name and address*

\_\_\_\_\_  
Authorized Signature

3. The project parcel(s) is (are) shown as Lot No. \_\_\_\_\_, Map \_\_\_\_ of the City of Dover Tax Assessor's Maps.

4. The project parcel(s) contains \_\_\_\_ acres or \_\_\_\_\_ square feet area of land.

5. Title reference for the project parcel(s) is the Strafford County Registry of Deeds, Book No. \_\_\_\_, Page No. \_\_\_\_.

6. Project Plan References: *(List all reference plans and their SCRD #)*

7. All applicable right-of-way, conservation, slope, construction, utility, access, or other easements shall be referenced in a note and shown on the plan and shown on the plan.

8. Zoning dimensional and density requirements are as follows:

a. zoning district \_\_\_\_\_ subdistrict \_\_\_\_\_

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.

Maximum/minimum lot coverage \_\_\_\_\_ %

Minimum/maximum bldg. height \_\_\_\_\_ ft./stories

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

9. 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))*.



10. Subject parcel is (*is not*) located within a Federally designated flood hazard area (Community panel number 33017C0xxxD, Effective Date: September 30, 2015).
11. Wetlands were delineated by \_\_\_\_\_, Certified Wetlands Scientist, Certification Number \_\_\_\_\_, in accordance with Chapter 170-27.1 of the Zoning Ordinance, on \_\_\_\_\_, 20\_\_ .
12. The maximum parking space calculation is \_\_\_\_\_(broken down) and \_\_\_\_\_ spaces are provided.
13. As-built plans of the site shall be submitted on paper and in a digital format in pdf and AutoCAD DWG, AutoCAD DXF or an ESRI format to the City of Dover Engineer's Office upon completion of project. 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. Exterior lighting shall be cut-off type fixtures per Chapter 149-14-E and shall provide lighting directed on-site only.
15. Topographic survey performed by \_\_\_\_\_ on (*dates*).
16. Elevations are based on U.S.G.S. datum. (or Elevations depicted are 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).
17. A security system shall be installed as required by Chapter 58, Article I, section 58-2 of the Code of the City of Dover. (*If a business establishment or multi-family dwelling contained in a new, altered or repaired structure*)
18. Commercial vehicle route during construction shall conform with Dover City Code or be coordinated with the Community Services Director.
19. The installation of electric power, cable television and telephone lines shall be underground throughout the site for which development is proposed. Site plans shall show any easements for these services.
20. The subject parcel(s) is (are) served by municipal water and sewer (*or is served by on-site well and septic system*).
21. 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.
22. The owner of record shall record at the Registry of Deeds documentation sufficient to provide notice to all persons 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.

23. 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 to any earth disturbing activity occurs.
24. All treatment swales to be constructed shall have sod bottoms.
25. A letter of credit for the cost of revegetating all disturbed areas on the site and approved construction sign shall be in place prior to any earth disturbing activity.
26. 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 Assistant City Manager.
27. 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.
28. 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.
29. Approved backflow preventors shall be provided for both fire and domestic water lines.
30. The *(existing or proposed)* structure shall be served by a sprinkler system as required under Chapter 109-30 of the Code of the City of Dover and the 2015 State Building Codes.
31. Sprinkler connections must be flushed in accordance with NFPA 24 and a Contractor’s Material and Test Certificate for Underground Piping form must be completed.
32. Fire department connections shall be located on the street side of the building per NFPA 13.
33. Building addresses shall be assigned by the Building Official at the time of issuance of a building permit.
34. The site layout is designed in compliance with applicable accessibility regulations. The proposed structure will be also be designed in accordance with applicable accessibility regulations.
35. The proposed use for the site *(structure)* is \_\_\_\_\_. *(More specific uses are encouraged, such as restaurant, hotel, doctor’s office, etc. Should more than one use be proposed, an indication of the percentage of each use is suggested.)*
36. The following federal and state permits have been issued for the subject property: *(List permit type, number and date of issuance.)*
37. 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.