

CITY OF DOVER PLANNING DEPARTMENT
Revised July 28, 2026

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. To make review of plans more efficient, it is strongly recommended that these notes be isolated on plan sets under the heading Dover Site Plan Review Notes.

Dover Site Plan Review Notes:

1. Plan Intent: <<*Describe the purpose of the plan*>>
2. Owners of Record: Name
 Street address
 Municipality, State, Zip Code

 Authorized Signature
3. The parcel(s) is (are) shown as:
 Lot_____, Map_____ of the City of Dover Tax Assessor's Maps.
4. The subject parcel(s) contain(s)_____acres (_____ sq. ft.) of land. _____ acres are currently in Current Use.
5. Title reference for the project parcel(s) is the Strafford County Registry of Deeds, Book No._____, Page No._____.
6. Reference Plans: _____ Date _____ SCRD _____
7. All applicable right-of-way, conservation, slope, construction, power line, cross travel, or other easements shall be referenced in a note and shown on the plan.
8. Current zoning dimensional and density requirements:
 Zoning district: _____
 Sub-district: _____
 Zoning Overlay Districts: _____
 Dimensional Requirements:

	Required:	Provided:
Minimum lot size:	_____ acres (sq. ft.)	_____ acres (sq. ft.)
Minimum lot frontage:	_____ ft.	_____ ft.
Minimum yard setbacks/build-to-lines:		
Front	_____ ft.	_____ ft.
Side	_____ ft.	_____ ft.
Rear	_____ ft.	_____ ft.
Abut-a-street	_____ ft.	_____ ft.
Maximum/minimum Lot coverage	_____ %	_____ %
Minimum/maximum Bldg. height		_____ ft./stories
_____ ft./stories		

9. Off Street Parking Requirements:

	Maximum:	Provided:
Parking Dimensions:	_____	_____
Aisle Dimensions:	_____	_____
Uses:		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Maximum Parking Allowed	_____	_____
Accessible Parking:	_____	_____

10. <<If the project includes any restricted units or waivers granted by the Board include the calculation and requests here>>.

11. Variances or special exceptions granted by the Zoning Board of Adjustment including the case number and date of decision and any conditions are as follows:

Variance	Case Number	Date of Decision	Conditions
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Exceptions	Case Number	Date of Decision	Conditions
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

12. 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 are as follows:

Conditional Use Permit Conditions	Case Number	Date of Decision
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. 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 _____ <<Reference Plan>>, prepared by _____ <<surveyor>>.

14. As-built plans of the project shall be submitted on paper and in digital format AutoCAD DWG, AutoCAD DXF or ESRI format to the City of Dover City 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.

15. Subject parcel is (is not) located within a Federally designated flood hazard area (Community panel number _____, Effective Date: ____<<date>>_____).
16. Topographic survey performed by _____ on (dates)_____.
17. Elevations are based on U.S.G.S. NVD 1988 datum. (or Elevations depicted are based on information obtained from the City Engineer's Office and was derived from coordinates for control stations. These coordinates have not been adjusted to 1983 datum).
18. Wetlands were delineated by _____, Certified Wetlands Scientist, Certification Number _____, in accordance with Chapter 170-27.1 of the Zoning Ordinance, on _____, 20__.
19. The installation of electric power, cable television and telephone lines shall be underground throughout the site for which development is proposed.
20. The subject parcel(s) is (are) served by (municipal/private) water and (municipal/private) _____.
21. 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.
22. Contractor shall follow to the construction sequencing identified within the Planning Board approved plan set. Any deviation from that sequencing shall be approved by the City Engineer.
23. Erosion control measures shall be installed prior to any earth disturbance and be provided for construction sequencing including temporary measures.
24. Contractor shall follow the permanent stabilization measures 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 as noted within the Planning Board approved plans. Any deviation from that sequencing shall be approved by the City Engineer.
25. 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 any earth disturbing activity occurs.
26. Any permanent treatment swales to be constructed shall have sod bottoms.
27. A letter of credit for the cost of revegetating all disturbed areas on the site shall be submitted prior to commencing earth disturbance.
28. A City Engineer approved construction sign shall be installed prior to commencing earth disturbance. Said signage must be located and approved by the City Engineer or Planning Director.
29. 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.
30. Hours of site work must be documented on a site construction sign along with the contact information for the general contractor. Site Construction hours shall be limited to Monday-Friday 7

AM-6 PM_____, Saturday _____ 9 AM- 4 PM. No site work shall be done on federal holidays.

- 31. Building addresses, including apt and unit numbers (if applicable), shall be assigned by the Building Official at the time of issuance of a building permit.
- 32. The proposed use for the site (structure) is_____.

User Note: More specific uses are encouraged, such as single family, duplex, multi-family, restaurant, hotel, doctor's office, etc. Should more than one use be proposed, an indication of the percentage of each use is suggested.

- 33. The following federal and state permits have been issued for the subject property: (List permit type, number and date of issuance.)

Permit	Permit Number	Date of Issuance

- 34. Commercial vehicle route during construction shall conform to the Dover City Code or be coordinated with the Community Services Director or their designee.
- 35. Any retaining wall taller than four feet (4') requires issuance of a building permit from the City of Dover Inspection Services.
- 36. Any fence taller than seven feet (7') requires the issuance of a building permit from the City of Dover Inspection Services.
- 37. Applicant shall complete Land Use Development Tracking Form, most recently revised version, utilizing the online Pollution Tracking and Accounting Project (PTAP) portal prior to the issuance of a certificate of occupancy. <https://extension.unh.edu/stormwater-center/ptap>
- 38. The Owner of Record shall record, at the Registry of Deeds, documentation sufficient to provide notice to all persons/entities 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.
- 39. Fire department access road(s) shall be installed and maintained, in accordance with all applicable codes, to support the imposed loads of fire apparatus in all weather conditions at all times.
- 40. Exterior lighting shall be cut-off type fixtures per Chapter 153-14-E and shall provide lighting directed on-site only.
- 41. If a business establishment or multi-family dwelling contained in a new, altered or repaired structure, a security system shall be installed as required by Chapter 45, Article I, section 45-2 of the Code of the City of Dover.
- 42. Approved backflow preventers shall be provided for both fire and domestic water lines.

43. The (existing or proposed) structure shall be served by a sprinkler system, as required, by Chapter 81-30 of the Code of the City of Dover and the adopted State of NH Building and Fire Codes.
44. 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 and approved by the City of Dover Inspection Services prior to connection of the backflow device.
45. Fire department connection(s) shall be located on the street side of the building per NFPA 13. Access to the FDC shall maintain a clear and unobstructed path at all times.
46. 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. (i.e. IBC, ANSI-117.1) and NH RSA 155-A:5.
47. Applicant shall submit a letter certifying the tie in locations or discharge points for all sump pumps and roof leaders for existing structures on the property prior to issuance of a certificate of occupancy.
48. Design Engineer of record or shall provide signed letter to City Engineer certifying that the stormwater management system has been installed in accordance with approved plans.
49. The Applicant shall provide the City of Dover an easement to access waterline and hydrants to maintain water quality prior to issuance of a certificate of occupancy.
50. All rooftop and ground utility equipment must be adequately screened.

STAFF REVIEW REMARKS:
