

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.