

**CITY OF DOVER PLANNING DEPARTMENT**  
**Revised May 15, 2017**

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

**List of Common Subdivision 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 plan is to *(describe the purpose of the plan)*.
2. Owners of Record are: Name  
Street address  
Municipality, State, Zip Code  
\_\_\_\_\_  
Authorized Signature
3. The parcel(s) is *(are)* shown as Lot No. \_\_\_\_\_, Map \_\_\_\_\_ of the City of Dover Tax Assessor's Maps.
4. The subject parcel(s) contains \_\_\_\_\_ acres or \_\_\_\_\_ sq. ft. area of land.
5. Title reference for the project parcel(s) is the Strafford County Registry of Deeds, Book No. \_\_\_\_\_, Page No. \_\_\_\_\_.
6. Reference Plans: *(List all reference plans and their 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. Zoning dimensional and density requirements are as follows:
  - a. zoning district \_\_\_\_\_ subdistrict \_\_\_\_\_
  - b. minimum lot size is \_\_\_\_\_ acres (sq. ft.)
  - c. minimum lot frontage is \_\_\_\_\_ ft.
  - d. minimum yard setbacks/ build-to-lines are:  
Front \_\_\_\_\_ft.  
Side \_\_\_\_\_ft.  
Rear \_\_\_\_\_ft.  
Abut-a-street \_\_\_\_\_ ft.

Maximum/minimum lot coverage \_\_\_\_\_ %  
Maximum/minimum bldg. height \_\_\_\_\_ ft./stories

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

9. List any variances or special exceptions granted by the Zoning Board of Adjustment or any Conditional Use Permits granted by the Planning Board for the property, including the case number and date of decision and any conditions.

10. 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))*.
11. Subject parcel is *(is not)* located within a Federally designated flood hazard area (Community panel number 33017C0xxxD, Effective Date: September 30, 2015).
12. Wetlands were delineated by \_\_\_\_\_, Certified Wetlands Scientist, Certification Number \_\_\_\_\_, in accordance with Chapter 170-27.1 of the Zoning Ordinance, on \_\_\_\_\_, 20\_\_ .
13. Topography depicted is based on U.S.G.S. NVD 1929. (**or** Topography depicted is 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).
14. Basis of bearing is the City of Dover GIS system stations \_\_\_\_\_ and \_\_\_\_\_ which were used to determine location, orientation and vertical datum.
15. As-built plans of the subdivision shall be submitted on paper and in digital format in pdf and AutoCAD DWG, AutoCAD DXF or 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.
16. 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.
17. The subdivision lots are proposed to be served by municipal water and sewer *(or will be served by on-site well and septic system)*.
18. 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.
19. 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.
20. 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.
21. All treatment swales to be constructed shall have sod bottoms.
22. 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.

