



City of Dover, New Hampshire SITE REVIEW APPLICATION

[Revision Date: July 1, 2021]

Office Use Only

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: Number of Units _____ & Buildings Proposed _____

If lodging: Number of Units _____ & number of Buildings _____

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? _____

TRANSFER OF DEVELOPMENT RIGHTS INFORMATION

Type of TRANSFER OF DEVELOPMENT RIGHT REQUEST (Check All That Apply):

☐ Residential ☐ Residential (reduced size) ☐ Industrial | ☐ Purchase ☐ Land Preservation

Relief sought (Check All That Apply):

☐ Lot Size ☐ Frontage ☐ Setback ☐ 30' Buffer ☐ Increase by _____ units

Describe Proposed Use or Activity that requires TDR; describe any impacts and document mitigation:

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: _____

ARCHITECT INFORMATION

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

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

LANDSCAPE ARCHITECT INFORMATION

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

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

SOIL SCIENTIST INFORMATION

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

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

CONSERVATION EASEMENT HOLDER

Name of Easement Holder: _____ Telephone # _____

Address Easement Holder: _____

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: _____

***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

PLANNING BOARD FEE SCHEDULE

(Revised June 18, 2026)

Please apply for your application through our online portal here <https://permits.dover.nh.gov/>. Below are the fees associated with the application and serves as a guideline for expected charges. After you finish processing the application, you will automatically be invoiced through the portal for the Plan Review Application Fee (Section A). The fee must be paid prior to being scheduled for a meeting. After review of the application, you will be notified through the portal with a second invoice for the legal notice and abutter/notice fee (Section B). This fee must be paid in advance of the scheduled Planning Board Meeting or it may stand the chance of not being heard.

You may pay the fee by using a credit card, cash, or a check made payable to the "City of Dover". When sending a check, please include a copy of the invoice or invoice number if mailing it to the Planning Department. If you have any questions, please contact our office at 603-516-6008. We also request that you fill out a paper application, which you will be required to upload to the portal here <https://www.dover.nh.gov/government/city-operations/planning/planning-documents/>

A. Plan Review Fees

1. Application fee for the following (SELECT ALL THAT APPLY):

- ☐ SUBDIVISION Application fee \$200.00 + \$150.00 x # _____ new lots created =
- ☐ LOT LINE ADJUSTMENT Application fee \$250.00 + \$100.00 X # ____ of lots involved =
- ☐ TRANSFER OF DEVELOPMENT RIGHTS Application fee \$250.00 =
- ☐ SITE REVIEW – RESIDENTIAL Application fee \$250.00+ \$100.00 x # __ per dwelling unit =
- ☐ SITE REVIEW – NON-RESIDENTIAL Application fee \$250.00 + (not to exceed \$10,000)
 - New construction \$.15 sq. ft. x # _____ sq. ft.=
 - Additions (new floor space) \$.10 per sq. ft. x # _____sq. ft.=
- ☐ MOTEL/HOTEL \$35.00 x # ____ per lodging unit =
- ☐ CHANGE OF USE Application fee \$250.00 + (not to exceed \$5,000)
 - Existing floor spaces \$.10 per sq. ft. x # _____ sq. ft. =
- ☐ CONDITIONAL USE PERMIT Application fee \$250.00 x # _____ per Application =
- ☐ EXTENSIONS/AMENDMENTS/WAIVERS FOR AN APPROVED PLAN Application fee \$250.00 =
- ☐ REQUEST FOR REZONING Application fee \$250.00 =
- ☐ DRIVEWAY WAIVER Application fee \$250.00 =
- ☐ **TOTAL IMPERVIOUS PAVED AREA** (for new development, roadways or additions to existing parking lots, (not to exceed \$10,000)) Application fee of \$250.00 is N/A if it is part of a Site Review or Subdivision Plan. \$250.00 + \$.07 per sq. ft. x # _____ sq. ft. =

AND

B. Abutter Notification/Mailing Labels – Staff will create and print the abutter list and provide labels in triplicate for each abutter. The applicant/owner will review the list for accuracy and provide the engineer, architect, licensed land surveyor (LLS), licensed landscape architect (LLA) and/or soil scientist whose professional seal appears on the plan with names and addresses for notifications.

- ☐ Applicant & Owner, engineer, architect, LLS, LLA and/or soil scientist
 - Certified letters fee # _____ of x \$13.00=
- ☐ Certified letters fee: # of abutters _____ x \$13.00=
- ☐ First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ x \$3.00 =
- ☐ Creating/Printing Abutter Labels in triplicate per sheet _____ x \$10.00 =

C. Foster's newspaper public notice fee \$120.00 x # _____ applications =



City of Dover, New Hampshire

SITE PLAN REVIEW SUBMISSION CHECKLIST

[Revision Date: July 24, 2025]

This site plan review checklist, as required by Chapter 153-6-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.

The first step would be to appear before the Technical Review Committee, to apply, submit four (4) folded size plans with a scale of not less than 1" =50' or 1" =100' for larger site plans, need to be provided. Also, four (4) copies of all other documentation pertaining to the project and payment of plan review fees.

Two weeks prior to Planning Board, two (2) full size and five (5) half size (11x17) folded copies of the plan set and materials, including response to TRC comments, will be due. Also, seven (7) copies of all other documentation pertaining to the project. Abutter/Notice Fees will be invoiced and need to be paid 24 hours 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: _____

	Where/How Provided	Reviewed
1. Completed and signed Application form		
2. Plan Review Fees are provided		
3. Electronic copy of the engineered/surveyed plan layout		
4. Electronic copy of supplementary materials and application		
5. Traffic Impact Assessment and Analysis (Standard or Advanced)		
6. Waiver requests to the Site Plan Review Regulations, with written justification		
7. Conditional Use Permit applications		
8. A colored rendering of the streetscape that will be created along the existing public right-of-way		
9. A colored architectural plan showing all sides of buildings		
10. 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		
Location and width of existing and proposed access/egress ways		

	Explain How Provided	Reviewed
Depict pedestrian walkways and accessible access		
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system		
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		
11. Additional Information if appropriate		
Stormwater Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis		
Stormwater Management System Operation and Maintenance Plan		
Letter to Serve from Public and Private Utilities		
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 _____

APPLICANT: _____ FILE NUMBER: _____

____ 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:
