



City of Dover, New Hampshire CONDITIONAL USE PERMIT APPLICATION

[Revision Date: August 16, 2010]

<i>Office Use Only</i>	Project #:	_____	Date Received:	_____
	Amount Paid:	_____	Time Received:	_____

APPLICANT AND OWNER INFORMATION

Name of Applicant: _____ Telephone # _____

Address of Applicant: _____

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): _____

Existing Use of Property: _____

CONDITIONAL USE PERMIT INFORMATION

Type of Conditional Use Permit (Check All That Apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Conservation District | <input type="checkbox"/> RCM Use Overlay District | <input type="checkbox"/> I-1 District Uses |
| <input type="checkbox"/> Groundwater Protection | <input type="checkbox"/> Off-Street Parking and Loading | |
| <input type="checkbox"/> Wetland Protection District | <input type="checkbox"/> Central Business District | |

Describe Proposed Use or Activity That Requires Conditional Use Permit and Describe Any Impacts:

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: _____

Name of Professional That Prepared Plans: _____

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. 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 hereby authorize members of the Dover Planning Board, Planning Department, Conservation Commission 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: _____

PLANNING BOARD APPLICATION CHECKLIST

- A. If you are submitting an application for Site Review or a Major Subdivision the applicant shall meet with the Technical Review Committee (TRC). Eight (8) copies of the application and preliminary plan must be submitted. _____
- B. Prior to the submission deadline for Planning Board, fifteen (15) copies of the application and fifteen (15) sets of plans must be submitted. Four (4) 22" x 34" and eleven (11) 11" x 17" (signed by owner). _____
- C. **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 - 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/ EXTRACTION PERMIT
 - Application fee \$50.00 = \$ _____
 - Permit fee \$75.00 = \$ _____
 - EXTENSIONS OF /AMENDMENTS TO AN APPROVED PLAN (\$150.00 minimum) \$50.00 x # _____ per hour of review = \$ _____
 - DRIVEWAY WAIVER – \$100.00 application fee =
 - Letter of rejection from Engineering Department, diagram & letter from owner \$ _____
- D. **Mailing Labels (Avery 5160)** in triplicate including owner, engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat with names and addresses for notices.
1. Certified letters fee: # of abutters _____ X \$8.00 = \$ _____
 2. Applicant & Owner, engineer, architect, land surveyor or soil scientist
Certified letters fee # _____ 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 = \$ _____
- E. **Foster's newspaper public notice** \$ **80.00**
- F. **Digital Version of the Plan & Archive Fee** \$1.00 x # _____ per sheet of plan set = \$ _____
- TOTAL FEE** \$ _____