



City of Dover, New Hampshire MINOR LOT LINE ADJUSTMENT APPLICATION

[Revision Date: July 19, 2010]

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

APPLICANT INFORMATION

Name of Applicant: _____ Telephone # _____
 Address of Applicant: _____

FIRST PROPERTY OWNER AND PARCEL INFORMATION

Name of 1st Property Owner (*if different from applicant*): _____ Telephone # _____
 Address of 1st Property Owner: _____
 Address of Property: _____
 Assessor's Map # _____ Lot(s) # _____
 Property Deed: Book _____ Page: _____
 Zoning District(s) _____ Overlay District(s) _____
 Size of Existing Parcel (sq. ft.): _____ Size of Proposed Parcel (sq. ft.): _____

SECOND PROPERTY OWNER AND PARCEL INFORMATION

Name of 2nd Property Owner (*if different from applicant*): _____ Telephone # _____
 Address of 2nd Property Owner: _____
 Address of Property: _____
 Assessor's Map # _____ Lot(s) # _____
 Property Deed: Book _____ Page: _____
 Zoning District(s) _____ Overlay District(s) _____
 Size of Existing Parcel (sq. ft.): _____ Size of Proposed Parcel (sq. ft.): _____

[Use additional application form if more than two lots are being adjusted]

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) _____
 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 First Property Owner: _____ Date: _____

Signature of Second 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 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 & FEE SCHEDULE

- 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 eight (8) **folded** copies of the preliminary plan must be submitted. Include an 11 x 17 of the plan and e-mail a pdf. _____
- B.** Prior to the submission deadline for Planning Board, fifteen (15) copies of the application together with fifteen (15) sets of **folded** plans must be submitted. One (1) 22" x 34" and fourteen (14) 11" x 17" (signed by owner) and a pdf. _____
- 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/ EXCAVATIONS - Application fee \$50.00 & Permit fee \$75.00 = \$ _____
 - EXTENSIONS OF/AMENDMENTS TO/WAIVERS FOR AN APPROVED PLAN (\$150.00 minimum) \$50.00 x # _____ per hour of review \$ _____
 - REQUEST FOR REZONING \$150.00 = \$ _____
 - DRIVEWAY WAIVER – \$100.00 application fee =
 Letter of rejection from Engineering Department, diagram & letter from owner \$ _____
- D. Mailing Labels (Avery 5160)** this office will create and print the abutter list and provide labels in triplicate for each abutter. The applicant/owner will need to provide to this office the engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan with names and addresses for notices. You will be notified with the amount due on your application.
1. Applicant & Owner, engineer, architect, land surveyor or soil scientist
 Certified letters fee # _____ of x \$8.00 =
 2. Certified letters fee: # of abutters _____ 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 = \$ _____
 4. Creating/Printing Abutter Labels in triplicate per sheet _____ x \$10.00 = \$ _____
- E. Foster's newspaper public notice fee** \$ **80.00**
- F. Digital Version of the Plan** or Archive Fee \$1.00 x # _____ per sheet of plan set = \$ _____
- TOTAL FEE** \$ _____

**CITY OF DOVER MINOR LOT LINE ADJUSTMENT
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.

The applicant must obtain the abutter information from the records of the Tax Assessor's Office (not more than five days prior to filing) in order to process the minor lot line adjustment application.

ABUTTER is defined as the owner of record of a parcel of land located in New Hampshire and that adjoins or is directly across the street or stream from the land under consideration by the Planning Board. For a condominium or other collective form of ownership, abutter means the officers of the collective or association.

First Owner:

TAX MAP	LOT #	FIRST PROPERTY OWNER	MAILING ADDRESS

Second Owner:

TAX MAP	LOT #	SECOND PROPERTY OWNER	MAILING ADDRESS

Applicant (if different from owners):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor:

NAME	COMPANY	MAILING ADDRESS

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS

Abutters:

TAX MAP	LOT #	OWNER (S) OF RECORD	MAILING ADDRESS