# *City of Dover, New Hampshire*
# *SITE REVIEW APPLICATION*

[Revision Date: April 23, 2013]

| *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, Specify Number of Units & Buildings Proposed: _____

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 Footprint _____ sq. ft.

Total Building Area _____ sq. ft.

Building Setbacks:

Front Yard _____ 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? _____

**BUILDING INFORMATION**

Type of Building to be Built: _____

Height of Building: _____ Finished Floor Elevation: _____

Number of Seats (where applicable) _____

**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: _____

**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, 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. 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 site review application.

**ABUTTER** is defined as the owner of record of a parcel of land located in New Hampshire and that adjoins or is directly within two hundred (200) feet (including land across the street or waterway) of the proposed site under consideration by the Planning Board. For a condominium or other collective form of ownership, abutter means the officers of the collective or association. *(See additional requirement below)*

**Owner:**

| TAX MAP | LOT # | PROPERTY OWNER | MAILING ADDRESS |
|---|---|---|---|
| | | | |

**Applicant (if different from owner):**

| APPLICANT NAME | APPLICANT COMPANY | MAILING ADDRESS |
|---|---|---|
| | | |

**Surveyor and/or Engineer:**

| 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 |
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For projects which meet 149-4A, if a condominium association is an abutter, add all owners of individual units that are located within two hundred (200) feet of the common property line for notification by first class mail.

| UNIT # | OWNER (S) OF RECORD | MAILING ADDRESS |
|---|---|---|
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# 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** **$ _____**