

**CITY OF DOVER PLANNING DEPARTMENT  
SUBDIVISION PLAN CHECKLIST**

This review checklist is intended to assist the applicant in the planning process of preparing a Subdivision application for Planning Board action. The size of the project will determine the types of information required to review a subdivision plan, therefore, a **preapplication conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

*The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision requirements. Please refer to the Subdivision Regulations for full details.*

APPLICANT: \_\_\_\_\_ File Number: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

DATE OF TECHNICAL REVIEW COMMITTEE MEETING: \_\_\_\_\_

	Provided?
<b>1. Completed Application form</b>	
<b>2. Payment of application and review fees</b>	
<b>3. List of abutters and three sets of mailing labels</b>	
<b>4. Electronic copy of the surveyed plat layout</b>	
<b>5. Fifteen copies of subdivision plan w/scale of not less than 1"=50' or 1"=100' for larger subdivisions. Plans shall contain the following items as appropriate:</b>	
Location map at 1"= 1,000' scale, w/3000' radius	
Date, north arrow and scale	
Proposed subdivision name and title	
Name and address of owners and/or applicants	
Signature & stamp of NH licensed land surveyor and/or engineer	
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor	
Zoning District boundaries, including any special or overlay districts	
Location of Conservation District areas	
Names of all abutting property owners	
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 widths of existing and proposed sidewalks	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	
Existing and proposed lot areas in square feet	
Existing and proposed topographic information at two foot intervals	
Location of existing buildings and structures	
Minimum building setbacks or build to lines on all lots	
Location of all land offered for dedication for public use or land to be held in common by property owners of the subdivision	
Location, material and size of existing and proposed permanent monuments	

	Provided?
Existing and proposed water lines and fire hydrants	
Existing and proposed sewer lines	
Existing and proposed storm water lines	
Existing and proposed streetlights	
Existing and proposed septic system, including test pit locations and results and NHDES subdivision permit number	
Location of Flood Hazard Zone	
Location of all bodies of water and watercourses	
Soil types	
Location of wetlands and buffers	
Neighborhood plan showing how project relates to abutting uses	
Existing railroad lines	
Significant vegetation on property	
<b>6. Construction Detail Sheets shall contain the following information:</b>	
Profiles showing existing & proposed elevations along the center lines of proposed streets & within 100' of intersections with existing streets	
Profiles showing the locations & a typical cross-section detail of streets	
Location of street trees, street lighting standards and street signs	
Location, size and invert elevations of existing and proposed sanitary sewers, storm water drains and fire hydrants	
Location and size of all water, gas and other underground utilities	
<b>7. Additional Information if appropriate</b>	
Storm Water Management Plan depicting the existing and proposed storm drainage system and engineered drainage analysis	
Storm Water Management System Operation and Maintenance Plan	
Erosion and Sedimentation Control Plan	
Traffic Impact Assessment and Analysis (Standard or Advanced)	
Fiscal Impact Analysis (For more than 10 lots)	
Perimeter Landscaping Plan	
Hydrogeologic study if located in Groundwater Protection Zone	
Ground and/or aerial photos of site and immediate area	
Depict existing contours up to 100 ft. beyond project limits	
Proposed restrictive covenants or homeowners association documents	
Dates and permit numbers of all required state and federal permits	
Waiver requests to the Site Review Regulations, with written justification	
Conditional Use Permit applications	
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required	

REVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
 REMARKS: