SITE REVIEW REGULATIONS

CHAPTER 149

[As adopted by the Planning Board 05/24/88 and amended 1/24/12]

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ARTICLE I
PURPOSE AND SCOPE

149-1. Title.

This chapter shall be known and may be cited as the "Site Review Regulations of the City of Dover."

149-2. Legislative Authority.

These regulations are adopted by the Dover Planning Board pursuant to the authority granted by the New Hampshire RSA 674:43, as amended, and by Chapter 41, entitled Planning Board, of the Code of the City of Dover, 1983.

149-3. Legislative intent.

The site PLAN review process recognizes that certain types of development and USES, even though generally suitable for a particular zoning district, may adversely affect the City's vested interests and the health, safety and general welfare of the public unless careful consideration is given to certain critical design elements. It is the intent of this chapter to provide a vehicle for review of the nature, size, and impacts of proposed developments and changes of USE.

149-4. Applicability. **[Amended per Planning Board 04-23-91, 08-26-08, and 01-24-12]**

Prior to the issuance of a building permit by the Building Official, the owner or his/her authorized agent shall apply for and secure site review approval. This approval shall be in accordance with the rules and regulations contained herein for the following development types:

A) New construction. Site Review and Planning Board approval will be required for development of land for:
   1) Non-residential USES;
   2) Multi-family dwellings of five (5) or more units; and;
   3) Construction of parking areas larger than 4,000 square feet.
   4) Construction activities that result in a land disturbance of greater than or equal to one acre or less than one acre if part of a larger common PLAN of development that would disturb one acre or more.
   5) Any construction activities that require a conditional use permit for work to be located in or within fifty feet of a wetland or Conservation District.

B) Expansions and/or additions. Technical Review Committee review will be required for the following expansion and/or additions to existing development:
   1) Any increase of NONRESIDENTIAL development resulting in an expansion of gross floor area exceeding twenty-five hundred (2,500) square feet.
   2) Any addition to a residential structure resulting in the creation of five (5) or more additional units.

3) Any accessory structures with floor areas exceeding fifteen hundred (1,500) square feet.
4) Any expansion of a parking area or paving of a gravel parking area larger than one thousand (1,000) square feet.
5) Any construction activities that result in a land disturbance of greater than or equal to one acre or less than one acre if part of a larger common PLAN of development that would disturb one acre or more.
6) Any construction activities that result in a land disturbance of greater than or equal to one thousand (1,000) square feet if the activity is located in or within fifty (50) feet of a wetland or Conservation District.
7) Notwithstanding the above criteria, the Technical Review Committee by majority vote, may require any project which has a significant projected impact on traffic, health, welfare, environmental quality, and safety issues to appear before the Planning Board for Site Review. **[Amended per Planning Board 03-23-10]**

C) Change of USE of Existing Structures. Site review will be required for a change in conforming USE with a new USE allowed in the zoning district in which the tract or structure is located. For the purposes of this subsection, the definition of a new USE shall not include any USES which have previously existed on the site since the adoption of the Dover Zoning Ordinance (July, 1948). The following criteria constitutes a CHANGE IN USE:
   1) Development which causes a residential structure to be converted resulting in an increase of five (5) or more units.
   2) Proposals that would change the USE of an existing structure containing twenty-five thousand (25,000) square feet or more of gross floor space. The proposed square footage shall be measured around the inside perimeter of the space to be changed, including all floors of a multi-floor structure. In the event that an existing structure is being subdivided and the new USE in only a section of the new space is known, the entire original space must be considered in the calculation.
   3) Any proposal which, in the judgement of the Technical Review Committee, has the potential for having a significant impact on the health, safety and welfare of the community.

149-5. Interpretation.

The standards contained in this Chapter shall be interpreted as minimum requirements. Projects subject to new construction, or change of USE of existing structures, must meet all requirements of the Code of the city of Dover as expressed in these regulations, Subdivision Regulations, Zoning Ordinance, and Building and Life Safety Codes. Compliance with said minimum requirements shall in no instance obligate the Planning Board to approve any particular application solely on that basis. Only after the Planning Board is fully satisfied that a proposed application is in the best interests of the City will the application be approved.

ARTICLE II

APPLICATION PROCEDURE

149-6. Application Requirements.

A) Prior to the formal submission of an application for site review, the APPLICANT shall meet with the Technical Review Committee. Said meeting(s) shall serve to assist the APPLICANT in preparing a development proposal that is technically conforming to the regulations contained therein.

The Technical Review Committee shall be comprised of the Planning Board Chairperson, the Conservation Commission Chairperson, City Engineer, Fire Chief, Police Chief, Zoning Administrator, Economic Development Director and Director of Planning and Community Development, who shall serve as Chair. All Committee members shall have a designated alternate available in their absence. **[Amended per Planning Board 03-23-10 and 01-24-12]**

B) A completed application sufficient to invoke jurisdiction of the Planning Board shall include the following elements: **[Amended per Planning Board 08-26-08]**

1) A completed application form, available at the Department of Planning and Community Development Office. **[Amended per Planning Board 03-23-10]**
2) A completed site review checkoff list.
3) A written narrative description of the proposed project addressing its purpose, scope of operation, and impact on the immediate area of influence and the city in general (traffic, schools, utilities, land USE compatibility, aesthetics, land and water resources, etc.).
4) Ground/aerial photographs of the site and immediate area.
5) Include one electronic and fifteen (15) copies of the SITE DEVELOPMENT PLAN as more fully described in Article IV of this chapter. (Note: Only six (6) copies of the preliminary PLAN need to be submitted initially for review by the Technical Review Committee. However, fifteen (15) copies will be required for submission of the complete application to the Planning Board).
6) A list of abutting property owners that lie within two hundred (200) feet of the subject parcel. Information shall include name, mailing address, and Dover Tax Map and Lot Numbers. In addition to the ABUTTERS list, three duplicate sets of adhesive mailing labels for all ABUTTERS shall be submitted for use by staff in preparing certified mailings. **[Amended per Planning Board 03-23-10]**
7) Be accompanied by a fee of an amount to be determined in accordance with the fee schedule contained in 149-16 of this chapter.

C) The APPLICANT shall file the application with the Planning Board Office at least fifteen (15) days prior to the Planning Board meeting at which time the application will be accepted and a public hearing held. **[Amended per Planning Board 03-23-10]**

1) The APPLICANT and ABUTTERS shall be notified of said public hearing by certified mail, with return receipt requested, stating the time, date and place of such hearing. Notice will be mailed at least ten (10) days prior to the date of the meeting.

2) Such public hearing shall be advertised in a newspaper of general distribution not less than ten (10) days prior to the said meeting.

149-7. Planning Board Action.

A) The Planning Board shall take no action on an APPLICANT'S development proposal until it has received a report from the Technical Review Committee evaluating said proposal.

B) The Planning Board shall act to approve or disapprove within sixty-five (65) days after formal acceptance of the application. **[Amended per Planning Board 08-26-08]**

C) The Planning Board may petition the City Council for an extension not to exceed an additional ninety (90) days before acting to approve or disapprove an application. The APPLICANT may waive the requirement for Planning Board action and consent to such extension as may be mutually agreeable. **[Amended per Planning Board 08-26-08]**

D) The Planning Board may request technical assistance from experts in any field in making a proper determination of the physical, social, economic, and environmental or other impact of a proposed development on the community. In the event that said technical assistance would require remuneration, the APPLICANT shall be responsible for such costs.

E) The Planning Board shall, as deemed necessary, place conditions on such approval, including the posting of a PERFORMANCE BOND or ESCROW AGREEMENT as specified in 149-11 of this chapter.

F) The action of the Planning Board shall be recorded in writing and shall be transmitted to the APPLICANT, stating the reasons for approval, approval with modification, or disapproval. Such correspondence shall specify, where appropriate, those aspects in which the site review application fails to conform to the City's ordinances or to other essential planning criteria, as determined by the Planning Board in accordance with 149-5 of these regulations.

G) The Planning Board may grant preliminary site review approval, however, said approval shall not qualify the APPLICANT to receive a building permit for the construction of said project. Said approval shall remain in effect for a period not to exceed one (1) year. In the event a development is being constructed in phases, the APPLICANT may, by prior written agreement with the Planning Board, receive a preliminary site approval for a period not to exceed two (2) years.

149-8. Certification.

A) The APPLICANT shall submit to the Planning Department an electronic copy, a mylar and five (5) copies of the final SITE DEVELOPMENT PLAN for Planning Board Chairman's signature within ninety (90) days of receipt of final site PLAN approval by the Planning Board. The Director of Planning and Community

Development may grant one ninety (90) day extension if circumstances arise beyond the control of the APPLICANT. An extension denial by the Director of Planning and Community Development can be appealed to the Planning Board. Any additional extensions can only be granted by the Planning Board. **[Amended per Planning Board 09-11-90, 09-28-93, 04-22-2003 and 08-26-08]**

B) The final SITE DEVELOPMENT PLAN shall be clearly and legibly reproduced via black or blue print lines.

C) Where an APPLICANT is required by the Planning Board as a condition of its' approval, to file a PERFORMANCE BOND or ESCROW AGREEMENT, it shall be posted prior to the start of construction of any improvement or the issuance of a building permit. Such bond or ESCROW AGREEMENT shall be executed on forms provided by the Planning Board office and shall be certified as to its sufficiency by the City Attorney.

149-9. Expiration of Planning Board Approval. **[Amended per Planning Board 11-15-91; amended per Planning Board 06-13-95]**

A) Planning Board approval shall be valid for four (4) years from the date of said approval. If a building permit has not been issued within such time constraints, then said approval shall be considered null and void, except as provided below.

B) The Planning Board may grant time extensions, not to exceed one (1) year each. The APPLICANT shall appear before the Planning Board and document that the following criteria are met:
   1) The proposed project is consistent with the City Master Plan.
   2) Surrounding conditions (i.e., traffic flow, school capacity, water/sewer demand) have not changed to the point of requiring reanalyzing of the proposed project.
   3) The proposed project complies with current City, State and Federal regulations, ordinances and statutes.
   4) Notification of ABUTTERS shall be required of all first time extension requests. Said notification shall be by certified mail and shall be at the expense of the APPLICANT.

C) Approved site plans shall be protected from future amendments in regulations and ordinances in accordance with RSA 674:39. In order to be protected under RSA 674:39, the owner shall have completed active and substantial development, which is defined as the construction of basic infrastructure to support the development, including foundation walls and footings, driveway and parking lot construction to a minimum of gravel base, utilities placed in underground conduits, construction of all drainage improvements, and installation of all EROSION and SEDIMENT control measures. Substantial completion shall be defined as the completion of all on-site and off-site improvements specified in the site PLAN approval. **[Amended per Planning Board 08-26-08]**

ARTICLE III

REQUIRED AGREEMENTS

149-10. Construction of improvements; CERTIFICATE OF OCCUPANCY. [Amended per Planning Board 01-24-12]

A) All site improvements shall be constructed and/or installed within a period of time mutually agreed upon by the APPLICANT and the Planning Board, unless such time is extended by written mutual consent of the Planning Board and the APPLICANT. Such improvements shall not be considered complete until officially approved by the City Engineer, Director of Planning and Community Development, Fire Chief, Police Chief and Community Services Director or accepted by the City Council, as appropriate.

B) Building certificates of occupancy, temporary or final, shall be issued by the Building Official for all development activities only upon the receipt of a written memorandum from the appropriate department head certifying the adequacy of all required improvements servicing the subject parcel.

The Building Official or City Engineer has the authority to require an escrow account or irrevocable letter of credit.

1) A temporary CERTIFICATE OF OCCUPANCY (good for up to six (6) months) may be issued, provided that all required roads and utilities servicing the subject parcel have been constructed and/or installed to such an improved condition as to provide the basic services of snow removal, rubbish collection, fire, police protection and the like.
2) A final CERTIFICATE OF OCCUPANCY shall be issued, provided that all required roads and utilities servicing the subject parcel have been constructed and/or installed in accordance with city specifications.

C) Construction activities and storage of building materials shall only be carried on in such a manner and at such times that render said activities not unduly objectionable to adjacent properties. Hours of construction shall be determined during the pre-construction meeting and documented on a site construction sign along with the contact information for the general contractor. Said signage shall be located and approved by the City Engineer or Director of Planning and Community Development prior to land disturbance.

D) All utilities shall be installed on or before the completion of the roadway base course. Work shall be constructed with the deepest utility being installed first and working up to the road surface. The Community Services Department shall be notified seventy-two (72) hours prior to the start of any construction. All subsurface work shall be visually inspected by the City Engineer or his agent prior to back filling.

E) These inspections shall be completed during normal working hours within a twenty-for (24) hour period after notification. Covering work before it has been inspected shall be sufficient cause for rejection. Final testing of subsurface utilities for acceptance by the city shall be completed prior to paving the road surface. All testing and inspections shall be at the expense of the developer. Material samples and/or

product certification sheets shall be supplied to the City Engineer or agent upon reasonable notice.

F) All site improvements which require blasting of land shall meet the following requirements prior to any blasting occurring: **[Amended per Planning Board 03-23-10]**

1) The APPLICANT shall prepare a pre-blast survey of all structures within five hundred (500) feet of the external boundaries of the proposed lot to be DEVELOPED. This survey, along with a monitoring plan, shall be on file with the Dover Fire and Rescue. Upon recommendation of the Fire Chief, the Planning Board may require a pre-blast survey of all structures within one thousand (1,000) feet.
2) The APPLICANT shall hold a neighborhood meeting to review the blasting plan and pre-blast survey, with representatives of the Fire and Rescue and the blasting company in attendance, prior to any on-site blasting. ABUTTERS within one thousand (1,000) feet of the external boundary of the project parcel shall be notified by certified mail (paid for by the APPLICANT) of the meeting no less than ten (10) days prior to the meeting.
3) Permit holders shall be in compliance with NFPA 495, The Code for the Manufacture, Transportation, Storage, and Use of Explosive Materials, in addition to all other ordinances and codes set forth in the City of Dover Fire Prevention Code, which specifically prohibits the overnight storage of explosives or blasting agents. Further all storage magazines shall be locked in the open position at the end of the days' operation, for easy inspection by City Officials.
4) Blasting permits may be obtained by calling the Dover Fire and Rescue during normal business hours. The permits are only active for the dates and times specified on the permit.
5) Permit holders shall hold insurance against claims for damages for personal injury and property which may arise from performance of the work.
6) Hours of operation for the blasting shall be no earlier than 8:00 am and no later than 6:00 pm Monday through Friday, excluding federal holidays.

149-11. Performance guaranties. **[Amended per Planning Board 01-24-12]**

A) Where the Planning Board Building Official or City Engineer requires the posting of a PERFORMANCE BOND or ESCROW AGREEMENT to secure for the City the satisfactory construction and installation of required site improvements, said surety shall be in an amount determined by the City Engineer.

B) Construction and installation of required improvements must be satisfactorily executed within the imposed time constraints, or the APPLICANT shall forfeit said surety, and it shall be used to complete and/or install said improvement in accordance with city specifications.

149-12. Inspections.

All required site improvements shall be subject to investigation by an approval of the Community Services Director and the City Engineer, as appropriate, who shall be notified by the developer at least seventy-two (72) hours prior to the start of construction. Inspections will be conducted by said officials or their designees. No underground installation shall be covered until inspected by the appropriate city department. Any improvements completed without inspection will be considered not accepted. All fees and costs connected with inspection for the review of plans, construction and specifications shall be paid for by the developer, at a rate set forth in the City of Dover Adopted Schedule of Fees, as amended annually. **[Amended per Planning Board 03-23-10]**

ARTICLE IV
SITE DESIGN AND DEVELOPMENT CRITERIA

149-13. SITE DEVELOPMENT PLAN. **[Amended per Planning Board 08-26-08, 03-23-10 and 01-24-12]**

A) A SITE DEVELOPMENT PLAN shall be drawn to an appropriate scale, not less than one (1) inch equals fifty (50) feet, and shall show the following information:
   1) A small-scale location map delineating the project site and its relation to the surrounding area within a radius of three thousand (3,000) feet.
   2) Name or identifying title of the proposed project as well as planning file number once assigned.
   3) Date and approximate true North.
   4) Exact locations and dimensions or property lines and names of current ABUTTERS.
   5) Location of all existing and proposed buildings and structures on the site.
   6) Delineate existing zoning and special district boundaries.
   7) Specify proposed finished floor elevations of buildings so to assure positive surface drainage and proper elevation relationship to adjacent property.
   8) Existing and proposed grade contours (two-foot intervals) so to certify the adequate disposal of on-site water. Upon request, contours delineating existing surface shall be extended one hundred (100) feet beyond the limits of the project site and shall be related to the United States Geographical Survey.
   9) Location, dimension and material of all existing and proposed utilities and identify all on site waste disposal systems and wells.
   10) Location of test borings, groundwater elevation and soil profiles shall be provided upon request.
   11) Parking layout that delineates the number of parking spaces and parking arrangement.
   12) A landscape plan that delineates the arrangement, species and dimensions of all existing and proposed landscaping materials. The landscape plan, in sufficient detail to indicate compliance with these regulations, shall be prepared by a Professional Landscape Architect who is licensed by the State of NH. The licensed Landscape Architect shall sign the plan. The landscape plan shall be

certified by the licensed Landscape Architect and include their State of NH license number.

13) Where multi-family development is proposed, those areas supporting slopes in excess of twenty (20%) percent, the Federal floodway and floodplain, and the surface areas of waterbodies and wetlands shall be clearly depicted on the site PLAN and quantified.
14) Where CHANGE IN USE is being proposed, the following additional items are required
    a) A table showing the expected amount of change in demand for parking, water and sewer use, and traffic.
    b) A floor plan showing the proposed USE and square footage in each USE.
15) A colored architectural plan showing all sides of new buildings, as prepared by a registered engineer or architect, who shall sign the plan and place his/her seal upon it. The plan shall conform to the guidelines contained in Section 149-14 L). **[Added per Planning Board 05-25-99, amended per Planning Board 08-26-08]**
16) A neighborhood PLAN, showing all property lines within a distance determined by the Director of Planning and Community Development during initial consultations, and how the project relates to abutting USES. This sheet should show the proposed impervious surfaces, and zoning boundaries.
17) A colored rendering of the streetscape that will be created along the existing public R.O.W. This sheet shall include a perspective of both sides of any existing roadway, any street or sidewalk improvements, proposed plantings and structures, as prepared by a registered engineer or architect, who shall sign the plan and place his/her seal upon it, as required.
18) Any project that creates more than ten (10) residential units shall submit a fiscal impact analysis which details the probable effects of the site plan on the following aspects of concern to the City:
    a) attendance at public schools;
    b) increase in vehicular traffic;
    c) changes in the number of legal residents;
    d) increases in municipal costs;
    e) load on public utilities or future demand for them;
    f) public safety;
    g) changes in tax revenue;
    h) changes in surface drainage;
    i) increased consumption of groundwater;
    j) increased refuse disposal;
    k) pollution of water or air;
    l) land EROSION or loss of tree cover;
    m) disturbance to other aspects of the natural ecology;
    n) blocking of views;
    o) harmony with the character of surrounding development; and
    p) location of utilities.
19) A STORM WATER Management and EROSION Control Plan shall be developed in accordance with the requirements of Chapter 149-14-A if it is determined to be necessary by the Technical Review Committee during its review process, as outlined in Chapter 149-6-A. Site plans shall provide for the proper management of STORM WATER and EROSION and sedimentation control.

20) Traffic Impact Assessment and Analysis – All development projects that require site PLAN review shall prepare a Traffic Impact Assessment and Analysis that complies with the standards contained in Chapter 155 – Land Subdivision Regulations, Section 155-9-I, as amended.

B) The information required by A 1) through A 20) of this section must be supplied. The SITE DEVELOPMENT PLAN may be modified to eliminate items outlined under Article II that are not subject to change or are impertinent to the proposed USE, however the Planning Board or its staff may require that the information be supplied. In addition, the Planning Board may require the area and USES outside the building to be upgraded to meet existing standards.

149-14. Site Development Design Criteria. **[Amended per Planning Board 05-25-99, and 08-26-08]**

A) STORM WATER Management, EROSION Control, and Flood Hazards
   1) Purpose
      The following are the purposes of these regulations:
      a) To treat STORM WATER to maintain and protect the quality of receiving waters;
      b) To reduce the DISCHARGE of pollutants;
      c) To promote the implementation of Low Impact Development practices;
      d) To minimize the amount of site disturbance and retain existing vegetation to the extent possible;
      e) To maintain the natural hydrology of a site to the extent possible;
      f) To promote the use of nontraditional and nonstructural STORM WATER management measures;
      g) To promote STORM WATER management systems that require lower maintenance;
      h) To encourage designs that allow for the containment in the event of a spill;
      i) To promote a balance between pre-development and post-development flow and volume;
      j) To properly pre-treat all STORM WATER RUNOFF;
      k) To promote designs that maintain groundwater recharge volumes;
      l) To address salt and sand loading
   2) STORM WATER Management
      STORM WATER management shall comply with the standards contained in Chapter 155 – Land Subdivision Regulations, Section 155-35-B, as amended.
   3) STORM WATER Management System Operation and Maintenance Plans
      STORM WATER management system operation and maintenance plans shall comply with the standards contained in Chapter 155 – Land Subdivision Regulations, Section 155-35-C, as amended.
   4) EROSION and Sedimentation Control
      EROSION and sedimentation control measures shall comply with the standards contained in Chapter 155 – Land Subdivision Regulations, Section 155-35-D, as amended.
   5) Flood Hazards

Any site PLAN proposed within the federally designated special flood hazard areas, as shown on the Flood Insurance Rate Maps dated May 17, 2005, as amended, shall comply with Chapter 113 of the City of Dover Code, entitled Floodplain Development Ordinance.

B) Utilities
1) Water
a) Extensions to public water mains shall be at least twelve (12) inches in diameter. When projected development, the City's Master Plan or Capital Improvements Plan indicate that a larger water main is needed, the Planning Board may require a larger pipe
b) Extensions of public water mains shall cross the full frontage of the parcel for which development is proposed.
c) Extensions of water lines shall be designed to avoid dead end lines, where possible.
d) Extensions of and connections to the public water system shall be in accordance with Chapter 148, entitled Water System, of the Code of Dover.
e) Where an extension to the municipal water system is proposed, the following items must be specified:
(i) Rated normal capacity in gallons per minute at prime use time.
(ii) Rated maximum capacity in gallons per minute at prime use time.
(iii)Residual pressure of proposed tap line.
2) Sewer
a) Extensions of and connections to the Public Sewer System or private wastewater systems shall be in accordance with Chapter 147, entitled Sewers, of the Code of Dover.
b) Where sanitary DISCHARGE into the municipal sewer system is anticipated, projected additional peak hour sewer load volume must be specified.
c) Where nondomestic sanitary DISCHARGE is anticipated, such effluent shall comply with the rules and regulations of the Dover Sewer Ordinance.
3) Electric, Cable TV and Telephone
a) The installation of electric power, cable television and telephone lines shall be underground throughout the site for which development is proposed. Site plans shall show any easements for these services

C) Driveways, ACCESSWAYS and Internal Roads **[Amended per Planning Board 01-24-12]**
1) All driveways, ACCESSWAYS, internal roads, loading and service areas shall be graded, paved and improved with curbs, gutters, sidewalks and stormwater drainage facilities. The curbing along or at intersections with public street rights-of- way shall be granite. Internal walkways shall be constructed of a pervious material, such as pervious asphalt or concrete, open or pervious paving blocks, or similar technologies.
2) Private driveways and internal roads shall be designed and constructed pursuant to the following criteria:

	0-4 RESIDENTIAL	5-24 RESIDENTIAL	OVER 25 RESIDENTIAL

	UNITS	UNITS	UNITS
RIGHT-OF-WAY	30 Feet	30 Feet	50 Feet
ROAD WIDTH	16 Feet	24 Feet	24-32 Feet *
BASE COURSE	12” bank run gravel	18” bank run gravel	18” bank run gravel
	4” crushed gravel	4” crushed gravel	6” crushed gravel
	2” asphalt tight binder	2” asphalt tight binder	2 1/2” asphalt tight binder
	3’ gravel shoulder	3’ gravel shoulder	3’ gravel shoulder

*The width of the roadway shall be determined by the site's physical characteristics and the layout and density of the proposed development.

3) A road PLAN and profile shall be submitted with the site review application. Said plans shall be prepared by a professional engineer licensed to practice in the State of New Hampshire.
4) When a non-residential zoned parcel straddles or abuts a residential zone, non-residential traffic shall be prohibited from exiting or entering through the residential zone, unless there is no other viable option. **[Amended per Planning Board 01-14-03]**
5) Infill and redevelopment projects shall include sidewalk improvements via installation of sidewalks back to closest improved sidewalk.

D) Parking. **[Amended per Planning Board 03-23-10]**
1) Paved on-site parking shall be provided in accordance with the requirements of the Parking Regulation Table.

A parking PLAN shall be submitted that delineates the number of striped parking spaces and the parking arrangement. No on-street parking is permitted. Whenever a USE existing on the effective date of this chapter is changed thereafter to a new USE, parking facilities and access shall be provided as required herein for such new USES. The following parking standards represent minimum requirements and may be increased as part of the approval of a SITE DEVELOPMENT PLAN.

PARKING REGULATION TABLE* **[Amended per Planning Board 03-23-10]**
Columns are cumulative, not exclusive.

	Vehicle parking spaces					
USE *	Per Unit	Per Seats	Per Employee on maximum shift	Per bed	Per Square footage (GLA)[1]	Notes
Adult Day Care			6			
Auditorium		0.25				
Auto Parts Retail					300	
Auto Repair			1			plus 3 spaces per service bay
Bar/nightclub		1				plus eating and drinking requirement

Columns are cumulative, not exclusive.

	Vehicle parking spaces					
USE *	Per Unit	Per Seats	Per Employee on maximum shift	Per bed	Per Square footage (GLA)[1]	Notes
Bed and Breakfast				1		
Car dealership					1,000	Square foot is for the total developed area of the lot
Carpet retailer					600	
Child Care			1			plus 1 per 3 children at maximum capacity
Church		0.25				
Congregate Care Facility Apartment style	1		1			
Congregate Care Facility Nursing home style	2		1			
Eating and Drinking Establishment		0.5	1			see Bar/nightclub for additional requirement
Eating and Drinking Establishment – take out			1		300	
Education Institution (9-12, College)			1			plus 1 per 6 students at maximum capacity
Education Institution (K-8)		0.2	1			per seat calc. by the largest assembly room
Elderly Assisted Care Home			1	2		
Funeral Home						8 spaces per chapel, 10 spaces minimum
Furniture dealer					600	
Gasoline Service Station			1			plus 2 spaces per gas dispenser
Grocery Store					200	
Group Home			1	0.5		
Hardware store					600	
Hospital				0.5		
Hotel/Motel					400	1.1 per guest room; SF is added if meeting space is included
Laundry					300	
Manufacturing					500	
Municipal Building					400	
Museum			1		250	public floor area
Nursing Home				0.5		

Columns are cumulative, not exclusive.

	Vehicle parking spaces					
USE *	Per Unit	Per Seats	Per Employee on maximum shift	Per bed	Per Square footage (GLA)[1]	Notes
Office - General					325	
Office – medical/dental			1		200	
Office - Professional			5			plus 1 space per staff member
Personal Service Establishment					300	
Pharmacy					200	
Real Estate					300	
Recreation (commercial or public)					300	
Residential (1 or 2 units)	2					
Residential (3 or more units)	3					plus 1 space per bedroom over three bedrooms
Retail - General					250	
Rooming House				1		
Self storage	0.1		1			
Shopping plaza/center					200	
Theater		0.25				
Wholesale Distribution					800	

*** = If a USE is not listed, the Director of Planning shall determine the USE, Mixed USES shall be the sum of all USES.**
[1] GLA = GROSS LEASABLE AREA

2) In addition to parking spaces for automobiles, any proposed USE that is required to obtain site review approval per Chapter 149-4, shall be required to provide parking for bicycles on bicycle racks. The number of spaces for bicycles shall be equal to five percent (5%) of the number of parking spaces required by the Parking Regulation Table in Chapter 149-14-D) 1).
3) Notwithstanding the requirements established in D) 1) above, required parking spaces for the Central Business (CBD) and Cochecho Waterfront (CWD) Zoning districts are as follows:
   a) Construction of new floor spaces shall be accompanied by a number of parking spaces as required in D) 1) above.
   b) Conversions or changes of USE that result in an increase in residential units shall require a number of parking spaces in accordance with D) 1) above.
   c) Parking spaces required in (CBD) and CWD zoning districts may be located off-site up to one thousand (1,000) feet. The spaces may be located in a municipal parking lot and leased from the City, or leased from a private landowner.
4) Conditional USE Permit for Reduction in Number of Parking Spaces

a) A Conditional USE Permit may be granted by the Planning Board (RSA 674:21 II) after proper public notice and public hearing for the purpose of altering any provisions of Chapter 149-14-D, Parking Regulation Table, provided that the proposed project complies with the following standards:
   (i) The APPLICANT shall submit an analysis justifying a request for reduced parking requirements.
   (ii) The conditional USE permit application shall describe the limits of any parking area subject to the reduced requirements and the reduction applicable to each USE.
   (iii) The APPLICANT shall submit an analysis and/or a parking study substantiating the availability of nearby alternative parking to be used as a credit towards reducing parking requirements. The APPLICANT must show that the USE(s) can be adequately served by a combination of on and off street parking.
   (iv) The APPLICANT shall submit data and/or a transit study that indicates that existing and planned transit service in the vicinity justifies the reduction requested. The Planning Board shall make the determination.
   (v) The APPLICANT shall submit a Traffic Reduction and/or Transportation Management Plan which outlines the measure(s) to be taken to permanently reduce parking demand. The plan may include any/all of the following initiatives:
      (a) facilitate employee/customer use of mass transit.
      (b) facilitate employee/customer use of ride share/van pool program.
      (c) establish alternative work hours/flex time program.
      (d) provide incentives to encourage non-vehicular trips, i.e. pedestrian and bicycle alternatives.
      (e) provide preferred parking for ride share/van pool participants.
      (f) create shuttle bus service to/from train/bus stations.
      (g) establish an information center to coordinate ride share/van pool efforts among separate USES within a structure or complex.
   (vi) There shall be no detrimental effects on surrounding properties by any proposal.

b) A Conditional USE Permit may also be granted by the Planning Board to allow a decrease in the off-street parking requirements for a building or buildings in close proximity serving more than one USE. To obtain such an approval, the APPLICANT must conclusively demonstrate that one or more such USES will generate a demand for parking spaces primarily during periods when the other USE or USES are not in operation. Calculations for parking reduction shall be consistent with nationally accepted parking publications such as Shared Parking, (Urban Land Institute, Washington, DC, 1990). The location of all shared parking spaces shall conform with the provisions outlined in Chapter 149-14-D) 3) unless determined otherwise by the Planning Board.

c) Any Conditional USE Permit approval shall apply only to the application specified at the time of approval and shall not be transferable to a different application, building expansion, or change of USE regardless of size. Any subsequent change(s) to a project or plan that has a shared parking agreement

shall be subject to review by the Director of Planning and Community Development . If the proposed parking demand is determined to increase, the project shall be referred to the Planning Board for further review.

5) Parking Lot Design Standards **[Amended per Planning Board 01-24-12]**
   a) Parking spaces shall comply with the following dimensions:

Angle Degrees	Stall Width (feet)	Curb Length (feet)	Length of Space (feet)	Angle Width* (feet)
90°	9	9	18	22
75°	9	9.5	19.5	20
60°	10	10	21	16

*When garages are erected for meeting a developer's parking requirements, aisle widths shall be increased to twenty-four (24) feet.

   b) One-way ACCESSWAYS (internal aisle) shall be a minimum of twelve (12) feet wide, and two- way ACCESSWAYS shall be a minimum of twenty-four (24) feet in width.
   c) Entrance islands shall support a curve radii illustrated in Sketch A.
   d) Parking lots shall be designed so as to avoid vehicles backing into the street.
   e) Parking lots and driveway entrances for non-residential USES shall be designed to prevent vehicles on the City street from queuing up while waiting to access the site. The Planning Board may require that the APPLICANT hire a traffic consultant to prepare a traffic impact study to determine if the development proposal will generate traffic volumes that require traffic control measures such as deceleration or acceleration lanes, adequate turning radii for driveways, or driveways designed with adequate entrance depth.
   f) Where a proposed parking area exceeds three quarters (¾) of an acre, the applicant shall document that they have investigated utilization of pervious materials to implement the parking area. The applicant shall supply the documentation to the City Engineer to review and approve prior to TRC. Said documentation shall include, design conditions and other such variables to show that the use of pervious materials is prohibitive.
      (i) An applicant that constructs a parking lot that exceeds an area three quarters (¾) of an acre with pervious materials shall be eligible for the Fast Track Review provisions outlined in 170-10.1 G). The design of the area shall meet or exceed standards developed and outlined in the New Hampshire Stormwater Manual.
   g) Where a proposed parking lot or other paved area meets or exceeds an area one and a half (1.5) acres, the applicant shall design and construct the vehicle storage areas using pervious materials. The design of the area shall meet or exceed standards developed and outlined in the New Hampshire Stormwater Manual. The applicant shall also be required to retain the design engineer as an inspector for the duration of construction of the parking area.

E) Outdoor Lighting
   1) General Requirements
      a) When the installation or replacement of outdoor lighting is part of a development proposal for which site review approval is required under these

regulations, the Planning Board shall review and approve the lighting installation as part of its site review approval.

b) The APPLICANT shall submit sufficient information, in the form of an overall outdoor lighting plan, to enable the Planning Board to determine that the applicable provisions will be satisfied. The lighting plan shall include the following:
   (i) A site PLAN, drawn to scale, showing buildings, landscaping, parking areas, and all proposed outdoor lighting fixtures.
   (ii) A photometric report that includes a numerical grid of lighting levels the fixtures will produce on the ground, measured in FOOT-CANDLES.
   (iii) Specifications for all proposed light fixtures, including the type of lamp and the wattage of each lamp.
   (iv) Proposed mounting height of all outdoor lighting fixtures.
   (v) Analyses showing that the proposed installation conforms to the lighting level standards in this section.

c) Principal buildings in commercial or industrial USES shall be lighted on all sides for security.

d) Wiring for outdoor lighting shall be placed underground.

e) All outdoor light fixtures shall be designed, oriented or shielded to prevent light or glare onto adjacent property or streets.

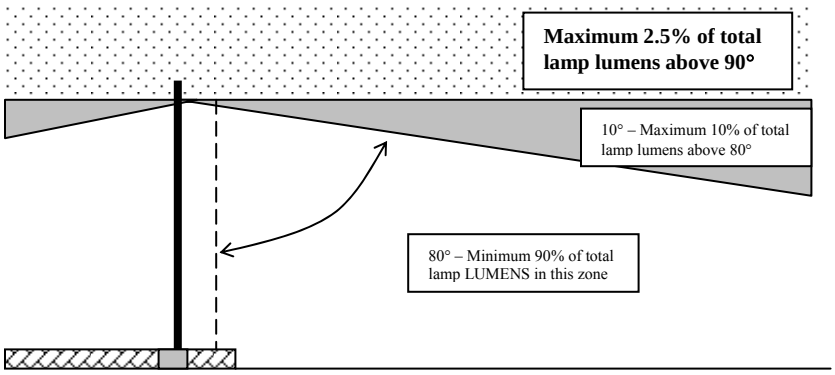
f) Holiday lighting during the months of November, December, and January shall be exempt from the provisions of this regulation, provided that such lighting does not create dangerous glare on adjacent streets or properties.

g) All light fixtures lawfully in place prior to the date of this amendment shall be grandfathered. However, any light fixture that replaces a grandfathered light fixture, or any grandfathered light fixture that is moved, must meet the standards of this regulation.

2) Parking Lot Lighting

Parking lot lighting shall be designed to provide the minimum lighting necessary to ensure adequate vision and safety in parking areas, and do not cause glare or direct illumination onto adjacent properties or streets.

a) All lighting fixtures serving parking lots shall be cut-off fixtures as defined by the Illuminating Engineering Society of North America (IESNA) and illustrated below.



Cut-off fixture as defined by IESNA

b) Parking area lighting standards are as shown in the Table below.

PARKING LOT LIGHTING STANDARDS [Amended per Planning Board 03-23-10]

	Zoning Districts – B-3, B-4, B-5, I-1, I-2, I-4, and ETP	**Zoning Districts – O, B-1, CBD, and CWD**	**Zoning Districts – RM-SU and RM-U**
Mounting Height (Maximum)*	25 feet	20 feet	20 feet
Minimum Illumination Level (at darkest spot of the parking lot)	No less than 0.3 FOOT-CANDLES No more than 0.5 FOOT-CANDLES	No less than 0.2 FOOT-CANDLES No more than 0.4 FOOT-CANDLES	No less than 0.2 FOOT-CANDLES No more than 0.3 FOOT-CANDLES
Uniformity Ratio **	6:1	5:1	4:1

*** Mounting height is the vertical distance between the surface being illuminated and the bottom of the lighting fixture.**
**** Uniformity ratio is the ratio of average illumination to minimum illumination.**

c) The Planning Board may permit an alternative to the cut-off fixtures required above if a lighting fixture of a particular "period" or architectural style would be more compatible to the design of the area. Such alternative fixtures shall have a mounting height of not more than fifteen (15) feet.

3) Lighting of Gasoline Station/Convenience Store Aprons and Canopies
Lighting levels on gasoline station/convenience store aprons and under canopies shall be adequate to facilitate the activities taking place in such locations. Lighting of such areas shall not be used to attract attention to the businesses.

a) Areas directly under the canopy and within five feet of the canopy footprint shall be illuminated so that the minimum ILLUMINANCE at grade level is between 1.0 and 5.5 FOOT-CANDLES. The uniformity ratio (ratio of average to minimum ILLUMINANCE) shall be no greater than 4:1, which yields an average illumination level of no more than 22.0 FOOT-CANDLES.

b) Light fixtures mounted on canopies shall be recessed so that the lens cover is recessed or flush with the bottom surface (ceiling) of the canopy and/or shielded by the fixture or the edge of the canopy so that light is restrained to no more than eighty-five (85°) degrees from vertical.

c) Lights shall not be mounted on the top or sides of the canopy, and the sides of the canopy shall not be illuminated.

d) Areas of the parking lot that are not within five feet of the canopy footprint shall be illuminated in accordance with the requirements for parking areas set forth in Section 2) above. If no gasoline pumps are provided, the entire apron shall be treated as a parking area.

F) Fire Hazards

1) The designation of fire lanes, and the storage of explosives, flammable liquids, liquefied petroleum gas or similar materials shall be in accordance with Chapter 109, entitled Fire Prevention, Safety, of the Code of the City of Dover.

G) Landscaping

In order to separate parking areas from abutting streets, to provide areas for snow disposal, to break up expanses of vehicles and pavement, to provide summer shade on pavement areas, and to provide general beautification of parking facilities the following landscaping standards are required for non-residential development:

1) Interior Landscaping
   a) In addition to the perimeter landscaping required in Section 149-15) C), landscaping requirements for the interior of parking lots is as follows:

MINIMUM INTERIOR PARKING LOT LANDSCAPING REQUIREMENTS	
Number of Parking Spaces in Lot	Minimum Percent of Interior Landscaping
20 or fewer spaces	Not required
21 to 125 spaces	5 percent (5%)
126 to 375 spaces	8 percent (8%)
Greater than 375 spaces	10 percent (10%)

   b) Parking lots which have more than two (2) aisles, which are approximately parallel, shall be required to have continuous landscaped planting strips separating every four (4) rows of parking. The landscaped planting strips shall be a minimum of six (6) feet in width and shall be separated from the parking area by adequate curbing. Within the landscaped planting strips, deciduous shade trees shall be planted at forty (40) feet on center. Trees shall be species tolerant to the climatic conditions of Dover and shall be a minimum caliper of two and a half (2.5) inches (measured at four (4) feet above grade level). Within the landscaped planting strips, shrubs shall be planted between the deciduous trees at five (5) feet on center. The shrubs shall be a mix of deciduous and evergreen species, tolerant to the climatic conditions of Dover and shall be a minimum height of two (2) feet at the time of planting. All trees, shrubs and landscaping materials shall be maintained in good condition so as to present a healthy, neat, and orderly appearance.
   c) Islands at the end of a row of parking spaces are encouraged to protect parked vehicles, increase safety in parking lots, and provide space for landscaping. The minimum size for landscaped islands shall be two hundred fifty square (250) feet in total area. Adequate curbing is required for landscaping islands.
2) Perimeter Landscaping
   a) Along the perimeter of parking lots with ten or more spaces, deciduous shade trees shall be planted at forty (40) feet on center within the buffer area required by Section 149-15 C). Trees shall be species tolerant to the climatic conditions of Dover and shall be a minimum caliper of two (2) and a half (2.5) inches (measured at four (4) feet above grade level). Within the perimeter buffer, shrubs shall be planted between the deciduous trees at five (5) feet on center. The shrubs shall be a mix of deciduous and evergreen species, tolerant to the climatic conditions of Dover and shall be a minimum height of two (2) feet at the time of planting. All trees, shrubs and landscaping

materials shall be maintained in good condition so as to present a healthy, neat, and orderly appearance.

b) At the discretion of the Planning Board, alternative methods of perimeter screening may be permitted if the APPLICANT can demonstrate that an adequate screening of the parking lot is achieved. Additional screening methods that are encouraged include earthen berms planted with grass and shrubs, fencing, and low walls.

3) Other Landscaping

a) Whenever possible, existing trees and shrubs shall be preserved and used to satisfy the minimum landscaping requirements of this section.

b) Loading docks, dumpsters, generators, ground-level mechanical units and other similar devices shall be adequately screened so as not to be visible from the public road or adjacent parcels.

c) The use of interior landscaping islands and perimeter landscaping areas for STORM WATER treatment and bioretention is acceptable if the areas still provide a visual buffer. **[Amended per Planning Board 03-23-10]**

4) Invasive Species. **[Added 01-14-03 per Planning Board.]**

a) While reviewing site plans, the Planning Board shall reserve the right to prohibit invasive species from being planted. The Planning Department shall maintain an up-to-date listing of invasive species.

H) Driveway Location and Spacing Standards for Non-Residential USES in the B-3, B-4, B-5, I-2, and I-4 Districts.

1) To reduce the number of conflict points for vehicles, reduce traffic congestion, and improve traffic safety along non-residential corridors, the following minimum standards are set forth for driveway location and spacing in the B-3, B-4, B-5, I-2, and I-4 Districts:

	VARIABLES	**ARTERIAL ROADS**	**COLLECTOR ROADS**	**LOCAL ROADS**
Number of Driveways Per Lot	--	One driveway per 400 feet of road frontage, or fraction thereof	One driveway per 200 feet of road frontage, or fraction thereof	One driveway per 125 feet of road frontage, or fraction thereof
Minimum driveway spacing from public street intersections	Posted Speed Limit 35 mph 40 mph 45 mph 50 mph	 310 feet 380 feet 470 feet 560 feet	 230 feet 280 feet 350 feet 420 feet	 155 feet 190 feet 230 feet 275 feet
Minimum spacing between driveways	Posted Speed Limit 35 mph 40 mph 45 mph 50 mph	 230 feet 280 feet 350 feet 420 feet	 185 feet 220 feet 260 feet 300 feet	 155 feet 190 feet 230 feet 275et

2) Spacing between public street intersections and driveways are measured from the point of tangency of the intersecting street right-of-way to the nearest edge of the driveway where it intersects with the right-of-way line. Spacing between driveways are measured from the nearest edge of each driveway where intersecting with the street right-of-way. Existing driveways that do not meet the above standards may be retained, but the elimination of unnecessary access points is strongly encouraged. Notwithstanding the above standards, any lot of record shall be entitled to a minimum of one driveway.
3) In recognition of the unique circumstances of some parcels of land, the Planning Board shall be permitted to vary the standards set forth in subsection H) 1) above. The Planning Board may approve projects that do not conform strictly to the access standards above, provided that a finding is made by the Planning Board that safe and adequate access can be achieved. Any deviation from the standards in subsection H) 1) above can only be considered after first receiving a written recommendation from the City Engineer.
4) When a non-residential zoned parcel straddles a residential zone, non-residential traffic shall be prohibited from exiting into or entering from the residential zone, unless there is no other viable option. **[Added per Planning Board 01-14-03]**

I) Incentives for Reducing the Number of Driveways in the B-3, B-4, B-5, I-2, and I-4 Districts.
1) In addition to limiting the number and location of driveways, the City of Dover encourages shared driveways for adjacent parcels, the elimination of existing driveways, and the construction of fewer driveways than permitted in Section 149-14 H. By limiting access points, the number of points where turning vehicles and through vehicles conflict is reduced. To provide incentives for shared driveways in the B-3, B-4, B-5, I-2 and I-4 Districts, an incentive system has been developed.
2) An APPLICANT may increase the maximum lot coverage permitted in the Table of Dimensional Regulations referenced in Chapter 170-16 of the Zoning Ordinance for the B-3, B-4, B-5, I-2 and I-4 Districts by electing to use one or more of the provisions listed below. The Planning Board shall decide if the APPLICANT complies with the provisions of the incentive system. An APPLICANT may utilize one or more of the following voluntary provisions:
   a) Provide shared driveway to be the sole access to the subject parcel and one or more adjacent parcels. To qualify for this incentive, the APPLICANT shall provide appropriate easements to insure that the shared driveway will remain in existence and will be adequately maintained.
   b) For parcels with existing driveways, reduce either the number of separate driveways or the total width of the existing driveways (as measured at the right-of-way line) by at least fifty percent (50%), or reduce the number of driveways to one driveway of not more than thirty-two (32) feet in width.
   c) Reduce the total number of driveways permitted, or increase the spacing between driveways by twenty-five (25%) percent over the standards set in Section 149-14 H) 1) herein, or increase the spacing between driveways and public street intersections by twenty-five (25%) percent over the standards set in Section 149-14 H) 1) herein.

3) If the Planning Board finds that an APPLICANT has complied with one or more of the voluntary provisions, the following incentives shall be granted. For each of the provisions achieved, the Planning Board shall permit an additional five (5%) percent of lot coverage (building footprint) above the maximum permitted in the Table of Dimensional Regulations referenced in Chapter 170-16 of the Zoning Ordinance (e.g.; the maximum lot coverage (building footprint) in the I-4 District could be increased from thirty-three (33%) percent to thirty-eight (38%) percent if one provision was achieved).

J) Interconnections Between Parcels
1) In order to reduce the number of vehicles entering and exiting arterial and collector roads, the provision of interconnecting driveways is required whenever feasible. These interconnecting driveways or service roads are provided to allow customers and employees to move from site to site without repeatedly using City streets.
2) In the B-3, B-4, B-5, I-2 and I-4 Districts, an APPLICANT shall integrate an interconnecting driveway into the overall traffic and pedestrian circulation of the subject site. Interconnecting driveways shall be provided to access abutting parcels. If an adjacent parcel(s) is vacant, the APPLICANT shall grant an easement for future access. The easements shall be written to insure that the interconnection(s) will remain open and will be adequately maintained. The cross connections shall be located to encourage internal traffic between abutting properties and shall be adequately marked with directional signs.
3) In recognition of the unique circumstances of some parcels of land, the Planning Board shall be permitted to vary the standards set forth in subsection J) 2) above. The Planning Board may approve projects that do not conform strictly to the interconnection standards above, provided that a finding is made by the Planning Board that the unique circumstances of the parcel make compliance unreasonable. Any deviation from the standards in subsection J) 2) above can only be considered after first receiving a written recommendation from the City Engineer.

K) Location of Parking Lots
1) Buildings should be sited closer to the street and parking areas should be located on the side or rear of lots in an effort to reduce the visual dominance of parking areas, improve pedestrian safety in parking lots, and increase the visibility of businesses to drivers. The following standards are required:
a) For parcels in the B-4 District with frontage and driveway access on an arterial or collector road, where the parking requirements are one hundred (100) spaces or greater, a minimum of seventy (70%) percent of the parking spaces shall be located to the side or rear of the building (i.e.; no closer to the front lot line than the building). **[Amended per Planning Board 08-26-08]**
b) For parcels in all other non-residential districts (other than B-4) and for parcels in the B-4 District where the parking requirements are less than one hundred (100) spaces, the requirements for parking lot location in Section K) 1) a) are optional. However, if an APPLICANT voluntarily complies with the standards of Section K) 1) a), the APPLICANT shall be entitled to a twenty-

five (25%) percent reduction in the amount of landscaping for the interior of the parking lot required in Section 149-14 G) 1) a).

2) In recognition of the unique circumstances of some parcels of land, the Planning Board shall be permitted to vary the standards set forth in subsection K) 1) a) above. The Planning Board may approve projects that do not conform strictly to the parking lot location standards above, provided that a finding is made by the Planning Board that the unique circumstances of the parcel make compliance unreasonable.

L) Architectural Design Guidelines **[Added per Planning Board 01-14-03]**

1) Findings

The City of Dover Planning Board finds that:

a) Our city contains a historic downtown area, three major thoroughfare business districts, beautiful rural landscape replete with unique natural and cultural resources, an excellent architectural tradition, a colorful history, and much visual appeal.

b) Preserving and enhancing these features is integral to maintaining the character and identity of our community.

c) Building designs which are indifferent to the traditions of our city and region, aggressively seek the attention of passing motorists, do not consider the quality of the pedestrian environment, or are erected at the lowest possible cost without due concern for aesthetics harm the character of our community, depress property values, and impair our quality of life.

d) While subjectivity and judgment is invariably part of reviewing architectural designs there are universal principles of good design.

e) Well-crafted design standards can promote building design that is functional, economical, attractive, and harmonious. Quality development and sustainable economic development are not mutually exclusive; rather, they are interdependent.

2) Purpose

The purpose of the Architectural Design Guidelines is to:

a) Provide for high quality architecture that respects UNIVERSAL DESIGN PRINCIPLES, enhances the appearance of Dover, reinforces pedestrian character where appropriate, and is sensitive to neighboring buildings, the broader setting, and natural and cultural resources.

b) Protect and enhance the positive visual qualities of Dover's downtowns, residential neighborhoods, commercial corridors, industrial parks, and scenic and rural landscapes.

c) Encourage design, which is compatible with the TRADITIONAL character of Dover and New England.

d) Enhance property values and foster civic pride.

e) Minimize potential aesthetic conflicts between residential and NONRESIDENTIAL USES and between single family and multifamily USES.

Adherence to these standards should not be burdensome and they are not intended to stifle creativity or variety. On the contrary, the standards will

likely encourage more thoughtful approaches to building design. There is much flexibility embodied in the guidelines and many ways of meeting the objectives. It is hoped that they will serve as useful guidelines for design professionals and APPLICANTS seeking to produce quality designs respectful of place and context.

3) Adoption
This section is adopted pursuant to the City of Dover Master Plan and New Hampshire Revised Statutes Annotated sections 674:21 (Innovative Land USE Controls) and 674:44 (Site PLAN Review Regulations).

4) Applicability
Architectural design review is required as part of Site PLAN Review process for all NONRESIDENTIAL structures and for all residential structures where the total number of dwelling units in one development, whether in one or more structures, exceeds four (however, in no event would any single family structures or properties be subject to review). This includes all new construction, building additions, and alterations to buildings if those alterations would significantly affect the exterior appearance of the building. Design review is required only for building ELEVATIONS and portions of structures that would be visible from a public street or path or from neighboring residential properties. All applicable development must conform to these guidelines as reasonably interpreted and applied by the Planning Board.

Architectural design review is not conducted for routine repair or maintenance of structures, any work on the interior of a building, any existing structures for which no exterior alterations are proposed, and modifications solely for the purpose of providing safe means of egress or access in order to meet requirements of the Building Code or Life Safety Code. Architectural design review is only conducted in instances found within 149.4 Applicability of the Site Review Regulations.

5) Various Sections Of The City
Various sections of the City differ from one another in character and in appropriate treatment. The following sections are listed in order, generally, from the most sensitive to the least sensitive sections. **[Amended per Planning Board 03-23-10]**

a) *CBD*. This zone encompasses the downtown areas and is highly sensitive because of the importance and challenge of maintaining a pleasing pedestrian environment. This is the Central Business District, which includes the areas along Washington Street from Chestnut Street to Main Street, all of Main Street, and a section of Central Avenue from Sixth Street to Silver Street. As one travels closer to the core areas traditionally the buildings are taller, closer to the sidewalk, built of more substantial materials, and more elaborate in design and detailing.

b) *CWD*. These areas are not as sensitive as existing neighborhoods in which existing residents could be vulnerable to new development over which they have little control. New commercial structures, are not being built in TRADITIONAL neighborhoods, however this zone is adjacent to the existing downtown core, and should feel as if it is an extension of the CBD district. The architecture of the waterfront areas should encourage the development of

marine, history or tourism related land USES and activities, which take advantage of the peculiar characteristics of the waterfront as well as its central location in Dover and it proximity to the historic area.

c) *B-1, O.* These areas are sensitive because some older neighborhoods that are zoned for mixed USE have been harmed by incompatible multifamily and NONRESIDENTIAL development. These are transitional zones, and as such the new non-residential components should respect the character and nature of the existing residential USES. New development should blend in with the TRADITIONAL character of these neighborhoods in order not to diminish property values and the small SCALE pedestrian nature of these areas.

d) *B-3, B-4, B-5.* It is important to enhance the quality of commercial development along these corridors (such as Routes 9, 108, 4, and 155). All serve as gateways to the city, carry high levels of traffic, and are the most prominent areas of the city. On the other hand, an intensive automobile oriented and big BOX/small BOX character is already established in many areas. Thus, while we seek to enhance the visual experience along these corridors, there are generally fewer sensitive resources vulnerable to this type of development.

e) *I-1, I-2, I-4.* We seek to enhance the quality of our industrial parks (such as Venture Drive and Industrial Park Road). However, because these are located on dead end streets with almost no incidental traffic and with few vulnerable existing visual resources they are less sensitive.

6) General Guidelines

An application is considered to meet the design requirements of the Architectural Design Guidelines if the Planning Board, in its judgment, determines that the application overall demonstrates reasonable conformity with the Purpose, above, the General Guidelines, that follow, and Elements of Design in the next subsection.

a) Recognizing that every property, every proposal, and every situation is unique, the Planning Board may waive, or modify any of the standards herein as it reasonably deems appropriate, based upon the individual circumstances of any application. No particular architectural style is stipulated and innovative, contemporary, and distinctive designs are encouraged, provided they are respectful of general design principles and context.

b) Buildings should be compatible with TRADITIONAL New England architecture. They should be articulated to express an architectural identity and ideally will be handsome and dignified.

c) While the use of a TRADITIONAL architectural vocabulary (GABLES, PORTICOS, beltcourses, etc.) is desirable, designers are encouraged to use this vocabulary in an original manner that reads as contemporary.

d) It is recognized that many national and regional chain businesses seek to build a standard design across the country or region without regard to local conditions. However, the Planning Board will evaluate all proposed designs for their compatibility with our own local community character and for conformance with the goals of these guidelines. It shall be the obligation of the APPLICANTS to develop designs that are compatible with our

community character; the City need not make adjustments to accommodate these template designs.

e) Use of false or partial MANSARD roofs, unconventionally shaped roofs, overly bright colors, disproportionately sized building elements, crudeness of features, or a general plastic feel of the building, is not appropriate.

f) Buildings should possess an overall integrity. Architectural details should not give the impression of being tacked on but rather should be integral to the overall design. (For example, use of undersized shutters on a picture window, or installation of an elaborate classical PORTICO or CUPOLA on an otherwise clearly utilitarian big BOX would be discouraged.)

g) Generally, the less visible or prominent a structure or FACADE is, the lower the level of standards will be. For example, less strict review is in order for a building located a good distance from the road or for one that is partly obscured by another structure.

h) While it cannot be required under these guidelines, the reuse of existing structures that have special architectural, historical, cultural, or contextual value by the Sis strongly encouraged.

i) Modifications and additions to existing buildings should be harmonious with the character of the existing building when the existing building would reasonably be considered to be in general conformance with the goals of these guidelines.

j) Building design should blend with other features of the site - signage, landscaping, lighting, fencing, outbuildings, etc. - to the extent practical.

k) Whenever possible, signage on buildings in the CBD district is encouraged to follow the mill motif criteria as set out in the sign ordinance (Chapter 170.32 P). **[Amended per Planning Board 03-23-10]**

7) Elements of Design

Proposed designs should be harmonious with neighboring structures that have a visual relationship with the subject building in terms of mass, width, height, PROPORTION, spacing, setback, and all of the other elements of design discussed below when those neighboring structures would reasonably be considered to be in general conformance with the goals of these guidelines. This is particularly applicable to older buildings located in downtown areas and residential neighborhoods.

a) *Siting of building*. To the extent practical, structures should be located and configured in a visually harmonious manner in keeping with the terrain and vegetation and should not impede scenic views.

Most buildings are oriented parallel or perpendicular to the street. This pattern reinforces the streetscape. Buildings should not be oriented at odd angles to the street unless this is already the prevailing pattern in the area or if it is dictated by strong topographic or site considerations.

b) *SCALE***.** Every effort should be made to provide an appropriate SCALE to new buildings both in their overall size and in their details.

If practical, it is preferred that buildings contain at least two stories. Alternatively, a single story building should have a relatively steep roof or a

high PARAPET. It is required in the CBD zone for buildings to be multistory in order to reinforce the SENSE OF ENCLOSURE of the street. **[Amended per Planning Board 03-23-10]**

c) *PROPORTION.* Buildings and their details should be well proportioned in accordance with commonly accepted design principles so as to create a sense of order and balance.

d) *MASSING*. Large structures should be broken into smaller masses to provide human SCALE, variation, and depth. These smaller masses should have a strong relationship to one another and, ideally, each smaller mass will have integrity of form. Construction of unadulterated warehouse style big BOXES should generally be avoided (though their USE is of less concern in industrial parks). Blocky multifamily structures within predominantly single and two family neighborhoods are highly inappropriate.

e) *Roof.* As a design element, the roof has a significant effect on the building's character. The lack of a roof often promotes a feeling of boxiness. The taller the building, the less necessary is a pitched roof. Multistory buildings in downtown and mill buildings rarely included a pitched roof.

Incorporation of a moderate slope is preferred. Where flat roofs are used, however, there should be a distinct CORNICE and/or PARAPET to emphasize the top of the building. Extensive areas of visible roof should be broken up with DORMERS, CROSS GABLES, CUPOLAS, chimneys, PARAPETS, balustrades, and TOWERS.

f) *Building FACADE.* Much attention should be given to create an attractive building FACADE. Broad expanses of blank walls are inappropriate. Traditionally, the parts of a FACADE that might be embellished, or at least articulated in some fashion include:

(i) the horizontal *base* where the building meets the ground (such as a different treatment for the foundation)
(ii) the horizontal *top* where the building meets the sky (such as a projecting CORNICE with BRACKETS)
(iii) a horizontal section in between (such as a belt COURSE between stories)
(iv) the vertical corners on the left and right sides (such as CORNER BOARDS or QUOINS)
(v) vertical articulation in the middle (such as PILASTERS)
(vi) the area around the *door/entry* (such as a PORTICO)
(vii) the areas around the *windows* (such as window SURROUNDS)

In addition, depth may be created for the FACADE through use of porches, projecting or recessed sections, BAY WINDOWS, or ARCADES.

g) *FENESTRATION*. Windows are an integral part of a building and should be incorporated on front FACADES, and preferably side FACADES to humanize the building. It is desirable that the windows along with the door establish a coherent, orderly pattern and RHYTHM.

It is preferable that windows be vertical or at least "no more squat than square" (except as described in CBD area, below). Horizontally shaped windows are discouraged. Where horizontal windows are sought, a series of

contiguous vertical windows with MULLIONS in between should be used arranged in a horizontal band. **[Amended per Planning Board 03-23-10]**

In pedestrian oriented downtown or waterfront commercial centers, use of large picture type windows for retail USES on the first floor is strongly encouraged. In residential areas and on upper floors of downtown buildings use of multiple panes of glass (or the appearance of multiple panes) rather than picture type windows is preferred.

Shutters, where appropriate, should be sized properly for the window opening (approximately one half the width of the opening.

h) *Entrance.* The entrance is an important element in defining a building. Articulation of the entrance is encouraged through use of a PORTICO, canopy, awning, sidelights, SURROUND, or other device.

Generally, there should be an entrance, if not the primary entrance, located on the front FACADE. Use of a usable front porch on residential buildings is strongly encouraged.

i) *Materials.* The use of natural materials or materials that appear natural is preferred. Materials should be high quality and durable. Wood (CLAPBOARD and shakes), brick, stone, fiber reinforced stucco, TEXTURED block, and terra cotta are the preferred materials, although fabricated materials which effectively imitate the character of these materials is acceptable. Conventional vinyl and aluminum siding arranged in a horizontal CLAPBOARD pattern is acceptable but not preferred. Its use is inappropriate in downtown areas.

Sheet plastic, sheet fiberglass, T-111 plywood, PECKY SHINGLES, simulated brick, and similar materials should not be used. Use of highly reflective plastic or metal surfaces are inappropriate. Use of salvage style brick with multiple colors is discouraged. Prefabricated metal wall PANELS and undressed concrete/cinder block should not be used except in industrial park areas. When these materials are used in industrial park areas it is preferable to minimize the area over which they are used, minimize their use on front FACADES, and to combine their use with other materials, such as installing metal walls over a foundation of TEXTURED block.

j) *Color.* Color of buildings is reviewed for NONRESIDENTIAL property only. Generally, it is preferable to use two or three colors. The main color(s) on a building should generally be nature blending, earth tone, neutral, or pastel in character. Bright colors should be limited to accent areas. High intensity colors, metallic colors, or fluorescent colors should not be used.

Subtle colors are appropriate on larger, plain buildings, whereas smaller buildings with more detailing can more effectively incorporate brighter colors.

k) *Lighting*. Use of low key, low intensity wall pack or spot type lighting, or lighting of signage on buildings is appropriate. Use of lighting to highlight the building in a prominent manner, such as brightly illuminated roof fins or neon tube lighting is discouraged.

8) Particular Building Types and Components
   a) *Gasoline Station*. Canopies should incorporate features to avoid the sense of a large, hovering mass. A pitched roof or other TRADITIONAL roof form should be used (attractive examples include the Irving Stations in Northwood and Meredith). The FASCIA of the canopy should be short in height, generally not to exceed two feet. It is preferable that COLUMNS be articulated in some manner. All vertical surfaces should be nonreflective and colors should be muted.
   b) *Miniwarehouses/Self Storage Facilities.* When these facilities are located on major roads, their design must be very carefully considered. Deep setbacks should be established. The structures should be located perpendicular to the road with no doors facing the road. Use of corrugated metal on the front FACADES is unacceptable. Use of TEXTURED block, brick, wood, or stucco is preferred though flat metal may be acceptable. Colors should be muted. (The facility located on Route 155 is well designed, including the fine selection of colors.)
   c) *Garages.* Garage doors should be relatively unobtrusive. To the extent practical, doors should be placed on side FACADES not facing the street, doors should be screened from view by landscaping or other structures, or garages should be set back a greater distance from the street. Where the garage is attached to the main building it is preferable for the garage section to be subordinate to the main section by reducing the size and recessing it beyond the main section.
   d) *Utility elements*. To the extent practical, all utility elements, such as dumpsters, utility meters, and ground mounted air conditioning units, should be screened and located such that they are not visible from a public way or neighboring residential properties.

      Above ground storage tanks, with the exception of businesses that sell fuel, should be screened or hidden from view.
   e) *Fences.* Use of chain link fences in front or side yards is discouraged. When they are used in these areas the chains should be covered in a colored vinyl (such as dark green) or equivalent.
9) *Process*

   APPLICANTS should submit ELEVATION drawings drawn to scale of each pertinent FACADE. A color board containing actual color samples of exterior finishes, keyed to the ELEVATIONS and indicating the manufacturers name and color designation should also be submitted. APPLICANTS should also submit a material sample if appropriate, such as the type of brick proposed.

   Any proposed building illumination must be submitted and approved. No such lighting may be installed without approval.

   ELEVATION drawings must be prepared by a registered engineer, architect, or landscape architect (use of a registered architect is strongly encouraged). The Planning Board may waive this requirement in the case of smaller structures, less prominent structures, or as it deems appropriate.

While APPLICANTS are required to meet the guidelines herein, it is not necessary to submit waiver requests from any specific design guidelines herein. It shall be up to the Planning Board to determine if the overall proposal meets the intent of this section.

At its option, the Planning Board may secure the services of a consulting architect or other professional to assist in the review of an application. The BOARD may impose reasonable fees upon an APPLICANT to cover this expense.

As part of the overall site review process the Technical Review Committee, will review plans for compliance with these guidelines and report to the Planning Board as to adherence.

149-14.1 Design Standards for Development in the Executive and Technology Park (ETP) District.

A) Purpose

These design standards are adopted to regulate development within the Executive and Technology Park (ETP) District, which provides an area for large-scale high technology, research, professional office and clean manufacturing USES needing large sites and high aesthetic standards. The design standards are intended to:

1) Establish and maintain high aesthetic standards in the ETP District.
2) Preserve the District's natural resources and visual character by assuring that improvements are properly related to their sites and to neighboring developments.
3) Encourage good design and innovation in site planning and development, including architecture, landscaping, and graphic design.
4) Encourage the compatible and complementary development of each site in the District.
5) Minimize conflicts between residential and non-residential USES.

B) Building Siting and Design

The general character of the ETP District is intended to be a campus or park-like setting, with emphasis on the natural characteristics of the site. The site design should create a sense of entry into the site and into the businesses within the site through landscaping, façade treatment, and signage. The architectural character of each building shall be of contemporary design and style. The design should integrate the building's form, TEXTURES and colors with the particular landscape and topographical character of each site. Specific requirements are as follows:

1) All exterior building walls and structures shall be constructed with attractive, durable materials such as TEXTURED concrete, MANSONRY, stone, brick, CLAPBOARD, finishing wood, stucco or glass.
2) Buildings with exterior walls made of metal or corrugated steel shall not be permitted.
3) Building roofs shall be uncluttered and when flat roofs are visible from public roads, pitched roofs or PARAPETS are required.
4) Rooftop and ground-mounted mechanical units an ventilating fans are to either be integrated into the design of the building or screened from view.

5) All exterior service, loading, storage and utility areas shall be located at the side or rear of the building and screened or sheltered so as not to be visible from the public road or adjacent parcels.

C) Parking Areas and Pedestrian Circulation
1) Parking areas shall be screened from public streets and existing residential USES so as to minimize the visibility of such areas.
2) A majority of the parking spaces shall be located to the side or rear of the buildings.
3) All sites shall be designed so as to promote safe pedestrian access, not only within the development, but to adjacent properties and public streets.

D) Landscaping
1) A landscaping plan shall be submitted as part of the development application. The landscaping plan shall depict a scheme that creates a park-like setting. Maintenance of existing vegetation should be incorporated in the landscaping plan when appropriate.
2) Existing trees of significant size or special character should be preserved wherever possible.
3) All trees should be planted in a permeable area of no less than a three (3) foot wide radius from the base of the tree.
4) Planting islands should be used to define vehicular and pedestrian circulation patterns and to break up large expanses of pavement. A combination of end cap islands and linear islands running parallel to parking rows are preferred. Islands should be planted with either grass or evergreen shrubs and include trees.
5) Landscaping should be maintained to present a healthy appearance and dead materials should be replaced.

E) Exterior Lighting
Exterior lighting shall be low profile. High-intensity directional lighting shall be prohibited. Lighting shall be designed and oriented so as to avoid glare onto adjacent property or streets.

149-14.2 Design Standards for Development in the Residential Commercial Mixed-USE (RCM) Overlay District. **[Added per Planning Board 04-11-06]**

A) Purpose:
The purpose of these Regulations is to promote flexibility in large-scale mixed USE developments by considering project proposals based upon a comprehensive, integrated and detailed PLAN rather than the specific constraints applicable to piece-meal, lot-by-lot development under conventional zoning requirements. A mixed USE development should improve the quality of new development by encouraging attractive features and promoting quality site design.

B) Non-residential Site Planning
Planning for mixed USE development on a site encompasses items such as its relationship to surrounding USES, building orientation on the site, pedestrian and

vehicular circulation, and efficiency of parking areas, screening of loading and utility areas, and the design of landscaping, signage and lighting.

1) Contextual Relationship:
   a) The commercial portion of the development should be of an appropriate SCALE, set back and building height. Multi-story commercial buildings should incorporate lower SCALE, single-story elements and/or greater setbacks adjacent to existing and future single-family development.
   b) Orient support USES such as trash enclosures, compactors, truck loading areas and outdoor storage away from residential USES to the extent practical.
2) Building Orientation:
   a) Locate pad buildings closer to arterial intersections to provide a strong visual and pedestrian relationship to the project. When practical, locate some parking and service functions behind the building.
   b) In multi-building projects, organize the site layout to provide functional pedestrian spaces and landscaping amenities.
3) Pedestrian Amenities:
   a) Wherever practical, design attractive and convenient pedestrian and bicycle access to streets.
   b) Design sites to minimize pedestrian and vehicular conflicts. Where pedestrian circulation paths cross vehicular routes, provide a change in paving materials, TEXTURES or colors to emphasize the conflict point.
   c) Enhance and encourage connection between the residential and commercial components.
   d) Accessible parking spaces should be convenient to building entries.
   e) Provide convenient bicycle parking in locations that do not interfere with pedestrian circulation.
   f) Allow for outdoor dining and/or other amenities to enliven plazas and open space areas.
4) Vehicular Circulation and Parking:
   a) To promote safe pedestrian access, provide sidewalks and not head-in parking spaces directly in front of large individual retail tenants over 30,000 square feet (with the possible exception of handicap-accessible spaces).
   b) Strive to minimize driveway cuts on arterial streets by providing vehicular cross-access easements and shared access driveways between adjacent commercial projects.
   c) Traffic calming devices are encouraged in the interior of a site to enhance safety.
   d) Use appropriate landscaped parking lots to break up the mass of large parking lots. Refer to 149.14 G) Landscaping for specific landscaping requirements of parking lots.
5) Outdoor Display Areas:
   a) On final site plans identify the location of all proposed outdoor display and sales areas, including what type of items would be sold. Their location should not displace required parking and pedestrian or landscaping areas.
6) Signage:

a) Locate freestanding signs on low planter walls or design monument signs to incorporate distinctive elements of the architectural style or theme of the development.
b) Design and locate signage to be visible from both pedestrian and vehicular areas.
c) Provide building signage that is proportional to the SCALE of the tenant façade. All building and freestanding signs should be designed to further the design theme of the building and be consistent with any sign package.
d) Paint sign backgrounds and sign cabinets to complement building colors.

7) Landscaping and Grading:
   a) Design the project landscape theme to complement and enhance project architecture.
   b) Provide a raised landscaped median at major entrances from arterial streets to separate ingress lanes from egress lanes.
   c) For the overall site, use a mixture of deciduous and evergreen trees.
   d) If retaining walls in retention basins are necessary, they should be landscaped to reduce their visual SCALE.
   e) Design retention basins that are visible from public streets and common open spaces to avoid a "bathtub" or linear channel appearance through landscaping.
   f) No more than 25% of the total ground area of a landscape area shall be comprised on non-living ornamental materials.
   g) A minimum of two (2) trees and four (4) shrubs for each one thousand (1,000) square feet of landscaped area shall be provided. (One (1) additional tree may be substituted in lieu of each four (4) shrubs required).
   h) Deciduous trees shall be at least two-inch caliper measured four (4) inches above the ground except ornamental and flowering trees shall be at least one and one half inch caliper measured four (4) inches above the ground; multi-trunk trees shall have at least three (3) canes, and shall be six (6) inches measured four (4) inches above the ground, with a minimum height of five (5) feet.
   i) Coniferous trees shall be at least six (6) feet tall.
8) Lighting:
   a) Provide pedestrian SCALE lighting fixtures in areas designed for pedestrian activity such as plazas, courtyards, pathways and seating areas but excluding parking only areas. Select lighting fixtures that complement the general architectural style of the development.
   b) Highlighting of unique or special features of the site, such as architectural features, specimen trees and artwork with accent lighting should be considered.
   c) Use decorative wall-mounted sconces or light fixtures when building lighting are proposed on ELEVATIONS away from residential USES.
   d) Lighting on parking areas shall avoid glare on adjoining properties.
9) Building Design
   a) Where practical, building mass should be broken into smaller elements, consistent with the PROPORTIONS of the architectural style selected and surrounding USES.

b) Reduction of building mass may be achieved by using a combination of the following techniques:
   - Variation in the rooflines and form.
   - Use of ground level arcades and covered areas.
   - Use of protected and recessed entries.
   - Use of vertical elements on or in front of expansive blank walls.
   - Use of pronounced wall plane offsets and projections.
   - Use of focal points and vertical accents.
   - Inclusion of windows on ELEVATIONS facing streets and pedestrian areas.
   - Retaining a clear distinction between roof, body and base of a building.

10) Design:

a) All FACADES, including back and side ELEVATIONS of a building generally visible from public view or adjacent to residential areas, should be architecturally treated.

b) Design multi-building projects to include architecturally sensitive design elements throughout the project.

c) Building ELEVATIONS should incorporate architectural features and patterns that consider a pedestrian SCALE.

d) Building roofs shall be uncluttered and when flat roofs are visible from public roads, pitched roofs or PARAPETS are required.

e) Rooftop and ground- mounted mechanical units an ventilating fans are to either be integrated into the design of the building or screened from view.

f) At least two of these elements should repeat horizontally. Buildings with FACADES greater than 150 feet in length should include several of the elements listed below, repeated at appropriate intervals, either horizontally or vertically:
   - Color change. Recognizable, but not strongly contrasting.
   - TEXTURE change.
   - Material change.
   - Architectural variety and interest through a change in plane such as offsets, reveals, archways or projecting ribs.
   - Wall plane projections or recesses.

g) Service and exit doors should be integrated into the architecture of publicly visible ELEVATIONS.

h) Where practical, variations in rooflines or PARAPETS should be used to reduce the SCALE of non residential buildings. Roof size, shape, material, color and slope should be coordinated with the SCALE and theme of the building.

i) All exterior building walls and structures shall be constructed with attractive, durable materials such as TEXTURED concrete, MANSONRY, stone, brick, CLAPBOARD, finishing wood, stucco or glass.

j) The exterior walls of buildings should not predominantly utilize the following materials, except as accents:
   - Pre-fabricated steel PANELS.
   - Corrugated metal.

- Asphalt shingle roofs, except for period architecture.
- Highly reflective glass.

k) Buildings should have clearly defined customer entrance(s) incorporating appropriate architectural elements.

C) Freestanding Accessory Structures:
Enclosed service/refuse areas and covered parking should be designed to be an integral part of the building architecture. Wherever practical, the forms, colors, TEXTURES and materials used on the main building should be applied to all sides of these structures generally visible to the public.

D) Residential Site Planning
1) Building Orientation:
   a) Residential structures should be located to encourage interaction among residents and sited in such a way as to allow for a private yard as well as a public yard.
2) Pedestrian Amenities:
   a) Design pedestrian amenities that allow for use and enjoyment of outdoor areas as a development focal point or centralized amenity.
3) Vehicular Circulation and Parking:
   a) Adequate off street parking shall be provided for residents and guests. If possible guest parking shall be available near the common facilities (i.e. club house).
4) Signage:
   a) Locate freestanding signs on low planter.
   b) Design and locate signage to be visible from both pedestrian and vehicular areas.
5) Landscaping
   a) For single family home developments:
      (i) At least one (1) tree in the front yard setback,
      (ii) Deciduous trees shall be at least two-inch caliper measured four (4) inches above the ground, except ornamental and flowering trees shall be at least one and one half inch caliper measured four (4) inches above the ground,
      (iii) Coniferous trees shall be at least six (6) feet tall,
      (iv) Multi-trunk trees shall have three (3) or more canes, and be six (6) inches measured four (4) inches above the ground, with a minimum height of five (5) feet.
   b) For all other residential structures:
      (i) Two (2) trees and four (4) shrubs for each one thousand (1,000) square feet of landscape area. One (1) additional tree may be substituted in lieu of four (4) shrubs.
      (ii) Deciduous trees shall be at least two (2) inch caliper measured four (4) inches above the ground except ornamental and flowering trees shall be at least one and one half inch caliper measured four (4) inches above the ground; multi-trunk trees shall be three (3) or more canes starting from the ground, six (6) inches measured four (4) inches above the ground, with a minimum height of five (5) feet.

(iii)Coniferous trees shall be at least six (6) feet tall.

6) Lighting:
   a) Provide pedestrian SCALE lighting fixtures in areas designed for pedestrian activity such as walking, biking or use of segway/golf carts. Select lighting fixtures that complement the general architectural style of the development.
7) Building Design:
   a) All mobile homes shall be constructed to include a peaked roofs, and architectural shingles, and shall have full basements and garages.

E) Consideration of the within design criteria shall not delay the acceptance of a complete site PLAN application.

F) Approval of a conditional USE design permit must be completed within the time limitations of RSA 676:4 I(c)(1).

149-15. Physical Arrangements.

A) All service, storage and utility areas shall be designed to the side or rear yard of a proposed building(s), and such areas shall be appropriately screened/buffered by walls, fences, earth berm and/or vegetation.

B) Utility elements situated on the roof of a proposed building(s) shall be adequately screened and baffled upon request.

C) All paving and/or storage shall not be permitted within five (5) feet of any side or rear property line, and no parking or paving, except for entrances/exits, shall be permitted within ten (10) feet of any front property line. These spaces shall be maintained as landscaped area.

D) Pedestrian walkways, entrances and exits designed for use by the handicapped shall be required upon request.

E) Loading facilities shall be designed to the rear or side of all proposed buildings. Loading facilities shall be designed in accordance with the rules and regulations of the Zoning Ordinance and shall be off- street or accessible via a public alley.

F) All parking, loading and protective buffers shall be situated on the same parcel (same ownership) as the primary USE structure(s).

G) Drive-In facilities shall be designed to impose the least amount of intrusion upon existing residential ABUTTERS. Such design features shall include, but not be limited to, non-audible ordering systems (touchpad or human contact) shall be utilized, placement shall be as far from residential USES as possible, and hours of operation for the drive-in portion of the business shall be limited to 6:00 a.m. to 9: 00 p.m. **[Added per Planning Board 01-14-03]**

H) A PLAN shall not consist solely of accessory USES (parking, landscaping or open space, etc) in Dover for a project that is primarily located within an adjacent municipality. **[Amended per Planning Board 08-26-08]**

ARTICLE V
REVIEW FEES

149-16. Schedule of fees. [Amended per Planning Board 04-23-91, 11-15-91, 02-26-96, 01-14-03, 08-26-08 and 03-23-10]

A) The Planning Board shall levy a fee as set forth in the City of Adopted Dover Schedule of Fees, as amended annually, for each dwelling unit resulting from new additions, and changes of USE.

B) The Planning Board shall levy a fee as set forth in the City of Dover Adopted Schedule of Fees, as amended annually, for each lodging unit for motel/hotel development.

C) The Planning Board shall levy a review fee as set forth in the City of Dover Adopted Schedule of Fees, as amended annually, for all new non-residential construction. The Planning Board shall levy a review fee as set forth in the City of Dover Adopted Schedule of Fees, as amended annually, for additions to existing non-residential structures. A fee as set forth in the City of Dover Adopted Schedule of Fees, as amended annually, shall be placed on any APPLICANT requesting a change of USE. The Planning Board shall levy a review fee as set forth in the City of Dover Adopted Schedule of Fees, as amended annually, for parking lots and paved areas.

D) The Planning Board shall levy a fee as set forth in the City of Dover Adopted Schedule of Fees, as amended annually, for APPLICANTS requiring a Conditional USE Permit.

E) The Planning Board shall levy a fee as set forth in the City of Dover Adopted Schedule of Fees, as amended annually, for the review of applications for time extensions, per Chapter 149-9 B), to approved site plans to cover staff time.

F) In addition to the application fees outlined in section A thru E, the Planning Board shall require the APPLICANT be responsible for paying the cost of mailing certified notices to ABUTTERS as well as paying the cost of advertising or posting the application.

149-17. Inspection fees. [Amended per Planning Board 01-24-12]

The fee levied shall be the actual cost per hour of the individual(s) making the inspection of improvements as required in Section 149-12. The City shall be remunerated for equipment usage necessary for conducting said inspections. Where the owner fails to comply with the payment of fees, inspections shall not be conducted nor CERTIFICATE OF OCCUPANCY awarded until full payment has been made.

ARTICLE VI
ADMINISTRATION

149-18. Enforcement; failure to comply with order; violations and penalty.

If, after an occupancy permit, temporary or permanent has been issued and the building or buildings are occupied and/or used, the Planning Board finds that any of the conditions of an approved final site review application are in violation, the Planning Board, or its authorized representative, shall order the owner to make such corrections as it deems necessary to bring the use and operation into 2 with the provisions of such approval. Such order shall be complied with within a period of time extending not more than thirty (30) days from the original notice. Where the owner fails to comply with the notice of the Planning Board, a fine not to exceed one hundred dollars ($100.) per day may be levied against said owner, and the CERTIFICATE OF OCCUPANCY shall be revoked as per RSA 676:4-a. **[Amended per Planning Board 08-26-08]**

149-19. Waivers. **[Amended per Planning Board 03-23-10]**

A) The Planning Board may waive specific provisions of these regulations. The Planning Board may only grant a waiver if the Planning Board finds, by majority vote, that:
   1) Strict conformity would pose an unnecessary hardship to the APPLICANT and the waiver would not be contrary to the spirit and intent of the regulations; or
   2) Specific circumstances relative to the subdivision, or conditions of the land in such site PLAN, indicate that the waiver will properly carry out the spirit and intent of the regulations.

B) In granting waivers, the Planning Board may require such conditions as will in the Board's judgment, secure substantially the objectives of the standards or requirements of these regulations.

C) Procedures. A petition for any such waiver shall be submitted in writing by the APPLICANT at the time when the application is filed for consideration by the Planning Board. The petition shall state fully the grounds for the waiver and all of the facts relied upon by the petitioner. The basis for any waiver granted by the Planning Board shall be recorded in the minutes of the Planning Board.

ARTICLE VII
WORDS AND PHRASES

149-20. Word usage.

Words used in the present tense shall indicate the future; the singular number shall include the plural and the plural the singular; the word "shall" is mandatory; the word "may" is permissive.

149-21. Definitions.

As used in this chapter, the following terms appearing in CAPITAL LETTERS shall have the meanings indicated:

ABUTTER means the owner of record of a parcel of land located in New Hampshire and adjoins or is directly within two hundred (200) feet (including land across the street or waterway) of the proposed site under consideration by the Board. **[Amended per Planning Board 03-23-10]**

1) For projects meeting the criteria of 149-4 A) the individual owners of units within the association, which are located within two hundred (200) feet of the common property line shall be notified by first class mail.

ACCESSWAY means the roadway configuration within a site.

APPLICANT means any person, agent, firm, association, partnership or corporation that makes application to the Planning Board for the NONRESIDENTIAL development of a site, pursuant to the rules and regulations of this chapter.

ARCADE means a series of arches supported by COLUMNS, sometimes forming a covered walkway.

ARCH means a curved form spanning an opening; it may take various rounded forms including a pointed shape.

AXIS means a line established by two points in space and about which forms and spaces can be arranged.

AXONOMETRIC drawing means a drawing showing a building in three dimensions.

AWNING WINDOW means a single SASH window that opens outward from the top.

BALUSTER means an upright, often vase-shaped, support for a rail

BALUSTRADE means a series of BALUSTERS with a rail.

BARGEBOARD means a board, typically decorated, on the sloping edge of an overhanging GABLE roof.

BAY means a vertical division of a building FACADE as delineated by some regular recurring feature such as windows or COLUMNS.

BAY WINDOW means a window element projecting from a building FACADE.

BEST MANAGEMENT PRACTICES means for STORM WATER management purposes, structural, nonstructural, and managerial techniques that are recognized to be the most effective and practical means to prevent or reduce nonpoint source pollutants from entering receiving waters. **[Added per Planning Board 08-26-08]**

BOARD means the Planning Board of the City of Dover.

BOND means the pattern formed by bricks in a wall using one or more sides or positions (oblong or upright) of the brick.

BOX generally refers either to “big BOX” or “small BOX”; a very simple building with minimal adornment or complexity in its form, usually a rectangular footprint with a flat roof, and few if any windows.

BRACKET means a structural (or visually structural) element projecting from a wall which supports a roof overhang or other overhang, generally in the form of an “L” or a right triangle.

BUILD TO LINE means the opposite of the conventional front setback requirement; a maximum setback to which buildings must be placed, as opposed to a minimum setback.
CANTILEVER means a horizontal element projecting from a wall without external support.

CAPITAL means the top portion of a COLUMN or PILASTER crowning the shaft.

CASEMENT means a single SASH window that opens outward from the side.

CERTIFICATE OF OCCUPANCY means a statement signed by the Building Official setting forth that a building or structure complies with this chapter, the Zoning Ordinance and other relevant codes and regulations of the city and with the APPLICANT's PLAN as approved.

CHANGE IN USE means a CHANGE IN USE shall consist of replacing a conforming or legal non-conforming USE contained entirely within an existing building with a new USE which is allowed in the zoning district in which the tract or structure is located.

CLAPBOARD means narrow, horizontal, overlapping wooden boards that form the outer SKIN of an exterior building wall.

COLONIAL means the style of architecture in the American colonies in the 17th and 18th centuries (prior to the American Revolution), derived mainly from English traditions.

COLONNADE means a row of COLUMNS supporting a roof, arches, or an ENTABLATURE.

COLUMN means a freestanding upright support element usually round in cross section. In classical architecture consists of a base, shaft, and CAPITAL.

CORNER BOARD means a decorative vertical board placed at the corner of a wood frame building.

CORNICE means projecting top portion of an ENTABLATURE or any linear element placed along the top of a buildings FACADE or atop a section of the FACADE to divide the FACADE into sections.

COURSE means a horizontal decorative band extending across a FACADE. Stringcourse refers to a narrow COURSE while beltcourse refers to a wide COURSE.

CUPOLA means small enclosed or partially enclosed structure crowning a roof or TOWER.

CROSS GABLE means a GABLE form attached to and placed perpendicular to a larger GABLE roof

DATE OF OFFICIAL SUBMISSION means an application shall be considered officially submitted only at the regular meeting of the Planning Board following the completion of the appropriate procedure and the receipt of a written memorandum from the Director of Planning and Community Development certifying said application's technical review.

DEVELOPED means all new structures as well as additions, including the conversion of structures to multifamily (five (5) units or more) residential dwellings.

DENTILS means small, rectangular blocks arranged in a tooth-like series under an overhang.

DISCHARGE means water or effluent released to a receiving waterbody. **[Added per Planning Board 08-26-08]**

DORMER means window rising vertically atop a roof.

DOUBLE HUNG WINDOW means a window with two vertical sliding SASHES, each closing half of the window opening

EAVE means the horizontal or downward projecting overhang at the lower edge of a roof.

ELEVATION means a head-on drawing of a building FACADE, without any allowance for perspective, in fixed PROPORTION to the measurement on the actual building; one exterior face or side of a building (comparable to a FACADE).

ENGAGED COLUMN means a COLUMN which is attached to a wall (rounded in cross section).

ENTABLATURE means the horizontal top part of an order of classical architecture. It is supported by COLUMNS and consists of three levels - architrave, FRIEZE, and CORNICE.

EROSION means weathering of soil by running water, wind, or ice. **[Added per Planning Board 08-26-08]**

ESCROW AGREEMENT means a conditional delivery of money by a developer to a bank to be held until such time as the conditions of a final site approval have been satisfactorily complied with.

FAÇADE means the front or principal exterior face of a building; may refer to other prominent exterior faces as well.

FALSE FRONT means a FACADE that extends well above the rest of the building, to give the impression that a building is larger than its actual size.

FARM/AGRICULTURE means any land, buildings or structures on or in which AGRICULTURE and farming operations are carried out as the principal USE, including all operations outlined in RSA 21:34a II. One single-family dwelling shall be permitted as an accessory to the principal USE. **[Added per Planning Board 04-22-2003]**

FASCIA means a flat vertical board that forms the face along the edge of a flat roof or along the horizontal (or EAVE) side of a pitched roof.

FENESTRATION means arrangement of windows on a façade including number, size, PROPORTION, spacing, and composition.

FINIAL means small vertical ornament at the top of a roof.

FOOT – CANDLE means a measure of light falling on a given surface. One FOOT-CANDLE is equal to the amount of light generated by one candle shining on a square foot surface one foot away. **[Added per Planning Board 05-25-99]**

FRIEZE means a decorative, horizontal band set just below the CORNICE.

FRONTISPIECE means an ornamental portal around the entrance

GABLE means a simple pitched roof form with two opposite sloping sides; the triangular part of a wall formed by a GABLE roof.

GAMBREL means a roof form with a double sloped profile - a steep lower plane and a less steep upper plane (differs from a MANSARD in that a GAMBREL is two sided while a MANSARD is four sided; also the angle of the two planes on a MANSARD is closer to 90 degrees).

GROSS LEASABLE AREA means the gross floor area available for leasing to a tenant. **[Added per Planning Board 03-23-10]**

HIERARCH means the articulation of the importance of a form by its size, shape, or placement relative to the other related forms.

HIPPED ROOF means a roof, which slopes upward from all four sides of a building (it may have a RIDGE or end in a point).

ILLUMINANCE means the amount of light falling on a surface – measured in FOOT-CANDLES. **[Added per Planning Board 05-25-99]**

LINTEL means a horizontal structural member that bridges an opening

LOZENGE means a diamond shaped ornament applied to a wall.

LUMEN means a unit of measurement for the amount of light cast by a lamp. One FOOT-CANDLE is one LUMEN per square foot. **[Added per Planning Board 05-25-99]**

LUNETTE means a semicircular or half-moon window or other element on a FACADE.

MANSARD means a steep, one story high roof with two planes on all four sides, the first plane almost vertical and the second plane above, nearly flat; named for Francois Mansart, 17th century French architect.

MASONRY means heavy materials including stone, brick, concrete, concrete block, and stucco.

MASSING means the shapes, sizes, and arrangement of the three dimensional forms that compose a building.

MEDALLION means an ornamental plaque applied to a wall.

MODERN ARCHITECTURE means a style characterized by largely undecorated and simple building forms with relatively large windows and a horizontal emphasis.

MOLDING means architectural detailing applied around a window or door or to the surface of a wall.

MULLION means vertical element separating windows or doors set in a series.

MUNTIN means dividers between panes of glass within an individual window.

NEOCLASSICAL means a formal style of design evoking ancient Greek or Roman architectural forms.

NONRESIDENTIAL means included land uses of a commercial and industrial nature as well as commercial residential uses, exempting however, the construction or conversion of single- family and multi-family (up to four (4) units per parcel) residential dwellings.

ORIEL WINDOW means a BAY WINDOW projecting from a buildings upper floor.

PANEL means a decorative recessed rectangular portion of a wall.

PARAPET means a low wall or railing extending above and in the front of a roof.

PECKY SHINGLES means irregular wood shingles, frequently untreated or stained rather than painted, with various curves and splits that give an appearance of peeling off an exterior surface (such as one might see at a “Fish Shack Restaurant”).

PEDIMENT means triangular front end of a roof, comparable to a GABLE except a PEDIMENT always has an articulated horizontal side.

PERFORMANCE BOND means any security which may be accepted in lieu of a requirement that certain improvements be made as a condition of Planning Board site approval.

PERGOLA means an unenclosed structure with an open wood framed roof, often latticed.

PIAZZA means an open space oriented to pedestrians, usually rectangular in shape, defined by a building or buildings on two or more sides.

PIER means a freestanding upright support element, usually rectangular in cross section, and wider and more squat than a COLUMN.

PILASTER means a COLUMN or PIER affixed to a wall surface (rectangular in cross section).

PLAN means the layout of a building drawn in the horizontal plane.

PORTHOLE WINDOW means a circular window (also called a bull's eye window).

PORTICO means a covered space usually supported by COLUMNS surrounding an entrance and forming the centerpiece of the FACADE.

PROPORTION means the relation of one dimension to another, such as the height of a window compared to its width. PROPORTION affects visual order through coordination of such elements as height, width, depth, and spacing.

QUOINS means corner stones, or other material made to resemble stones, at a corner or edge of a building.

RHYTHM means the use of recurring patterns to organize a series of like forms or spaces.

RIDGE means the linear intersection of two sloping roof planes.

RUNOFF means precipitation, snowmelt, or irrigation that flows over the land, eventually making its way to surface water (such as a stream, river or pond). **[Added per Planning Board 08-26-08]**

SASH means a single window section within its frame that opens in some manner.

SCALE means the perception of the size of a building or building element relative to the human body or other buildings or objects in the vicinity.

SEDIMENT means eroded soil and rock material and plant debris, transported and deposited by RUNOFF. **[Added per Planning Board 08-26-08]**

SENSE OF ENCLOSURE means an outdoor area where the height and continuity of adjacent or surrounding buildings or other structures loosely establishes the feeling of a three dimensional space.

SHED ROOF means a roof composed simply of one sloping plane.

SILL means the horizontal bottom element of a window or door frame.

SITE DESIGN CRITERIA means Design and performance standards required under the provisions of 149-14.

SITE DEVELOPMENT PLAN means a professionally rendered drawing which delineates the proposed development of a site, prepared as required under the provisions of 149-13.

SKIN means the outer clothing or membrane of a building - CLAPBOARD, brick, steel, etc.

SOFFIT means the underside of any building part, such as under an EAVE, ARCH, or LINTEL.

STEEPLE means the combined TOWER and spire of a church

STORM WATER means RUNOFF from a storm event, snowmelt RUNOFF, and surface RUNOFF and drainage. **[Added per Planning Board 08-26-08]**

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) means a plan developed for a site or property that evaluates potential pollutant sources and designs and implements appropriate measures to prevent or control DISCHARGE of pollutants in STORM WATER RUNOFF. **[Added per Planning Board 08-26-08]**

SURROUND means an ornamental device used to enframe all or part of a window or door.

SYMMETRY means the balanced distribution of equivalent forms and spaces about a common line (AXIS) or point.

TEXTURE means the quality of finish on a wall or roof surface being smooth, rough, bumpy, etc.

TOWER means a distinctly vertical structure, which may be freestanding or attached to another structure.

TRADITIONAL means sensitive to, evocative of, or harmonious with any particular style of architecture established prior to 1950 or the prevailing patterns, forms, or styles of architecture dating from the original settlement of the United States up to 1950.

TURRET means a small, slender TOWER usually at the corner of a building.

UNIVERSAL DESIGN PRINCIPLES means rules and guidelines that are generally recognized and respected among design professionals.

USE means the manner in which a parcel of land or the structures on that parcel are employed. Uses are categorized by the Dover Zoning Ordinance as follows: Residential Low Density (less than 5DU); Residential Multi-Family (more than 4DU); Agricultural/Silvacultural; Office; Business; Industrial; and Community/Public USE.

VICTORIAN means term used to cover all of the various styles of architecture during the reign of Queen Victoria - 1837 to 1901, including Second Empire, Italianate, Gothic Revival, COLONIAL Revival, Queen Anne, Renaissance

Revival, and others. (Georgian, Federal, and Greek Revival styles predate the VICTORIAN era.)

WATER TABLE means a thickened and frequently adorned part of the foundation of a building originally designed to make the foundation less permeable to stormwater.