DOVER PLANNING BOARD
APPLICATION CHECKLIST

A. Application signed by the Property Owner (if different from Applicant). _____

B. Prior to the submission of an application for Site Review or a major subdivision, the Applicant shall meet with the Technical Review Committee (TRC). Eight (8) copies of the preliminary plan will need to be submitted for review. _____

C. Fifteen (15) sets of plans for the Planning Board. Four (4) 22" x 34" and eleven (11) 11" x 17" (signed by owner) may be submitted. _____

D. Digital Version of the plan. _____

E. **TOTAL FEE** paid by cash or check made payable to "City of Dover"

1. Application fee for the following:
   - SUBDIVISION $150.00 x # _____ new lots created = $ _____
   - LOT LINE ADJUSTMENT $200.00 (if more than two lots involved, add $100.00 per lot) = $ _____
   - SITE REVIEW - RESIDENTIAL $100.00 x # ____ per dwelling unit = $ _____
   - SITE REVIEW – NON-RESIDENTIAL (not to exceed $10,000)
     New construction $.15 sq. ft. x # _____ sq. ft. = $ _____
     Additions (new floor space) $.10 per sq. ft. x # _____sq. ft. = $ _____
   - IMPERVIOUS PAVED AREA (for new development) OR IMPERVIOUS PARKING LOT ADDITIONS (not to exceed $10,000) $.07 sq. ft. x # _____ = $ _____
   - MOTEL/HOTEL $35.00 x # ___ per lodging unit = $ _____
   - CHANGE OF USE (not to exceed $5,000)
     Existing floor space $.10 per sq. ft. x # ____ sq. ft. = $ _____
   - CONDITIONAL USE PERMIT $150.00 x # _____ per application = $ _____
   - GRAVEL PIT/ EXTRACTION PERMIT
     Application fee $50.00 = $ _____
     Permit fee $75.00 = $ _____
   - EXTENSIONS OF /AMENDMENTS TO APPROVED PLANS
     ($150.00 minimum) $50.00 x # ____ per hour of review = $ _____
   - DRIVEWAY WAIVER – $100.00 application fee = $ _____
     Letter of rejection from Engineering Department, diagram & letter from owner

F. **Mailing Labels** in triplicate including owner, engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat with abutters names and addresses for notices. _____

1. Certified letters fee: # of abutters _____ X $8.00 = $ _____
2. Applicant & Owner, engineer, architect, land surveyor or soil scientist Certified letters fee # _____ x $8.00 = $ _____
3. First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X $1.00 = $ _____

G. Foster's newspaper public notice $ 60.00

H. Archive Fee $1.00 x # _____ per sheet of plan set = $ _____

TOTAL FEE **$** _____