

**CITY OF DOVER PLANNING DEPARTMENT
MINOR LOT LINE ADJUSTMENT PLAN CHECKLIST**

This review checklist is intended to assist the applicant in the planning process of preparing a minor lot line adjustment application for Planning Board action. This completed checklist should be included in the minor lot line adjustment application.

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

APPLICANT: _____ File Number: _____

PROPERTY LOCATION: _____ Tax Map: _____ Lot: _____

	Required?		Provided?
	Yes	No	
1. Completed Application form			
2. Payment of review fees			
3. List of abutters and three sets of mailing labels			
4. Electronic copy of the surveyed plat layout			
5. Fifteen copies of minor lot line adjustment plan. Plan shall contain the following items as appropriate:			
Date, north arrow and scale			
Name, address & signature of owners; signature & stamp of NH licensed land surveyor			
Names of all abutting property owners			
Existing and proposed lot areas in square feet			
Location map at 1"= 1,000' scale, w/3000' radius			
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system			
Zoning District boundaries, including any special or overlay districts			
Minimum building line setbacks or build to lines on all lots			
Location Map			
Existing structures			
Tax map & lot numbers			
Location and widths of existing easements & right of ways			
Location, material and size of existing and proposed permanent monuments			

REVIEWED BY: _____ DATE _____

REMARKS: