

CITY OF DOVER – SITE PLAN AMENDMENTS

Posted: xx.xx.2026

Adopted: **XX-XX-2026**
Ordinance Title: Site Review Regulation Amendments
Chapter: 153

Pursuant to RSA 675:6, the Planning Board hereby approves of and adopts the following Site Review Regulation Amendments consistent with the enabling authority in RSA 674:44:

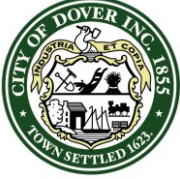
PURPOSE

The purpose of the proposed action by the Planning Board is to amend Chapter 153 of the Code of the City of Dover, entitled Site Review Regulations, by updating the Code to increase clarity and fix procedural deficiencies within the Code language, as set forth below.

1. Chapter 153 of the Code of the City of Dover, entitled Site Review Regulations, is hereby amended by revising Section 7, “Planning Board action”, to accommodate minor changes to a site plan during the construction phase which can be made at the administrative level:

“§ 153-7 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 65 days after formal acceptance of the application.
- C. The applicant may waive the requirement for Planning Board action and consent to such extension as may be mutually agreeable.
- 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 § 153-11 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 § 153-5 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 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 years.



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H. Minor Field Modifications

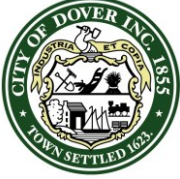
If at any time prior to the issuance of an approved site plan’s final certificate of occupancy, the applicant demonstrates to the satisfaction of the ~~Planning Director/Technical Review Committee~~ that unforeseen conditions make it necessary ~~or preferable~~ to modify the governing site plan in accordance with the overriding intent of the approved site plan and without substantially changing the approved site plan, so as to address and remedy what would otherwise be a violation of the approved site plan, the Planning Director shall investigate whether the foregoing standards have been met and thereafter, if the Planning Director determines that the foregoing standards are met, seek to resolve the unforeseen conditions by ~~review of the Technical Review Committee and agreement with the applicant~~. It is expected that only the following minor items may be resolved ~~by the Planning Director in this manner~~ as set forth in this paragraph:

- (1) Minor changes in the dimensions or locations of any building or structure, which do not require changes in parking, loading, access, or public utilities that would affect the integrity of the Site Plan approved by the Board.
- (2) Minor changes in the configuration of parking lots, which do not result in a reduction of any approved landscaped area.
- (3) Minor changes in the locations, dimensions and materials of proposed utilities and drainage improvements, provided the changes do not necessitate permits or approvals from any federal, state or local entity.
- (4) Changes in the locations and types of outdoor lighting and landscaping, provided that the integrity of the Site Plan approved by the Board is maintained. This may include but not be limited to, species, size, location, number of plants for landscaping, or location, fixtures of lighting.
- (5) Other minor changes to the site plan that still maintain the integrity of the approved Site Plan.

At the discretion of the Planning Director ~~or the Technical Review Committee~~, any request for modification to a Site Plan, which is not in clear conformance with the guidelines above, shall be referred to the Planning Board for review and action pursuant to Article IV of these regulations.

2. Chapter 153 of the Code of the City of Dover, entitled Site Review Regulations, is hereby amended by revising Section 9.B(2), “Expiration of Planning Board approval”, by adding the abutter notice requirement for all time extension requests, as follows:

“§ 153-9. Expiration of Planning Board approval.



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- A. Planning Board approval shall be valid for five 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 year each.
- (1) The applicant shall appear before the Planning Board and document that the following criteria are met:
- (a) The proposed project is consistent with the City Master Plan.
 - (b) Surrounding conditions (i.e., traffic flow, school capacity, water/sewer demand) have not changed to the point of requiring reanalyzing of the proposed project.
 - (c) The proposed project complies with current City, state and federal regulations, ordinances and statutes.
 - (d) 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.”
3. Chapter 153 of the Code of the City of Dover, entitled Site Review Regulations, is hereby amended by revising Section 13, “Site development plan”, by adding an additional subsection to clarify the site plan amendment process, as follows:

“C. Site Plan Amendments

Following the issuance of site plan’s final certificate of occupancy, site plans and their conditions may be amended to accommodate further development pursuant to the following:

- (1) Copies of the final plans, with all changes annotated and highlighted on each affected page, shall be submitted to the Planning Board for review and approval.
 - (a) Architectural and Streetscape renderings shall be submitted at the request of the Planning Director.
 - (b) Any increase in impervious surface coverage shall include an updated stormwater management and erosion control plan, per Section 153-13.A(18) for the City Engineer or designee to review and endorse.
 - (c) Any development which necessitates additional utility infrastructure to support the proposed amendments will require a new utility plan which shall include the location, dimension, and material of all existing and proposed utilities and identify all on-site waste disposal systems and wells.
 - (d) Any development which increases vehicular traffic to the site shall include a new traffic impact assessment and analysis, per Section 153-13.A(19).



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- (2) All site plan amendments shall include a narrative which describes the proposed amendment of the final site plan and an overview of the overall impacts of the proposed amendment. The narrative shall identify each sheet of the final plan which is affected by the proposed amendment with an accompanying description of any changes or impacts. Upon the request of staff, a plan sheet showing the original approved plan with the proposed changes in an overlay format shall be submitted.
- (3) At the discretion of the Planning Director, any proposed amendment that is deemed to substantially alter the originally approved site plan may be required to submit an application compliant with Section 153-13.A , including any requests for waivers for any information required by Subsection A(1) through (20) that is not provided.
- (4) Nothing within this section shall waive Technical Review Committee review as specified in Section 4.B.”

4. Chapter 153 of the Code of the City of Dover, entitled Site Review Regulations, is hereby amended by revising Section 14.C, “Driveways, accessways and internal roads”, by clarifying maximum and minimum values for driveways servicing multiple parcels, as follows:

“C. Driveways, accessways and internal roads.

	0-4 Residential Units	5-24 Residential Units	Over 25 Residential Units
Right-of-way	30 feet	30 feet	50 feet
Road width	16 feet	24 feet	24 to 32 feet*
Base course	12" bank run gravel	18" bank run gravel	18" bank run gravel



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	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.

- (1) All driveways, accessways, internal roads, and 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:
- (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. If a roundabout is proposed for inclusion, a professional engineer with traffic engineering certifications must design the roundabout in conformance with "Roundabouts: An Informational Guide" as adopted and amended by the Federal Highway Administration.[Amended 6-12-2018]
- (4) When a nonresidential zoned parcel straddles or abuts a residential zone, nonresidential traffic shall be prohibited from exiting or entering through the residential zone, unless there is no other viable option. Infill and redevelopment projects shall include sidewalk improvements via installation of sidewalks back to the closest improved sidewalk.
- (5) For access to a proposed nonresidential or to a multifamily dwelling containing more than four dwelling units, driveway entrances and exits shall be as follows: [Added 6-12-2018]
 - (a) Where one entrance/exit is designed to service a parcel or parcels, the width shall not exceed 32 feet.
 - (b) Where two entrances/exits are designed to service a parcel or parcels, the width of each shall not exceed 24 feet.”