



CITY OF DOVER – SUBDIVISION AMENDMENTS

Posted: xx/xx/xxxx

Adopted: XX-XX-2026
Title: Land Subdivision Regulations Amendments
Chapter: 157

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 674:36:

PURPOSE

The purpose of this ordinance is to amend Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, by updating the Code to increase clarity and fix procedural deficiencies within the Code language, as follows:

1. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by revising Section 23, “Performance requirements”, to require abutter notification for any extension requests instead of the initial request only:

“§ 157-23 Performance Requirements.

- A. All site improvements in the approved subdivision or part thereof shall be constructed and/or installed within five years of the date of final plat approval in accordance with the requirements specified herein, unless such time is extended by written mutual consent of the applicant and the Planning Board. Such improvements shall not be considered complete until officially approved by the City Engineer and Community Services Director or accepted by the City Council, as appropriate. Responsibility for uninspected and unimproved utilities will be that of the developer. [Amended 12-18-2012]
- B. The Planning Board may grant time extensions, not to exceed one 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.”

2. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by revising Section 50, “Driveways”, to exempt driveways which interact exclusively with a private drive, per RSA 236:13 as follows:

“§ 157-50 Driveways.

- A. The provisions of this section apply to the construction, reconstruction, alteration, surfacing or resurfacing of any driveway which intersects with the right-of-way of any City-



CITY OF DOVER

CITY OF DOVER – SUBDIVISION AMENDMENTS

Posted: xx/xx/xxxx

Adopted: **XX-XX-2026**
Title: Land Subdivision Regulations Amendments
Chapter: 157

owned, City-maintained way ~~and/or other private way~~. Section 125-8 of the City Code, referring to permit requirements, applies to all paving contractors or related construction enterprises engaged in the retailing of driveway paving services to the general public within Dover's City limits. [Amended 1-14-2020]”

3. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by creating a subsection, 157-5-A, dedicated to controlling regulations of subdivision plan amendments:

“§157-XX. Subdivision Plat Amendments

- A. Any change to a previously approved or recorded subdivision plat shall require staff review and potentially, action by the Planning Board. Such changes include, but are not limited to, adjustments to lot lines or areas, modifications to easements or rights-of-way, alterations to approved infrastructure, revisions to plan notes or conditions, or corrections to drafting or survey errors.
- B. The Planning Director shall determine whether a proposed change constitutes a minor amendment or a major amendment.
- C. Minor amendments.
- (1) A minor amendment is an insubstantial change that does not create additional lots, does not reduce lot area or frontage below zoning requirements, does not alter roadway geometry or public infrastructure in a manner affecting capacity, safety, or drainage, and does not modify conditions of original approval. Examples of such insubstantial changes include, but are not limited to:
- i. Clerical and drafting corrections to fix typographic errors, mislabeled sheets or notes, legends, etc.;
 - ii. Utility and service detail updates to include material types and location modifications within the approved utility corridor;
 - iii. Minor grading adjustments within the approved grading envelope, the relocation of drainage infrastructure by less than five (5) feet without altering flow paths, pipe materials and elevations provided hydraulics remain unchanged;
 - iv. State and federal permit note updates;
 - v. Roadway detail corrections;
 - vi. Landscaping clarifications to include species changes, planting locations provided visual screening effect remains unchanged, and missing notes; and
 - vii. Sheet consolidations or formatting changes



CITY OF DOVER

CITY OF DOVER – SUBDIVISION AMENDMENTS

Posted: xx/xx/xxxx

Adopted: XX-XX-2026
Title: Land Subdivision Regulations Amendments
Chapter: 157

- (2) Minor amendments may be eligible for administrative approval as provided in Subsection E below.

D. Major amendments.

- (1) Any substantial change that does not meet the criteria of Subsection C shall be considered a major amendment. Examples of substantial changes include, but are not limited to:
- i. Alteration of lot lines;
 - ii. Change in the number of lots;
 - iii. Changes to road layout or width;
 - iv. Alteration of drainage patterns or stormwater system performance;
 - v. Modification of easement size, location, or purpose;
 - vi. Configuration of Open Spaces; and
 - vii. Changes which conflict with a condition of approval;
- (2) Major amendments shall require public notice and a public hearing in accordance with § 157-12 and RSA 676:4, I(d).
- (3) Following a public hearing, the Board shall approve, conditionally approve, disapprove, or table the amendment in accordance with § 157-13.

E. Administrative approval of minor amendments.

- (1) ~~The Planning Director, or designee,~~ The Technical Review Committee is authorized to approve minor amendments that do not alter the intent of the original approval and do not necessitate Planning Board review.
- (2) Administrative approvals shall be documented in writing and reported to the Planning Board at its next regular meeting.
- (3) Any amendment approved administratively shall be recorded at the Strafford County Registry of Deeds.
- (4) The Planning Director or Technical Review Committee may refer any amendment to the Planning Board at their discretion.

- F. All approved subdivision plat amendments, whether administrative or Board-approved, shall be recorded at the Strafford County Registry of Deeds. No amendment shall be valid until recorded.



CITY OF DOVER

CITY OF DOVER – SUBDIVISION AMENDMENTS

Posted: xx/xx/xxxx

Adopted: **XX-XX-2026**
Title: Land Subdivision Regulations Amendments
Chapter: 157

- G. Approval of an amendment shall supersede only those portions of the previously approved plat that are expressly modified. Approval shall not extend vesting or protection periods unless specifically granted under RSA 674:39 and shall not relieve the applicant of compliance with zoning, conditions of approval, or other applicable regulations.
- H. Any modification to an approved subdivision plat made without approval under this section shall constitute a violation subject to enforcement under § 157-52.”