



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

ACCEPTANCE OF A NEW CITY ROAD

STEP #1: RESPONSIBILITIES OF THE DEVELOPER/OWNER

- Planning Board approval
- Approval of subdivision plan showing road
- Naming of the road (RSA 232:133) with approval of the Building Official
- Approved plan recorded at Strafford County Registry of Deeds

- Metes and bounds description of the proposed road/street consistent with approved plan, as determined by Engineering Division

- Title search and title opinion by an attorney licensed in the State of New Hampshire, or equivalent representations of clear title as determined by City Attorney, provided to Engineering Division

- Draft Warranty Deed provided to Engineering Division. Analysis/approval of deed language and any reserved easements by City staff

- Executed/signed partial release(s) by mortgage holder(s), approved by City staff, provided to Engineering Division

- Executed/signed deed provided to Engineering Division

- Road constructed to City specifications/standards; As-built plans submitted to the Engineering Division

- Payment of all fees and expenses associated with the road
 - Inspection fees
 - Utility fees

- Surety bond for road maintenance submitted to the Engineering Division

STEP #2: ENGINEERING AND FINANCE DEPARTMENT REVIEW

- Road approved by the City Engineer consistent with provisions of Step #1 above
- Documentation supplied by Engineering Division to Finance Department of the value of the road (by linear foot) including an itemized list of the value of utilities including sewer lines, catch basins, and water lines

STEP #3: CITY ATTORNEY RESOLUTION CREATION

- Engineering notifies City Attorney the above-stated Checklist items are complete
- City Attorney prepares City Council resolution for inclusion on a City Council meeting agenda

STEP #4: CITY COUNCIL REVIEW AND ACTION The acceptance of a public road is a matter of discretion within the purview of the Dover City Council - completion of the checklist does not guarantee acceptance.

CHECKLIST FOR ACCEPTANCE OF A NEW CITY ROAD

Revised 07.25.2018

RSA 674:40; RSA229:1; Dover Code Chapter 152