



# City of Dover, New Hampshire EXCAVATION PERMIT APPLICATION

[Revision Date: March 9, 2021]

|                 |                    |                      |
|-----------------|--------------------|----------------------|
| Office Use Only | Account #: _____   | Date Received: _____ |
| File # _____    | Amount Paid: _____ | Time Received: _____ |

This application is approved or disapproved by the Planning Board. If approved it may be subject to conditions set forth by the Notice of Decision and is good for two years from the date specified, with one renewal.

**APPLICATION TYPE (check one):**  **NEW**  **RENEWAL (due April 1st each year)**

### APPLICANT AND OWNER INFORMATION

Name of Applicant: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Property Owner (if different from applicant): \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

### PROPERTY INFORMATION

Address of Property Being Excavated: \_\_\_\_\_

Assessor's Map # \_\_\_\_\_ Lot(s) # \_\_\_\_\_ Zoning District(s) \_\_\_\_\_ Overlay District(s) \_\_\_\_\_

Size of Parcel: \_\_\_\_\_ sq. ft. \_\_\_\_\_ ac. Property Deed: Book \_\_\_\_\_ Page: \_\_\_\_\_

### EXCAVATION INFORMATION

Depth of Excavation \_\_\_\_\_ Finished Elevation \_\_\_\_\_

Highest Annual Average Groundwater Table Elevation: \_\_\_\_\_ Projected Duration of Excavation: \_\_\_\_\_

**RENEWAL CERTIFICATION** - *If renewing your Permit, please sign below & provide an annual report.*

**I/we hereby verify by signing this application that I/We continue to meet the Excavation Permit guidelines set forth in Section 170-28 of the Zoning Ordinance of the City of Dover and have not changed and/or expanded the site in any manner since the Excavation Permit was originally issued. I/we understand that I am/we are still subject to any and all conditions of approval set forth in the original Notice of Decision.**

Signature(s) of Property Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant (if different from owner): \_\_\_\_\_ Date: \_\_\_\_\_

=====  
(For Office Use Only – FOR RENEWALS ONLY)

Approved/Denied (circle one) by \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Administrator

**PROFESSIONAL INFORMATION**

Name of Surveyor and Company (Licensed in N.H.) \_\_\_\_\_

Address \_\_\_\_\_ Telephone #: \_\_\_\_\_

Professional License #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Engineer and Company (Licensed in N.H.) \_\_\_\_\_

Address \_\_\_\_\_ Telephone #: \_\_\_\_\_

Professional License #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Architect and Company (Licensed in N.H.) \_\_\_\_\_

Address \_\_\_\_\_ Telephone #: \_\_\_\_\_

Professional License #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**CONSERVATION EASEMENT HOLDER**

Name of Easement Holder: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address Easement Holder: \_\_\_\_\_

**SIGNATURES**

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. Furthermore, I/we submit that the existing conditions sheet of the plan represents the lot in question, and that no alteration of the site shall take place during Planning Board review up to and including the pre-construction meeting. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant (if different from owner): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION TO ENTER SUBJECT PROPERTY**

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THE FOLLOWING WITH YOUR APPLICATION TO THE PLANNING DEPARTMENT:**

1. 16 copies (five 22" x 34" and eleven 11" x 17") of excavation plan prepared in accordance with 170-30.3.A (one full-size plan sent to Conservation Commission)
2. 16 copies (five 22" x 34" and eleven 11" x 17") of reclamation plan prepared in accordance with 170-30.3.B (one full-size plan sent to Conservation Commission)
3. Tax Collector's statement that all property taxes have been paid in full & that excavation taxes have been paid in full & that there are no unreleased tax liens encumbering said properties
4. Surety Bond or other form of performance guarantee
5. Copy of Notice of Intent to Excavate that is filed with Assessor's Office
6. A written statement from the Tax Collector that all current property and excavation taxes levied against all properties in the operation have been paid in full and that there are no unreleased tax liens encumbering said properties
7. Digital Version of the Plan in PDF/A format
8. **An annual report documenting compliance with the requirements of Zoning Section 170-28, Groundwater Protection. Pursuant to RSA 155-E:11, the requirements of this section may be waived if the applicant demonstrates that such exception shall be recorded in the Registry of Deeds, and one copy filed with the NH Department of Environmental Services**
9. Check made out to the City of Dover for fees calculated per schedule of fees.

**CITY OF DOVER SITE REVIEW  
LIST OF ABUTTERS**

Pursuant to RSA 676:4, the State Law of New Hampshire, the City of Dover is required to notify the applicant, abutters (including holders of conservation easements), and any professional whose seal is on the plan, of the public hearing by certified mail, return receipt requested. Staff will provide the abutter information, while the applicant must provide accurate contact information for the owner, applicant and professional agents representing the project.

**Owner:**

| TAX MAP | LOT # | PROPERTY OWNER | MAILING ADDRESS |
|---------|-------|----------------|-----------------|
|         |       |                |                 |

**Applicant (if different from owner):**

| APPLICANT NAME | APPLICANT COMPANY | MAILING ADDRESS |
|----------------|-------------------|-----------------|
|                |                   |                 |

**Surveyor and/or Engineer/Professional Agent:**

| NAME | COMPANY | MAILING ADDRESS |
|------|---------|-----------------|
|      |         |                 |
|      |         |                 |
|      |         |                 |

**Conservation Easement Holder:**

| TAX MAP | LOT # | NAME OF EASEMENT HOLDER | MAILING ADDRESS |
|---------|-------|-------------------------|-----------------|
|         |       |                         |                 |

# PLANNING BOARD FEE SCHEDULE

(Revised September 17, 2020)

Below are the fees associated with plan review and are subject to a nonrefundable application fee to cover administrative expenses. Please complete the information below and provide payment with your application submittal. **Plan review fees shall be paid prior to technical review committee (TRC) being scheduled.** For plans not requiring TRC review, **fees are due 21 days prior** to the Planning Board meeting. Staff will coordinate abutter/notice fees, which will be invoiced and must be paid 28 hours before the Planning Board meeting for an application to be heard. Fees shall be paid by cash or check made payable to "City of Dover".

## A. Plan Review Fees

### 1. Application fee for the following (SELECT ALL THAT APPLY):

- SUBDIVISION Application fee \$200.00 + \$150.00 x # \_\_\_\_\_ new lots created = \$ \_\_\_\_\_
  - LOT LINE ADJUSTMENT Application fee \$200.00 + \$100.00 X # \_\_\_\_ of lots involved = \$ \_\_\_\_\_
  - TRANSFER OF DEVELOPMENT RIGHTS Application fee \$200.00 = \$ \_\_\_\_\_
  - SITE REVIEW – RESIDENTIAL Application fee \$200.00+ \$100.00 x # \_\_ per dwelling unit = \$ \_\_\_\_\_
  - SITE REVIEW – NON-RESIDENTIAL Application fee \$200.00 + (not to exceed \$10,000)
    - New construction \$.15 sq. ft. x # \_\_\_\_\_ sq. ft.= \$ \_\_\_\_\_
    - Additions (new floor space) \$.10 per sq. ft. x # \_\_\_\_\_ sq. ft.= \$ \_\_\_\_\_
  - MOTEL/HOTEL \$35.00 x # \_\_\_\_ per lodging unit= \$ \_\_\_\_\_
  - CHANGE OF USE Application fee \$200.00 + (not to exceed \$5,000)
    - Existing floor spaces \$.10 per sq. ft. x # \_\_\_\_\_ sq. ft. = \$ \_\_\_\_\_
  - CONDITIONAL USE PERMIT Application fee \$200.00 x # \_\_\_\_\_ per Application = \$ \_\_\_\_\_
  - GRAVEL PIT/ EXCAVATIONS
    - Application fee \$50.00= \$ \_\_\_\_\_
    - Permit fee \$75.00= \$ \_\_\_\_\_
  - EXTENSIONS/AMENDMENTS/WAIVERS FOR AN APPROVED PLAN Application fee \$200.00 = \$ \_\_\_\_\_
  - REQUEST FOR REZONING Application fee \$200.00 = \$ \_\_\_\_\_
  - DRIVEWAY WAIVER Application fee \$200.00 = \$ \_\_\_\_\_
- SUB TOTAL= \$ \_\_\_\_\_**

**AND**

- 2. TOTAL IMPERVIOUS PAVED AREA** (for new development, roadways or additions to existing parking lots, (not to exceed \$10,000)) Application fee \$200.00 + \$.07 sq. ft. x # \_\_\_\_\_ = \$ \_\_\_\_\_
- TOTAL PLAN REVIEW FEE= \$ \_\_\_\_\_**

**B. Abutter Notification/Mailing Labels** - this office will create and print the abutter list and provide labels in triplicate for each abutter. The applicant/owner will need to review the list and provide to this office the engineer, architect, licensed land surveyor (LLS), licensed landscape architect (LLA) and/or soil scientist whose professional seal appears on the plan with names and addresses for notices.

- Applicant & Owner, engineer, architect, LLS, LLA and/or soil scientist
    - Certified letters fee # \_\_\_\_\_ of x \$8.00= \$ \_\_\_\_\_
  - Certified letters fee: # of abutters \_\_\_\_\_ X \$8.00= \$ \_\_\_\_\_
  - First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters \_\_\_\_\_ X \$1.00= \$ \_\_\_\_\_
  - Creating/Printing Abutter Labels in triplicate per sheet \_\_\_\_\_ x \$10.00= \$ \_\_\_\_\_
- SUB TOTAL= \$ \_\_\_\_\_**

- C. Foster's newspaper public notice fee \$100.00 x # \_\_\_\_\_ applications = \$ \_\_\_\_\_**
- TOTAL NOTICE FEE= \$ \_\_\_\_\_**

**The above amount must be paid 28 hours prior to the Planning Board meeting, to be heard.**