



City of Dover, New Hampshire MINOR LOT LINE ADJUSTMENT APPLICATION

[Revision Date: May 18, 2017]

<i>Office Use Only</i>	Project #:	_____	Date Received:	_____
	Amount Paid:	_____	Time Received:	_____

APPLICANT INFORMATION

Name of Applicant: _____ Telephone # _____

Address of Applicant: _____

FIRST PROPERTY OWNER AND PARCEL INFORMATION

Name of 1st Property Owner (*if different from applicant*): _____ Telephone # _____

Address of 1st Property Owner: _____

Address of Property: _____

Assessor's Map # _____ Lot(s) # _____

Property Deed: Book _____ Page: _____

Zoning District(s) _____ Overlay District(s) _____

Size of Existing Parcel (sq. ft.): _____ Size of Proposed Parcel (sq. ft.): _____

SECOND PROPERTY OWNER AND PARCEL INFORMATION

Name of 2nd Property Owner (*if different from applicant*): _____ Telephone # _____

Address of 2nd Property Owner: _____

Address of Property: _____

Assessor's Map # _____ Lot(s) # _____

Property Deed: Book _____ Page: _____

Zoning District(s) _____ Overlay District(s) _____

Size of Existing Parcel (sq. ft.): _____ Size of Proposed Parcel (sq. ft.): _____

[Use additional application form if more than two lots are being adjusted]

SURVEYOR INFORMATION

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

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

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. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of First Property Owner: _____ Date: _____

Signature of Second Property Owner: _____ Date: _____

Signature of Applicant (*if different from owner*): _____ Date: _____

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I 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: _____

CITY OF DOVER MINOR LOT LINE ADJUSTMENT 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 ESTIMATED FEE SCHEDULE

This is only provided to give you an estimate of the application fees. *After you submit an application, staff will invoice you a total.* All fees must be paid two weeks before the Planning Board meeting. **If the Fee has not been paid, the item will not be placed upon the agenda.**

A. TOTAL FEE paid by cash or check made payable to "City of Dover"

1. Application fee for the following:

- SUBDIVISION \$150.00 x # _____ new lots created = \$ _____
- LOT LINE ADJUSTMENT \$200.00 (if more than two lots involved, add \$100.00 per lot) =
- SITE REVIEW – TRANSFER OF DEVELOPMENT RIGHTS Application fee \$150.00 = \$ _____
- SITE REVIEW - RESIDENTIAL \$100.00 x # _____ per dwelling unit = \$ _____
- SITE REVIEW – NON-RESIDENTIAL (not to exceed \$10,000)
New construction \$.15 sq. ft. x # _____ sq. ft. = \$ _____
Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- IMPERVIOUS PAVED AREA (for new development) OR IMPERVIOUS PARKING LOT ADDITIONS (not to exceed \$10,000) \$.07 sq. ft. x # _____ = \$ _____
- MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ _____
- CHANGE OF USE (not to exceed \$5,000)
Existing floor space \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- CONDITIONAL USE PERMIT \$150.00 x # _____ per application = \$ _____
- GRAVEL PIT/ EXCAVATIONS - Application fee \$50.00 & Permit fee \$75.00 = \$ _____
- EXTENSIONS OF/AMENDMENTS TO/WAIVERS FOR AN APPROVED PLAN (\$150.00 minimum) \$50.00 x # _____ per hour of review \$ _____
- REQUEST FOR REZONING \$150.00 = \$ _____
- DRIVEWAY WAIVER – \$100.00 application fee =
Letter of rejection from Engineering Department, diagram & letter from owner \$ _____

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 provide to this office the engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan with names and addresses for notices. You will be notified with the amount due, once this has been completed.

1. Applicant & Owner, engineer, architect, land surveyor or soil scientist
Certified letters fee # _____ of x \$8.00 =
2. Certified letters fee: # of abutters _____ X \$8.00 = \$ _____
3. First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00 = \$ _____
4. Creating/Printing Abutter Labels in triplicate per sheet _____ x \$10.00 = \$ _____

C. Foster's newspaper public notice fee \$ 80.00

(Revised October 2, 2018)

TOTAL FEE \$ _____



City of Dover, New Hampshire

LOT LINE ADJUSTMENT SUBMISSION CHECKLIST

[Revision Date: May 15, 2017]

This review checklist is intended to assist the applicant in the planning process of preparing a Subdivision application for Planning Board action. The size of the project will determine the types of information required for review, therefore, a **pre-application conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

Fifteen (15), folded, copies of the plan set and materials will be due 3 weeks prior to the Planning Board meeting. Fees will be invoiced and are due 2 weeks prior to Planning Board.

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

APPLICANT: _____ File Number: _____

PROPERTY LOCATION: _____ Tax Map: ____ Lot: ____

	Explain How Provided	Reviewed
1. Completed and signed Application form		
2. Electronic copy of the surveyed plat layout		
3. Electronic copy of supplementary materials and application		
4. List of all professional agents to be notified for Planning Board		
5. Fifteen copies of LLA plan w/scale of not less than 1"=50' or 1"=100' for larger adjustments. Plans shall contain the following items as appropriate:		
Location map at appropriate scale		
Planning File #		
Date, north arrow and scale		
Names of all abutting property owners		
Name and address of owners		
Signature & stamp of NH licensed land surveyor		
Zoning District boundaries, including any special or overlay districts		
Location of Conservation District areas		
Location, names and widths of existing and streets, including pavement widths, grades, curbs and crosswalks		
Location and widths of existing & proposed easements & right of ways		
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system		
Existing and proposed lot areas in square feet		
Existing and proposed buildings and structure locations		
Minimum building setbacks or build to lines on all lots		
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor		
Location, material and size of existing and proposed permanent monuments		
All applicable Dover Common Subdivision notes		

REVIEWED BY: _____ DATE _____

CITY OF DOVER PLANNING DEPARTMENT
Revised May 15, 2017

APPLICANT: _____ FILE NUMBER: _____

List of Common Subdivision Plan Notes

The following list of commonly required notes is intended to be used as a guide to applicants and should not be construed as a comprehensive note requirement list for all projects. A preapplication conference with the Planning Department is suggested to help determine the actual notes that may be required.

1. The intent of this plan is to *(describe the purpose of the plan)*.
2. Owners of Record are: Name
Street address
Municipality, State, Zip Code

Authorized Signature
3. The parcel(s) is *(are)* shown as Lot No. _____, Map _____ of the City of Dover Tax Assessor's Maps.
4. The subject parcel(s) contains _____ acres or _____ sq. ft. area of land.
5. Title reference for the project parcel(s) is the Strafford County Registry of Deeds, Book No. _____, Page No. _____.
6. Reference Plans: *(List all reference plans and their SCRD #)*
7. All applicable right-of-way, conservation, slope, construction, power line, cross travel, or other easements shall be referenced in a note and shown on the plan.
8. Zoning dimensional and density requirements are as follows:
 - a. zoning district _____ subdistrict _____
 - b. minimum lot size is _____ acres (sq. ft.)
 - c. minimum lot frontage is _____ ft.
 - d. minimum yard setbacks/ build-to-lines are:
Front _____ft.
Side _____ft.
Rear _____ft.
Abut-a-street _____ ft.

Maximum/minimum lot coverage _____ %
Maximum/minimum bldg. height _____ ft./stories

This property falls within the following zoning overlay districts: *(List districts)*

9. List any variances or special exceptions granted by the Zoning Board of Adjustment or any Conditional Use Permits granted by the Planning Board for the property, including the case number and date of decision and any conditions.

10. Property line information has been obtained from a survey performed by *(surveyor)* on *(date)* with an error not greater than 1 in 10,000 *(or has been obtained from _____ Plan, prepared by (surveyor))*.
11. Subject parcel is *(is not)* located within a Federally designated flood hazard area (Community panel number 33017C0xxxD, Effective Date: September 30, 2015).
12. Wetlands were delineated by _____, Certified Wetlands Scientist, Certification Number _____, in accordance with Chapter 170-27.1 of the Zoning Ordinance, on _____, 20__ .
13. Topography depicted is based on U.S.G.S. NVD 1929. (or Topography depicted is based on information obtained from the City Engineer's Office and was derived from coordinates for control stations _____ and _____. These coordinates have not been adjusted to 1983 datum).
14. Basis of bearing is the City of Dover GIS system stations _____ and _____ which were used to determine location, orientation and vertical datum.
15. As-built plans of the subdivision shall be submitted on paper and in digital format in pdf and AutoCAD DWG, AutoCAD DXF or ESRI format to the City of Dover Engineer's Office upon completion of project. As-built plans shall be prepared and certified correct by a L.L.S. or P.E. Digital files shall be geo-referenced to New Hampshire State Plane Coordinates NAD83 and shall be expressed in feet.
16. The installation of electric power, cable television and telephone lines shall be underground throughout the site for which development is proposed. Site plans shall show any easements for these services.
17. The subdivision lots are proposed to be served by municipal water and sewer *(or will be served by on-site well and septic system)*.
18. All construction shall conform with the State of New Hampshire Department of Transportation (NHDOT) "Standard Specifications for Road and Bridge Construction" and with the City of Dover Community Services Regulations and standard specification for construction. The more stringent specification shall apply.
19. All erosion control notes shall include provisions for construction sequencing, temporary erosion control measures, and permanent standards such as loam spread rate for disturbed areas, rates of lime, type and rates for fertilizer, and seed and mulch mixture with rates of application.
20. The limits of construction disturbance that are located in or within the 50 ft. of Conservation and Wetland Districts shall be staked, flagged and clearly identified prior any earth disturbing activity occurs.
21. All treatment swales to be constructed shall have sod bottoms.
22. A letter of credit for the cost of revegetating all disturbed areas on the site and approved construction sign shall be in place prior to any earth disturbing activity.

- 23. A pre-construction conference with the developer, the design engineer, the earthwork contractor and the City Engineer shall occur prior to any earth disturbing activity.
- 24. Site Construction hours shall be limited to *Monday-Friday 7 AM-6 PM, Saturday and Sunday 9 AM-4 PM*. Hours of construction must be documented on a site construction sign along with the contact information for the general contractor. Said signage must be located and approved by the City Engineer or Assistant City Manager.
- 25. Street addresses for each lot shall be assigned by the Building Official at the time of issuance of a building permit.
- 26. The proposed use for the site is single family, duplex, multi-family, non-residential, or any other use type.
- 27. The following federal and state permits have been issued for the subject property: (*List permit type, number and date of issuance.*)
- 28. Commercial vehicle routes during construction shall conform with Dover City Code or be coordinated with the Community Services Director.

REMARKS:
