

CHRISTOPHER G. PARKER, AICP  
Assistant City Manager  
Planning & Strategic Initiatives  
c.parker@dover.nh.gov



288 Central Avenue  
Dover, New Hampshire 03820-4169  
(603) 516-6008  
Fax: (603) 516-6049  
www.dover.nh.gov

## City of Dover, New Hampshire

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

### INSTRUCTIONS TO APPLICANTS TO THE DOVER PLANNING BOARD

**IMPORTANT: PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE  
FILLING OUT ATTACHED APPLICATION.  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR REVIEW.**

Dear Applicant:

This will serve to briefly inform you regarding the process to have the Dover Planning Board (the Board) review a land use application. Please refer to the NH Statutes on Land Use and Regulation the Dover Code, and our Developer's Handbook for more specific information.

The Board primarily reviews 5 types of applications:

1. **Site Plans** - A site plan is a professionally rendered drawing which delineates the proposed development of a site. This plan is required for non-residential development, creation of multi-family residential structures, and for extensions of parking lots and alteration of an acre or more of land. These plans require meeting with the Technical Review Committee before Planning Board review.
2. **Subdivisions** - A subdivision is the division of the lot, tract, or parcel of land into two (2) or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease or building development. It includes re-subdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. Major subdivision plans (4+) require meeting with the Technical Review Committee before Planning Board review.
3. **Lot Line Adjustments** - A lot line adjustment alters the size of two (2) or more lots, but does not create a new buildable lot.
4. **Conditional Use Permits** - A conditional use permit is required for any alteration of wetlands, wetland buffers or work within the City's conservation district. Additionally, a conditional use permit could be issued as to offer relief in the Central Business District, for plans in the Residential Mixed Use Overlay District, or parking relief. Environmental Conditional Use Permits are acted on after Conservation Commission review.
5. **Excavation Permits** - NH RSA Chapter 155-E grants municipalities the authority to regulate earth excavations within their borders. This authority rests with the Planning Board.

The Board cannot and will not review applications that do not meet zoning requirements. **Please review the need to apply to the Zoning Board of Adjustment prior to applying to the Board.**

Professional agents will prepare your application; however, you may represent yourself or authorize, in writing, someone else to represent you before the Planning Board.

In most cases, the first step would be to appear before the Technical Review Committee, to apply, eight (8) folded copies of the site plan with scale of not less than 1"=50' or 1" =100' for larger site plans, and a PDF, need to be provided, along with payment of plan review fees. These meetings occur on Thursday, and materials and payment must be submitted three (3) weeks prior to meeting. Meetings are scheduled, upon receipt of completed applications with the full checklist and payment.

The next step would be to provide, two weeks prior to Planning Board, the final plan sets (three (3) full size and twelve (12) half size (11x 17), folded, copies of the plan), and 15 copies, and a PDF, of all supporting materials, including response to TRC comments. Please print all materials on both sides of paper.

For projects not appearing before the Technical Review Committee, Plan Review Fees are due along with three (3) full size and twelve (12) half size (11x17), folded, copies of the plan set and 15 copies, plus a PDF, of plans and materials, 3 weeks prior to the Planning Board meeting. Please print all materials on both sides of paper.

Staff will generate an abutter list, and Abutter/Notice Fees will be invoiced. They are due 28 hours prior to Planning Board. If they are not paid, the application will not be heard.

Once an item is placed upon an agenda the following process is used:

- The Board will hold a public hearing on your application at a regularly scheduled meeting
  - Typically the second or fourth Tuesday of the Month.
- Public notice of the hearing will be posted at the City Clerk's office and the Planning Department office and printed in the newspaper.
- Certified letters will be mailed to you and to all abutters at least ten days before the date of the hearing.
- 28 hours prior to the meeting, abutter/notice fees must be paid
- At the meeting
  - Staff will introduce your project
  - You and all other parties will be invited to appear in person or by agent or counsel to present your application.
    - Your project will be pre-loaded onto a laptop for review by the Board and public
  - The Board may ask clarifying questions
  - The Board will vote to accept jurisdiction on the application
  - If accepted:
    - The Board will hold a public hearing
    - The Board may ask additional questions
    - The Board will deliberate on your application
      - Typically decisions are made the night of the presentation, but an application may be tabled
    - After deliberation, a decision will be made.
      - You will be sent a notice of the decision.



City of Dover, New Hampshire  
MINOR LOT LINE ADJUSTMENT APPLICATION

[Revision Date: June 4, 2019]

Office Use Only	Project #:	_____	Date Received:	_____
	Amount Paid:	_____	Time Received:	_____

APPLICANT INFORMATION

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

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

FIRST PROPERTY OWNER AND PARCEL INFORMATION

Name of 1<sup>st</sup> Property Owner (*if different from applicant*): \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of 1<sup>st</sup> 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 2<sup>nd</sup> Property Owner (*if different from applicant*): \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of 2<sup>nd</sup> 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.): \_\_\_\_\_

THIRD PROPERTY OWNER AND PARCEL INFORMATION

Name of 3<sup>rd</sup> Property Owner (*if different from applicant*): \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of 3<sup>rd</sup> 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: \_\_\_\_\_

CONSERVATION EASEMENT HOLDER (s)

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

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

Name of 2<sup>nd</sup> Easement Holder: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address 2<sup>nd</sup> 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. 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: \_\_\_\_\_

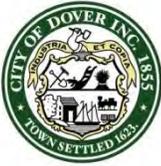
Signature of Applicant (if different from owner): \_\_\_\_\_ Date: \_\_\_\_\_

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, New Hampshire

# LOT LINE ADJUSTMENT SUBMISSION CHECKLIST

[Revision Date: June 4, 2019]

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.

**Plan Review Fees are due along with three (3) full size and twelve (12) half size (11x17), folded, copies of the plan set and materials, 3 weeks prior to the Planning Board meeting. Abutter/Notice Fees will be invoiced and are due 28 hours 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: \_\_\_\_ and Lot: \_\_\_\_\_

	Where/How Provided	Reviewed
1. Completed and signed Application form		
2. Plan Review Fees are provided		
3. Electronic copy of the surveyed plat layout		
4. Electronic copy of supplementary materials and application		
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 \_\_\_\_\_

# 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.**

**CITY OF DOVER PLANNING DEPARTMENT**  
**Created June 4, 2019**

APPLICANT: \_\_\_\_\_ FILE NUMBER: \_\_\_\_\_

**List of Common Lot Line Adjustment 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  

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Authorized Signature
3. The parcels are shown as Lot Nos. \_\_\_\_\_, and \_\_\_\_\_ on Map \_\_\_\_ of the City of Dover Tax Assessor's Maps.
4. The subject parcels contains \_\_\_\_ acres or \_\_\_\_\_ sq. ft. area of land. *(existing and proposed)*
5. Title reference for the project parcels are the Strafford County Registry of Deeds, Book No. \_\_\_\_, Page No. \_\_\_\_ and 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.
8. Zoning dimensional and density requirements are as follows:

Required:	Provided:
a. Zoning district _____ sub-district _____	
b. Minimum lot size: _____ acres (sq. ft.)	
c. Minimum lot frontage: _____ ft.	
d. Minimum yard setbacks/build-to-lines: Front _____ ft. Side _____ ft. Rear _____ ft. Abut-a-street _____ ft.	
e. Maximum/minimum lot coverage _____ %	
f. Minimum/maximum bldg. height _____ ft./stories	

These properties falls within the following zoning overlay districts: *(List districts)*

- 9. List any variances or special exceptions granted by the Zoning Board of Adjustment or Conditional Use Permits granted by the Planning Board for the subject parcels, 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 parcels are *(are not)* located within a Federally designated flood hazard area (Community panel number 33017C0xxxD, Effective Date: September 30, 2015).
- 12. The subject parcels are served by municipal water and sewer *(or are served by on-site well and septic system)*.
- 13. Basis of bearing is the City of Dover GIS system stations \_\_\_\_\_ and \_\_\_\_\_ which were used to determine location, orientation and vertical datum.

**REMARKS:**

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