



# City of Dover, New Hampshire MINOR SUBDIVISION APPLICATION

[Revision Date: August 02, 2017]

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

## APPLICANT AND OWNER INFORMATION

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

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

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

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

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

## PROPERTY INFORMATION

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

Assessor's Map # \_\_\_\_\_ Lot(s) # \_\_\_\_\_

Zoning District(s) \_\_\_\_\_ Overlay District(s) \_\_\_\_\_

Size of Parcel: \_\_\_\_\_ Property Deed: Book \_\_\_\_\_ Page: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

## SUBDIVISION INFORMATION

Existing Number of Lots: \_\_\_\_\_ Proposed Number of Lots: \_\_\_\_\_

City Water?  Yes  No How far is city water from the property? \_\_\_\_\_

City Sewer?  Yes  No How far is city sewer from the property? \_\_\_\_\_

Highway Access (check where applicable):  City Street  State Highway

Estimated Length of Proposed Roads: \_\_\_\_\_ feet Public or Private Road? \_\_\_\_\_

## WAIVER REQUESTS

Subdivision Regulations section(s) to be waived: \_\_\_\_\_

Justification for waiver request(s) (*attach additional sheets as needed*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SURVEYOR INFORMATION**

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

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

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

**ENGINEER INFORMATION**

Name of Engineer 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. 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: \_\_\_\_\_

**AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY**

I, and my successors, hereby authorize the City of Dover and its assigns to enter my property for the purpose of completing the site work as required by the approved plan should the letter or credit or other surety be called. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

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

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

**CERTIFICATION OF FEES**

I, and my successors, hereby certify that I understand that the City of Dover collects impact fees, utility investment fees and inspection fees for projects developed in Dover. Said fees must be paid before a Certificate of Occupancy can be obtained for a structure, unless a different payment schedule is agreed to by the applicant and the City prior to approvals being issued by the Dover Planning Board.

Additionally, should the property be in "Current Use" it will be subject to the Land Use Change Tax.

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

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

**CERTIFICATION OF PUBLIC ROADWAY ACCEPTANCE**

I, and my successors, hereby certify that I understand that the acceptance of a roadway as a public road is an action of the City Council in its sole and complete discretion. In order for the City Council to consider accepting a road as public, it must be free of encumbrances. No roadway with private utility easements shall be accepted as a public road by the City unless the easements are expunged prior to the transfer of land to the City. License agreements for any and all private utilities within the right of way may be granted by the City upon acceptance of the unencumbered roadway consistent with applicable state law.

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

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

## 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 SUBDIVISION  
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



## City of Dover, New Hampshire

# MINOR SUBDIVISION SUBMISSION CHECKLIST

[Revision Date: December 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.

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

*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: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

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. Waiver requests to the Subdivision Regulations, with written justification		
5. Conditional Use Permit applications		
6. List of all professional agents to be notified for Planning Board		
7. Letter to Serve from Public and Private Utilities		
8. Fifteen folded copies of subdivision plan w/scale of not less than 1"=50' or 1"=100' for larger subdivisions. Plans shall contain the following items as appropriate:		
Location map at appropriate scale		
Proposed subdivision name and title and Planning File #		
Date, north arrow and scale		
Names of all abutting property owners		
Name and address of owners and/or applicants		
Signature & stamp of NH licensed land surveyor and/or engineer		
Zoning District boundaries, including any special or overlay districts		
Location of Conservation District areas		
Location, names and widths of existing and proposed streets, including pavement widths, grades, curbs and crosswalks		
Location and widths of existing & proposed easements & right of ways		
Location and widths of existing and proposed sidewalks		
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 topographic information at two foot intervals		
Existing and proposed buildings and structure locations		
Minimum building setbacks or build to lines on all lots		
Location and size of existing and proposed electric, telephone, gas cable and other underground utilities		

	Explain How Provided	Reviewed
Existing and proposed water lines and fire hydrants, including materials and capacity needed		
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load		
Existing and proposed septic system, including test pit locations and results and NHDES subdivision permit number		
Existing and proposed stormwater lines and facilities		
Location of Flood Hazard Zone		
Location of all bodies of water and watercourses		
Location of wetlands and buffers		
Existing natural features and/or significant vegetation on property		
Soil types		
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor		
Location of all land offered for dedication for public use or land to be held in common by property owners of the subdivision		
Location, material and size of existing and proposed permanent monuments		
Existing railroad lines		
Note regarding solid waste disposal		
All applicable Dover Common Subdivision notes		
<b>9. Additional Information if appropriate</b>		
Stormwater Management Plan depicting the existing and proposed storm drainage system and engineered drainage analysis		
Stormwater Management System Operation and Maintenance Plan		
Erosion and Sedimentation Control Plan		
Proposed restrictive covenants or homeowners association documents		
Dates and permit numbers of all required state and federal permits		
If wetland buffer, indicate placards locations, as applicable		
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required		
<b>8a. Construction Detail Sheets shall contain the following information (if appropriate):</b>		
Profiles showing existing & proposed elevations along the center lines of proposed streets & within 100' of intersections with existing streets		
Profiles showing the locations & a typical cross-section detail of streets		
Location of street trees, street lighting poles and street signs		
Location, size and invert elevations of existing and proposed sanitary sewers, stormwater drains and fire hydrants		
Location and size of all water, gas and other underground utilities		

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.

