

**CITY OF DOVER PLANNING DEPARTMENT
SITE PLAN REVIEW CHECKLIST**

This site plan review checklist, as required by Chapter 149-6-B(2), should be completed by the applicant. It is intended to assist the applicant in the planning process of preparing a site plan review application for Planning Board action. The type of project proposed will determine the types of information required to review a site plan, therefore, a **preapplication conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

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

APPLICANT: _____ File Number: _____

PROJECT TITLE: _____

PROPERTY LOCATION: _____ Tax Map: _____ Lot: _____

DATE OF TECHNICAL REVIEW COMMITTEE MEETING: _____

	Provided?
1. Completed Application form	
2. Payment of application & review fees, with completed application checklist	
3. List of abutters and three sets of mailing labels	
3. Compact disk containing PDF of primary site plan sheet only	
4. Fifteen copies of site plan w/scale of not less than 1"=50' (4 full size plans and 11 plans at 11" x 17"). Plans shall contain the following items as appropriate:	
Location map w/3000' radius	
Proposed project name or title and planning file number	
Date, north arrow and scale	
Existing surveyed property lines with dimensions and bearings	
Names of all abutting property owners	
Name and address of owners and/or applicants;	
Signature and stamp of NH licensed land surveyor and engineer	
Existing and proposed building and structure locations	
Depict all zoning and special district boundaries (conservation, wetland, groundwater protection, flood hazard, etc.)	
Specify proposed finished floor elevations of buildings	
Existing and proposed grade contours at two foot intervals	
Location and materials of all water mains and capacity needed	
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load	
Location and size of existing and proposed electric, telephone, gas, cable and other underground utilities	
Lighting plan depicting all existing and proposed exterior light fixtures and a lighting level analysis for parking lots	
Location of parking layout delineating spaces and arrangement; note addressing minimum required spaces	
Location and width of existing and proposed access/egress ways	
Location of proposed fire lanes	
Depict all existing and proposed easements	
Depict pedestrian walkways and handicapped access	
Location of solid waste disposal facilities (dumpster, pad and screening, etc.)	

	Provided?
Depict all service, storage, loading bays and utility areas	
Landscape plan depicting existing and proposed landscaping, prepared by a licensed Professional Landscape Architect	
Depict Flood Hazard Zones	
Existing natural features	
Depict the surface areas of water bodies and wetlands	
Depict the locations of wetlands and buffers	
A colored architectural plan showing all sides of buildings	
Neighborhood plan showing how project relates to abutting uses	
A colored rendering of the streetscape that will be created along the existing public right-of-way	
Storm Water Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis	
Storm Water Management System Operation & Maintenance Plan	
Erosion and Sedimentation Control Plan	
ROW & pavement lines of existing abutting streets	
5. Additional Information if appropriate	
Traffic Impact Assessment and Analysis (Standard or Advanced)	
Fiscal Impact Analysis (For more than 10 residential units)	
Waste water quantity & composition figures	
Depict test boring locations, groundwater elevations and soil profiles and/or soils types call-outs	
Depict 20 percent slope as required	
Ground and/or aerial photos of site and immediate area	
Location of proposed drive-in facilities	
Depict existing contours up to 100 ft. beyond project limits	
Dates and permit numbers of all required state and federal permits	
Proposed restrictive covenants or homeowners association documents	
Waiver requests to the Site Review Regulations, with written justification	
Conditional Use Permit applications	
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required	

REVIEWED BY: _____ DATE _____

REMARKS: