 <p><b>CITY OF DOVER</b></p>	<h2 style="text-align: center;">CITY OF DOVER - ORDINANCE</h2> <p style="text-align: right;">Posted: March XX, 2025</p> <p>Ordinance Title:      Site Review Regulations Amendments Chapter:                      153</p>
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The City of Dover Ordains:

### PURPOSE

The purpose of this ordinance is to amend Chapter 153 of the Code of the City of Dover, entitled Site Review Regulations, by updating the Code to reflect changes in the community and in land use regulations.

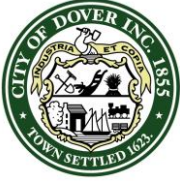
1. Chapter 153 of the Code of the City of Dover, entitled Site Plan Review, is hereby amended by revising Section 6, “Application Requirements, Technical Review Committee,” Subsection A, as follows:

A. Prior to the formal submission of an application for site review by the Planning Board, the applicant shall meet with the Technical Review Committee. Said meeting(s) shall serve to assist the applicant in preparing a development proposal that is technically conforming to the regulations contained herein. The Technical Review Committee shall be comprised of the Planning Board Chair, the Conservation Commission Chair, City Engineer, Fire and Rescue Chief, Police Chief, Building Official, Zoning Administrator, Business Development Director and Director of Planning and Community Development, who shall serve as Chair. All Committee members shall have a designated alternate available in their absence. For projects under the threshold described in Section 153-4.A but meeting the threshold of 153-4.B(1) through (5) may be approved by the majority vote of Technical Review Committee per RSA 676:43 provided no waivers or Conditional Use Permits are necessary to meet regulations.

B. Applications submitted for Planning Board review shall remain consistent in scope to application materials submitted through the Technical Review Committee process. Any substantial deviation in project scope from the Technical Review Committee process to Planning Board submission may be continued to future Planning Board meeting dates at the discretion of the Director of Planning. Generally speaking, if there is less development or less impact then changes may be permitted by the Director of Planning.

~~B. C.~~ A completed application sufficient to invoke jurisdiction of the Planning Board (or, for minor site plans, the Technical Review Committee) shall include the following elements:

- (1) A completed application form, available at the Department of Planning and Community Development office and through the online portal.
- (2) A completed site review checkoff list.
- (3) A written narrative description of the proposed project, addressing its purpose, scope of operation, and impact on the immediate area of influence and the City in general (traffic, schools, utilities, land use compatibility, aesthetics, land and water resources, etc.).
- (4) Ground/aerial photographs of the site and immediate area.



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(5) Four copies of the site development plan as more fully described in Article IV of this chapter. Transmit a pdf of the site development plan via e-mail to dover-planning@dover.nh.gov. (Note: Only three copies of the preliminary plan need to be submitted initially for review by the Technical Review Committee. However, the applicant shall check with the Planning Department about number of copies that will be required for submission of the complete application to the Planning Board.)

(6) A list of owners, applicants, and professionals involved in the application. Additionally a fee for the City to create a list of abutting property owners that lie within 200 feet of the subject parcel. Information shall include name, mailing address, and Dover Tax Map and lot numbers for the applicant to review. The City will prepare verified mailings.

(7) A fee of an amount to be determined in accordance with the fee schedule contained in § 153-18 of this chapter.

~~C. D.~~ The applicant shall file the application with the Planning Board office at least 21 days prior to the Planning Board meeting, at which time the application will be accepted and a public hearing held.

(1) The applicant and abutters shall be notified of said public hearing by verified mail, with return receipt requested, stating the time, date and place of such hearing. Notice will be mailed at least 10 days prior to the date of the meeting, by the city.

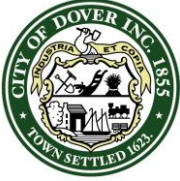
(2) Such public hearing shall be advertised in a newspaper of general distribution not less than 10 days prior to the said meeting.

2. Chapter 153 of the Code of the City of Dover, entitled Site Plan Review, is hereby amended by revising Section 11, "Performance Guaranties," Subsection C, as follows:

A separate performance bond for landscaping in an amount equal to 10% of the total landscaping value shall be submitted to the City Engineer to be used in the event landscaping installed is removed, dies or is otherwise damaged during the three years following the issuance of the final certificate of occupancy. Surety amount may be adjusted by staff or the Planning Board as necessary.

3. Chapter 153 of the Code of the City of Dover, entitled Site Plan Review, is hereby amended by revising Section 14, "Site Development Design Criteria," Subsection G, Subsection (2), Subsection (b) as follows:

Parking lots which have more than two aisles which are approximately parallel shall be required to have continuous landscaped planting strips separating every four rows of parking. The landscaped planting strips shall be a minimum of 10 feet in width and shall be separated from the parking area by adequate curbing. Within the landscaped planting strips, deciduous and/or evergreen shade trees shall be planted at 40 feet on center. Trees shall be species tolerant to the climatic conditions of Dover and shall be a minimum caliper of 3 inches



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(measured at four feet above grade level). If the tree species is of a multi-stem variety, the trees must have at least 3 stems and be at least 6' tall. Within the landscaped planting strips, shrubs shall be planted between the deciduous trees at five feet on center. The shrubs shall be a mix of deciduous and evergreen species, tolerant to the climatic conditions of Dover and shall be a minimum height of two feet at the time of planting. All trees, shrubs and landscaping materials shall be maintained in good condition so as to present a healthy, neat, and orderly appearance.

4. Chapter 153 of the Code of the City of Dover, entitled Site Plan Review, is hereby amended by revising Section 14, "Site Development Design Criteria," Subsection G, Subsection (3), Subsection (a) as follows:

Along the perimeter of parking lots with 10 or more spaces, deciduous and/or evergreen shade trees shall be planted at 35 feet on center within the buffer area required by § 153-17C. Trees shall be species tolerant to the climatic conditions of Dover and shall be a minimum caliper of 3 inches (measured at four feet above grade level). If the tree species is of a multi-stem variety, the trees must have at least 3 stems and be at least 6' tall. Within the perimeter buffer, shrubs shall be planted between the trees at five feet on center. The shrubs shall be a mix of deciduous and evergreen species, tolerant to the climatic conditions of Dover and shall be a minimum height of two feet at the time of planting. All trees, shrubs and landscaping materials shall be maintained in good condition so as to present a healthy, neat, and orderly appearance.