



CITY OF DOVER

## CITY OF DOVER - ORDINANCE

Posted: March 8, 2022

Ordinance Title: Site Review Regulations Amendments  
Chapter: 153

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."

"153-6. Application requirements; Technical Review Committee.  
[Amended 8-26-2008; 3-23-2010; 1-24-2012]

A. "Prior to the formal submission of an application for site review, 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, Zoning Administrator, Economic 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.

B. A completed application sufficient to invoke jurisdiction of the Planning Board shall include the following elements:

- (1) A completed application form, available at the Department of Planning and Community Development office.
- (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.
- (5) Fifteen 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 ~~six-eight~~ six-eight copies of the preliminary plan need to be submitted initially for review by the Technical Review Committee. However, ~~15-the applicant shall check with the Planning Department about number of~~ copies will be required for submission of the complete application to the Planning Board.) [Amended 5-24-2016]
- (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. [Amended 1-14-2020; 7-27-2021]
- (7) A fee of an amount to be determined in accordance with the fee schedule contained in § 153-18 of this chapter.



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C. 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.

[Amended 1-14-2020]

(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 13, “Parking”, Subsection D, Subsection (c) as follows:

In the Parking Regulation Table, the first row be changed to read “Residential<sup>3</sup> (non-CBD-G or TOD)” and a new row shall be added to become the third row to state “Residential<sup>3</sup> (CBD-TOD)” for 1 space per unit.

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

A. “Prior to the formal submission of an application for site review, 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, Zoning Administrator, Economic 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.”](#)

AND

Chapter 153 of the Code of the City of Dover, entitled Site Plan Review, is hereby amended by revising Section 4 entitled “Applicability” subsection E to read as follows:

“E. Notwithstanding the above criteria, the Technical Review Committee, [per RSA 676:43](#), by majority vote may [approve minor site plans](#). [It also may](#) require any project that the

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Committee has determined has a significant projected impact on traffic, health, welfare, environmental quality, and safety issues to appear before the Planning Board for site review. [Any project requiring waivers or a Conditional Use Permit to meet regulations, shall be forwarded to the Planning Board for review.](#)”

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