



CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall, 288 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, March 25, 2025**
Meeting Time: **7:00 pm**

1. CITIZENS' FORUM

2. APPROVAL OF THE PRIOR MINUTES

- March 11, 2025 Regular Meeting Minutes

3. OLD BUSINESS

4. NEW BUSINESS

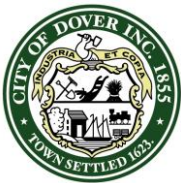
- A. Consideration and acceptance of a Minor Subdivision for Berry Surveying & Engineering, (Owners: William G. & Julie A. Gowell) Assessor's Map B, Lot 23-B, zoned R-40, located at 39 County Farm Road. (Proposal is to subdivide one (1) lot into two (2).) *(SUBM-2025-0001)
- B. Consideration and acceptance of a Lot Line Adjustment for McEneaney Survey Associates, (Owners: Waterside Land Holdings, LLC, Scheller Family Trust, Jane M. Dugas 2011 Revocable Trust, Seth Rafael Gabarro & Anthony Philip Gabarro, and N. Miles Cook, III & Amanda Cook), Assessor's Map M, Lots 91-C, 90-A-6, 90-E, 90-K, 90-D-10, and 90-A-3, zoned R-40, located at Middle Road, 10, 12, 18, 20, and 22 Isaac Lucas Circle. *(LOTA-2025-0003)
- C. Consideration and acceptance of a Minor Subdivision for McEneaney Survey Associates, (Owners: Waterside Land Holdings, LLC), Assessor's Map M, Lots 91-C, zoned R-40, located at Middle Road *(Proposal is to subdivide one (1) lot into three (3) lots, one (1) with no frontage and being conserved as open space.) *(SUBM-2025-0002)
- D. Consideration and possible adoption of amendments to Chapter 153 "Site Review" Regulations*
- E. Consideration and possible adoption of amendments to Chapter 157 "Land Subdivision" Regulations*
- F. Consideration and possible vote on amendments to the Planning Board Operating Rules*

5. STAFF COMMENT

6. MEMBER COMMENTS

7. ADJOURNMENT

*Indicates that if the application is accepted for discussion, the public hearing will be held the same evening. Note that some hearings will be continued from one meeting to another and some may be postponed. Since this is only a partial description of the proposal and may change, persons with questions or wishing to see the plans are invited to visit the Planning Office, Monday through Thursday from 8:30 am to 5:30 pm and Friday 8:30 am to 4:00 pm or email Dover-Planning@dover.nh.gov. You may also view materials at www.dover.nh.gov. Follow us on Twitter @DoverNHPlanning and find us on Facebook at <https://www.facebook.com/DoverNHPlanning>. The public is encouraged to leave comments in advance by emailing Dover-Planning@dover.nh.gov, or mailing written comments to Planning Board, Dover City Hall, 288 Central Ave., Dover, NH 03820. Messages must be received no later than 4 p.m. the day of the meeting and should identify the name and Dover address of the person leaving the message or providing the comment.



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Members Present: Gina Cruikshank (Chair), Doug Glennon (Vice Chair), Ken Mavrogeorge, Kyle Pimental, George DeBoer, Jeff Sanborn (Alternate), Tom Clark, Fergus Cullen (Councilor)

Members Not Present (excused): Melina Gambino,

Staff Present: Donna Benton, Planning Director, and Paul Crouser, Zoning Administrator

Gina Cruikshank (Chair) called the meeting to order at 7:00p.m. and noted Jeff Sanborn would sit for Melina Gambino.

1. CITIZENS' FORUM

Citizens Forum Open

No one spoke

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- February 11, 2025 Regular Meeting Minutes

Motion: F. Cullen moved to approve the regular meeting minutes of February 11, 2025. Seconded by: K. Mavrogeorge. Vote: U/A

3. OLD BUSINESS

None

4. NEW BUSINESS

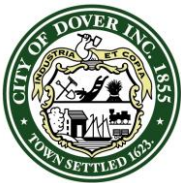
- A.** Consideration and acceptance of an Extension Request for Bruton & Berube, PLLC (Owners: Harlech, LLC), Assessor's Map 31, Lot 5, zoned CBD-T, located at 47 Chestnut Street. (Proposal is request for extension of approvals for Site Plan P21-84 and CUP P21-85.) *(WAIV-2025-0001)

D. Benton explained that the applicant previously submitted a twelve-month extension of approvals for Site Plan P21-84 and CUP P21-85 to construct a 173-unit multi-family residential building with commercial space at 47 Chestnut St. The previous request cited high interest rates and construction costs as a justification for the extension and the Board granted the request on April 23, 2024. The applicant now seeks an additional twelve-month extension, citing the same reasons, high interest rates and construction costs, which necessitate this second extension so the applicant may meet the conditions of approval set forth in the Board's May 11 and May 17, 2022 Notices of Decision.

While high interest rates and construction costs pose challenges to the project's viability, it is crucial for the applicant to demonstrate a good-faith effort towards initiating the project. Staff acknowledges the difficulties these factors present, but similarly would like assurance that the applicant is pursuing options to have the site redevelopment happen in the short term.

FX Bruton, Bruton and Berube, represented the application and explained the request. He requested the impact fees for the project be nullified as part of the board's review of zoning changes this evening.

He addressed questions from the board relating to the barriers of getting projects like these started/completed, the proposed timeline for this project to get started, assurances not provided to staff that the applicant is pursuing options to have the site redeveloped in the short term, proposed zoning changes should not affect this project, status of existing building on site relating to building code, getting the existing



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structure demolished and prepping the site for development in the near future, clarification that the owner is the developer for the project.

Motion: T. Clark moved to accept the application and declared no regional impact. Seconded by: D. Glennon. Vote: U/A

Public hearing opened.

No one spoke

An email received from Mr. McManus was summarized by staff.

Public hearing closed.

STAFF RECOMMENDATION:

With the above taken into consideration, the Planning Department recommends the Planning Board make the necessary and supporting findings of fact and vote to grant the Vesting Extension Request for both the Site Plan (P21-84) and Conditional Use Permits (P21-85 and P22-29) with the same conditions of approval as outlined in the original Notices of Decision, and additionally that the applicant confirm life safety code is being adhered to on site to the satisfaction of the Fire Chief.

The applicant understands the conditions and they seem reasonable.

Motion: T. Clark moved to grant the Extension Request for both the Site Plan and Conditional Use Permits with the same conditions of approval as outlined in the original Notices of Decision, and additionally that the applicant confirm life safety code is being adhered to on site to the satisfaction of the Fire Chief and with the understanding that no further extensions of the vesting period will be applied for. Seconded by K. Mavrogeorge. Vote: U/A

- B.** Consideration and acceptance of a Conditional Use Permit for Bruton & Berube, PLLC, (Owners: Hawkins Family Revocable Trust), Assessor's Map 30, Lot 88-1, zoned CBD-M, located at 33 ½ Sixth Street. (Proposal is to remodel the interior of the structure, with no external impact, to utilize the structure as a two-unit residential structure.) *(COND-2025-0003)

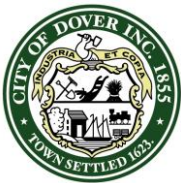
F. Cullen recused himself from the item as a member of his household has a relationship with the applicant.

D. Benton explained that the applicant is proposing a CUP to convert an existing single-family home into a two-unit residential structure. The property is primarily within the Central Business District Mixed-Use (CBD-MU) Sub-District, with a small portion in the Urban Density Multi-Residential (RM-U) District.

Within the CBD district, conditional use approval for relief may be granted by the Planning Board, provided that the proposed project complies with the following standards:

- (a) *The requested use shall be compatible with abutting uses and the surrounding neighborhood.*
- (b) *The requested use will not create undue traffic congestion or unduly impair pedestrian safety.*
- (c) *The requested use will not result in objectionable noise or odor which would constitute a nuisance.*

The CBD-MU zone allows up to ten units on a lot with a minimum of 5,000 square feet per unit. The applicant is requesting a CUP to allow two (2) units on the ±5,000 square foot lot (or 2,500 square feet per unit). The applicant is only proposing interior alterations and proposes one parking space for the existing unit and two parking spaces for the new unit.



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FX Bruton, Bruton and Berube, represented the application and explained the request. He highlighted the shared ownership of the two lots, plans to create a two-bedroom unit in the basement level of the single-family home, parking details, and additional housing added with no change to the exterior.

Motion: G. DeBoer moved to accept the application and declared no regional impact. Seconded by: J. Sanborn. Vote: U/A

Public hearing opened.

No one spoke

Public hearing closed.

STAFF RECOMMENDATION: Non-Environmental CUP Criteria and CBD CUP Criteria

Chapter 170-19.B.2 outlines the criteria for granting a Conditional Use Permit for relief. Staff feels this proposal meets those criteria which include:

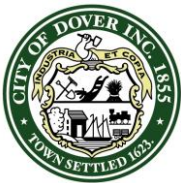
- (a) That both public and private buildings and landscaping shall contribute to the physical definition of rights-of-way as civic spaces.*
- (b) That development shall adequately accommodate automobiles, while respecting the pedestrian and the spatial form of public areas.*
- (c) That the design of streets and buildings shall reinforce safe environments, but not at the expense of accessibility.*
- (d) That architecture and landscape design shall grow from local climate, topography, history, and building practice.*
- (e) That buildings shall provide their inhabitants with a clear sense of geography and climate through energy-efficient methods via a mixture of elements including windows, floor plan, and public and private space.*
- (f) That encourage civic buildings and other public gathering places be provided as locations that reinforce community identity and activity.*
- (g) That civic buildings shall be distinctive and appropriate to a role more important than the other buildings that constitute the fabric of the City.*
- (h) That the preservation and renewal of historic buildings shall be facilitated.*
- (i) That the harmonious and orderly evolution of urban areas shall be advanced by the proposed building and/or use.*
- (j) That if the relief is granted, the surrounding neighborhood is not negatively impacted.*

Staff feels the applicant has met said criteria as the proposal will not alter the exterior appearance of the building, impact public spaces or pedestrian safety, or change street design. The applicant has also explained adequate parking for the project; however, Planning Staff will expect a parking layout as a condition of approval.

Chapter 170-20.B.2 outlines the criteria for granting a Conditional Use Permit for relief within the Central Business District. Staff feels this proposal meets those criteria which include:

- (a) The requested use shall be compatible with abutting uses and the surrounding neighborhood.*
- (b) The requested use will not create undue traffic congestion, or unduly impair pedestrian safety.*
- (c) The requested use will not result in objectionable noise or odor which would constitute a nuisance.*

The applicant's request to convert a single residential unit into two units complies with these standards, as the project proposes no exterior alterations and avoidance of nuisances or impacts to the neighborhood traffic pattern.



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The Planning Department recommends the Planning Board make the necessary and supporting findings of fact, and to approve the Conditional Use Permit with the following subsequent conditions, as the plans meet the standards outlined:

Subsequent Conditions to Be Met Prior to Issuance of a Conditional Use Permit:

1. Provide a parking plan for all units at 31 Sixth St. (Map 30, Lot 88) and 31 ½ Sixth St. (Map 30, Lot 88-1).
2. Submit a copy of the easement granting parking and access to 31 Sixth St. (Map 30, Lot 88) for units at 31 ½ Sixth St. (Map 30, Lot 88-1).
3. Work with the Planning Department to endorse a development agreement per Chapter 170-20B(3) and then record at SCRD.

Motion: T. Clark moved to approve the Conditional Use Permit with the subsequent conditions. Seconded by K. Mavrogeorge. Vote: U/A

The Vice Chair announced Items 4C & D would be heard together.

- C.** Consideration and acceptance of a Conditional Use Permit for 16 Industrial Park, LLC, Assessor's Map G, Lot 4-1, zoned CM, located at Industrial Park Road. (Proposal is for the construction of a stormwater management system and associated site grading for a seasonal automobile storage and maintenance facility, resulting in 6,830 ± s.f. of wetland buffer impacts.) *(COND-2025-0001)
- D.** Consideration and acceptance of a Site Plan for 16 Industrial Park, LLC, Assessor's Map G, Lot 4-1, zoned CM, located at Industrial Park Road. (Proposal is for a ± 27,040 s.f. seasonal automobile storage and maintenance facility.) *(SITE-2025-0001)

D. Benton explained that the applicant is proposing to construct a Seasonal Automobile Storage and Maintenance Facility on a vacant lot on Industrial Park Road (Assessor's Map G, Lot 4-1). The proposed development will be an approximately 27,040 square foot structure and the primary use for the business is a specialty automotive storage facility with an on-site mechanic.

As part of the stormwater management system and associated site grading for the project, there are approximately 6,830 square feet of wetland buffer impacts being proposed. The applicant has also applied for a related City of Dover Conditional Use Permit (CUP) for these impacts.

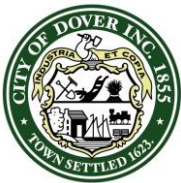
Two (2) waivers are also being proposed as part of this project requesting relief from a signed landscape plan and post-development surface water runoff volume.

The Zoning Board of Adjustment approved a Special Exception for the proposed use, (ZONE-2025-0003), on February 20, 2025.

The Technical Review Committee reviewed the application at their February 20, 2025 meeting and the Conservation Commission reviewed and endorsed the application at their February 10, 2025 meeting.

Chad Kageleiry, Dover Neck Rd, property owner expressed interest in moving this project along as soon as possible and explained the history of the business and why the business owners intend to expand into their own building. He noted some City stormwater that the applicant has agreed to manage on the site.

The owner of the business addressed questions from the board relating to number of cars projected to be housed in storage (20-130 cars).



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Motion: D. Glennon moved to accept the applications and declared no regional impact. Seconded by: J. Sanborn. Vote: U/A

Public hearing opened.

No one spoke

Public hearing closed.

STAFF RECOMMENDATION: Conditional Use Permit

The Wetlands Protection District ordinance §170.28.F provides for Conditional Use Permits to allow impacts to the Wetlands Protection District if standards related to demonstration that no practicable alternative is available, impact avoidance was considered, impacts were minimized, mitigation has been sought, and approval of the wetlands impact from NHDES Wetlands Bureau has been granted.

Planning Staff feels that the applicant considered and met all of the criteria as specified in §170-28.F per their narrative. The applicant explained there is no practicable alternative with less impact on the area. The site design avoids wetlands and minimizes wetland buffer impacts by considering existing slopes, seasonal high-water levels, and soil types. The proposed project does not require state mitigation and the applicant does not require approvals from the NHDES Wetlands Bureau but the proposal has been reviewed and endorsed by the Conservation Commission.

The Planning Department recommends the Planning Board make the necessary and supporting findings of fact, and to approve the Conditional Use Permit with the following conditions:

Subsequent Conditions to Be Met Prior to Issuance of a Conditional Use Permit:

1. Approval of SITE-2025-0001;
2. Add note to plan that copies of the EPA Construction General Permit will be submitted to the Planning Department once received.

K. Mavrogeorge addressed questions about the storm water management system.

Motion: D. Glennon moved to approve the Conditional Use Permit with subsequent conditions set by staff as it meets the standards outlined. Seconded by T. Clark. Vote: U/A

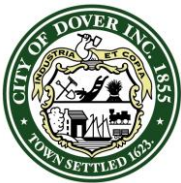
STAFF RECOMMENDATION - Waivers/Relief:

§153-21 of the Site Plan Review Regulations state the “Planning Board may waive specific provisions of these regulations. The Planning Board may only grant a waiver if the Planning Board finds, by majority vote, that:

- (1) Strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the regulations; or
- (2) Specific circumstances relative to the subdivision, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.”

Planning Staff believes the applicant’s rationale for the waivers meets criterion (2) and waiving such standards and requirements will properly carry out the spirit and intent of the regulations.

The Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to grant the waiver with the following subsequent condition:



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Subsequent Condition to be Met Prior to the Signing of the Plans:

1. Add a note that the Planning Board found the criteria of Chapter 153-21 have been met and the Board approved the following waivers:
 - §153-13.A (12) Landscape plan signed by LLA
 - §153-14A(3)(b)[4] Post-development surface water runoff volume

Motion: F. Cullen moved to grant the waiver requests with the subsequent conditions set by staff as it meets criteria for relief. Seconded by: G. DeBoer. Vote: U/A

STAFF RECOMMENDATION- Site Plan:

Chapter 153-13 outlines Site development plan requirements. This plan meets those standards outlined. Therefore, the Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to approve the Site Plan with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Approval of COND-2025-0001;
2. Provide approval from Community Services Director that second driveway access has been approved per §157-50.C(1);
3. Provide Unitol letter to serve;
4. Show adherence to Solar/Green Roof requirement within the CM Zoning District;
5. Provide physical and digital copies (including CAD) of complete plan set for final Planning Board signature which additionally shall include:
 - 5.1. Owner's signatures;
 - 5.2. Professional stamps and signatures;

Subsequent Condition to Be Met Prior to Construction:

6. City's standard site construction sign with the contact information for the general contractor must be displayed in a location approved by the City Engineer or Planning Director;

Subsequent Conditions to Be Met Prior to Building Permit:

7. Payment of Water and Sewer Investment Fees if applicable at time or request of service;

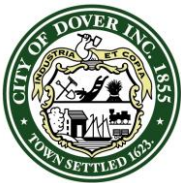
Subsequent Conditions to Be Met Prior to Occupancy:

8. Issuance of Certificate of Occupancy;
9. Surety or other form of security acceptable to the City is provided for any unfinished work;
10. Design engineer to submit a construction certification letter to the City ensuring construction was completed in accordance with the plans and specifications approved by the City of Dover.

Motion: F. Cullen moved to approve the Site Plan with subsequent conditions set by staff as it meets criteria. Seconded by: K. Pimental. Vote: U/A

The Vice Chair announced Items 4E, F, & G would be heard together.

- E.** Consideration and possible posting on the proposed Amendments regarding Chapter 153 (Site Plan Regulations). The full text of the amendments is available in the Planning Department and at www.dover.nh.gov located under meeting materials and on the Planning Department page*.
- F.** Consideration and possible posting on the proposed Amendments regarding Chapter 157 (Land Subdivision Regulations). The full text of the amendments is available in the Planning Department and at www.dover.nh.gov located under meeting materials and on the Planning Department page*.



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- G. Consideration and possible posting on the proposed Amendments regarding Chapter 170 (Zoning Ordinance). The full text of the amendments is available in the Planning Department and at www.dover.nh.gov located under meeting materials and on the Planning Department page*.

D. Benton provided an overview of the proposed amendments, purpose for review and timeline and steps in the process. She introduced Paul Crouser, Zoning Administrator.

P. Crouser described the reason for the proposed amendments and itemized each amendment for the board. Board members asked clarifying questions, discussed the language and intentions and provided feedback.

Public hearing opened.

No one spoke

Public hearing closed.

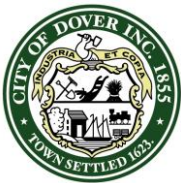
Motion: F. Cullen moved to post the amendments as presented and revised through tonight's discussion. Seconded by: D. Glennon. Vote: U/A

5. STAFF COMMENT

- TRC items since last meeting:
 - Feb. 20th: Site Plan, Industrial Park Road, Proposal for a $\pm$ 27,040 s.f. seasonal automobile storage and maintenance facility. (item heard at this meeting)
 - Feb. 27th: Site Plan, 181 Watson Rd., Proposal to construct a $\pm$ 1,760 sq. ft. addition onto an existing 3,005 sq. ft. Professional Office Building.
- One upcoming TRC item on March 13th:
 - Site Plan, 30 Grapevine Dr., Proposal to construct a 3,694 s.f. McDonald's restaurant.
- Planning's budget presentation was on March 5th.
- The Planning Department, with assistant from Community Services, submitted a Housing Champion grant application for municipal infrastructure funds.
- A TDR webpage has been created on the Planning Department page with a list of all TDR applications received since 2018 with info on status, location, and links to materials.
- NH OPD is having a training on May 10th. Registration opens April 4th. Please let staff know if you are interested in attending.

6. MEMBER COMMENTS

- K. Mavrogeorge
 - Public Works week is in May. Open house will be May 17th
- The Chair signed the following:
 - City of Dover Site Plan for parking lot at 1 Grove St.
- Planning Board put out a call for individuals interested in serving on the Transfer of Development Rights Subcommittee. Chair acknowledges those who applied and thanks them for their interest in this important effort. The following individuals submitted applications:
 - Christopher Berry, Hilary Hamer, Kenneth Herd, Leslie Herd, Jan Nedelka, Caitlin Wilke
 - After careful consideration, the Chair has selected the following individuals to serve on the subcommittee:
 - Jan Nedelka, Christopher Berry, Leslie Herd
 - Additionally, Doug Glennon and Kyle Pimental will be the appointed Planning Board representatives.



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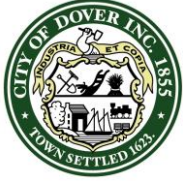
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- Comments provided by the applicants will be given to the committee members for review.
- The Chair opened the floor to any comments or objections from Planning Board members regarding these selections.

Motion: G. DeBoer moved to approve the appointees to the subcommittee as recommended by the Chair. Seconded by K. Mavrogeorge. Vote: All in favor with K. Pimental and D. Glennon abstaining

7. ADJOURNMENT

Motion: K. Mavrogeorge moved to adjourn at 9:07p.m. Seconded by D. Glennon. Vote U/A.



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #SUBM-2025-0001

Application Type: Minor Subdivision
Applicant(s): Berry Surveying & Engineering
Owner(s): William G. & Julie A. Gowell
Location: 39 County Farm Rd. (Assessor's Map B, Lot 23-B)
Meeting Date: March 25, 2025

INTENT: Proposal is to subdivide the parcel to make one (1) new lot for a total of two (2) lots.

AGENDA ITEM #: 4-A

APPLICANT: Berry Surveying & Engineering

OWNER: William G. & Julie A. Gowell

LOCATION: 39 County Farm Rd.
(Assessor's Map B, Lot 23-B)

LOTS/UNITS PROPOSED: Two (2) lots

ACREAGE: Existing Acreage: 9.80± ac.
Proposed Lot 1 (Map B, Lot 23-B): 8.88± ac.
Proposed Lot 2 (Map B, Lot 23-B-1): 0.92± ac.

ZONING DISTRICT: R-40 (Conservation District and Wetland Protection District Overlays)

EXISTING USE: Residential

PROPOSED USE: Residential

SURROUNDING USE: Residential, IT District

ZBA ACTION: N/A

PERMITS: NHDES Subdivision approval

WAIVERS REQUESTED: N/A

APPLICATION IS COMPLETE: Yes

REGIONAL IMPACT: No

NOTICES SENT: Abutter notices were sent by certified mail to all abutters.

TRC: N/A

ATTACHMENTS: Application materials including Subdivision Plan.

Summary of Request and Background:

The applicant is proposing to subdivide 39 County Farm Rd. (Assessor's Map B, Lot 23-B), creating one new lot. The parent parcel, Map B, Lot 23-B, is proposed as approximately 8.88 acres and the new lot, Map B, Lot 23-B-1, is proposed as approximately 0.92 acres.

As this proposal only involves a Minor Subdivision, no review was required by the Technical Review Committee.

Consistency with Land Use Regulations:

The plan is consistent with §157-14 of the City of Dover's Land Subdivision Regulations, which provides for subdivision of existing lots.

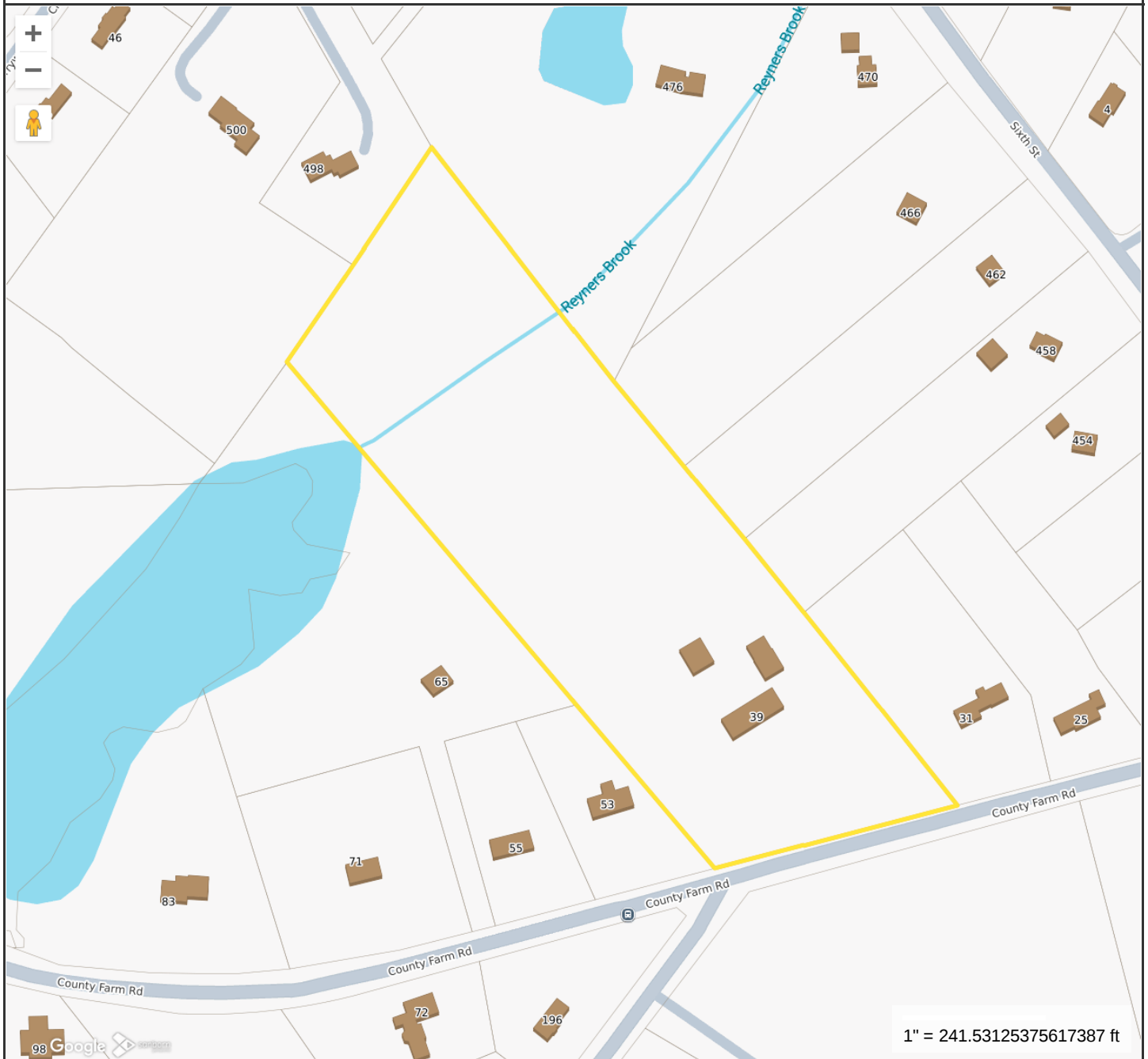
STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board vote to accept the application and determine it not to have regional impact, open a public hearing, close the public hearing, make the necessary and supporting findings of fact, and vote to approve the minor subdivision with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Provide physical and digital copies (including CAD) of complete plan set which additionally shall include:
 - 1.1. Include the Planning File #SUBM-2025-0001;
 - 1.2. Confirm lot numbering with City Assessor;
 - 1.3. Signature and stamp of LLS on the final plans;
 - 1.4. The owners' signatures for recording at Strafford County Registry of Deeds.
- 1.5. A driveway permit must be submitted to the City of Dover for review and a driveway permit must be granted once all standards have been met.
- 1.6. Add note that the new driveway would need to be designed in a way so that cars are not backing out into the ROW.
- 1.7. Add note that County Farm Rd cannot be completely shut down during construction or for the water line and that the applicant shall coordinate with Community Services and the Police Department.
- 1.8. Provide copy of NHDES Subdivision approval.
- 1.9. Remove notes 21, 22, and 23 on sheet 2 of 2.
- 1.10. Add note that septic system must be 75' from wetland protection district.

SUBM-2025-0001 39 COUNTY FARM ROAD

**Property Information**

Location 39 COUNTY FARM RD
Owner GOWELL WILLIAM G &
Land Use 101R
Zoning Code R-40
Property Id B0023-B00000

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/30/2023
Data updated Daily

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.



PLAN SNAPSHOT REPORT SUBM-2025-0001 FOR CITY OF DOVER, N.H.

Plan Type: Subdivision Plan - Minor
Work Class: New Construction
Status: Fees Paid
Valuation: \$600,000.00

Project:
District: None
Square Feet: 426,772.00
Assigned To: Blonigen, Rachel

App Date: 03/04/2025
Exp Date: 05/08/2025
Completed: NOT COMPLETED
Approval Expire Date:

Description: Subdivide the existing 9.8 Acre parcel into two lots. The new parcel will be minimum lot size. The parcel is located in the R-40 Zone. See project narrative.

Parcel: B0023-B00000	Main	Address: 39 County Farm Rd Dover, NH	Main	Zone: R-40(Residential - Rural)
-----------------------------	------	--	------	--

Owner William & Julie Gowell Mobile: (603) 973-3128	Applicant Berry Surveying & Engineering 335 Second Crown Point Road Barrington, NH 03825 Business: (603) 332-2863 Mobile: (603) 781-3403	Project Manager Joseph Berry Home: (000) 000-0000 Business: (603) 332-2863 Mobile: (000) 000-0000	Wetlands Scientist Deidra Benjamin Home: (603) 332-2863
--	--	--	--

Surveyor
Kenneth Berry
Home: (603) 332-2863
Business: (603) 332-2863
Mobile: (603) 332-2863

Plan Custom Fields

Proposed Number of New Lots	1	Existing Number of Lots1		Parcel Map/Lot	B/23-B
Parcel Zoning Overlay	Wetland Protection & Conservation	Select Subdivision Type	Conventional	Parcel Zoning	R-40
Property Address	39 County Farm Road	Existing Parcel Size (Ac)	9.8	Existing Parcel Size (sqft)	426888
Proposed Use Detail	Residential	Owner Name	William & Julie Gowell	Deed Page	839
Deed Book	4739	Owner Address	39 County Farm Road, Dover, NH 03820	Deed Date	
Refuse Removal	Public	Estimated Construction Value	400000.00	Owner Phone	603-973-3128
Parcel Feedback		Owner EMail	bill.gowell@gmail.com	If purchasing units, how many?	0
Existing Use Detail	Residential	TDR Detail		subroadtype	Municipal
Water Source?	Municipal	Distance to City Water (ft)	0	Distance to City Sewer (ft)	1000
Sewer Service?	Private	Proposed Road Length (ft)	0	Subdivision Regulations section(s) to be waived	

Justification for waiver request(s)

Attachment File Name	Added On	Added By	Attachment Group	Notes
Signature_Chris_Berry_3/4/2025.jpg	03/04/2025 9:32	Berry, Chris		Uploaded via CSS
2024.03.25_PlanningBoard.Agenda.pdf	03/14/2025 8:39	Blonigen, Rachel		PB Agenda

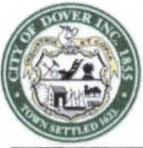
Invoice No.	Fee	Fee Amount	Amount Paid
INV-2025011491	Planning Subdivision Application Fee	\$200.00	\$200.00
	Planning Subdivision Lot Fee	\$150.00	\$150.00
	Total for Invoice INV-2025011491	\$350.00	\$350.00
INV-2025011636	Planning Certified Mailing to Abutters	\$190.00	\$190.00
	Planning Public Notice in Newspaper	\$120.00	\$120.00

PLAN SNAPSHOT REPORT (SUBM-2025-0001)

	Planning Creation / Printing of Abutter Labels	\$20.00	\$20.00
	Total for Invoice INV-2025011636	\$330.00	\$330.00
NOT INVOICED	Planning Certified Mailing to Abutters	\$260.00	\$0.00
	Total for Invoice NOT INVOICED	\$260.00	\$0.00
	Grand Total for Plan	\$940.00	\$680.00

Activity Type	Activity Number	Name	Workflow Action Name	User	Created On
Recommendation to Planning Board	RCMND-000017-2025		Planner Creates Staff Recommendations v.1.00	Rachel Blonigen	03/14/2025

Workflow Step / Action Name	Action Type	Start Date	End Date
Review v.1		03/04/2025 11:59	03/04/2025 11:59
Confirm application complete v.1	Generic Action		03/04/2025 11:59
Planning Board v.1		03/04/2025 11:59	
Planning Board Agenda v.1	Task	03/04/2025 11:59	03/14/2025 8:46
Invoice for Notices v.1	Task	03/14/2025 8:45	03/14/2025 8:46
Send Notices v.1	Task	03/14/2025 8:46	03/14/2025 8:46
Planner Creates Staff Recommendations v.1	Plan Activity	03/14/2025 8:46	03/19/2025 11:06
Distribute Planning Board Materials v.1	Task	03/19/2025 11:05	
Planning Board Hearing v.1	Hold Hearing		
Planning Board Decision v.1	Plan Activity		
NOD Sent to Applicant v.1	Create Report		
Final Plan v.1			
Land Use Plan Final Review v.1	Receive Submittal		
Land Use Plan Stamped and Signed v.1	Generic Action		
Recording v.1	Task		
Document Archival v.1	Generic Action		
Internal Notification of Plan Completion v.1	Generic Action		
Create/Link to Records v.1			
Create / Link to Permit - Building Major v.1	Create Sub Permit		



City of Dover, New Hampshire MINOR SUBDIVISION APPLICATION

[Revision Date: July 1, 2021]

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

APPLICANT AND OWNER INFORMATION

Name of Applicant: William & Julie Gowell Telephone # 603-973-3128

Address of Applicant: 39 County Farm Road, Dover, NH 03820

Name of Property Owner (if different from applicant): Same as applicant Telephone # _____

Address of Property Owner: _____

E-Mail Address: bill.gowell@gmail.com

PROPERTY INFORMATION

Address of Property: 39 County Farm Road, Dover, NH 03820

Assessor's Map # B Lot(s) # 23-B

Zoning District(s) R-40 Overlay District(s) Wetland protection District Conservation District

Size of Parcel: 9.0 Ac. 9.8 Ac. Property Deed: Book 4739 Page: 839

Existing Use of Property: Residential

SUBDIVISION INFORMATION

Existing Number of Lots: 1 Proposed Number of Lots: 2

TDR Relief sought (Check All That Apply): ☐ Lot Size ☐ Frontage ☐ Setback ☐ 30' Buffer ☐ Purchase _____ units

Describe Proposed Use or Activity that requires TDR; describe any impacts and document mitigation:

The proposed project is the subdivision of the parent parcel to create 1 new

lot. This lot will meet the zoning requirements of the R-40 zone and no TDR

relief is sought.

Circle one for each category:

Water: City Well (circle one) How far is city water from the property? Front of Site

Existing lot is on well, proposed lot to be on City water.

Sewer: City Septic (circle one) How far is city sewer from the property? Over 1000'

Highway Access City Street / State Highway (circle one) | Roadway Public or Private Road (circle one)

Refuse removal Public / Private (circle one) | Estimated Length of Proposed Road: N/A feet

Estimated value of construction: _____ New impervious area (in s.f.): _____

WAIVER REQUESTSSubdivision Regulations section(s) to be waived: N/AJustification for waiver request(s) (*attach additional sheets as needed*): N/A**SURVEYOR INFORMATION**Name of Surveyor and Company (Licensed in N.H.) Kenneth A. BerryAddress 335 Second Crown Point Road, Barrington, NH 03825 Telephone #: 603-332-2863Professional License #: LLS #805 E-mail address: k.berry@berrysurveying.com**ENGINEER INFORMATION**Name of Engineer and Company (Licensed in N.H.) N/A

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

LANDSCAPE ARCHITECT INFORMATIONName of Landscape Architect and Company (Licensed in N.H.) N/A

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

SOIL SCIENTIST INFORMATION

Wetland

Name of Soil Scientist and Company (Licensed in N.H.) Deidra BenjaminAddress 100 Leavitt Road, Pittsfield, NH 03263 Telephone #: 603-496-3307Professional License #: CWS #295 E-mail address: deidra.benjamin@gmail.com**CONSERVATION EASEMENT HOLDER**

Name of Easement Holder: _____ Telephone #: _____

Address 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. 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: Mr. [Signature] and Julie Gault Date: 3/3/25

Signature of Applicant (if different from owner): _____ Date: _____

Signature of Agent: [Signature] Date: 3/3/25**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: Mr. [Signature] and Julie Gault Date: 3/3/25**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: Mr. [Signature] and Julie Gault Date: 3/3/25

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: Mr. [Signature] and Julie Gault Date: 3/3/25

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: Mr. [Signature] and Julie Gault Date: 3/3/25

Signature of Applicant (if different from owner): _____ Date: _____



BERRY SURVEYING & ENGINEERING

335 Second Crown Point Road

Barrington, NH 03825

Phone: (603) 332-2863

Fax: (603) 335-4623

www.BerrySurveying.Com

joeberry@berrysurveying.com

February 27, 2025

City of Dover

Attention: Donna Benton, Director of Planning and Community Development

288 Central Ave

Dover, NH 03820

Re: Proposed Subdivision
William & Julie Gowell
39 County Farm Road
Tax Map B, Lot 23-B

Dear Mrs. Benton,

On behalf of our clients William & Julie Gowell, Berry Surveying & Engineering (BS&E) is submitting a proposed minor subdivision at 39 County Farm Road.

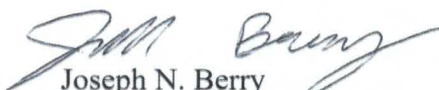
Background and General Narrative:

William & Julie Gowell, own the parcel known as 39 County Farm Road (Tax Map B, Lot 23-B). Berry Surveying & Engineering has conducted an on-site survey of the parcel which includes a topographic analysis as well as a wetlands analysis. The wetlands are on the north and north-east side of the property away from the proposed lot. The soils are fine sandy loams based on NRCS soils and an on-site test pit. The parcel resides in the R-40 District.

The Proposal:

The proposal is to subdivide off a lot in the south-west corner of the parent parcel. This lot will meet the lot area, frontage requirements and setback requirements within the zone. Water is located in County Farm Road and will be utilized by the project. There is proposed onsite septic system. A NHDES subdivision approval permit will be applied for when the project receives City Approval. No waivers are being requested.

Respectfully Submitted,
BERRY SURVEYING & ENGINEERING


Joseph N. Berry
Project Manager

**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
B	23-B	William & Julie Gowell	39 County farm Road, Dover, NH 03820

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS
Same as owner		

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS
Kenneth Berry	Berry Surveying & Engineering	335 Second Crown Point Road, Barrington NH 03825
Deidra Benjamin	Wetland Scientist	100 Leavitt Road, Pittsfield NH 038263

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS
N/A			



City of Dover, New Hampshire MINOR SUBDIVISION SUBMISSION CHECKLIST

[Revision Date: May 18, 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: William & Julie Gowell File Number: _____

PROJECT TITLE: Minor Subdivision, William & Julie Gowell

PROPERTY LOCATION: 39 County Farm Road Tax Map: B Lot: 23-B

	Where/How Provided	Reviewed
1. Completed and signed Application form	Paper Copies/portal	
2. Plan Review Fees are provided	check to be written	
3. Electronic copy of the surveyed plat layout	Email to Planning	
4. Electronic copy of supplementary materials and application	Email to Planning	
5. Waiver requests to the Subdivision Regulations, with written justification	N/A	
6. Conditional Use Permit applications	N/A	
7. 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:	Delivered to Planning	
Location map at appropriate scale	All plan sheets	
Proposed subdivision name and title and Planning File #	All plan Sheets	
Date, north arrow and scale	All plan sheets	
Names of all abutting property owners	Sheet 1 of plan set	
Name and address of owners and/or applicants	All plan Sheets	
Signature & stamp of NH licensed land surveyor and/or engineer	All plan sheets	
Zoning District boundaries, including any special or overlay districts	All plan sheets	
Location of Conservation District areas	Sheet 2 of plan set	
Location, names and widths of existing and proposed streets, including pavement widths, grades, curbs and crosswalks	N/A	
Location and widths of existing & proposed easements & right of ways	N/A	
Location and widths of existing and proposed sidewalks	N/A	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	Sheet 1 of plan set	
Existing and proposed lot areas in square feet	Sheet 1 of plan set	
Existing and proposed topographic information at two foot intervals	Sheet 2 of plan set	
Existing and proposed buildings and structure locations	Sheet 2 of plan set	
Minimum building setbacks or build to lines on all lots	All plan sheets	
Location and size of existing and proposed electric, telephone, gas cable and other underground utilities	Sheet 2 of plan set	

	Explain How Provided	Reviewed
Existing and proposed water lines and fire hydrants, including materials and capacity needed	Sheet 2 of plan set	
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load	N/A	
Existing and proposed septic system, including test pit locations and results and NHDES subdivision permit number	4k area on Sheet 2. NHDES permit will be applied for after City approval.	
Existing and proposed stormwater lines and facilities	N/A	
Location of Flood Hazard Zone	Sheet 2 of plan set	
Location of all bodies of water and watercourses	All plan sheets	
Location of wetlands and buffers	All plan sheets	
Existing natural features and/or significant vegetation on property	Sheet 2 of plan set	
Soil types	Sheet 2 of plan set	
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor	All plan sheets	
Location of all land offered for dedication for public use or land to be held in common by property owners of the subdivision	N/A	
Location, material and size of existing and proposed permanent monuments	Sheet 1 of plan set	
Existing railroad lines	N/A	
Note regarding solid waste disposal	N/A	
All applicable Dover Common Subdivision notes	Sheet 1 of plan set	
8. Construction Detail Sheets shall contain the following information (if appropriate):		
Profiles showing existing & proposed elevations along the center lines of proposed streets & within 100' of intersections with existing streets	N/A	
Profiles showing the locations & a typical cross-section detail of streets	N/A	
Location of street trees, street lighting poles and street signs	N/A	
Location, size and invert elevations of existing and proposed sanitary sewers, stormwater drains and fire hydrants	N/A	
Location and size of all water, gas and other underground utilities	N/A	
9. Additional Information if appropriate		
Stormwater Management Plan depicting the existing and proposed storm drainage system and engineered drainage analysis	N/A	
Stormwater Management System Operation and Maintenance Plan	N/A	
Letter to Serve from Public and Private Utilities	N/A	
Erosion and Sedimentation Control Plan	N/A	
Proposed restrictive covenants or homeowners association documents	N/A	
Dates and permit numbers of all required state and federal permits	pending after city approval	
If wetland buffer, indicate placards locations, as applicable	N/A	
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required	N/A	

REVIEWED BY: _____ DATE _____

SUBM-2025-0001**39 COUNTY FARM ROAD**

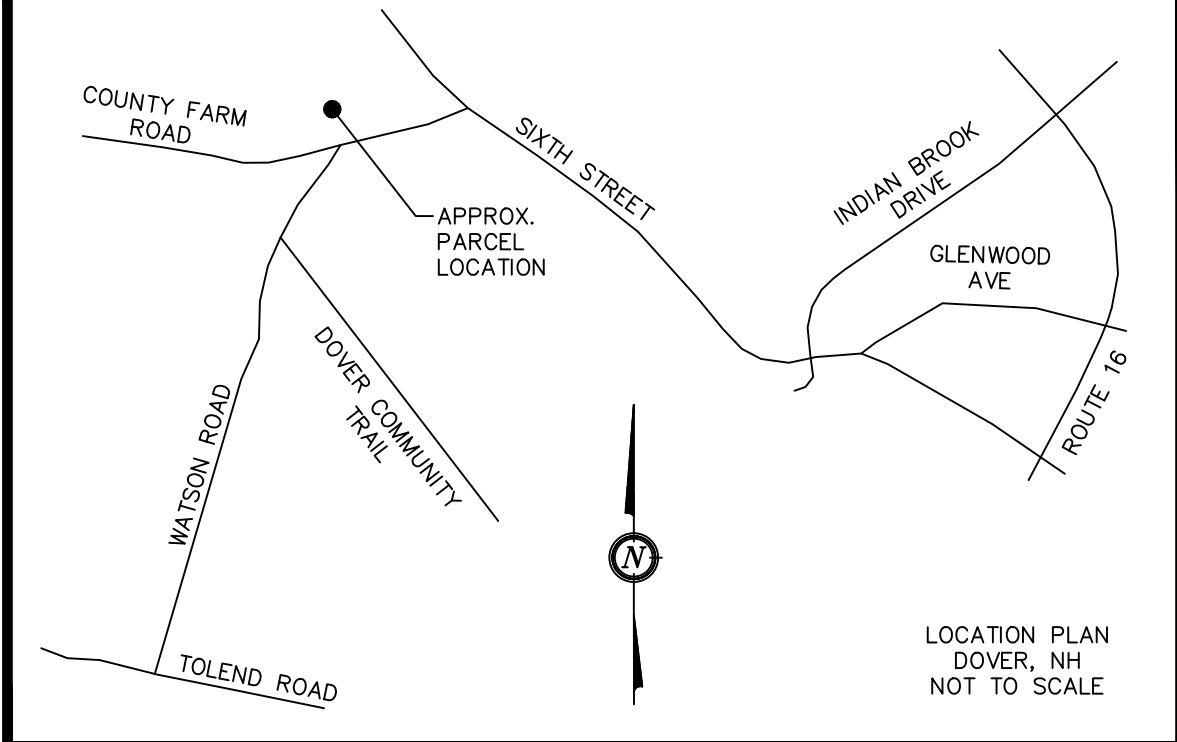
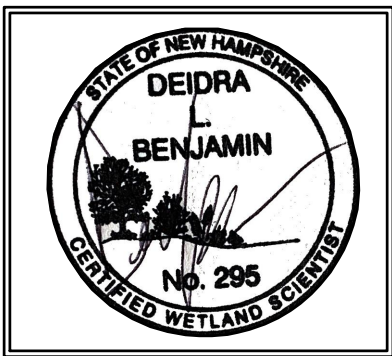
Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
B0001-A00000	480 SIXTH ST	PAOCO PROPERTIES LLC		242 CENTRAL AVE	DOVER	NH	03820
B0001-C00000	476 SIXTH ST	SAWTELLE TINA M	PILOT MICHAEL JOHN	476 SIXTH ST	DOVER	NH	03820
B0001-D00000	500 SIXTH ST	MARONE ADELE J	MARONE RICHARD A	500 SIXTH ST	DOVER	NH	03820
B0001-G00000	458 SIXTH ST	BEARDSWORTH FRANK J & KIMBERLY M TRUSTEE	THE FRANK J & KIMBERLY M BEARDSWORTH REV	458 SIXTH ST	DOVER	NH	03820
B0001-H00000	462 SIXTH ST	HEBERT NATALIE TRUSTEE	HEBERT NATALIE REVOCABLE LIVING TRUST	462 SIXTH ST	DOVER	NH	03820
B0001-I00000	466 SIXTH ST	STYREN GISELE	STYREN SCOT	466 SIXTH ST	DOVER	NH	03820
B0001-J00000	470 SIXTH ST	MCCARTHY SHANE M		470 SIXTH ST	DOVER	NH	03820
B0001-K00000	25 COUNTY FARM RD	MADSEN SHEILA B & DOUGLAS TRUSTEES	MADSEN SHEILA 70% AND DOUGLAS 30% REVOCA	25 COUNTY FARM ROAD	DOVER	NH	03820
B0001-L00000	31 COUNTY FARM RD	SILVA MATTHEW R &	SILVA COURTNEY E	31 COUNTY FARM RD	DOVER	NH	03820
B0001-P00000	498 SIXTH ST	MARONE JUSTIN R &	MARONE AMANDA C	498 SIXTH ST	DOVER	NH	03820
B0019-H00000	11 ERIK DR	BUSKIRK HEATH L & LANETTA J TRUSTEES	BUSKIRK HEATH L & LANETTA J REV LIV TRST	11 ERIK DR	DOVER	NH	03820
B0023-C00001	53 COUNTY FARM RD	HERTEL EILEEN V TRUSTEE	HERTEL EILEEN V REVOCABLE TRUST 2024	53 COUNTY FARM ROAD	DOVER	NH	03820
B0023-C00002	55 COUNTY FARM RD	BEHAN MARC W &	BEHAN AMY I	55 COUNTY FARM RD	DOVER	NH	03820
B0023-E00000	65 COUNTY FARM RD	DAMM ANDREAS &	DAMM BIRGIT	65 COUNTY FARM RD	DOVER	NH	03820
E0032-000000	432 SIXTH ST	FASTDOGS REALTY LLC		80 COTTONWOOD DR	DOVER	NH	03820
E0032-004000	201 WATSON RD	SGI REALTY LLC		150 GARRISON RD	DOVER	NH	03820
E0032-B00001	196 WATSON RD	CEDRONE MATTHEW J TRUSTEE	MEMENTO MORI TRUST	196 WATSON RD	DOVER	NH	03820
B0023-B00000	39 COUNTY FARM RD	GOWELL WILLIAM G & BERRY SURVEYING & ENGINEERING	GOWELL JULIE A KENNETH A. BERRY	39 COUNTY FARM ROAD 335 SECOND CROWN PC BARRIN	DOVER NH	NH	03820 03825

- LEGEND:**
- 3/4" REBAR W/ ID CAP ~TBS~
 - DRILL HOLE ~FND~
 - IRON BOUND/REBAR ~FND~
 - IRON PIPE ~FND~
 - UTILITY POLE & GUY WIRE
 - STONEWALL
 - PROPOSED BOUNDARY LINE
 - BUILDING SETBACK LINE
 - POORLY DRAINED WETLANDS
 - 50' WETLAND BUFFER
 - EXISTING PERIMETER BOUNDARY LINE
 - FND FOUND
 - TYP TYPICAL
 - S.C.R.D. STRAFFORD COUNTY REGISTRY OF DEEDS

WETLAND NOTES:

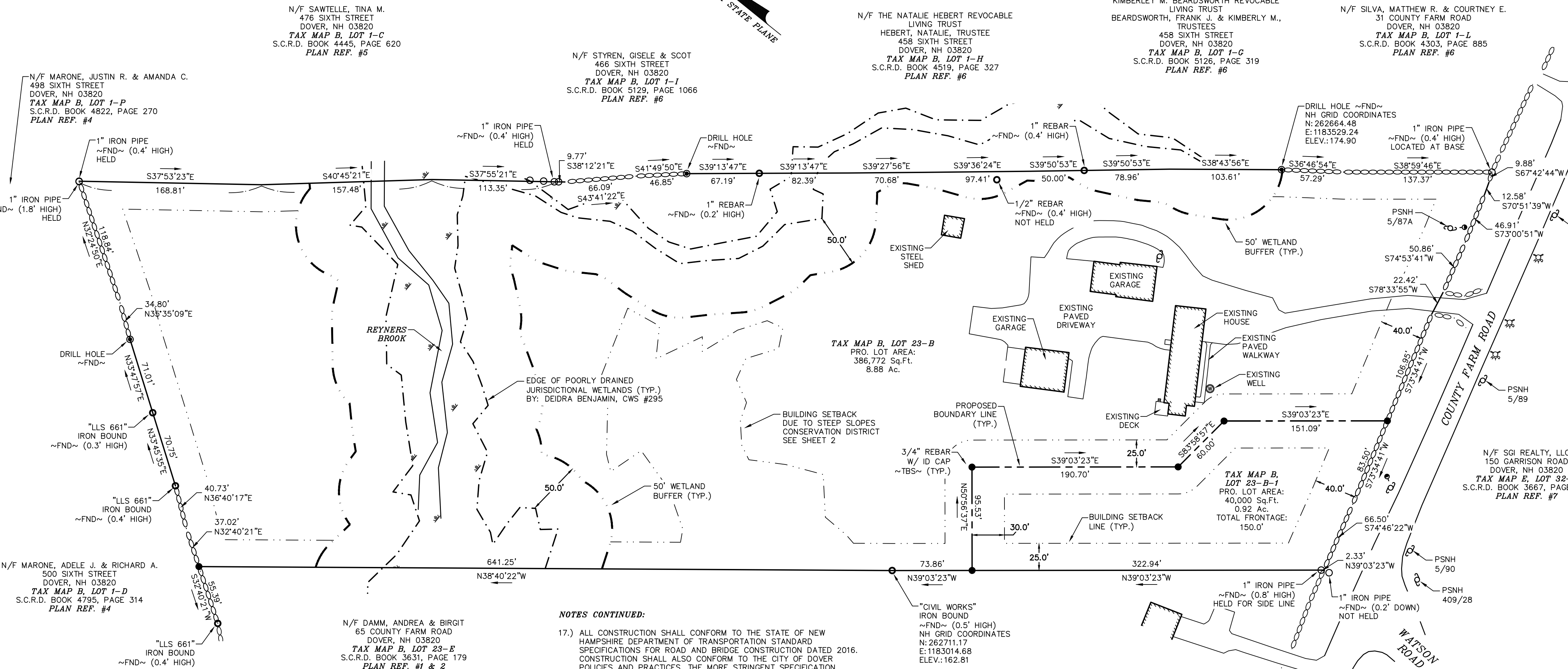
- WETLANDS WERE DELINEATED BY DEIDRA BENJAMIN, IN NOVEMBER OF 2024 UTILIZING THE FOLLOWING STANDARDS UNDER NO SNOW CONDITIONS:
- REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION, (VERSION 2.0) JANUARY 2012, U.S. ARMY CORPS OF ENGINEERS.
 - FIELD INDICATORS OF HYDRIC SOILS IN THE UNITED STATES, A GUIDE FOR IDENTIFYING AND DELINEATING HYDRIC SOILS, VERSION 8.0. UNITED STATES DEPARTMENT OF AGRICULTURE (2016).
 - NATIONAL WETLAND PLANT LIST (CURRENT VERSION).

DEIDRA BENJAMIN, CWS #295



NOTES:

- OWNER: WILLIAM G. & JULIE A. GOWELL
39 COUNTY FARM ROAD
DOVER, NH 03820
OWNER SIGNATURE
- TAX MAP B, LOT 23-B
OWNER SIGNATURE
- LOT AREA: 426,772 Sq. Ft., 9.80 Ac.
- S.C.R.D. BOOK 4739, PAGE 839
- ZONING: RURAL-RESIDENTIAL, R-40
OVERLAY DISTRICTS: CONSERVATION & WETLAND PROTECTION
SETBACKS:
FRONT ~ 40.0'
SIDE ~ 25.0'
REAR ~ 30.0'
WETLAND BUFFER ~ 50.0'
MIN. LOT SIZE 40,000 Sq. Ft.
MIN. LOT FRONTAGE 150'
- I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE & BELIEF, A PORTION OF THIS PARCEL FALLS WITHIN THE FLOOD PLAIN FLOOD HAZARD REF.: FEMA COMMUNITY# - 330145, MAP# - 33017C0310E, DATED: SEPTEMBER 30, 2015. ZONE A, NO BFE, SEE SHEET 2.
- THE BOUNDARY LINES SHOWN ON THIS PLAN ARE THE RESULT OF A CLOSED TRAVERSE PERFORMED BY THIS OFFICE IN SEPTEMBER OF 2019 BY THIS OFFICE WITH AN ERROR OF CLOSURE BETTER THAN 1 PART IN 10,000.
- VERTICAL DATUM BASED ON USGS NAVD88 ELEVATIONS. HORIZONTAL COORDINATES BASED ON NAD83. COORDINATES GATHERED USING CARLSON BRX7 SURVEY GRADE GPS RECEIVERS.
- WETLANDS WERE DELINEATED BY DEIDRA BENJAMIN, CERTIFIED WETLANDS SCIENTIST, IN ACCORDANCE WITH CHAPTER 170-27.1 OF THE ZONING ORDINANCE, IN NOVEMBER OF 2024.
- THE INTENT OF THIS PLAN IS TO SUBDIVIDE DOVER TAX MAP B, LOT 23-B INTO 2 INDIVIDUAL LOTS. THIS IS A 2 SHEET PLAN SET. SHEET 1 IS A SUBDIVISION SHEET & SHEET 2 IS A TOPOGRAPHIC SHEET. SHEET 1 WILL BE RECORDED AT THE STRAFFORD COUNTY REGISTRY OF DEEDS. SHEET 2 WILL BE ON FILE AT THIS OFFICE AND THE CITY OF DOVER.
- THE CURRENT USE OF THE PROPERTY IS RESIDENTIAL. THE PROPOSED USE WILL BE SINGLE FAMILY RESIDENTIAL.
- THIS EXISTING LOT IS SERVICED BY ON SITE WELLS & SEPTIC SYSTEMS THE PROPOSED LOT WILL BE SERVICED BY MUNICIPAL WATER AND ON SITE SEPTIC SYSTEM.
- THE INSTALLATION OF ELECTRIC POWER, CABLE TELEVISION AND TELEPHONE LINES SHALL BE UNDERGROUND THROUGHOUT THE SITE FOR WHICH DEVELOPMENT IS PROPOSED. SUBDIVISION PLANS SHALL SHOW ANY EASEMENTS FOR THESE SERVICES.
- NHDES SUBDIVISION APPROVAL WILL BE REQUIRED FOR LOT 23-B-1.
- THERE WERE NO CEMETERIES OBSERVED ON THE LOCUS PARCEL DURING THE FIELD SURVEY.
- THE INSTALLATION OF ELECTRIC POWER, CABLE TELEVISION AND TELEPHONE LINES SHALL BE UNDERGROUND THROUGHOUT THE SITE FOR WHICH DEVELOPMENT IS PROPOSED.



NOTES CONTINUED:

- ALL CONSTRUCTION SHALL CONFORM TO THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION DATED 2016. CONSTRUCTION SHALL ALSO CONFORM TO THE CITY OF DOVER POLICIES AND PRACTICES. THE MORE STRINGENT SPECIFICATION SHALL APPLY.
- ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO APPLICABLE CITY AND STATE CODES.
- 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.
- BUILDING ADDRESSES SHALL BE ASSIGNED BY THE BUILDING INSPECTOR AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.
- THE SITE CONSTRUCTION HOURS SHALL BE LIMITED TO MONDAY-FRIDAY 7AM-6PM, SATURDAY-SUNDAY 9AM-4PM. HOURS OF CONSTRUCTION SHALL BE DOCUMENTED ON A SITE CONSTRUCTION SIGN ALONG WITH THE CONTACT INFORMATION FOR THE GENERAL CONTRACTOR. SAID SIGNAGE MUST BE LOCATED AND APPROVED BY THE CITY ENGINEER OR PLANNING DIRECTOR.
- A LETTER OF CREDIT FOR THE COST OF RE-VEGETATING ALL DISTURBED AREAS ON THE SITE SHALL BE SUBMITTED, AND THE APPROVED CONSTRUCTION SIGN INSTALLED PRIOR TO ANY EARTH DISTURBING ACTIVITY OCCURS. NOT APPLICABLE.
- A PRE-CONSTRUCTION CONFERENCE WITH THE DEVELOPER, THE DESIGN ENGINEER, THE EARTHWORK CONTRACTOR AND THE CITY ENGINEER SHALL OCCUR PRIOR TO ANY EARTH DISTURBING ACTIVITY. NOT APPLICABLE.
- ANY RETAINING WALL TALLER THAN FOUR FEET (4') REQUIRES ISSUANCE OF A BUILDING PERMIT FROM INSPECTION SERVICES.
- ANY FENCE TALLER THAN SEVEN FEET (7') REQUIRES THE ISSUANCE OF A BUILDING PERMIT FROM INSPECTION SERVICES.

N/F THE EILEEN V. HERTEL REVOCABLE TRUST OF 2024
HERTEL, EILEEN V., TRUSTEE
53 COUNTY FARM ROAD
DOVER, NH 03820
TAX MAP B, LOT 23-C-1
S.C.R.D. BOOK 5181, PAGE 40
PLAN REF. #1, 2, & 3

N/F MEMENTO MORI TRUST
CEDRONE, MATTHEW J., TRUSTEE
196 WATSON ROAD
DOVER, NH 03820
TAX MAP E, LOT 32-B-1
S.C.R.D. BOOK 5154, PAGE 880
PLAN REF. #8

PLAN REFERENCES:

- "SUBDIVISION PLAN, MURIEL MCDUFFEE, DOVER, N.H."
BY: FREDERICK E. DREW ASSOCIATES
DATED: JUNE, 1983
S.C.R.D. PLAN #22-109
- "RESUBDIVISION OF LOT 2, MURIEL MCDUFFEE, DOVER, N.H."
BY: FREDERICK E. DREW ASSOCIATES
DATED: AUGUST, 1986
S.C.R.D. PLAN #28A-96
- "STANDARD BOUNDARY SURVEY AND SUBDIVISION PLAN OF LAND, LOT 23C, TAX ASSESSORS MAP "B", 53 COUNTY FARM ROAD, DOVER, NEW HAMPSHIRE, COUNTY OF STRAFFORD"
BY: CIVILWORKS
DATED: JULY 10, 2001
S.C.R.D. PLAN #63-66
- "OPEN SPACE SUBDIVISION PLAN PREPARED FOR JOHN & PATRICIA KEWEN, TAX MAP B, LOT NO. 10, 500 SIXTH STREET, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES, INC
DATED: AUGUST 12, 2013
S.C.R.D. PLAN #107-20

PLAN REFERENCES:

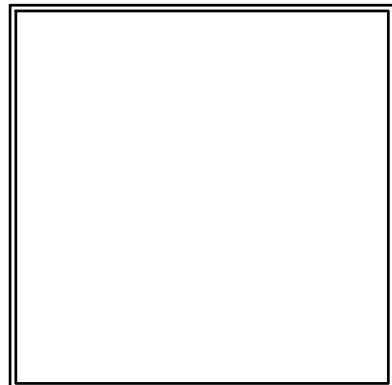
- "LOT LINE ADJUSTMENT TO RECORDED PLAN 22-72 FOR PETER VALLIERE IN DOVER, N.H."
BY: BRUCE L. POHOPEK
DATED: AUGUST 20, 1984
S.C.R.D. PLAN #25-24
- "SUBDIVISION OF LAND FOR PAUL F. MALONEY IN DOVER, N.H."
BY: BRUCE L. POHOPEK
DATED: AUGUST 10, 1984
S.C.R.D. PLAN #24A-85
- "MINOR SUBDIVISION PREPARED FOR KEVIN IN DOVER, N.H."
BY: MCENEANEY & O'NEIL
DATED: APRIL 1, 1988
S.C.R.D. PLAN #34A-38
- "MINOR SUBDIVISION OF LAND PREPARED FOR SMITHFIELD CONSTRUCTION TAX MAP E, LOT NO. 32B, 72 COUNTY FARM ROAD & WATSON ROAD, CITY OF DOVER COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES INC.
DATED: MARCH 21, 2017
S.C.R.D. PLAN #113-92

GRAPHIC SCALE



(IN FEET)
1 inch = 60 ft.

APPROVED DOVER



I CERTIFY THAT THIS PLAT EXCEEDS THE MINIMUM REQUIREMENT FOR ACCURACY AND COMPLETENESS OF THE STATE OF N.H. AND OF THE CITY OF DOVER, N.H. - 1:10,000-

Kenneth A. Berry 3-3-25
KENNETH A. BERRY L.L.S. 805 DATE

REVISION	DATE	DESCRIPTION
SUBDIVISION PLAN LAND OF WILLIAM G. & JULIE A. GOWELL 39 COUNTY FARM ROAD DOVER, N.H. TAX MAP B, LOT 23-B		
BERRY SURVEYING & ENGINEERING 335 SECOND CROWN POINT RD. BARRINGTON, N.H. (603)332-2863		
SCALE : 1 IN. EQUALS 60 FT.		
DATE : JANUARY 29, 2025		
FILE NO. : DB 2024-126		

LEGEND:

- 3/4" REBAR W/ ID CAP ~TBS~
- DRILL HOLE ~FND~
- IRON BOUND/REBAR ~FND~
- IRON PIPE ~FND~
- UTILITY POLE & GUY WIRE
- BENCHMARK
- TEST PIT

- STONEWALL
- PROPOSED BOUNDARY LINE
- BUILDING SETBACK LINE
- POORLY DRAINED WETLANDS
- 50' WETLAND BUFFER
- EXISTING PERIMETER BOUNDARY LINE
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- OVERHEAD UTILITIES
- EXISTING WATER LINE
- NRCS SOIL LINE AND LABEL
- APPROXIMATE FEMA FLOOD ZONE

FND FOUND
TYP TYPICAL
S.C.R.D. STRAFFORD COUNTY REGISTRY OF DEEDS

LOT LOADING:

EXCLUDES ABUTTING WELL RADIUS
GROUP 1 SOIL = 37,383 Sq. Ft. = 0.858 Ac.
Q = (0.858 Ac. X 2000 GPD/Ac.)/1.0 FACTOR = 1,716 GPD
TOTAL LOT LOADING: 1,716 GPD

SOIL DATA:

C4B ~ GLOUCESTER FINE SANDY LOAM, 3 TO 8% SLOPES
S1C ~ SUFFLED SILT LOAM, 3 TO 8% SLOPES
HcB ~ HOLLIS-CHARLTON FINE SANDY LOAMS, 3 TO 8% SLOPES
SEE NRCS WEBSOIL

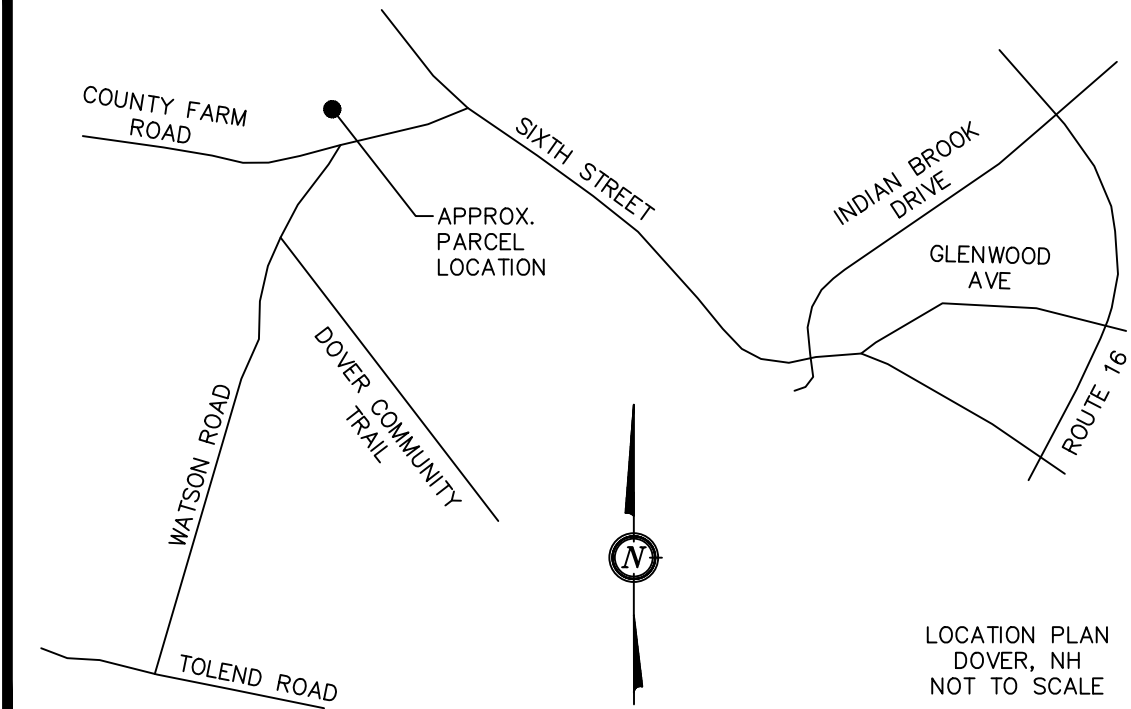
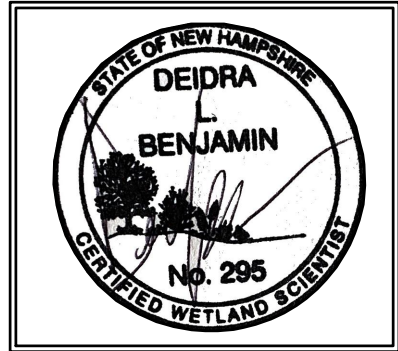
TEST PIT #1,
PERFORMED 2/3/25
BY: JOSEPH BERRY, DESIGNER #1882
0-1.7' 10YR 2/2, FINE SANDY LOAM, GRANULAR, FRIABLE
1.7-3.1' 10YR 4/3, FINE SANDY LOAM, GRANULAR, FRIABLE
3.1-5.5' 2.5Y 4/3, FINE SANDY, GRANULAR, WEAK FRIABLE IN HAND, REDOX. @ 3.1'

NO REFUSAL
S.H.W.T. @ 3.1'
GROUND WATER @ N/A
TERMINATED @ 5.5'
ROOTS TO 3.1'
PERC. RATE = 6 MIN./IN.

WETLAND NOTES:

WETLANDS WERE DELINEATED BY DEIDRA BENJAMIN, IN NOVEMBER OF 2024 UTILIZING THE FOLLOWING STANDARDS UNDER NO SNOW CONDITIONS:
1. REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION, (VERSION 2.0) JANUARY 2012, U.S. ARMY CORPS OF ENGINEERS.
2. FIELD INDICATORS OF HYDRIC SOILS IN THE UNITED STATES, A GUIDE FOR IDENTIFYING AND DELINEATING HYDRIC SOILS, VERSION 8.0. UNITED STATES DEPARTMENT OF AGRICULTURE (2016).
3. NATIONAL WETLAND PLANT LIST (CURRENT VERSION).

DEIDRA BENJAMIN, CWS #295



LOCATION PLAN
DOVER, NH
NOT TO SCALE

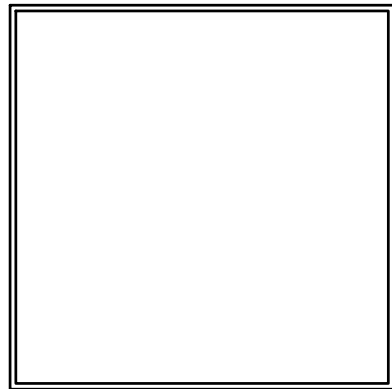
NOTES:

- OWNER: WILLIAM G. & JULIE A. GOWELL
39 COUNTY FARM ROAD
DOVER, NH 03820
- TAX MAP B, LOT 23-B
- LOT AREA: 426,772 Sq. Ft., 9.80 Ac.
- S.C.R.D. BOOK 4739, PAGE 839
- ZONING: RURAL-RESIDENTIAL, R-40
OVERLAY DISTRICTS: CONSERVATION & WETLAND PROTECTION
SETBACKS:
FRONT ~ 40.0'
SIDE ~ 25.0'
REAR ~ 30.0'
WETLAND BUFFER ~ 50.0'
MIN. LOT SIZE 40,000 Sq. Ft.
MIN. LOT FRONTAGE 150'
- I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE & BELIEF, A PORTION OF THIS PARCEL FALLS WITHIN THE FLOOD PLAIN FLOOD HAZARD REF.: FEMA COMMUNITY# - 330145, MAP# - 33017C0310E, DATED: SEPTEMBER 30, 2015. ZONE A, NO BFE, SEE SHEET 2.
- THE BOUNDARY LINES SHOWN ON THIS PLAN ARE THE RESULT OF A CLOSED TRAVERSE PERFORMED BY THIS OFFICE IN SEPTEMBER OF 2019 BY THIS OFFICE WITH AN ERROR OF CLOSURE BETTER THAN 1 PART IN 10,000.
- VERTICAL DATUM BASED ON USGS NAVD88 ELEVATIONS. HORIZONTAL COORDINATES BASED ON NAD83. COORDINATES GATHERED USING CARLSON BRX7 SURVEY GRADE GPS RECEIVERS.
- WETLANDS WERE DELINEATED BY DEIDRA BENJAMIN, CERTIFIED WETLANDS SCIENTIST, IN ACCORDANCE WITH CHAPTER 170-27.1 OF THE ZONING ORDINANCE, IN NOVEMBER OF 2024.
- THE INTENT OF THIS PLAN IS TO SUBDIVIDE DOVER TAX MAP B, LOT 23-B INTO 2 INDIVIDUAL LOTS. THIS IS A 2 SHEET PLAN SET. SHEET 1 IS A SUBDIVISION SHEET & SHEET 2 IS A TOPOGRAPHIC SHEET. SHEET 1 WILL BE RECORDED AT THE STRAFFORD COUNTY REGISTRY OF DEEDS. SHEET 2 WILL BE ON FILE AT THIS OFFICE AND THE CITY OF DOVER.
- THE CURRENT USE OF THE PROPERTY IS RESIDENTIAL. THE PROPOSED USE WILL BE SINGLE FAMILY RESIDENTIAL.
- THIS EXISTING LOT IS SERVICED BY ON SITE WELLS & SEPTIC SYSTEMS THE PROPOSED LOT WILL BE SERVICED BY MUNICIPAL WATER AND ON SITE SEPTIC SYSTEM.
- THE INSTALLATION OF ELECTRIC POWER, CABLE TELEVISION AND TELEPHONE LINES SHALL BE UNDERGROUND THROUGHOUT THE SITE FOR WHICH DEVELOPMENT IS PROPOSED. SUBDIVISION PLANS SHALL SHOW ANY EASEMENTS FOR THESE SERVICES.
- NHDES SUBDIVISION APPROVAL WILL BE REQUIRED FOR LOT 23-B-1.
- THERE WERE NO CEMETERIES OBSERVED ON THE LOCUS PARCEL DURING THE FIELD SURVEY.
- THE INSTALLATION OF ELECTRIC POWER, CABLE TELEVISION AND TELEPHONE LINES SHALL BE UNDERGROUND THROUGHOUT THE SITE FOR WHICH DEVELOPMENT IS PROPOSED.

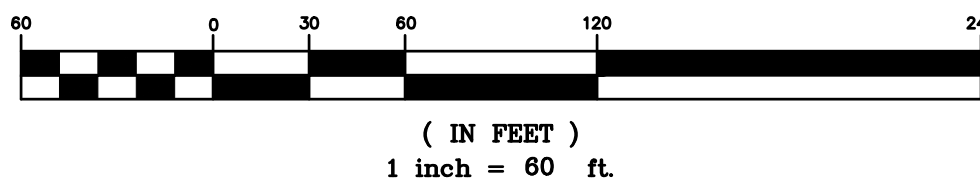
NOTES CONTINUED:

- ALL CONSTRUCTION SHALL CONFORM TO THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION DATED 2016. CONSTRUCTION SHALL ALSO CONFORM TO THE CITY OF DOVER POLICIES AND PRACTICES. THE MORE STRINGENT SPECIFICATION SHALL APPLY.
- ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO APPLICABLE CITY AND STATE CODES.
- 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.
- BUILDING ADDRESSES SHALL BE ASSIGNED BY THE BUILDING INSPECTOR AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.
- THE SITE CONSTRUCTION HOURS SHALL BE LIMITED TO MONDAY-FRIDAY 7AM-6PM, SATURDAY-SUNDAY 9AM-4PM. HOURS OF CONSTRUCTION SHALL BE DOCUMENTED ON A SITE CONSTRUCTION SIGN ALONG WITH THE CONTACT INFORMATION FOR THE GENERAL CONTRACTOR. SAID SIGNAGE MUST BE LOCATED AND APPROVED BY THE CITY ENGINEER OR PLANNING DIRECTOR.
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APPROVED DOVER



GRAPHIC SCALE



PLAN REFERENCES:

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- "RESUBDIVISION OF LOT 2, MURIEL MCDUFFEE, DOVER, N.H." BY: FREDERICK E. DREW ASSOCIATES DATED: AUGUST, 1986 S.C.R.D. PLAN #28A-96
- "STANDARD BOUNDARY SURVEY AND SUBDIVISION PLAN OF LAND, LOT 23C, TAX ASSESSORS MAP "B", 53 COUNTY FARM ROAD, DOVER, NEW HAMPSHIRE, COUNTY OF STRAFFORD" BY: CIVILWORKS DATED: JULY 10, 2001 S.C.R.D. PLAN #63-66
- "OPEN SPACE SUBDIVISION PLAN PREPARED FOR JOHN & PATRICIA KEVEN, TAX MAP B, LOT NO. 10, 500 SIXTH STREET, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE" BY: MCNEANEY SURVEY ASSOCIATES, INC DATED: AUGUST 12, 2013 S.C.R.D. PLAN #107-20

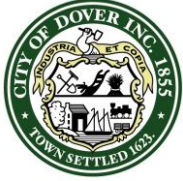
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- "LOT LINE ADJUSTMENT TO RECORDED PLAN 22-72 FOR PETER VALLIERE IN DOVER, N.H." BY: BRUCE L. POHOPEK DATED: AUGUST 20, 1984 S.C.R.D. PLAN #25-24
- "SUBDIVISION OF LAND FOR PAUL F. MALONEY IN DOVER, N.H." BY: BRUCE L. POHOPEK DATED: AUGUST 10, 1984 S.C.R.D. PLAN #24A-85
- "MINOR SUBDIVISION PREPARED FOR KEVIN DOVER, N.H." BY: MCNEANEY & O'NEIL DATED: APRIL 1, 1988 S.C.R.D. PLAN #34A-38
- "MINOR SUBDIVISION OF LAND PREPARED FOR SMITHFIELD CONSTRUCTION TAX MAP E, LOT NO. 32B, 72 COUNTY FARM ROAD & WATSON ROAD, CITY OF DOVER COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE" BY: MCNEANEY SURVEY ASSOCIATES INC. DATED: MARCH 21, 2017 S.C.R.D. PLAN #113-92

REVISION	DATE	DESCRIPTION
TOPOGRAPHIC SUBDIVISION PLAN LAND OF WILLIAM G. & JULIE A. GOWELL 39 COUNTY FARM ROAD DOVER, N.H. TAX MAP B, LOT 23-B		
BERRY SURVEYING & ENGINEERING 335 SECOND CROWN POINT RD. BARRINGTON, N.H. (603)332-2863		
SCALE : 1 IN. EQUALS 60 FT.		
DATE : JANUARY 29, 2025		
FILE NO. : DB 2024-126		

SHEET 2 OF 2

DOVER PLANNING DEPT. #.XXX



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #LOTA-2025-0003

Application Type:	Lot Line Adjustment	
Applicant(s):	Waterside Land Holdings, LLC, c/o Summit Land Development, LLC	
Owner(s):	Scheller Family Trust	(10 Isaac Lucas Cr)
	Rafael & Philip Gabarro	(12 Isaac Lucas Cr)
	Jane M. Dugas 2011 Rev. Trust	(18 Isaac Lucas Cr)
	Waterside Land Holdings, LLC	(20 Isaac Lucas Cr)
	Miles & Amanda Cook	(22 Isaac Lucas Cr)
	Waterside Land Holdings, LLC, c/o Summit Land Development, LLC (Middle Road)	
Location:	Map M, Lot 90-A-6	(10 Isaac Lucas Cr)
	Map M, Lot 90-K	(12 Isaac Lucas Cr)
	Map M, Lot 90-E	(18 Isaac Lucas Cr)
	Map M, Lot 90-A-3	(20 Isaac Lucas Cr)
	Map M, Lot 90-D-10	(22 Isaac Lucas Cr)
	Map M, Lot 91-C	(Vacant Parcel)
Meeting Date:	March 25, 2025	

INTENT: Proposal is to revise the lot lines between abutting properties located at 10, 12, 18, 20, and 22 Isaac Lucas Circle and a vacant parcel off of Middle Road which abuts each to the rear, Map M, Lot 91C, adding portions of the Parcel M-91C to each.

LOTS/UNITS PROPOSED: Six (6) total lots in question. No increase in the number of lots as part of Lot Line Adjustment application, although the applicant has proposed a subsequent subdivision of the large vacant parcel (Parcel No. M-91C) which would divide the vacant lot into three (3) new lots.

AGENDA ITEM #: 4-B

FILE: LOTA-2025-0003

ZONING DISTRICT: R-40

EXISTING USE: Residential, Vacant Lot

PROPOSED USE: Residential, Conservation lot, Vacant lot

SURROUNDING USE: Residential

ZBA ACTION: N/A

ATTACHMENTS: Application, Lot Line Revision Plan

APPLICATION IS COMPLETE: Yes

REGIONAL IMPACT: No

NOTICES SENT: Abutter notices were sent by certified mail for this meeting.

PERMITS / WAIVERS REQUIRED:
N/A

SQUARE FOOTAGE:

Existing/Proposed

Map M, Lot 90-A-6

(10 Isaac Lucas Cr) = $\pm 35,001$ s.f. (0.80 Ac.) / $\pm 52,501$ s.f. (1.21 Ac.)

Map M, Lot 90-K

(12 Isaac Lucas Cr) = $\pm 35,285$ s.f. (0.81 Ac.) / $\pm 53,807$ s.f. (1.22 Ac.)

Map M, Lot 90-E

(18 Isaac Lucas Cr) = $\pm 35,000$ s.f. (0.80 Ac.) / $\pm 65,625$ s.f. (1.51 Ac.)

Map M, Lot 90-A-3

(20 Isaac Lucas Cr) = $\pm 34,990$ s.f. (0.80 Ac.) / $\pm 155,601$ s.f. (3.57 Ac.)

Map M, Lot 90-D-10

(22 Isaac Lucas Cr) = $\pm 161,200$ s.f. (3.7 Ac.) / $\pm 251,880$ s.f. (5.78 Ac.)

Map M, Lot 91-C

(Vacant Parcel) = $\pm 2,433,097$ s.f. (55.86 Ac.) / $\pm 2,155,879$ s.f. (49.49 Ac.)

Summary of Request and Background

The applicant is submitting a proposed lot line adjustment to revise the lot lines between abutting properties located at 10, 12, 18, 20, and 22 Isaac Lucas Circle and a vacant parcel off of Middle Road which abuts each to the rear, Map M, Lot 91C, adding portions of Parcel M-91C to each.

Following the collective adjustments, each of the five (5) lots along Isaac Lucas Circle will retain their same frontage values, with lot coverage percentages decreasing for all. Additionally, four (4) of the five (5) lots along Isaac Lucas Circle will go from nonconforming to conforming lot size, as required in the R-40 district (Lot M/ 90A-3, M/ 90E, M/ 90K, and M/ 90A-6).

See reverse →

Consistency with Land Use Regulations

§157-17 of the Land Subdivision Regulations of the City Code provides for the adjustment of existing lot lines between two or more lots. This plan is consistent with those regulations.

STAFF RECOMMENDATION:

The Planning Department recommends the Planning Board accept the application, open the public hearing, make findings, and vote to approve the application with the following subsequent conditions:

Subsequent Conditions to Be Met Prior to Signing of Plans:

1. Provide physical and digital copies (including CAD) of complete plan set for recording at Strafford County Registry of Deeds which additionally shall include:
 - a. Planning File Number #LOTA-2025-0003
 - b. The owner's signatures
 - c. An Existing Conditions Plan showing preexisting area of each of the six lots
 - d. Amended Lot Line Revision Plan showing lot adjustments pre-subdivision
 - e. City Assessor confirms lot numbering.

LOTA-2025-0003 MIDDLE ROAD, 10,12,18,20,22 ISAAC LUCAS CIRCLE

**Property Information**

Location MIDDLE RD
Owner WATERSIDE LAND HOLDINGS LLC
Land Use 130V
Zoning Code R-40
Property Id M0091-C00000

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/30/2023
Data updated Daily

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.



PLAN SNAPSHOT REPORT LOTA-2025-0003 FOR CITY OF DOVER, N.H.

Plan Type: Lot Adjustment	Project:	App Date: 03/04/2025
Work Class: Lot Line Adjustment	District: None	Exp Date: 05/08/2025
Status: Fees Paid	Square Feet: 0.00	Completed: NOT COMPLETED
Valuation: \$0.00	Assigned To: Blonigen, Rachel	Approval
Description: Lot Line Adjustment between 6 Parcels		Expire Date:

Parcel: M0090-A00006	Address: 20 Isaac Lucas Cr Dover, NH 12 Isaac Lucas Cr Dover, NH Middle Rd Dover, NH Main 10 Isaac Lucas Cr Dover, NH 18 Isaac Lucas Cr Dover, NH 22 Isaac Lucas Cr Dover, NH	Zone: R-40(Residential - Rural)
M0090-E00000		
M0090-A00003		
M0090-K00000		
M0090-D00010		
M0091-C00000 Main		

Applicant Chad Kageleiry Business: (603) 749-2800	Applicant McEneaney Survey Associates P.O. Box 1166 DOVER, NH 03821 Business: (603) 742-0911
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Plan Custom Fields			
Number of Parcels Involved	6	Parcel Map/Lot	M / 91C
Parcel Zoning	R-40	Existing Parcel Size (Ac)	49.49
Existing Parcel Size (sqft)	2.15578e+006	Owner Name	Waterside Land Holdings, LLC
Deed Page		Owner Address	340 Central Avenue, Suite 200 Dover, NH 03820
Owner Phone	603-749-2800	Parcel Feedback	
Address of Third Property	20 Isaac Lucas Circle	Parcel 2 Map/Lot	M / 90D-10
Second Property Owner Name	N. Miles Cook, III & Amanda Cook	Third Property Owner Name	Waterside Land Holdings, LLC
Third Property Owner Address	340 Central Avenue, Suite 202 Dover, NH 03820	Second Property Owner Phone	
First Easement Holder Name		Second Easement Holder Name	
Second Easement Holder Address		First Easement Holder Address	
		Second Easement Holder Phone	

Attachment File Name	Added On	Added By	Attachment Group	Notes
Signature_Kevin_McEneaney_3/4/2025.jpg	03/04/2025 12:10	McEneaney, Kevin		Uploaded via CSS
2024.03.25_PlanningBoard.Agenda.pdf	03/14/2025 8:57	Blonigen, Rachel		PB Agenda

PLAN SNAPSHOT REPORT (LOTA-2025-0003)

Invoice No.	Fee	Fee Amount	Amount Paid
INV-2025011492	Planning Lot Line Adjustment Fee	\$600.00	\$600.00
	Planning Lot Line Adjustment Application Fee	\$200.00	\$200.00
Total for Invoice INV-2025011492		\$800.00	\$800.00
INV-2025011637	Planning Creation / Printing of Abutter Labels	\$30.00	\$30.00
	Planning Certified Mailing to Abutters	\$360.00	\$360.00
	Planning Public Notice in Newspaper	\$120.00	\$120.00
Total for Invoice INV-2025011637		\$510.00	\$510.00
Grand Total for Plan		\$1,310.00	\$1,310.00

Activity Type	Activity Number	Name	Workflow Action Name	User	Created On
Recommendation to Planning Board	RCMND-000019-2025		Planner Creates Staff Recommendations v.1.00	Rachel Blonigen	03/14/2025

Workflow Step / Action Name	Action Type	Start Date	End Date
Review v.1		03/04/2025 15:18	03/04/2025 15:18
Confirm application complete v.1	Generic Action		03/04/2025 15:18
Planning Board v.1		03/04/2025 15:18	
Planning Board Agenda v.1	Task	03/04/2025 15:18	03/14/2025 9:00
Invoice for Notices v.1	Task	03/14/2025 8:57	03/14/2025 9:00
Send Notices v.1	Task	03/14/2025 15:33	03/14/2025 15:33
Planner Creates Staff Recommendations v.1	Plan Activity	03/14/2025 15:33	03/19/2025 11:09
Distribute Planning Board Materials v.1	Task	03/19/2025 11:09	
Planning Board Hearing v.1	Hold Hearing		
Planning Board Decision v.1	Plan Activity		
NOD Sent to Applicant v.1	Create Report		
Final Plan v.1			
Land Use Plan Final Review v.1	Receive Submittal		
Land Use Plan Stamped and Signed v.1	Generic Action		
Recording v.1	Task		
Document Archival v.1	Generic Action		
Internal Notification of Plan Completion v.1	Generic Action		
Create/Link to Records v.1			
Create / Link to Permit - Building Major v.1	Create Sub Permit		



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: Waterside Land Holdings LLC Telephone # 603-749-2800

Address of Applicant: 340 Central Avenue, Suite 202 Dover, NH 03820

FIRST PROPERTY OWNER AND PARCEL INFORMATION

Name of 1st Property Owner (if different from applicant): Waterside Land Holdings LLC Telephone # N/A

Address of 1st Property Owner: 340 Central Avenue, Suite 202 Dover, NH 03820

Address of Property: Middle Road

Assessor's Map # M Lot(s) # 91C

Property Deed: Book 4879 Page: 847

Zoning District(s) R-40 Overlay District(s) Dover Conservation District

Size of Existing Parcel (sq. ft.): 2,155,895± Size of Proposed Parcel (sq. ft.): 1,878,677±
(49.49± ac) (43.12± ac)

SECOND PROPERTY OWNER AND PARCEL INFORMATION

Name of 2nd Property Owner (if different from applicant): N.Miles Cook, III & Amanda Cook Telephone # N/A

Address of 2nd Property Owner: 22 Isaac Lucas Circle Dover, NH 03820

Address of Property: 22 Isaac Lucas Circle

Assessor's Map # M Lot(s) # 90D-10

Property Deed: Book 3723 Page: 776

Zoning District(s) R-40 Overlay District(s) Dover Conservation District

Size of Existing Parcel (sq. ft.): 161,200± (3.7± ac) Size of Proposed Parcel (sq. ft.): 251,880± (5.78± ac)

THIRD PROPERTY OWNER AND PARCEL INFORMATION

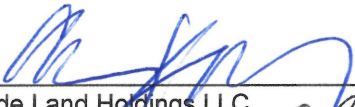
Name of 3rd Property Owner (if different from applicant): Waterside Land Holdings LLC Telephone # N/A

Address of 3rd Property Owner: 340 Central Avenue, Suite 202 Dover, NH 03820

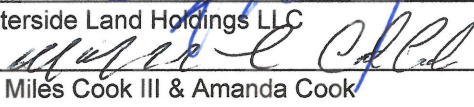
Address of Property: 20 Isaac Lucas Circle

Assessor's Map # M Lot(s) # 90A-3Property Deed: Book 5166 Page: 1033Zoning District(s) R-40 Overlay District(s) NoneSize of Existing Parcel (sq. ft.): 34,990 (.80 ac) Size of Proposed Parcel (sq. ft.): 155,601 (3.57 ac)**[Use additional application form if more than two lots are being adjusted]****SURVEYOR INFORMATION**Name of Surveyor and Company (Licensed in N.H.) Kevin McEneaney - McEneaney Survey AssociatesAddress PO Box 1166 Dover, NH 03821 Telephone #: 603-749-0443Professional License #: NH LLS #661 E-mail address: kevin@surveynh.com**CONSERVATION EASEMENT HOLDER (s)**Name of Easement Holder: N/A Telephone # Address Easement Holder: Name of 2nd Easement Holder: Telephone # Address 2nd 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: 3/3/25

Waterside Land Holdings LLC

Signature of Second Property Owner:  Date: 3-3-2025

N. Miles Cook III & Amanda Cook

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

Waterside Land Holdings LLC

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: 3/3/25

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Waterside Land Holdings LLC

CITY OF DOVER MINOR LOT LINE ADJUSTMENT 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
M	91C	Waterside Land Holdings LLC	340 Central Avenue, Suite 202 Dover, NH 03820

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS
Kevin McEneaney, LLS	McEneaney Survey Associates	PO Box 1166 Dover, NH 03821
Bruce A. Gilday, CWS	BAG Land Consultants	43 Rockingham Street Concord, NH 03301

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS



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: Waterside Land Holdings LLC File Number: LOTA-2025-

PROPERTY LOCATION: Middle Road & Isaac Lucas Circle Tax Map: M Lot: 91C and Lot: 90A-3, 90A-6, 90D-10, 90E, 90K

	Where/How Provided	Reviewed
1. Completed and signed Application form	X	
2. Plan Review Fees are provided	X	
3. Electronic copy of the surveyed plat layout	X	
4. Electronic copy of supplementary materials and application	X	
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:	X	
Location map at appropriate scale	X	
Planning File #	X	
Date, north arrow and scale	X	
Names of all abutting property owners	X	
Name and address of owners	X	
Signature & stamp of NH licensed land surveyor	X	
Zoning District boundaries, including any special or overlay districts	X	
Location of Conservation District areas	X	
Location, names and widths of existing and streets, including pavement widths, grades, curbs and crosswalks	X	
Location and widths of existing & proposed easements & right of ways	X	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	X	
Existing and proposed lot areas in square feet	X	
Existing and proposed buildings and structure locations	X	
Minimum building setbacks or build to lines on all lots	X	
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor	X	
Location, material and size of existing and proposed permanent monuments	X	
All applicable Dover Common Subdivision notes	X	

REVIEWED BY: _____ DATE _____



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: Waterside Land Holdings LLC Telephone # 603-749-2800

Address of Applicant: 340 Central Avenue, Suite 202 Dover, NH 03820

FIRST PROPERTY OWNER AND PARCEL INFORMATION

Name of 1st Property Owner (if different from applicant): Jane Dugas 2011 Telephone # N/A

Revocable Trust

Address of 1st Property Owner: 18 Isaac Lucas Circle Dover, NH 03820

Address of Property: 18 Isaac Lucas Circle

Assessor's Map # M Lot(s) # 90E

Property Deed: Book 3910 Page: 984

Zoning District(s) R-40 Overlay District(s) None

Size of Existing Parcel (sq. ft.): 35,000 (.80 ac) Size of Proposed Parcel (sq. ft.): 65,625 (1.51 ac)

SECOND PROPERTY OWNER AND PARCEL INFORMATION

Name of 2nd Property Owner (if different from applicant): Seth Rafael Gabarro Telephone # N/A

& Anthony Philip Gabarro

Address of 2nd Property Owner: 12 Isaac Lucas Circle Dover, NH 03820

Address of Property: 12 Isaac Lucas Circle

Assessor's Map # M Lot(s) # 90K

Property Deed: Book 4204 Page: 48

Zoning District(s) R-40 Overlay District(s) None

Size of Existing Parcel (sq. ft.): 35,285 (.81 ac) Size of Proposed Parcel (sq. ft.): 53,087 (1.22 ac)

THIRD PROPERTY OWNER AND PARCEL INFORMATION

Name of 3rd Property Owner (if different from applicant): Scheller Family Trust Telephone # N/A

P.Karl & Patricia A. Scheller, Trustees

Address of 3rd Property Owner: 10 Isaac Lucas Circle Dover, NH 03820

Address of Property: 10 Isaac Lucas Circle

Assessor's Map # M Lot(s) # 90A-6Property Deed: Book 4586 Page: 392Zoning District(s) R-40 Overlay District(s) NoneSize of Existing Parcel (sq. ft.): 35,001 (.80 ac) Size of Proposed Parcel (sq. ft.): 52,501 (1.21 ac)**[Use additional application form if more than two lots are being adjusted]****SURVEYOR INFORMATION**Name of Surveyor and Company (Licensed in N.H.) Kevin McEneaney - McEneaney Survey AssociatesAddress PO Box 1166 Dover, NH 03821 Telephone #: 603-749-0443Professional License #: NH LLS #661 E-mail address: kevin@surveynh.com**CONSERVATION EASEMENT HOLDER (s)**Name of Easement Holder: N/A Telephone # Address Easement Holder: Name of 2nd Easement Holder: Telephone # Address 2nd 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: Jane M. Dugas Date: 3/3/2025
Jane M. Dugas, TrusteeSignature of Second Property Owner: Seth Rafael Gabarro & Anthony Philip Gabarro Date: 3/3/25Signature of Applicant (if different from owner): Waterside Land Holdings LLC Date: 3/3/25Signature of Agent: P. Karl Scheller & Patricia A. Scheller Date: 3/3/2025
Third Property Owner: P. Karl Scheller & Patricia A. Scheller**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: Waterside Land Holdings LLC Date: 3/3/25
S:\Department\Planning\Planning_Share\forms

CITY OF DOVER MINOR LOT LINE ADJUSTMENT 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
M	91C	Waterside Land Holdings LLC	340 Central Avenue, Suite 202 Dover, NH 03820

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS
Kevin McEneaney, LLS	McEneaney Survey Associates	PO Box 1166 Dover, NH 03821
Bruce A. Gilday, CWS	BAG Land Consultants 43	Rockingham Street Concord, NH 03301

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS



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: Waterside Land Holdings LLC File Number: LOTA-2025-

Middle Road & Isaac Lucas Circle

PROPERTY LOCATION: _____ Tax Map: M Lot: 91C and Lot: _____
90A-3, 90A-6, 90D-10, 90E, 90K

	Where/How Provided	Reviewed
1. Completed and signed Application form	X	
2. Plan Review Fees are provided	X	
3. Electronic copy of the surveyed plat layout	X	
4. Electronic copy of supplementary materials and application	X	
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:	X	
Location map at appropriate scale	X	
Planning File #	X	
Date, north arrow and scale	X	
Names of all abutting property owners	X	
Name and address of owners	X	
Signature & stamp of NH licensed land surveyor		
Zoning District boundaries, including any special or overlay districts	X	
Location of Conservation District areas	X	
Location, names and widths of existing and streets, including pavement widths, grades, curbs and crosswalks	X	
Location and widths of existing & proposed easements & right of ways	X	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	X	
Existing and proposed lot areas in square feet	X	
Existing and proposed buildings and structure locations	X	
Minimum building setbacks or build to lines on all lots	X	
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor	X	
Location, material and size of existing and proposed permanent monuments	X	
All applicable Dover Common Subdivision notes	X	

REVIEWED BY: _____ DATE _____

Waterside Land Holdings, LLC
340 Central Avenue, Suite 202
Dover, New Hampshire 03820

February 28, 2025

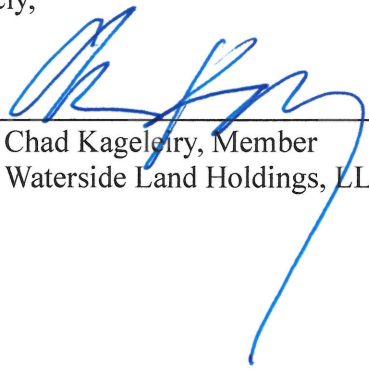
City of Dover
288 Central Avenue
Dover, NH 03820

Attn: Planning Board

Re: LETTER OF APPLICANT/OWNER AUTHORIZATION
Minor Subdivision & Lot Line Adjustment Applications & Approvals
Middle Road & Isaac Lucas Circle – Tax Map M, Lot 91C

I, Chad Kageleiry, authorize McEneaney Survey Associates and Civilworks New England to represent all applications made on behalf of me as Member of Waterside Land Holdings, LLC (APPLICANT) to the City of Dover Planning Board and any other Dover Board or Committee, as well as any State of NH departments, as necessary, relative to the pursuit of approvals and permits for the development of the subject parcel.

Sincerely,

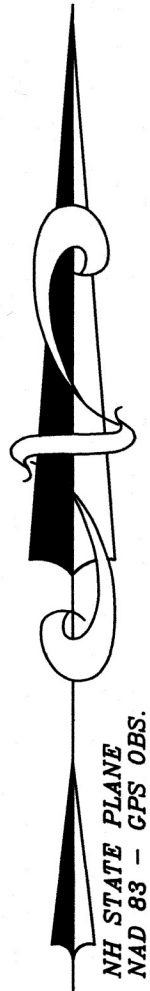
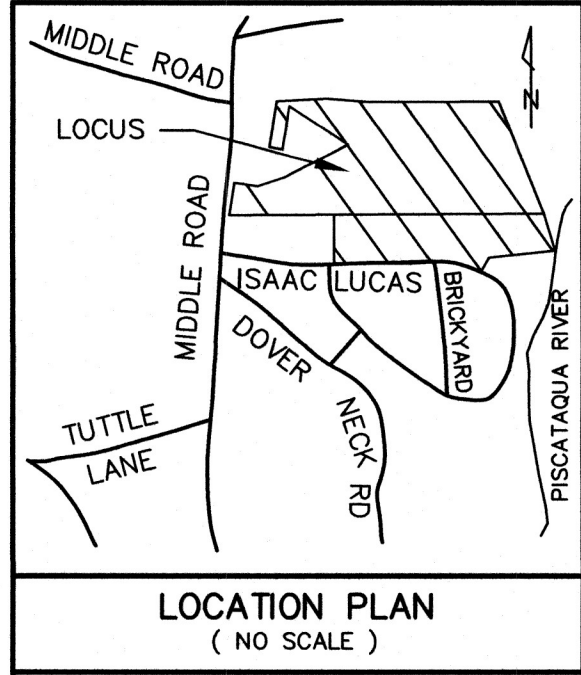


Chad Kageleiry, Member
Waterside Land Holdings, LLC

LOTA-2025-0003

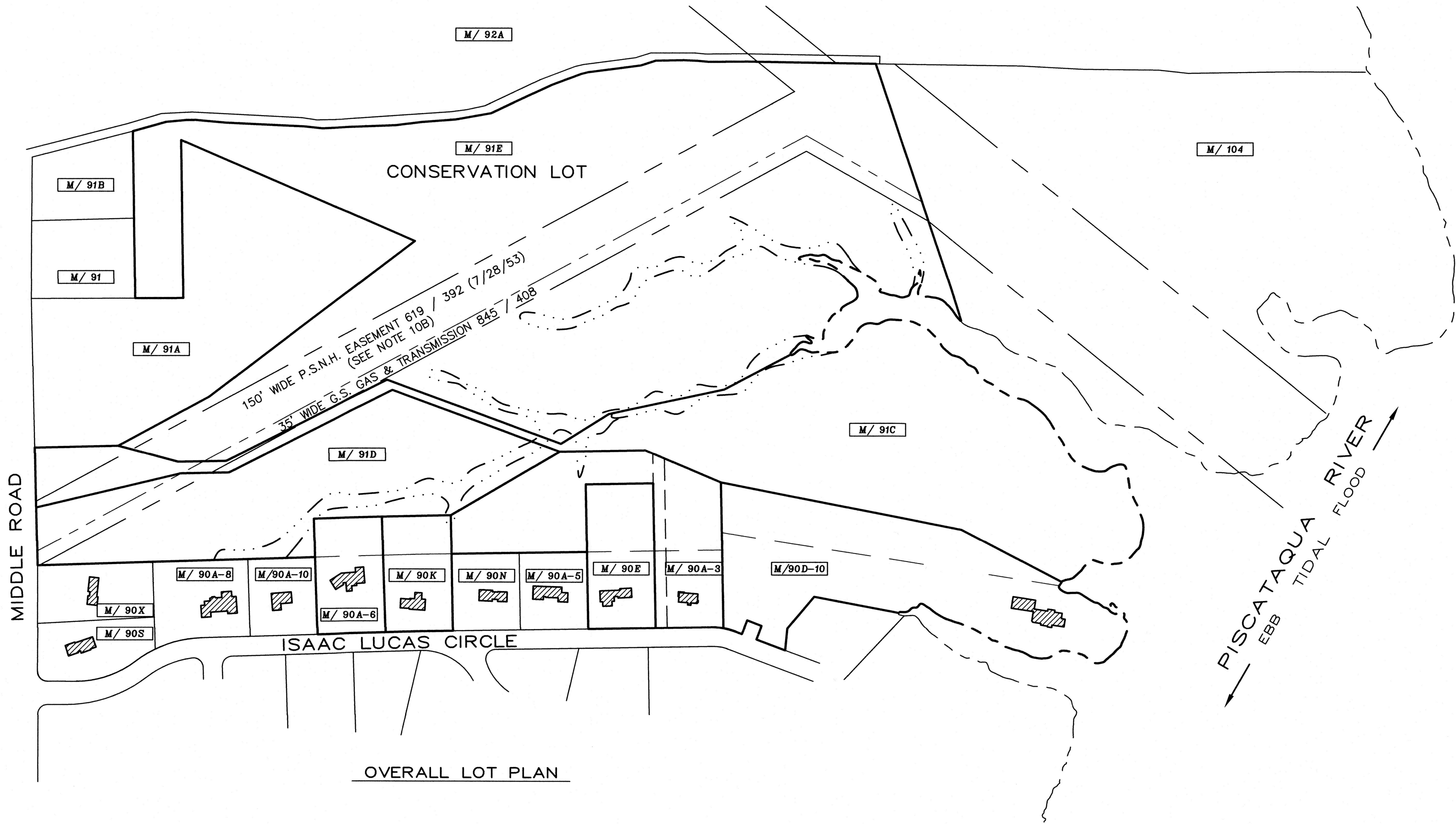
MIDDLE ROAD, 10, 12, 18, 20, 22, 24 ISAAC LUCAS CIRCLE

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
M0089-000000	315 MIDDLE RD	GAGNON SCOTT C TRUSTEE	GAGNON SCOTT REVOCABLE TRUST	315 MIDDLE RD	DOVER	NH	03820
M0089-C00000	291 MIDDLE RD	SPALDING MELISSA		291 MIDDLE RD	DOVER	NH	03820
M0089-D00000	309 MIDDLE RD	HACKETT THEODORE S &	HACKETT CYNTHIA A	309 MIDDLE ROAD	DOVER	NH	03820
M0089-E00000	297 MIDDLE RD	MAMIGONIAN CARL H & SHARON J TRUSTEES	MAMIGONIAN CARL AND SHARON REVOCABLE LIV	297 MIDDLE RD	DOVER	NH	03820
M0089-F00000	319 MIDDLE RD	GITSCHIER HELEN C		319 MIDDLE RD	DOVER	NH	03820
M0090-A00000	17 ISAAC LUCAS CR	GOODWIN WILLIAM &	GOODWIN MARY E	17 ISAAC LUCAS CIRCLE	DOVER	NH	03820
M0090-A00004	8 BRICKYARD DR	BRAUCH MARC	BRAUCH KRISTINA	8 BRICKYARD DR	DOVER	NH	03820
M0090-A00005	16 ISAAC LUCAS CR	SPURLING ERIC A TRUSTEE	SPURLING ERIC A LIVING TRUST	16 ISAAC LUCAS CR	DOVER	NH	03820
M0090-A00008	6 ISAAC LUCAS CR	COVERT WILLIAM D &	COVERT PAIGE C	6 ISAAC LUCAS CR	DOVER	NH	03820
M0090-A00009	5 BRICKYARD DR	FISCHER MAURINE	FISCHER JEROME	5 BRICKYARD DRIVE	DOVER	NH	03820
M0090-A00010	8 ISAAC LUCAS CR	HOLDEN KEVIN F &	HOLDEN DEBORAH E	8 ISAAC LUCAS CIRCLE	DOVER	NH	03820
M0090-B00000	6 BRICKYARD DR	KNOX BARRY J & MARIE T TRUSTEES	KNOX BARRY J AND MARIE T FAMILY REVOCABL	6 BRICKYARD DRIVE	DOVER	NH	03820
M0090-B00002	23 ISAAC LUCAS CR	JENIS THEODORE	JENIS SHEILA	23 ISAAC LUCAS CR	DOVER	NH	03820
M0090-C00000	13 ISAAC LUCAS CR	PATEL ASHOK B & PRAVINA ATRUSTEES	THE ASHOK B & PRAVINA A PATEL FAMILY LIV	13 ISAAC LUCAS CIR	DOVER	NH	03820
M0090-C00001	11 ISAAC LUCAS CR	MORTENSON LOGAN	MORTENSON EMILY	11 ISAAC LUCAS CR	DOVER	NH	03820
M0090-C00002	9 ISAAC LUCAS CR	PARKS LEE ANN ASHLEY TRUSTEE	PARKS FAMILY TRUST	9 ISAAC LUCAS CIR	DOVER	NH	03820
M0090-D00009	ISAAC LUCAS CR	BRICKYARD ESTATES/DOCK OWNERS	C/O REGINALD FITZGERALD	10 BRICKYARD DR	DOVER	NH	03820
M0090-D00013	22 ISAAC LUCAS CR	CITY OF DOVER		288 CENTRAL AV	DOVER	NH	03820
M0090-F00000	7 ISAAC LUCAS CR	BELAKONIS ANNE	JONES DAVID	7 ISAAC LUCAS CR	DOVER	NH	03820-4913
M0090-G00000	21 ISAAC LUCAS CR	CALISTA JOHN L & DEBRA K TRUSTEES	CALISTA FAMILY REVOCABLE TRUST	21 ISAAC LUCAS CR	DOVER	NH	03820-4914
M0090-H00000	24 ISAAC LUCAS CR	RENDALL DIANNE M	RENDALL PETER	24 ISAAC LUCAS CR	DOVER	NH	03820
M0090-J00000	19 ISAAC LUCAS CR	KOTRUCH JOHN C	KOTRUCH TERRI LYNN	19 ISAAC LUCAS CR	DOVER	NH	03820
M0090-N00000	14 ISAAC LUCAS CR	STEVENS CHRISTOPHER L		14 ISAAC LUCAS CR	DOVER	NH	03820
M0090-S00000	2 ISAAC LUCAS CR	BURLAGE KENNETH &	BURLAGE JACQUELYN KC	2 ISAAC LUCAS CR	DOVER	NH	03820-4910
M0090-X00000	320 MIDDLE RD	ROCHEFORT JEFFREY R		320 MIDDLE ROAD	DOVER	NH	03820
M0091-000000	286 MIDDLE RD	STRANGE EDWARD S TTS	FRENCH FARM 2023 REV TRUST	286 MIDDLE RD	DOVER	NH	03820
M0091-A00000	290 MIDDLE RD	TOWNSQUARE MEDIA PORTSMOUTH LLC		PO BOX 576	DOVER	NH	03821-0576
M0091-B00000	278 MIDDLE RD	MCKENNA JAMES F & JOANNE E TRUSTEES	MCKENNA JAMES AND JOANNE REVOCABLE LIVIN	278 MIDDLE ROAD	DOVER	NH	03820
M0092-A00000	BACK RD	LANGS PATRICIA		10 HAWTHORN ROAD	DOVER	NH	03820
M0104-000000	BACK RD	TODD HEATH J TRUSTEE	TODD HEATH J REVOCABLE TRUST	402 WEBBER HILL RD	KENNEBUNK	ME	04043
M0090-A00003	20 ISAAC LUCAS CR	WATERSIDE LAND HOLDINGS LLC		340 CENTRAL AVE SUITE 202	DOVER	NH	03820
M0090-A00006	10 ISAAC LUCAS CR	SCHELLER P KARL & PATRICIA A TRUSTEES	SCHELLER FAMILY TRUST	10 ISAAC LUCAS CR	DOVER	NH	03820-4910
M0090-D00010	22 ISAAC LUCAS CR	COOK N MILES III &	COOK AMANDA	22 ISAAC LUCAS CR	DOVER	NH	03820-4910
M0090-E00000	18 ISAAC LUCAS CR	DUGAS JANE M TRUSTEE	DUGAS JANE 2011 REVOCABLE TRUST	18 ISAAC LUCAS CR	DOVER	NH	03820
M0090-K00000	12 ISAAC LUCAS CR	GABARRO SETH RAFAEL &	GABARRO ANTHONY PHILIP	12 ISAAC LUCAS CR	DOVER	NH	03820-4910
M0091-C00000	MIDDLE RD	WATERSIDE LAND HOLDINGS LLC	C/O SUMMIT LAND DEVELOPMENT LLC	340 CENTRAL AVE STE 202	DOVER	NH	03820
		MCENEANEY SURVEY ASSOCIATES	KEVIN MCENEANEY	PO BOX 1166	DOVER	NH	03820



REFERENCE PLANS:

- 1.) PLAN OF LAND OF GEORGE & DOROTHY PRESCOTT, DOVER, N.H. SHOWING PARCEL SOLD TO ALAN R. & PATRICIA WILSON. SCALE: 1" = 100'; DATED: AUGUST 1972; BY: RICHARD P. TOWLE, NOT RECORDED, ON FILE WITH CITY OF DOVER PLANNING OFFICE.
- 2.) LOT LINE REVISION - ISAAC LUCAS CIRCLE, DOVER, N.H. FOR CITADEL BROADCASTING COMPANIES AND NELSON MILES COOK, III. SCALE: 1" = 40'; DATED: MARCH 13, 2002; BY: NORWAY PLAINS ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 66-70.
- 3.) FINAL PLAN - BRICKYARD ESTATES - MIDDLE ROAD, DOVER, N.H. SCALE: 1" = 100'; DATED: OCTOBER 1, 1985, REVISED THROUGH 04/17/1986; BY: G.L. DAVIS & ASSOCIATES. RECORDED S.C.R.D. PLAN 29-35.
- 4.) MINOR SUBDIVISION PLAN OF PROPERTY IN THE NAME OF VALEIRE A. CHENEVERT IRREVOCABLE TRUST SHOWN AS TAX MAP M / LOT 102 LOCATED AT 277 MIDDLE ROAD, COUNTY OF STRAFFORD, DOVER, NH. SCALE: 1" = 50'; DATED: MARCH 19, 2019, REVISED THROUGH 5/2/19; BY: DAVID W. VINCENT, LLS LAND SURVEYING SERVICES. RECORDED S.C.R.D. PLAN 11895.
- 5.) SUBDIVISION OF LAND FOR EDMUND J. O'BRIEN, JR. IN DOVER, N.H. SCALE: 1" = 60'; DATED: MAY 9, 1981; BY: BRUCE J. POHOPEK, LAND SURVEYOR. RECORDED S.C.R.D. PLAN 21A-87.
- 6.) R.O.W. RELOCATION AND LOT LINE ADJUSTMENT PREPARED FOR BRICKYARD ESTATES, DOVER, N.H.; SCALE: 1" = 50'; DATED APRIL 17, 1987; BY: THOMAS F. MORAN, INC.; RECORDED S.C.R.D. PLAN 31-43.



NOTES:

- 1.) OWNER OF RECORD:

M / 91C

WATERSIDE LAND HOLDINGS, LLC
340 CENTRAL AVENUE, SUITE 202
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4879, PAGE 847

M / 90A-3

WATERSIDE LAND HOLDINGS, LLC
340 CENTRAL AVENUE, SUITE 202
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 5166, PAGE 1033

M / 90D-10

N. MILES COOK, III
AMANDA COOK
22 ISAAC LUCAS CIRCLE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 3723, PAGE 776

M / 90E

JANE M. DUGAS, TRUSTEE
JANE DUGAS 2011 REVOCABLE TRUST
18 ISAAC LUCAS CIRCLE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 3910, PAGE 984

M / 90K

SETH RAFAEL GABARRO
ANTHONY PHILIP GABARRO
12 ISAAC LUCAS CIRCLE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4204, PAGE 48

M / 90A-6

P. KARL SCHELLER, TRUSTEE
PATRICIA A. SCHELLER, TRUSTEE
SCHELLER FAMILY TRUST
10 ISAAC LUCAS CIRCLE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4586, PAGE 392
- 2.)

M / 91C

 - DENOTES TAX MAP AND PARCEL NUMBER.
- 3.) TOTAL PARCEL AREA - SEE CHART SHEET 2.
- 4.) THE INTENT OF THIS PLAN IS TO DEPICT A 3 LOT MINOR SUBDIVISION OF THE SUBJECT PARCEL, AND FIVE (5) LOT LINE ADJUSTMENTS WITH ABUTTING PARCELS AS SHOWN.
- 5.) ZONING DISTRICT IS RURAL RESIDENTIAL (R-40) DISTRICT
DIMENSIONAL REQUIREMENTS:
MINIMUM LOT SIZE = 40,000 S.F.
MINIMUM LOT COVERAGE = 10 PERCENT
MINIMUM FRONTAGE = 150 FEET
BUILDING SETBACK REQUIREMENTS:
FRONT SETBACK = 40 FEET
SIDE SETBACK = 25 FEET
REAR SETBACK = 30 FEET
MAXIMUM BUILDING HEIGHT = 35 FEET MAXIMUM
- 6.) PORTIONS OF THE SUBJECT PARCEL ARE LOCATED WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1 PERCENT ANNUAL CHANCE FLOOD, ZONE AE (BASE FLOOD ELEVATIONS DETERMINED, ELEVATION 8); AND AREAS DETERMINED TO BE INSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON FLOOD INSURANCE RATE MAP, COMMUNITY NUMBER 330145; PANEL 0340; SUFFIX E; MAP NUMBER 33017C0340E; EFFECTIVE DATE SEPTEMBER 30, 2015.
- 7.) BASIS OF BEARING IS NH STATE PLANE (NAD83) BASED ON GPS OBSERVATION DATED JANUARY 14, 2021.
VERTICAL DATUM IS NAVD88 BASED ON GPS OBSERVATION DATED JANUARY 14, 2021.
- 8.) PROPERTY LINE INFORMATION HAS BEEN OBTAINED FROM SURVEYS PERFORMED BY MCENEANEY SURVEY ASSOCIATES OF NEW ENGLAND DURING JANUARY 2021 THROUGH DECEMBER 2024 WITH AN ERROR NOT GREATER THAN 1 IN 10,000.
- 9.) PORTIONS OF THE PARCEL ARE SUBJECT TO THE RULES OF THE SHORELAND WATER QUALITY PROTECTION ACT (NH RSA 483-B), THOSE AREAS WITHIN TWO HUNDRED AND FIFTY (250) FEET OF THE PISCATAQUA RIVER HIGHEST OBSERVABLE TIDE LINE (REFERENCE LINE).
- 10.) REFERENCE IS MADE TO THE FOLLOWING TITLE ITEMS:

A.) 150' WIDE EASEMENT GRANTED TO PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE AS DESCRIBED IN S.C.R.D. VOLUME 619, PAGE 392.

B.) EASEMENT GRANTED TO PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE AS DESCRIBED IN S.C.R.D. VOLUME 956, PAGE 265.

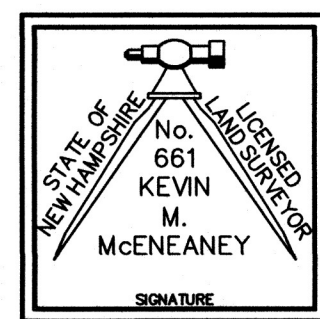
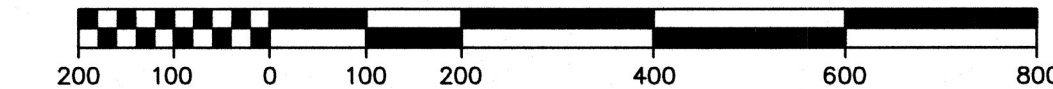
C.) EASEMENT GRANTED TO GRANITE STATE GAS & TRANSMISSION, S.C.R.D. VOLUME 845, PAGE 408.
- 11.) SEE SHEET 2 OF 3 FOR ABUTTER LIST.
- 12.) PROPOSED LOT M/91C SHALL NOT BE FURTHER SUBDIVIDED FOR DEVELOPMENT.
- 13.) PROPOSED LOT M/91E IS TO BE A CONSERVATION LOT.
- 14.) THE PROPOSED 30' WIDE ACCESS EASEMENT ACROSS PARCEL M/90A-3 IS INTENDED FOR ACCESS FOR LOT M/91C ONLY.

SHEET 1 OF 3

SUBDIVISION & LOT LINE ADJUSTMENT PLAN
PREPARED FOR
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AND
N. MILES COOK, III
AND
JANE M. DUGAS 2011 REVOCABLE TRUST
AND
SETH RAFAEL GABARRO &
ANTHONY PHILIP GABARRO
AND
SCHELLER FAMILY TRUST
TAX MAP M, LOT Nos. 91C, 90A-3, 90D-10, 90E,
90K, 90A-6
MIDDLE ROAD & ISAAC LUCAS CIRCLE
CITY OF DOVER
COUNTY OF STRAFFORD
STATE OF NEW HAMPSHIRE

DOVER PLANNING FILE No.

DRAWN BY: KJP FILE: M\2331\0\25-2331 SUB
SCALE: 1" = 200' DATE: FEBRUARY 18, 2025

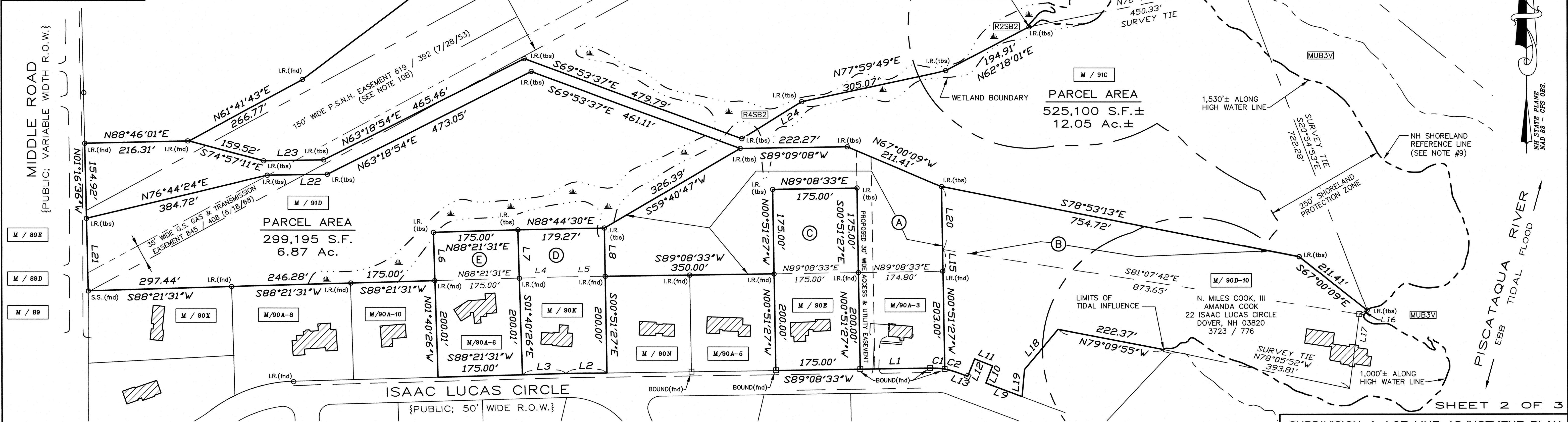
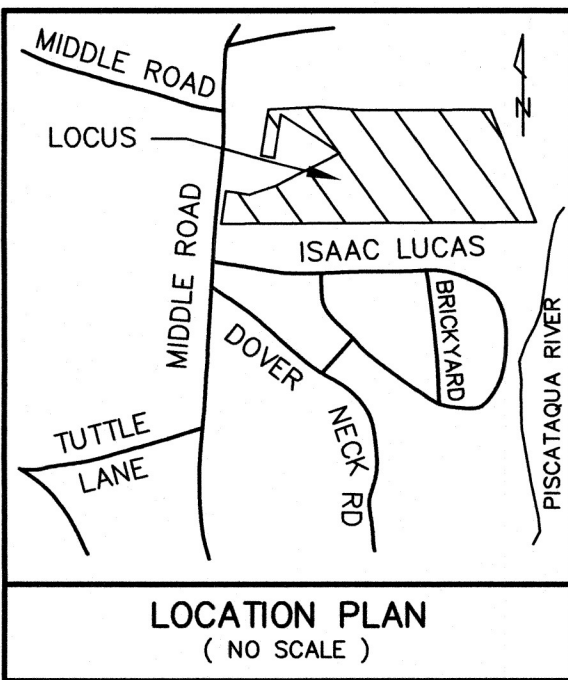


McEneaney
Survey
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of NEW ENGLAND
P.O. Box 1166 - 181 WATSON ROAD
DOVER, NH 03820 (603) 742-0911

SURVEYING - PLANNING - CONSULTING

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3/30/2025 15:06:21 FILE:M:\2331\Drawings\02-2331 SUBDIVISION.dwg LAYOUT SHEET 2



WETLAND CERTIFICATION

THE WETLANDS ON THIS PROJECT WERE DELINEATED BY BAG LAND CONSULTANTS, 43 ROCKINGHAM STREET, CONCORD, NH 03301 (BRUCE GILDAY, CWS #88) IN FALL 2024.

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- USFWS COWARDIN CLASSIFICATION



Bruce A. Gilday
Bruce A. Gilday

LIST OF ABUTTERS

NAME	ADDRESS	BOOK / PAGE
M / 90A-5 ERIC A. SPURLING, TRUSTEE ERIC A. SPURLING LIVING TRUST	16 ISAAC LUCAS CIRCLE DOVER, NH 03820	4252 / 539 4607 / 570
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M / 89D THEODORE S. HACKETT CYNTHIA A. HACKETT	309 MIDDLE ROAD DOVER, NH 03820	1853 / 667
M / 89B CARL H. MAMIGONIAN SHARON J. MAMIGONIAN, TRUSTEES CARL H. MAMIGONIAN SHARON J. MAMIGONIAN REVOCABLE LIVING TRUST	297 MIDDLE ROAD DOVER, NH 03820	4524 / 529
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M / 90D-9 BRICKYARD ESTATES / DOCK OWNERS C/O REGINALD FITZGERALD	10 BRICKYARD DRIVE DOVER, NH 03820	
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M / 91B JAMES F. MCKENNA & JOANNE E. MCKENNA, TRUSTEES JAMES F. MCKENNA AND JOANNE E. MCKENNA REVOCABLE LIVING TRUST	278 MIDDLE ROAD DOVER, NH 03820	4520 / 683
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M / 90C-1 LOGAN MORTENSON EMILY MORTENSON	11 ISAAC LUCAS CIRCLE DOVER, NH 03820	5164 / 562
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No.	Bearing	Distance
L1	S89°08'33"W	145.00'
L2	S89°08'33"W	85.15'
L3	S88°21'31"W	89.85'
L4	N88°21'31"E	90.93'
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LOT	ORIGINAL AREA	PARCEL TO BE ADDED	NEW AREA
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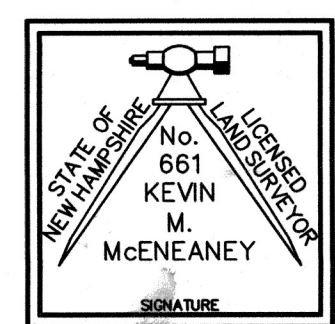
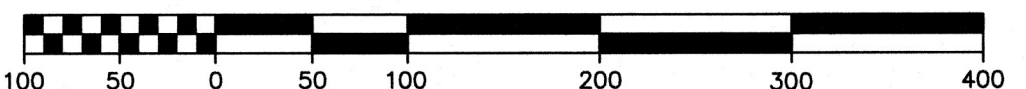
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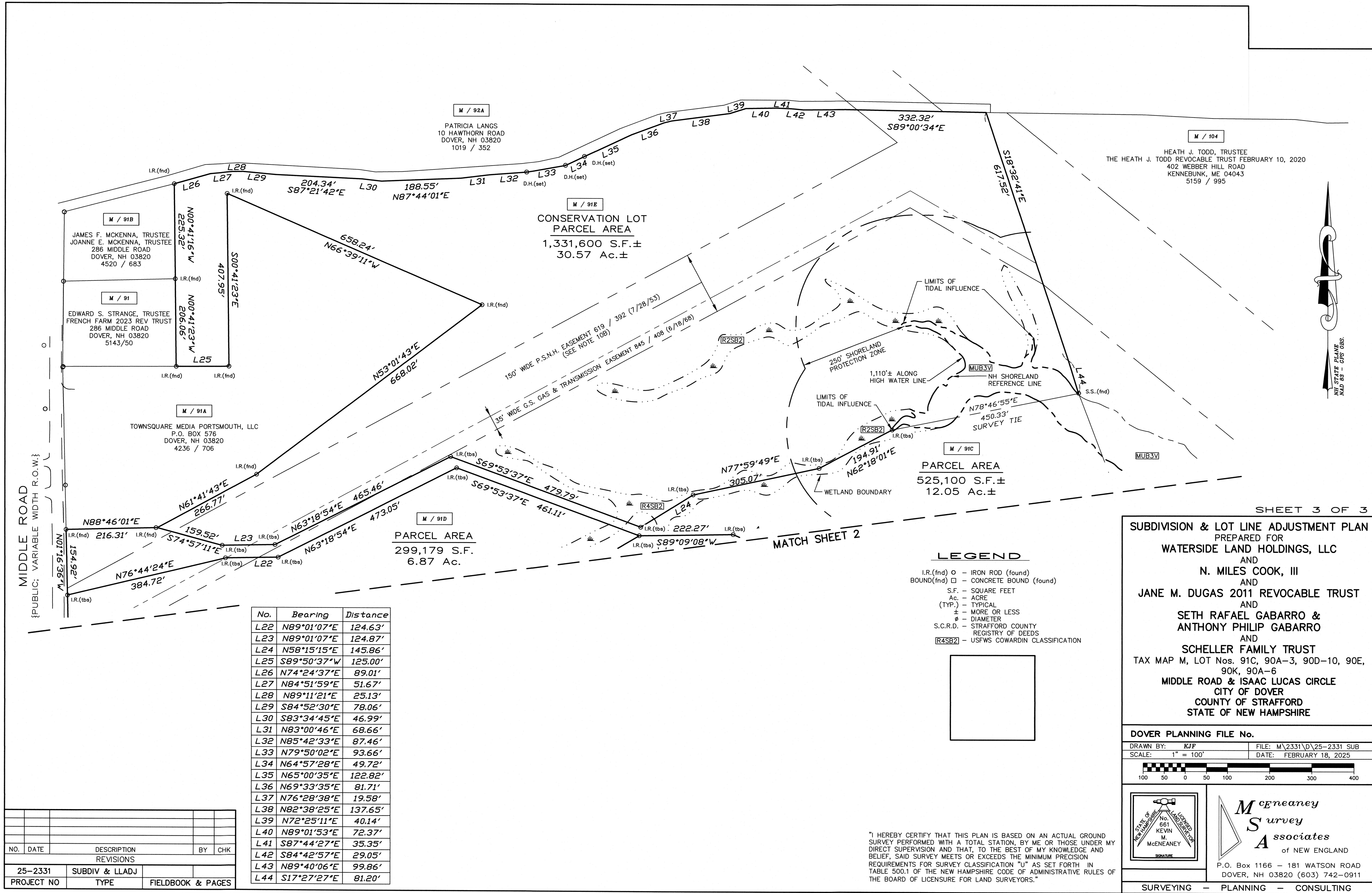


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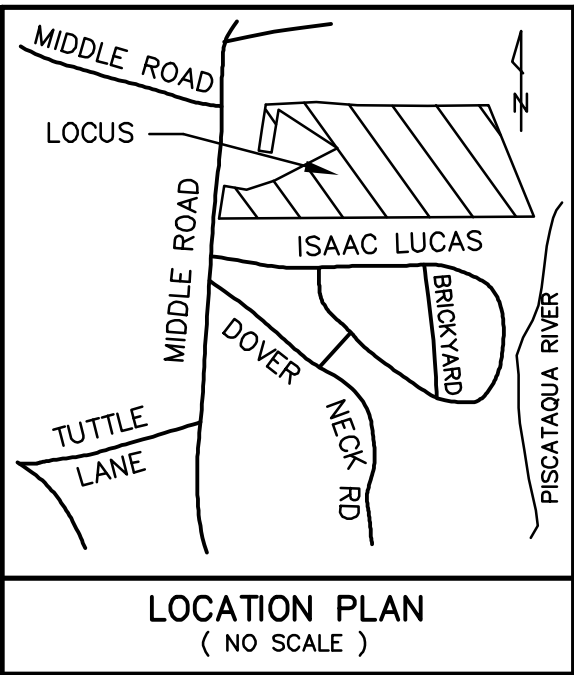
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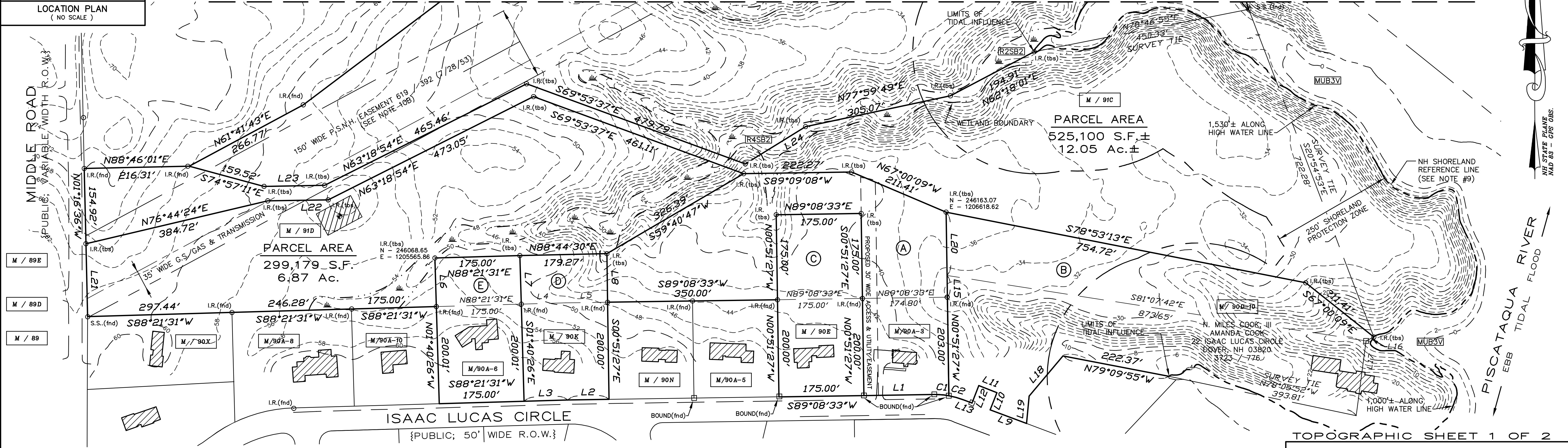
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LOCATION PLAN
(NO SCALE)



MATCH SHEET 3

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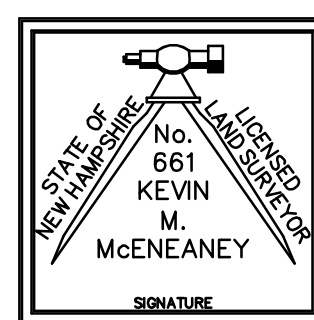
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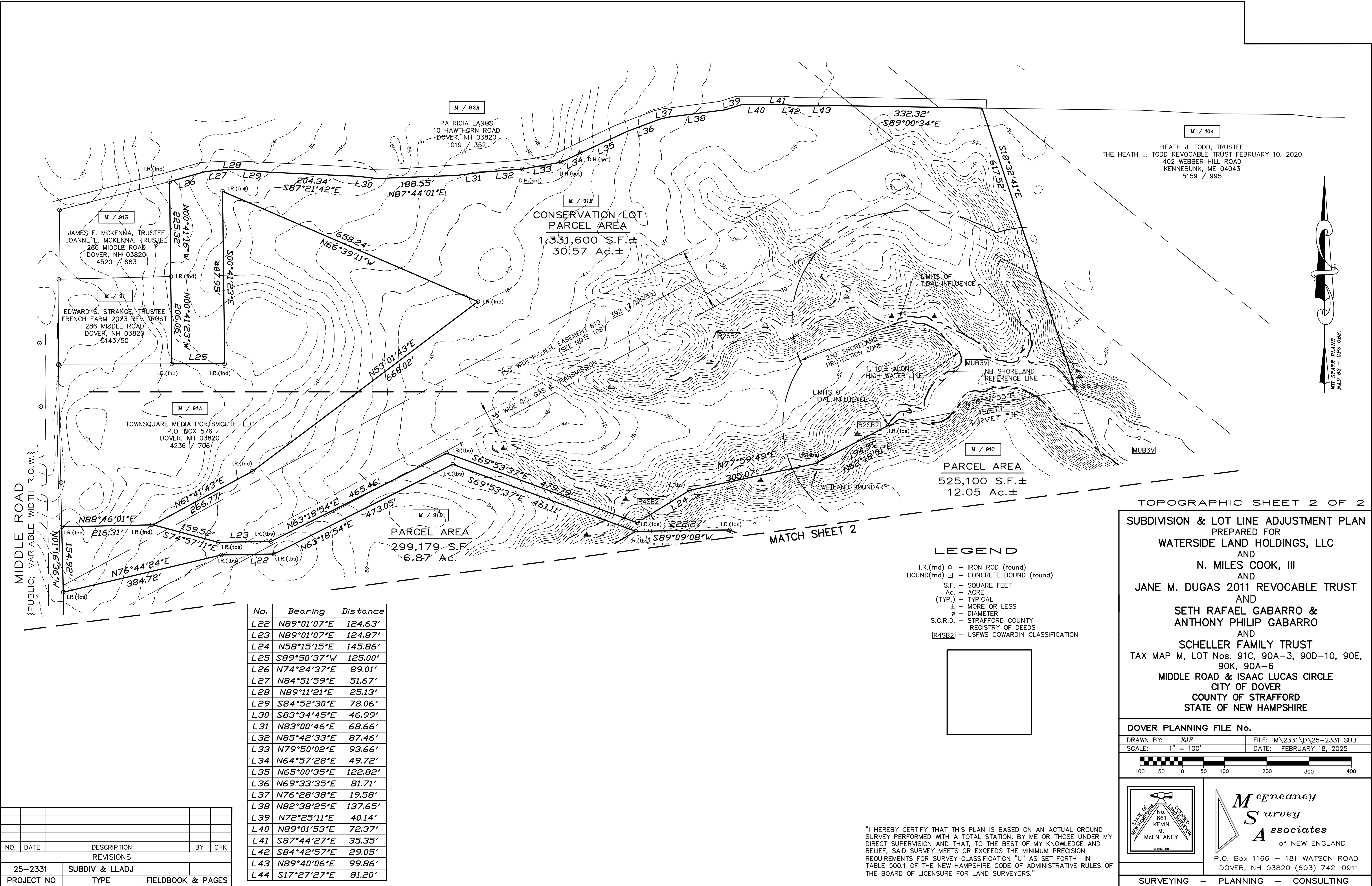
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SURVEYING - PLANNING - CONSULTING

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NO.	DATE	DESCRIPTION	BY	CHK	
REVISIONS					
25-2331	SUBDIV & LLADJ				
PROJECT NO	TYPE	FIELDBOOK & PAGES			

No.	Bearing	Distance
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L28	N89°11'21"E	25.13'
L29	S84°52'30"E	78.06'
L30	S83°34'45"E	46.99'
L31	N83°00'46"E	68.66'
L32	N85°42'33"E	87.46'
L33	N79°50'02"E	93.66'
L34	N64°57'28"E	49.72'
L35	N65°00'35"E	122.82'
L36	N69°33'35"E	81.71'
L37	N76°28'38"E	19.58'
L38	N82°38'25"E	137.65'
L39	N72°25'11"E	40.14'
L40	N89°01'53"E	72.37'
L41	S87°44'27"E	35.35'
L42	S84°42'57"E	29.05'
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TOPOGRAPHIC SHEET 2 OF 2

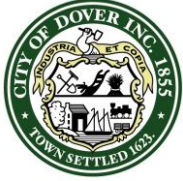
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SURVEYING - PLANNING - CONSULTING



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #SUBM-2025-0002

Application Type: Minor Subdivision
Applicant(s): McEneaney Survey Associates
Owner(s): Waterside Land Holdings, LLC
Location: Middle Road (Assessor's Map M, Lot 91-C)
Meeting Date: March 25, 2025

INTENT: Proposal is to subdivide the parcel to make two (2) new lots for a total of three (3) lots. One (1) of the new lots is proposed to be conserved as open space.

AGENDA ITEM #: 4-C

APPLICANT: McEneaney Survey Associates

OWNER: Waterside Land Holdings, LLC

LOCATION: Middle Road (Assessor's Map M, Lot 91-C)

LOTS/UNITS PROPOSED: Three (3) lots

ACREAGE: Existing Acreage (post-Lot Line Adjustment, LOTA-2025-0003): 49.49± ac.
Parent Parcel (Map M, Lot 91-C): 12.05± ac.
Proposed Lot 1 (Map M, Lot 91-D): 6.87± ac.
Proposed Lot 2 (Map M, Lot 91-E): 30.57± ac.*
**(Proposed Lot 2 is being proposed as open space.)*

ZONING DISTRICT: R-40 (Conservation District and Wetland Protection District Overlays)

EXISTING USE: Vacant

PROPOSED USE: Conservation, Residential

SURROUNDING USE: Residential

ZBA ACTION: N/A

PERMITS: N/A

WAIVERS REQUESTED: N/A

APPLICATION IS COMPLETE: Yes

REGIONAL IMPACT: No

NOTICES SENT: Abutter notices were sent by certified mail to all abutters.

TRC: N/A

ATTACHMENTS: Application materials including Subdivision Plan.

Summary of Request and Background:

The applicant is proposing to subdivide a vacant lot on Middle Road, Map M, Lot 91-C, to create two new lots for a total of three lots. The parent parcel, Map M, Lot 91-C, is proposed to be approximately 12.05 acres, while the new proposed lots, Map M, Lot 91-D and Map M, Lot 91-E, are proposed as having approximately 6.87 acres and 30.57 acres respectively.

As shown in the application, the proposed lot, Map M, Lot 91-E, has been identified as a Conservation Lot and therefore does not require frontage. From discussions with the applicant and property owner, Planning Staff understands that an easement for the Conservation Lot will be drafted in coordination with the Conservation Commission and Open Lands Committee and if applicable approved by City Council and then recorded.

As this proposal only involves a Minor Subdivision, no review was required by the Technical Review Committee.

Consistency with Land Use Regulations:

The plan is consistent with §157-15 of the City of Dover's Land Subdivision Regulations, which provides for subdivision of existing lots.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board vote to accept the application and determine it not to have regional impact, open a public hearing, close the public hearing, make the necessary and supporting findings of fact, and vote to approve the minor subdivision with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Approval of LOTA-2025-0003;
2. If a conservation easement is not recorded at same time as subdivision plat, a development agreement between the property owner and City shall be created regarding conservation lot and any stormwater easements.
3. Provide physical and digital copies (including CAD) of complete plan set which additionally shall include:
 - 3.1. Include the Planning File #SUBM-2025-0002;
 - 3.2. Confirm lot numbering with City Assessor;
 - 3.3. Signature and stamp of LLA on the final plans;
 - 3.4. The owners' signatures for recording at Strafford County Registry of Deeds.
 - 3.5. Add note that lot 2 shall be conserved.

SUBM-2025-0002 MIDDLE ROAD

**Property Information**

Location MIDDLE RD
Owner WATERSIDE LAND HOLDINGS LLC
Land Use 130V
Zoning Code R-40
Property Id M0091-C00000

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/30/2023
Data updated Daily

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.



PLAN SNAPSHOT REPORT SUBM-2025-0002 FOR CITY OF DOVER, N.H.

Plan Type: Subdivision Plan - Minor
Work Class: New Construction
Status: Fees Paid
Valuation: \$0.00
Description: Subdivide M/91C into 3 parcels, one parcel with no road frontage being a Conservation Lot.

Project:
District: None
Square Feet: 1,878,677.00
Assigned To: Blonigen, Rachel

App Date: 03/04/2025
Exp Date: 05/08/2025
Completed: NOT COMPLETED
Approval Expire Date:

Parcel: M0091-C00000	Main	Address: Middle Rd Dover, NH	Main	Zone: R-40(Residential - Rural)
-----------------------------	------	--	------	--

Applicant McEaney Survey Associates P.O. Box 1166 DOVER, NH 03821 Business: (603) 742-0911	Applicant Chad Kageleiry Business: (603) 749-2800
---	---

Plan Custom Fields

Proposed Number of New Lots	2	Existing Number of Lots1		Parcel Map/Lot	M/91C
Parcel Zoning Overlay	Dover Conservation District	Select Subdivision Type	Conventional	Parcel Zoning	R-40
Property Address	Middle Road	Existing Parcel Size (Ac)	43.12	Existing Parcel Size (sqft)	1.87831e+006
Proposed Use Detail	Residential	Owner Name	Waterside Land Holdings, LLC	Deed Page	
Deed Book		Owner Address	340 Central Avenue, Suite 202 Dover, NH 03820	Deed Date	
Refuse Removal	Private	Owner Phone		Parcel Feedback	
Owner EMail		Existing Use Detail	Vacant	TDR Detail	
subroadtype	Municipal	Water Source?	Private	Distance to City Water (ft)	0
Distance to City Sewer (ft)	0	Sewer Service?	Private	Subdivision Regulations section(s) to be waived	
Justification for waiver request(s)					

Attachment File Name	Added On	Added By	Attachment Group	Notes
Signature_Kevin_McEaney_3/4/2025.jpg	03/04/2025 12:27	McEaney, Kevin		Uploaded via CSS
2024.03.25_PlanningBoard.Agenda.pdf	03/14/2025 9:13	Blonigen, Rachel		PB Agenda

Invoice No.	Fee	Fee Amount	Amount Paid
INV-2025011498	Planning Subdivision Lot Fee	\$450.00	\$450.00
	Planning Subdivision Application Fee	\$200.00	\$200.00
	Total for Invoice INV-2025011498	\$650.00	\$650.00
INV-2025011654	Planning Public Notice in Newspaper	\$120.00	\$120.00
	Total for Invoice INV-2025011654	\$120.00	\$120.00
	Grand Total for Plan	\$770.00	\$770.00

Activity Type	Activity Number	Name	Workflow Action Name	User	Created On
Recommendation to Planning Board	RCMND-000018-2025		Planner Creates Staff Recommendations v.1.00	Rachel Blonigen	03/14/2025

PLAN SNAPSHOT REPORT (SUBM-2025-0002)

Workflow Step / Action Name	Action Type	Start Date	End Date
Review v.1		03/04/2025 15:17	03/04/2025 15:17
Confirm application complete v.1	Generic Action		03/04/2025 15:17
Planning Board v.1		03/04/2025 15:17	
Planning Board Agenda v.1	Task	03/04/2025 15:17	03/14/2025 9:13
Invoice for Notices v.1	Task	03/14/2025 9:13	03/14/2025 9:13
Send Notices v.1	Task	03/14/2025 9:13	03/14/2025 9:13
Planner Creates Staff Recommendations v.1	Plan Activity	03/14/2025 9:13	03/19/2025 11:12
Distribute Planning Board Materials v.1	Task	03/19/2025 11:11	
Planning Board Hearing v.1	Hold Hearing		
Planning Board Decision v.1	Plan Activity		
NOD Sent to Applicant v.1	Create Report		
Final Plan v.1			
Land Use Plan Final Review v.1	Receive Submittal		
Land Use Plan Stamped and Signed v.1	Generic Action		
Recording v.1	Task		
Document Archival v.1	Generic Action		
Internal Notification of Plan Completion v.1	Generic Action		
Create/Link to Records v.1			
Create / Link to Permit - Building Major v.1	Create Sub Permit		



City of Dover, New Hampshire MINOR SUBDIVISION APPLICATION

[Revision Date: July 1, 2021]

Office Use Only

Project #: _____

Date Received: _____

Amount Paid: _____

Time Received: _____

APPLICANT AND OWNER INFORMATION

Name of Applicant: Waterside Land Holdings LLC Telephone # 603-749-2800

Address of Applicant: 340 Central Avenue, Ste 202 Dover, NH 03820

Name of Property Owner (if different from applicant): _____ Telephone # _____

Address of Property Owner: _____

E-Mail Address: _____

PROPERTY INFORMATION

Address of Property: Middle Road

Assessor's Map # M Lot(s) # 91C

Zoning District(s) R-40 Overlay District(s) Dover Conservation District

Size of Parcel: 49.61 ± ac Property Deed: Book 4879 Page: 847

Existing Use of Property: Vacant

SUBDIVISION INFORMATION

Existing Number of Lots: 1 Proposed Number of Lots: 2 new lots

TDR Relief sought (Check All That Apply): ☐ Lot Size ☐ Frontage ☐ Setback ☐ 30' Buffer ☐ Purchase _____ units

Describe Proposed Use or Activity that requires TDR; describe any impacts and document mitigation:

Circle one for each category:

Water: City/Well (circle one) How far is city water from the property? N/A

Sewer: City/Septic (circle one) How far is city sewer from the property? N/A

Highway Access City Street/State Highway (circle one) | Roadway Public or Private Road (circle one)

Refuse removal: Public/Private (circle one) | Estimated Length of Proposed Road: N/A feet

Estimated value of construction: N/A New impervious area (in s.f.): N/A

WAIVER REQUESTS

Subdivision Regulations section(s) to be waived: N/A

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

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) Kevin McEneaney - McEneaney Survey Associates

Address PO Box 1166 Dover, NH 03821 Telephone #: 603-749-0443

Professional License #: NH LLS #661 E-mail address: kevin@surveynh.com

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) N/A

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

LANDSCAPE ARCHITECT INFORMATION

Name of Landscape Architect and Company (Licensed in N.H.) N/A

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

SOIL SCIENTIST INFORMATION

Name of Soil Scientist and Company (Licensed in N.H.) Bruce A. Gilday, CSS, CWS - BAG Land Consultants

Address 43 Rockingham Street Concord, NH 03301 Telephone #: 603-228-5775

Professional License #: NH CSS#012, NH CWS#088 E-mail address: bagilday@comcast.net

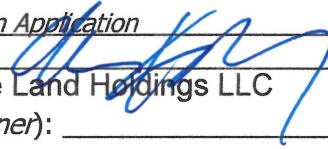
CONSERVATION EASEMENT HOLDER

Name of Easement Holder: N/A Telephone # _____

Address 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. 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: 2/28/2025

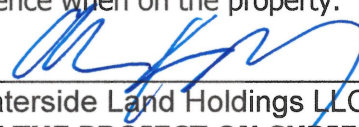
Waterside Land Holdings LLC

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: 2/28/2025

Waterside Land Holdings LLC

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY

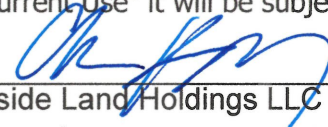
I, and my successors, hereby authorize the City of Dover and its assigns to enter my property for the purpose of completing the site work as required by the approved plan should the letter or credit or other surety be called. It is understood that these individuals must use all reasonable care, courtesy,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

Signature of Property Owner: N/A 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: 2/28/2025

Waterside Land Holdings LLC

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: N/A Date: _____

Signature of Applicant (if different from owner): _____ Date: _____

***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
M	91C	Waterside Land Holdings LLC 340	Central Avenue, Ste 202 Dover, NH 03820

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS
Kevin McEneaney, LLS	McEneaney Survey Associates	PO Box 1166 Dover, NH 03821
Bruce A. Gilday, CWS	BAG Land Consultants	43 Rockingham Street Concord, NH 03301

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS



City of Dover, New Hampshire MINOR SUBDIVISION SUBMISSION CHECKLIST

[Revision Date: May 18, 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: Waterside Land Holdings LLC File Number: _____

PROJECT TITLE: Minor Subdivision of Land

PROPERTY LOCATION: Middle Road Tax Map: M Lot: 91C

	Where/How Provided	Reviewed
1. Completed and signed Application form	X	
2. Plan Review Fees are provided	X	
3. Electronic copy of the surveyed plat layout	X	
4. Electronic copy of supplementary materials and application	X	
5. Waiver requests to the Subdivision Regulations, with written justification	N/A	
6. Conditional Use Permit applications	N/A	
7. 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:	1 full size, 6 11x17	
Location map at appropriate scale	X	
Proposed subdivision name and title and Planning File #	X	
Date, north arrow and scale	X	
Names of all abutting property owners	X	
Name and address of owners and/or applicants	X	
Signature & stamp of NH licensed land surveyor and/or engineer	X	
Zoning District boundaries, including any special or overlay districts	X	
Location of Conservation District areas	X	
Location, names and widths of existing and proposed streets, including pavement widths, grades, curbs and crosswalks	X	
Location and widths of existing & proposed easements & right of ways	X	
Location and widths of existing and proposed sidewalks	N/A	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	X	
Existing and proposed lot areas in square feet	X	
Existing and proposed topographic information at two foot intervals	X	
Existing and proposed buildings and structure locations	X	
Minimum building setbacks or build to lines on all lots	N/A	
Location and size of existing and proposed electric, telephone, gas cable and other underground utilities	N/A	

	Explain How Provided	Reviewed
Existing and proposed water lines and fire hydrants, including materials and capacity needed	N/A	
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load	N/A	
Existing and proposed septic system, including test pit locations and results and NHDES subdivision permit number	N/A	
Existing and proposed stormwater lines and facilities	N/A	
Location of Flood Hazard Zone	X	
Location of all bodies of water and watercourses	X	
Location of wetlands and buffers	X	
Existing natural features and/or significant vegetation on property	X	
Soil types	N/A	
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor	X	
Location of all land offered for dedication for public use or land to be held in common by property owners of the subdivision	X	
Location, material and size of existing and proposed permanent monuments	X	
Existing railroad lines	N/A	
Note regarding solid waste disposal	N/A	
All applicable Dover Common Subdivision notes	X	
8. Construction Detail Sheets shall contain the following information (if appropriate): N/A		
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		
9. Additional Information if appropriate N/A		
Stormwater Management Plan depicting the existing and proposed storm drainage system and engineered drainage analysis		
Stormwater Management System Operation and Maintenance Plan		
Letter to Serve from Public and Private Utilities		
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		

REVIEWED BY: _____ DATE _____

Waterside Land Holdings, LLC
340 Central Avenue, Suite 202
Dover, New Hampshire 03820

February 28, 2025

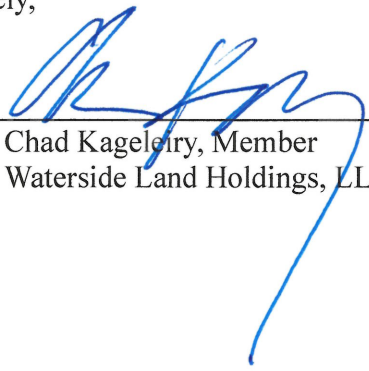
City of Dover
288 Central Avenue
Dover, NH 03820

Attn: Planning Board

Re: LETTER OF APPLICANT/OWNER AUTHORIZATION
Minor Subdivision & Lot Line Adjustment Applications & Approvals
Middle Road & Isaac Lucas Circle – Tax Map M, Lot 91C

I, Chad Kageleiry, authorize McEneaney Survey Associates and Civilworks New England to represent all applications made on behalf of me as Member of Waterside Land Holdings, LLC (APPLICANT) to the City of Dover Planning Board and any other Dover Board or Committee, as well as any State of NH departments, as necessary, relative to the pursuit of approvals and permits for the development of the subject parcel.

Sincerely,

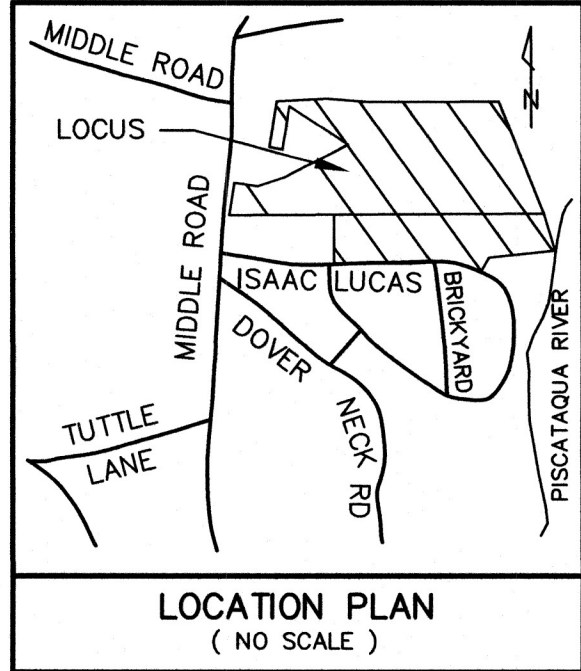


Chad Kageleiry, Member
Waterside Land Holdings, LLC

SUBM-2025-0002

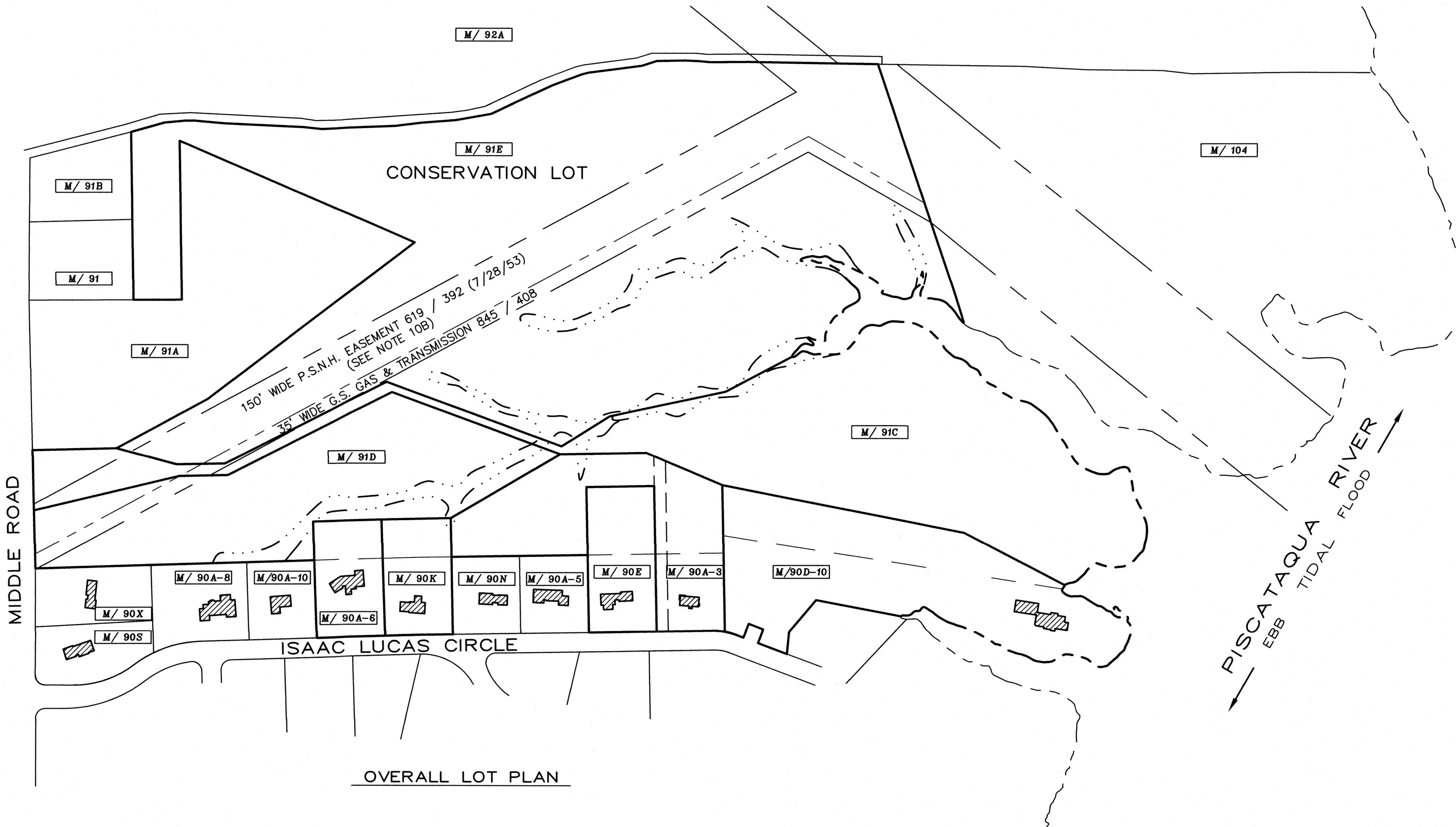
MIDDLE ROAD

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
M0089-000000	315 MIDDLE RD	GAGNON SCOTT C TRUSTEE	GAGNON SCOTT REVOCABLE TRUST	315 MIDDLE RD	DOVER	NH	03820
M0089-C00000	291 MIDDLE RD	SPALDING MELISSA		291 MIDDLE RD	DOVER	NH	03820
M0089-D00000	309 MIDDLE RD	HACKETT THEODORE S &	HACKETT CYNTHIA A	309 MIDDLE ROAD	DOVER	NH	03820
M0089-E00000	297 MIDDLE RD	MAMIGONIAN CARL H & SHARON J TRUSTEES	MAMIGONIAN CARL AND SHARON REVOCABLE LIV	297 MIDDLE RD	DOVER	NH	03820
M0089-F00000	319 MIDDLE RD	GITSCHIER HELEN C		319 MIDDLE RD	DOVER	NH	03820
M0090-A00003	20 ISAAC LUCAS CR	WATERSIDE LAND HOLDINGS LLC		340 CENTRAL AVE SUITE 202	DOVER	NH	03820
M0090-A00005	16 ISAAC LUCAS CR	SPURLING ERIC A TRUSTEE	SPURLING ERIC A LIVING TRUST	16 ISAAC LUCAS CR	DOVER	NH	03820
M0090-A00006	10 ISAAC LUCAS CR	SHELLER P KARL & PATRICIA A TRUSTEES	SHELLER FAMILY TRUST	10 ISAAC LUCAS CR	DOVER	NH	03820-4910
M0090-A00008	6 ISAAC LUCAS CR	COVERT WILLIAM D &	COVERT PAIGE C	6 ISAAC LUCAS CR	DOVER	NH	03820
M0090-A00010	8 ISAAC LUCAS CR	HOLDEN KEVIN F &	HOLDEN DEBORAH E	8 ISAAC LUCAS CIRCLE	DOVER	NH	03820
M0090-D00009	ISAAC LUCAS CR	BRICKYARD ESTATES/DOCK OWNERS	C/O REGINALD FITZGERALD	10 BRICKYARD DR	DOVER	NH	03820
M0090-D00010	22 ISAAC LUCAS CR	COOK N MILES III &	COOK AMANDA	22 ISAAC LUCAS CR	DOVER	NH	03820-4910
M0090-D00013	22 ISAAC LUCAS CR	CITY OF DOVER		288 CENTRAL AV	DOVER	NH	03820
M0090-E00000	18 ISAAC LUCAS CR	DUGAS JANE M TRUSTEE	DUGAS JANE 2011 REVOCABLE TRUST	18 ISAAC LUCAS CR	DOVER	NH	03820
M0090-H00000	24 ISAAC LUCAS CR	RENDALL DIANNE M	RENDALL PETER	24 ISAAC LUCAS CR	DOVER	NH	03820
M0090-K00000	12 ISAAC LUCAS CR	GABARRO SETH RAFAEL &	GABARRO ANTHONY PHILIP	12 ISAAC LUCAS CR	DOVER	NH	03820-4910
M0090-N00000	14 ISAAC LUCAS CR	STEVENS CHRISTOPHER L		14 ISAAC LUCAS CR	DOVER	NH	03820
M0090-S00000	2 ISAAC LUCAS CR	BURLAGE KENNETH &	BURLAGE JACQUELYN KC	2 ISAAC LUCAS CR	DOVER	NH	03820-4910
M0090-X00000	320 MIDDLE RD	ROCHEFORT JEFFREY R		320 MIDDLE ROAD	DOVER	NH	03820
M0091-000000	286 MIDDLE RD	STRANGE EDWARD S TTS	FRENCH FARM 2023 REV TRUST	286 MIDDLE RD	DOVER	NH	03820
M0091-A00000	290 MIDDLE RD	TOWNSQUARE MEDIA PORTSMOUTH LLC		PO BOX 576	DOVER	NH	03821-0576
M0091-B00000	278 MIDDLE RD	MCKENNA JAMES F & JOANNE E TRUSTEES	MCKENNA JAMES AND JOANNE REVOCABLE LIVIN	278 MIDDLE ROAD	DOVER	NH	03820
M0092-A00000	BACK RD	LANGS PATRICIA		10 HAWTHORN ROAD	DOVER	NH	03820
M0104-000000	BACK RD	TODD HEATH J TRUSTEE	TODD HEATH J REVOCABLE TRUST	402 WEBBER HILL RD	KENNEBUNK	ME	04043
M0091-C00000	MIDDLE RD	WATERSIDE LAND HOLDINGS LLC	C/O SUMMIT LAND DEVELOPMENT LLC	340 CENTRAL AVE STE 202	DOVER	NH	03820
		MCENEANEY SURVEY ASSOCIATES	KEVIN MCENEANEY	PO BOX 1166	DOVER	NH	03820
		BAG LAND CONSULTANTS	BRUCE A. GILDAY, CSS, CWS	43 ROCKINGHAM STREET	CONCORD	NH	03301



REFERENCE PLANS:

- 1.) PLAN OF LAND OF GEORGE & DOROTHY PRESCOTT, DOVER, N.H. SHOWING PARCEL SOLD TO ALAN R. & PATRICIA WILSON. SCALE: 1" = 100'; DATED: AUGUST 1972; BY: RICHARD P. TOWLE, NOT RECORDED, ON FILE WITH CITY OF DOVER PLANNING OFFICE.
- 2.) LOT LINE REVISION - ISAAC LUCAS CIRCLE, DOVER, N.H. FOR CITADEL BROADCASTING COMPANIES AND NELSON MILES COOK, III. SCALE: 1" = 40'; DATED: MARCH 13, 2002; BY: NORWAY PLAINS ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 66-70.
- 3.) FINAL PLAN - BRICKYARD ESTATES - MIDDLE ROAD, DOVER, N.H. SCALE: 1" = 100'; DATED: OCTOBER 1, 1985, REVISED THROUGH 04/17/1986; BY: G.L. DAVIS & ASSOCIATES. RECORDED S.C.R.D. PLAN 29-35.
- 4.) MINOR SUBDIVISION PLAN OF PROPERTY IN THE NAME OF VALEIRE A. CHENEVERT IRREVOCABLE TRUST SHOWN AS TAX MAP M / LOT 102 LOCATED AT 277 MIDDLE ROAD, COUNTY OF STRAFFORD, DOVER, NH. SCALE: 1" = 50'; DATED: MARCH 19, 2019, REVISED THROUGH 5/2/19; BY: DAVID W. VINCENT, LLS LAND SURVEYING SERVICES. RECORDED S.C.R.D. PLAN 11895.
- 5.) SUBDIVISION OF LAND FOR EDMUND J. O'BRIEN, JR. IN DOVER, N.H. SCALE: 1" = 60'; DATED: MAY 9, 1981; BY: BRUCE J. POHOPEK, LAND SURVEYOR. RECORDED S.C.R.D. PLAN 21A-87.
- 6.) R.O.W. RELOCATION AND LOT LINE ADJUSTMENT PREPARED FOR BRICKYARD ESTATES, DOVER, N.H.; SCALE: 1" = 50'; DATED APRIL 17, 1987; BY: THOMAS F. MORAN, INC.; RECORDED S.C.R.D. PLAN 31-43.



NOTES:

- 1.) OWNER OF RECORD:

M / 91C

WATERSIDE LAND HOLDINGS, LLC
340 CENTRAL AVENUE, SUITE 202
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4879, PAGE 847

M / 90A-3

WATERSIDE LAND HOLDINGS, LLC
340 CENTRAL AVENUE, SUITE 202
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 5166, PAGE 1033

M / 90D-10

N. MILES COOK, III
AMANDA COOK
22 ISAAC LUCAS CIRCLE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 3723, PAGE 776

M / 90E

JANE M. DUGAS, TRUSTEE
JANE DUGAS 2011 REVOCABLE TRUST
18 ISAAC LUCAS CIRCLE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 3910, PAGE 984

M / 90K

SETH RAFAEL GABARRO
ANTHONY PHILIP GABARRO
12 ISAAC LUCAS CIRCLE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4204, PAGE 48

M / 90A-6

P. KARL SCHELLER, TRUSTEE
PATRICIA A. SCHELLER, TRUSTEE
SCHELLER FAMILY TRUST
10 ISAAC LUCAS CIRCLE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4586, PAGE 392
- 2.)

M / 91C

 - DENOTES TAX MAP AND PARCEL NUMBER.
- 3.) TOTAL PARCEL AREA - SEE CHART SHEET 2.
- 4.) THE INTENT OF THIS PLAN IS TO DEPICT A 3 LOT MINOR SUBDIVISION OF THE SUBJECT PARCEL, AND FIVE (5) LOT LINE ADJUSTMENTS WITH ABUTTING PARCELS AS SHOWN.
- 5.) ZONING DISTRICT IS RURAL RESIDENTIAL (R-40) DISTRICT
DIMENSIONAL REQUIREMENTS:
MINIMUM LOT SIZE = 40,000 S.F.
MINIMUM LOT COVERAGE = 10 PERCENT
MINIMUM FRONTAGE = 150 FEET
BUILDING SETBACK REQUIREMENTS:
FRONT SETBACK = 40 FEET
SIDE SETBACK = 25 FEET
REAR SETBACK = 30 FEET
MAXIMUM BUILDING HEIGHT = 35 FEET MAXIMUM
- 6.) PORTIONS OF THE SUBJECT PARCEL ARE LOCATED WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1 PERCENT ANNUAL CHANCE FLOOD, ZONE AE (BASE FLOOD ELEVATIONS DETERMINED, ELEVATION 8); AND AREAS DETERMINED TO BE INSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON FLOOD INSURANCE RATE MAP, COMMUNITY NUMBER 330145; PANEL 0340; SUFFIX E; MAP NUMBER 33017C0340E; EFFECTIVE DATE SEPTEMBER 30, 2015.
- 7.) BASIS OF BEARING IS NH STATE PLANE (NAD83) BASED ON GPS OBSERVATION DATED JANUARY 14, 2021.
VERTICAL DATUM IS NAVD88 BASED ON GPS OBSERVATION DATED JANUARY 14, 2021.
- 8.) PROPERTY LINE INFORMATION HAS BEEN OBTAINED FROM SURVEYS PERFORMED BY MCENEANEY SURVEY ASSOCIATES OF NEW ENGLAND DURING JANUARY 2021 THROUGH DECEMBER 2024 WITH AN ERROR NOT GREATER THAN 1 IN 10,000.
- 9.) PORTIONS OF THE PARCEL ARE SUBJECT TO THE RULES OF THE SHORELAND WATER QUALITY PROTECTION ACT (NH RSA 483-B), THOSE AREAS WITHIN TWO HUNDRED AND FIFTY (250) FEET OF THE PISCATAQUA RIVER HIGHEST OBSERVABLE TIDE LINE (REFERENCE LINE).
- 10.) REFERENCE IS MADE TO THE FOLLOWING TITLE ITEMS:

A.) 150' WIDE EASEMENT GRANTED TO PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE AS DESCRIBED IN S.C.R.D. VOLUME 619, PAGE 392.

B.) EASEMENT GRANTED TO PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE AS DESCRIBED IN S.C.R.D. VOLUME 956, PAGE 265.

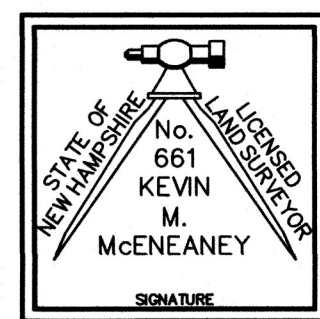
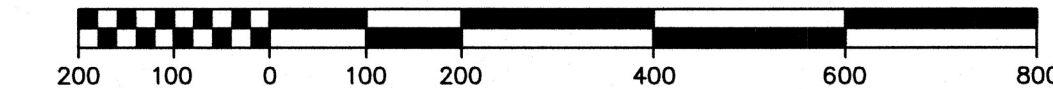
C.) EASEMENT GRANTED TO GRANITE STATE GAS & TRANSMISSION, S.C.R.D. VOLUME 845, PAGE 408.
- 11.) SEE SHEET 2 OF 3 FOR ABUTTER LIST.
- 12.) PROPOSED LOT M/91C SHALL NOT BE FURTHER SUBDIVIDED FOR DEVELOPMENT.
- 13.) PROPOSED LOT M/91E IS TO BE A CONSERVATION LOT.
- 14.) THE PROPOSED 30' WIDE ACCESS EASEMENT ACROSS PARCEL M/90A-3 IS INTENDED FOR ACCESS FOR LOT M/91C ONLY.

SHEET 1 OF 3

SUBDIVISION & LOT LINE ADJUSTMENT PLAN
PREPARED FOR
WATERSIDE LAND HOLDINGS, LLC
AND
N. MILES COOK, III
AND
JANE M. DUGAS 2011 REVOCABLE TRUST
AND
SETH RAFAEL GABARRO &
ANTHONY PHILIP GABARRO
AND
SCHELLER FAMILY TRUST
TAX MAP M, LOT Nos. 91C, 90A-3, 90D-10, 90E,
90K, 90A-6
MIDDLE ROAD & ISAAC LUCAS CIRCLE
CITY OF DOVER
COUNTY OF STRAFFORD
STATE OF NEW HAMPSHIRE

DOVER PLANNING FILE No.

DRAWN BY: KJP FILE: M\2331\0\25-2331 SUB
SCALE: 1" = 200' DATE: FEBRUARY 18, 2025



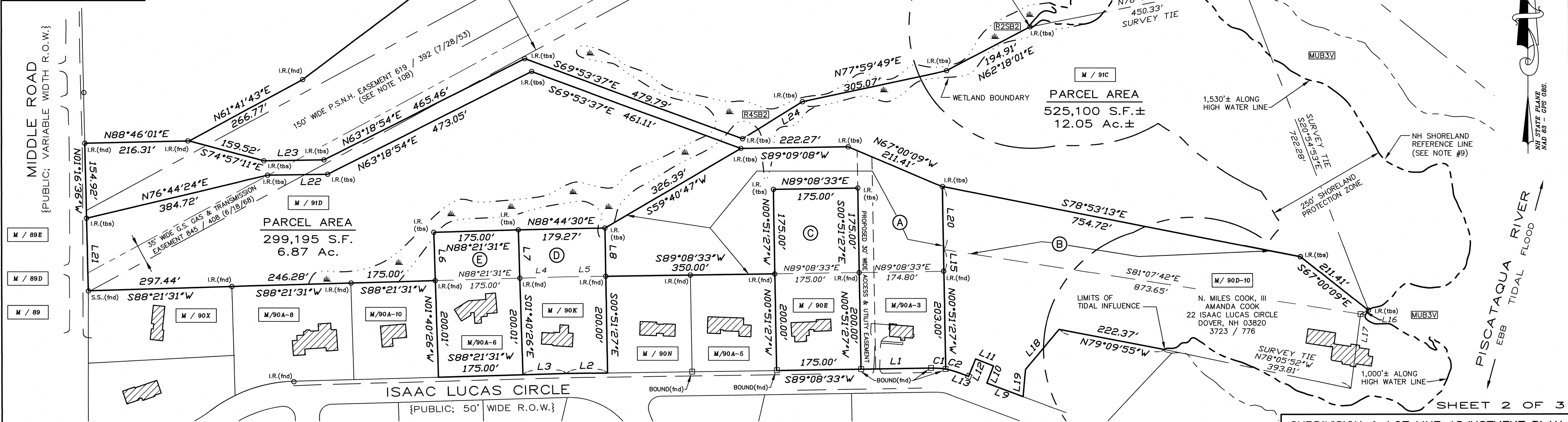
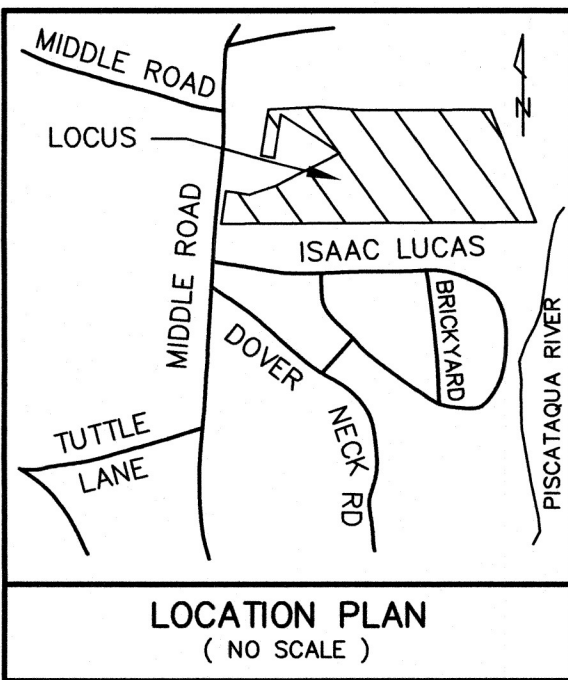
McEneaney
Survey
Associates
of NEW ENGLAND
P.O. Box 1166 - 181 WATSON ROAD
DOVER, NH 03820 (603) 742-0911

SURVEYING - PLANNING - CONSULTING

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

NO.	DATE	DESCRIPTION	BY	CHK	
REVISIONS					
25-2331		SUBDIV & LLADJ			
PROJECT NO		TYPE			FIELDBOOK & PAGES

3/30/2025 15:06:21 FILE:M:\2331\Drawings\02-2331 SUBDIVISION.dwg LAYOUT SHEET 2



WETLAND CERTIFICATION

THE WETLANDS ON THIS PROJECT WERE DELINEATED BY BAG LAND CONSULTANTS, 43 ROCKINGHAM STREET, CONCORD, NH 03301 (BRUCE GILDAY, CWS #88) IN FALL 2024.

WETLAND BOUNDARIES WERE PREPARED UTILIZING THE FOLLOWING STANDARDS AND METHODOLOGIES:

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- USFWS COWARDIN CLASSIFICATION



Bruce A. Gilday
Bruce A. Gilday

LIST OF ABUTTERS

NAME	ADDRESS	BOOK / PAGE
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M/90N CHRISTOPHER L. STEVENS	14 ISAAC LUCAS CIRCLE DOVER, NH 03820	4316 / 786
M/90A-10 KEVIN F. HOLDEN DEBORAH E. HOLDEN	8 ISAAC LUCAS CIRCLE DOVER, NH 03820	3901 / 433
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M/90X JEFFREY R. ROCHEFORT	320 MIDDLE ROAD DOVER, NH 03820	4284 / 970
M/89 SCOTT C. GAGNON, TRUSTEE SCOTT C. GAGNON REVOCABLE TRUST	315 MIDDLE ROAD DOVER, NH 03820	3757 / 56
M/89D THEODORE S. HACKETT CYNTHIA A. HACKETT	309 MIDDLE ROAD DOVER, NH 03820	1853 / 667
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M/90D-9 BRICKYARD ESTATES / DOCK OWNERS C/O REGINALD FITZGERALD	10 BRICKYARD DRIVE DOVER, NH 03820	
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M/90C ASHOK B PATEL & PRAVINA A PATEL, TRUSTEES THE ASHOK B & PRAVINA A PATEL FAMILY LIVING TRUST	13 ISAAC LUCAS CIRCLE DOVER, NH 03820	5028 / 324
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L11	N68°36'27"W	40.00'
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LOT ADJUSTMENT CHART

LOT	ORIGINAL AREA	PARCEL TO BE ADDED	NEW AREA
M/90A-3	34,990 S.F. (0.80 Ac.)	A 120,611 S.F.	155,601 S.F. (3.57 Ac.)
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M/90E	35,000 S.F. (0.80 Ac.)	C 30,625 S.F.	65,625 S.F. (1.51 Ac.)
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LEGEND

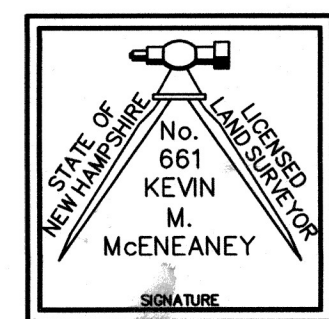
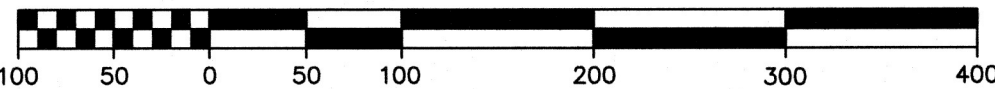
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S.C.R.D. - STRAFFORD COUNTY
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[R4SB2] - USFWS COWARDIN CLASSIFICATION

SUBDIVISION & LOT LINE ADJUSTMENT PLAN

PREPARED FOR
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DRAWN BY: KJP	FILE: M\2331\02-2331 SUB
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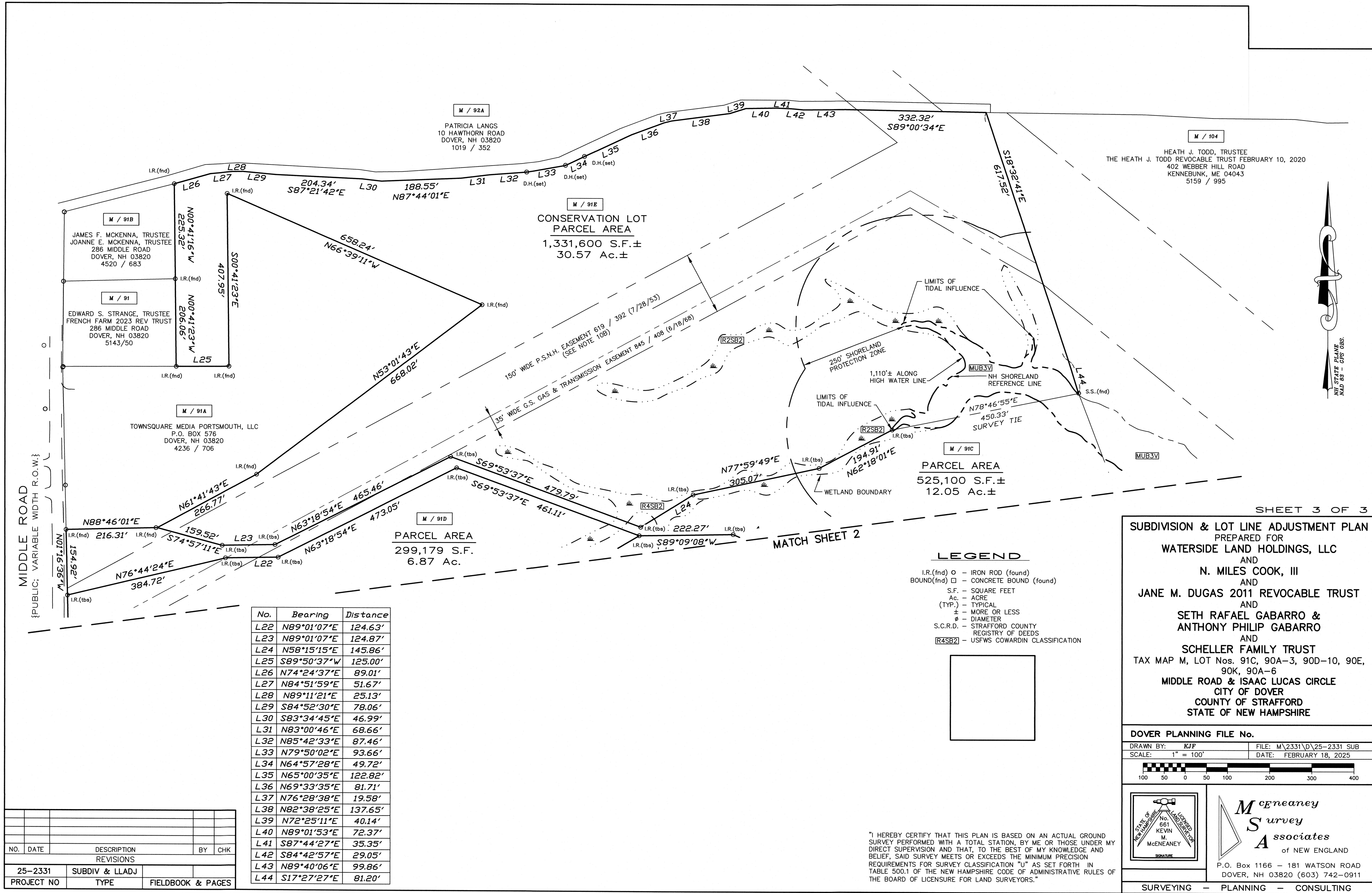
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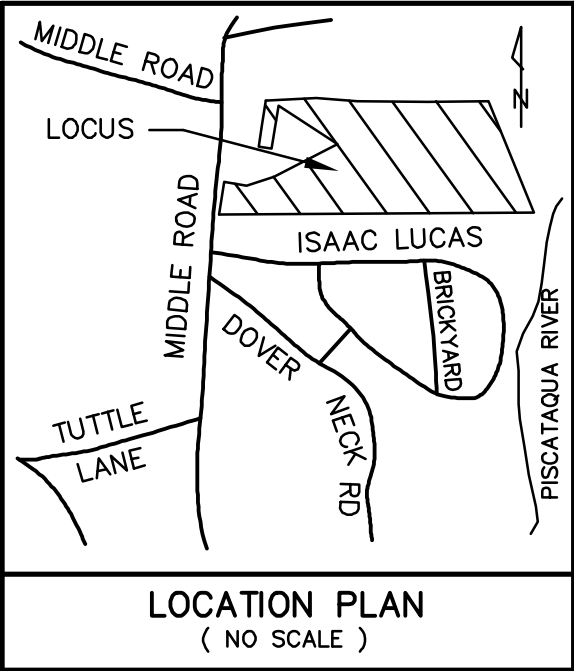
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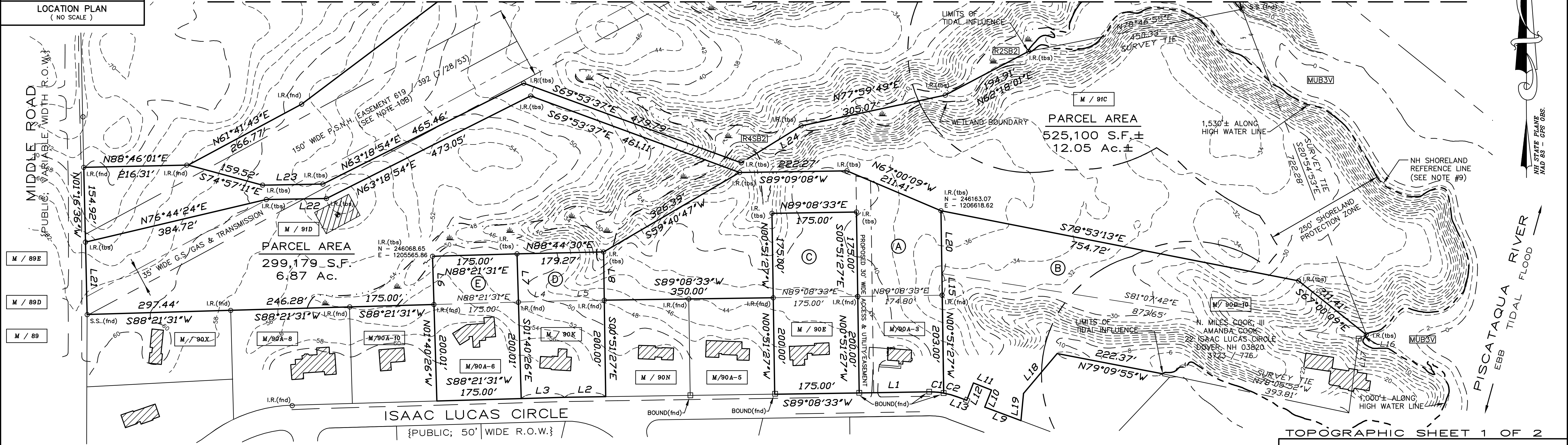


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LOCATION PLAN
(NO SCALE)



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I.R.(tbs) ○	- IRON ROD WITH ID CAP TO BE SET
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TOPOGRAPHIC SHEET 1 OF 2

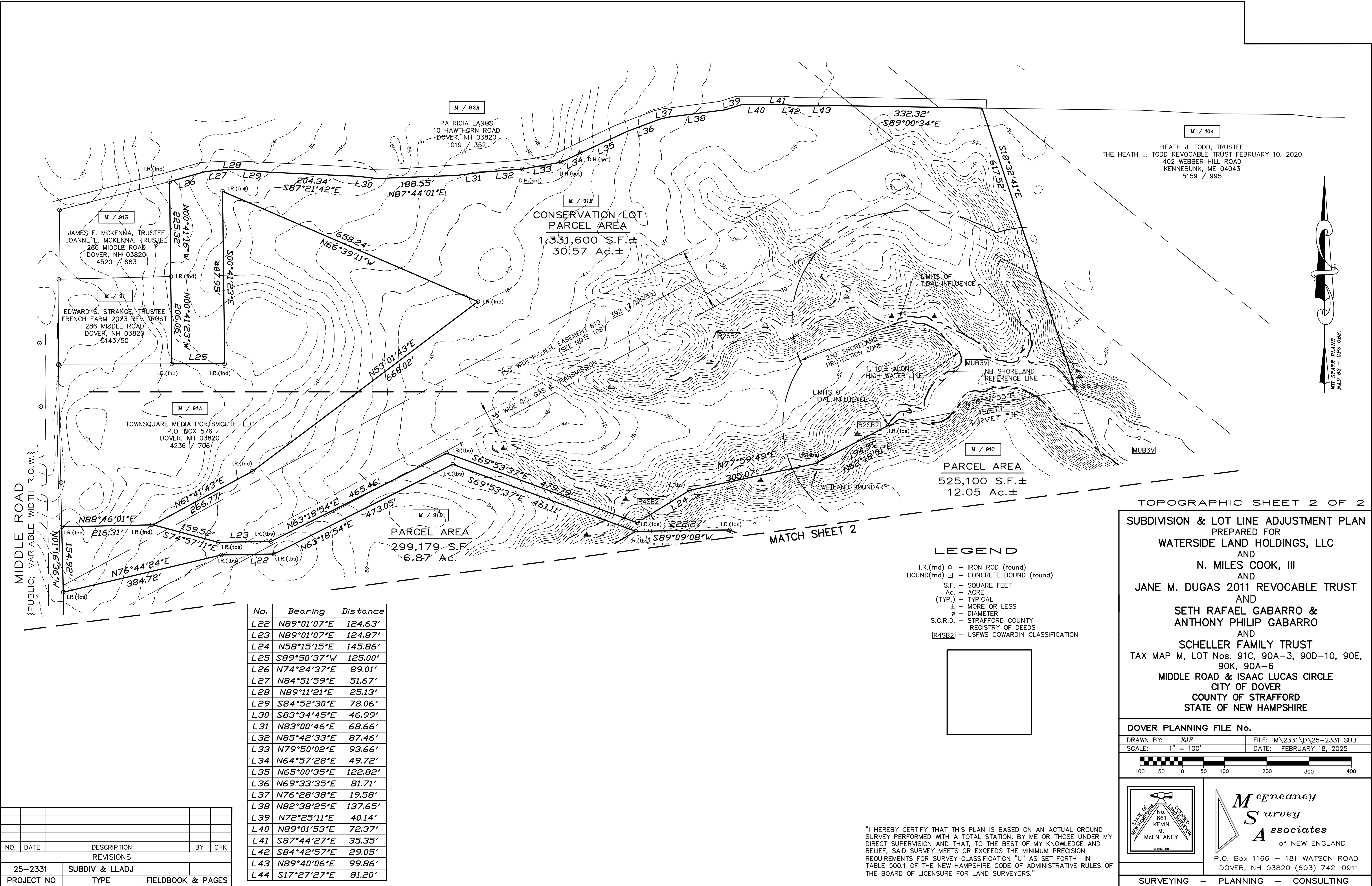
SUBDIVISION & LOT LINE ADJUSTMENT PLAN
PREPARED FOR
WATERSIDE LAND HOLDINGS, LLC
AND
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AND
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TAX MAP M, LOT Nos. 91C, 90A-3, 90D-10, 90E, 90K, 90A-6
MIDDLE ROAD & ISAAC LUCAS CIRCLE
CITY OF DOVER
COUNTY OF STRAFFORD
STATE OF NEW HAMPSHIRE

DOVER PLANNING FILE No.

DRAWN BY: KJP	FILE: M:\2331\25-2331 SUB
SCALE: 1" = 100'	DATE: FEBRUARY 18, 2025

McEneaney Survey Associates
of NEW ENGLAND
P.O. Box 1166 - 181 WATSON ROAD
DOVER, NH 03820 (603) 742-0911
SURVEYING - PLANNING - CONSULTING

3/4/2025 11:08:57 FILE:M:\2331\Drawings\25-2331 SUBDIVISION.dwg LAYOUT-TOPO SHEET 3



NO.	DATE	DESCRIPTION	BY	CHK	
REVISIONS					
25-2331	SUBDIV & LLADJ				
PROJECT NO	TYPE	FIELDBOOK & PAGES			

No.	Bearing	Distance
L22	N89°01'07"E	124.63'
L23	N89°01'07"E	124.87'
L24	N58°15'15"E	145.86'
L25	S89°50'37"W	125.00'
L26	N74°24'37"E	89.01'
L27	N84°51'59"E	51.67'
L28	N89°11'21"E	25.13'
L29	S84°52'30"E	78.06'
L30	S83°34'45"E	46.99'
L31	N83°00'46"E	68.66'
L32	N85°42'33"E	87.46'
L33	N79°50'02"E	93.66'
L34	N64°57'28"E	49.72'
L35	N65°00'35"E	122.82'
L36	N69°33'35"E	81.71'
L37	N76°28'38"E	19.58'
L38	N82°38'25"E	137.65'
L39	N72°25'11"E	40.14'
L40	N89°01'53"E	72.37'
L41	S87°44'27"E	35.35'
L42	S84°42'57"E	29.05'
L43	N89°40'06"E	99.86'
L44	S17°27'27"E	81.20'

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

TOPOGRAPHIC SHEET 2 OF 2

SUBDIVISION & LOT LINE ADJUSTMENT PLAN
PREPARED FOR
WATERSIDE LAND HOLDINGS, LLC
AND
N. MILES COOK, III
AND
JANE M. DUGAS 2011 REVOCABLE TRUST
AND
SETH RAFAEL GABARRO &
ANTHONY PHILIP GABARRO
AND
SCHELLER FAMILY TRUST
TAX MAP M, LOT Nos. 91C, 90A-3, 90D-10, 90E,
90K, 90A-6
MIDDLE ROAD & ISAAC LUCAS CIRCLE
CITY OF DOVER
COUNTY OF STRAFFORD
STATE OF NEW HAMPSHIRE

DOVER PLANNING FILE No.

DRAWN BY: KJP FILE: M:\2331\DWG\25-2331 SUB
SCALE: 1" = 100' DATE: FEBRUARY 18, 2025

McEneaney
Survey
Associates
of NEW ENGLAND
P.O. Box 1166 - 181 WATSON ROAD
DOVER, NH 03820 (603) 742-0911

SURVEYING - PLANNING - CONSULTING

From: gary mamigonian <gary.mamigonian@gmail.com>

Sent: Monday, March 24, 2025 4:54:27 PM

To: City of Dover - Planning

Cc: Benton, Donna

Subject: Planning Board Meeting March 25, 2025

Security Notice: External sender. Use caution with hyperlinks or attachments.

Hi,

May not be able to be present for the meeting Tuesday evening.

As a notified abutter for Agenda items 4-B and C, I/we are fully in support of these items. For someone to put only one house lot on 57 acres, and add conservation land is a win for the area. This could have been much worse if it was a development adding possibly 50 homes. Middle Road already has too much traffic at times and this project will not affect that.

Thank you,
Gary and Melissa Mamigonian
291 Middle Road

Please consider conserving our natural resources before printing this e-mail and/or any attachments.

This electronic message and any attachments may contain information that is confidential and/or legally privileged in accordance with NH RSA 91-A and other applicable laws or regulations. It is intended only for the use of the person and/or entity identified as recipient(s) in the message. If you are not an intended recipient of this message, please notify the sender immediately and delete the material. Do not print, deliver, distribute or copy this message, and do not disclose its contents or take any action in reliance on the information it contains unless authorized to do so. Thank you.

From: Brickyard Estates <donotreply@wordpress.com>

Date: February 7, 2025 at 09:10:29 EST

To: Chad Kageleiry <chad@summitlanddev.com>

Subject: Note from the Board Regarding 20 ILC

[Read on blog](#) or [Reader](#)



Brickyard Estates

Note from the Board Regarding 20 ILC

By **Eric Spurling** on February 7, 2025

Brickyard Members:

Thank you for your patience as the Board navigates the situation with #20 ILC. We appreciate the concerns of all BYE members.

Following the special HOA meeting on January 21st (34 lot owners represented), the consensus favors allowing the plan presented by Waterside Land Holdings, LLC (the "Developer") to proceed, with 22 lots in favor and none opposed. While some vocal opponents did not participate in the survey, their views were considered.

At this time, the Board will not be taking legal action to stop the access at 20ILC. That being said, we have noted many concerns and will be working with the Developer to address them. We will notify the HOA in the event that there are any changes to the proposed plan.

Thank you,

Brickyard Estates of Dover
Board of Directors

[Like](#)



900 Elm Street, 19th Fl. | P.O. Box 3600 | Manchester, NH 03105-3600

March 24, 2025

SENT VIA EMAIL

[\(Dover-Planning@dover.nh.gov\)](mailto:Dover-Planning@dover.nh.gov)

Dover Planning Board
288 Central Ave
Dover, NH 03820

Dear Chairman Cruikshank and Members of the Board:

I write with respect to Agenda Item 4-C before the Planning Board on its March 25, 2025 meeting. Agenda Item 4-C is McEarney Survey Associates' proposal concerning subdivision of a single 57-acre lot abutting Middle Road. This lot is identified as Lot M-91-C-0, and is owned by Waterside Land Holdings, LLC (the "Waterside Lot"). McEarney Survey Associates has submitted this application on behalf of Waterside Land Holdings, LLC ("Waterside").

This firm represents Chris Stevens. Mr. Stevens is an abutter to the Waterside Lot. Mr. Stevens owns real property located 14 Isaac Lucas Circle, Dover, New Hampshire. Mr. Stevens' property directly abuts the Waterside Lot to the south. Mr. Stevens' property is part of the Brickyard Estates of Dover, a homeowners association that includes a sizeable number of single-family residential properties located to the south of the Waterside Lot. The Brickyard Estates of Dover was created by the Brickyard Estates of Dover Declaration of Protective Covenants (the "Declaration"), recorded at the Strafford County Registry of Deeds at Book 1227, Page 339.

The Declaration of Brickyard Estates contains binding covenants that run with the land, and restrict each property that is part of the Brickyard Estates of Dover. Section 3 of the Covenants contained in the Declaration provides that "[e]ach Property shall be only for single-family residential purposes" and otherwise prohibits any commercial activity. This is of particular importance to Agenda Item 4-C, as the proposal references a "proposed easement" over 20 Isaac Lucas Circle, or Lot M/ 90-A as designated on the submitted plan. Note 14 of the proposal indicates that a 30' wide proposed right-of-way easement exists over this lot. Waterside executed and recorded a "Declaration of Easement" on September 9, 2024 at the Strafford County Registry of Deeds at Book 5210, Page 591. This proposed easement seeks to create an unlawful right-of-way over this residential lot from Isaac Lucas Circle to the Waterside Lot.

20 Isaac Lucas Circle, like all other lots in this development, is subject to the Declaration. The Warranty Deed, recorded at the Strafford County Registry of Deeds at Book 5166, Page 1033, conveying 20 Isaac Lucas Circle to Waterside provides that the property is explicitly bound by the Declaration. Waterside purchased 20 Isaac Lucas Circle in 2024. Presumably, Waterside

purchased this lot due to its proximity to the Waterside Lot to the north. Upon information and belief, Waterside had no interest in purchasing 20 Isaac Lucas Circle for use as a primary residence, and instead is improperly seeking to use the lot as an access to the Waterside Lot—notwithstanding that this use violates the Declaration’s terms.

Waterside has no right to convey an easement over 20 Isaac Lucas Circle, because Waterside (like all other owners within the association) is restricted by the covenants in the Declaration. Waterside is restricted to using 20 Isaac Lucas Circle as a single-family residence, and may not use the property for any commercial purpose. The application is also unclear as to what purpose the proposed easement would serve, given that proposed subdivided lot has direct access to Middle Road as shown on the submitted plan. This easement provides nothing more than a second, unnecessary means for a smaller subdivided parcel to access Middle Road, as Isaac Lucas Circle itself provides no means of egress to outside public roads other than via Middle Road.

The “proposed easement” is violative of the Declaration’s restrictive covenants which remain in force. Establishing a right-of-way easement, akin to that as is proposed, would be a *de facto* roadway across Lot M/ 90-A explicitly for the purposes of accessing the Waterside Lot to the north. The Waterside Lot is not part of the homeowner’s association, and it or any subdivided lots would be developed for commercial purposes.

The proposed easement does not provide any benefit to 20 Isaac Lucas Circle itself as a single-family lot. The easement’s sole purpose is to benefit a non-HOA lot, the Waterside Lot. Section 11 of Declaration grants Mr. Stevens or any other owner within the Brickyard Estates of Dover standing to initiate legal action to enforce the covenants. The proposed easement is subject to judicial decree rendering the easement void, as Waterside conveyed the easement in violation of the Declaration’s restrictive covenants.

The Planning Board should not approve any plan that is based on proposed easement rights which are unlawful and unenforceable. Accordingly, the Planning Board, in consideration of Agenda Item 4-C, should act as though no such easement over Lot M/ 90-A can or will exist to access the proposed subdivided Lot M/ 91C.

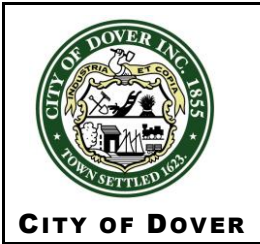
Should the Planning Board have any further concerns regarding this matter, please do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert J. Kendall, III", with a stylized flourish at the end.

Robert J. Kendall, III
RJK:mcs

cc: Chris Stevens



CITY OF DOVER - ORDINANCE

Posted: March XX, 2025

Ordinance Title: Site Review Regulations Amendments
Chapter: 153

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.

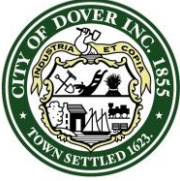
1. Chapter 153 of the Code of the City of Dover, entitled Site Plan Review, is hereby amended by revising Section 6, “Application Requirements, Technical Review Committee,” Subsection A, as follows:

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.



CITY OF DOVER

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Posted: March XX, 2025

Ordinance Title: Site Review Regulations Amendments
Chapter: 153

(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.

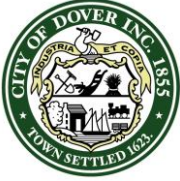
(2) Such public hearing shall be advertised in a newspaper of general distribution not less than 10 days prior to the said meeting.

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



CITY OF DOVER

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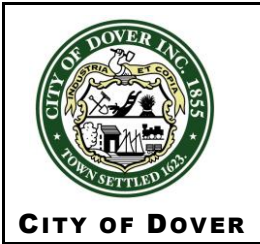
Posted: March XX, 2025

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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.



CITY OF DOVER - ORDINANCE

Posted: March, Day, 2025

Ordinance Number: O – yyyy.mm.dd -
Ordinance Title: Subdivision of Land Regulation Amendments
Chapter: 157

The City of Dover Ordains:

PURPOSE

The purpose of this ordinance is to amend Chapter 157 of the Code of the City of Dover, entitled Subdivision of Land Regulations, by updating the Code to reflect changes in the community and in land use regulations.

1. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by revising Section 10, “Application Submittal and Review”, as follows:

Anyone desiring to subdivide a tract of land shall file an application with the Planning Board. Only complete applications will be reviewed by the Board.

A. To be considered complete an application shall:

(1) Be made on forms available at the Planning Board office.

(2) Include one electronic copy and ~~45~~ **6** copies of the preliminary plat layout and the plat construction detail sheets as more fully described in §§ **157-27** and **157-29**, respectively, in this chapter. Transmit a pdf of the subdivision plat via e-mail to dover-planning@dover.nh.gov. (Note: Only eight copies of the preliminary plat need to be submitted initially for review by the Technical Review Committee. However, ~~45~~ **6** copies are required for submission of the complete application to the Planning Board.)

[Amended 5-24-2016; 2-26-2019]

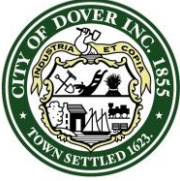
(3) Include a fee in an amount to be determined in accordance with the fee schedule outlined in § **157-53** of this chapter.

(4) Comply in all respects with Article **VIII** of this chapter, except where a waiver may be specifically authorized by the Planning Board.

(5) Be filed with the Director of Planning and Community Development at least 21 calendar days prior to a regularly scheduled meeting of the Board.

[Amended 1-14-2020]

(6) Be reviewed and evaluated by the Technical Review Committee as to the completeness of the information submitted by the applicant. Particular attention will be given to the arrangement, location and width of streets; topography and soil data; method of sewage disposal; water provision; on-site drainage; preservation of on-site vegetal elements; lot size and arrangement; the present and future development of adjoining lands; and conformity with the Master Plan and other relevant City ordinances. This review by the Technical Review Committee may be eliminated if, in the judgment of the Director of Planning and Community Development, such a review is not warranted. The Director shall provide a written explanation to the Planning Board for said elimination of this review.



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(7) Include special investigative studies, review of documents and other matters, if required for particular applications. Reasonable fees to cover the cost of such studies or reviews shall be charged to the applicant [RSA 676:4, I(g)].

2. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by revising Section 16, “Application Submittal and Review”, as follows:

Anyone desiring to subdivide a tract of land under the minor subdivision classification shall file an application with the Planning Board in accordance with the following requirements, except for minor lot line adjustments and boundary agreements as noted in § 157-17 below. Only complete applications will be reviewed by the Board.

A. To be considered complete, an application shall:

(1) Be made on forms available at the Planning Board office.

(2) Include ~~15~~ 6 copies and an electronic copy of a final plat layout as described in § 157-28 of this chapter. Additional information/data may be requested by the Planning Board for the proper review of said minor subdivision.

(3) Include ~~15~~ 6 copies of the plat construction detail sheets, if appropriate, as described in § 157-36 of this chapter.

(4) Include a fee in an amount to be determined in accordance with the fee schedule contained in § 157-53 of this chapter.

(5) Be filed with the Director of Planning and Community Development at least 21 calendar days prior to a regularly scheduled meeting of the Board.

[Amended 1-14-2020]

B. Included with the application shall be the names and mailing addresses of all owners, applicants, and professionals assisting with the application. The Planning Department will create a list of the names and addresses of all abutters obtained from City records or the Strafford County Registry of Deeds not more than five calendar days before the date of filing for the applicants to review.

[Amended 1-14-2020; 7-27-2021]

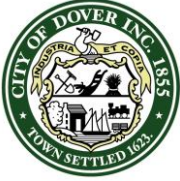
C. Where City sewer service is not available, the applicant shall provide evidence that all proposed lots are of a sufficient size to support individual waste systems as described in § 157-41.

D. Preliminary plats are required for minor subdivisions.

3. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by revising Section 17, “Application Submittal and Review”, as follows:

Anyone desiring to alter a lot line shall file an application with the Planning Board in accordance with the following requirements. Only complete applications will be reviewed by the Board.

A. To be considered complete, an application shall:



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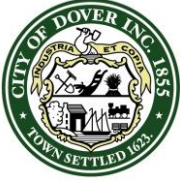
- (1) Be made on forms available at the Planning Board office.
- (2) Include ~~15~~ **6** copies and an electronic copy of a surveyed plat layout that contains the following information:
 - (a) Date, approximate true North point and scale.
 - (b) Name, address and signature of owner and stamp of registered New Hampshire surveyor.
 - (c) Names of owners of record of abutting properties or developments.
 - (d) Square footage within newly adjusted lot lines.
 - (e) Lot lines with accurate dimensions and bearings of a sufficient scale to determine readily the location, bearing and length of all lines.
 - (f) Zoning information and building setback lines for the zone.
 - (g) Location map.
 - (h) Existing structures.
- (3) Be filed with the Director of Planning and Community Development at least 21 calendar days prior to a regularly scheduled meeting of the Board. [Amended 1-14-2020]
- (4) Include a fee in an amount to be determined in accordance with the fee schedule contained in § 157-53 of this chapter.

B. Included with the application shall be the names and mailing addresses of all abutters as indicated in City records. The names of all abutters shall be obtained from City records or the Strafford County Registry of Deeds not more than five calendar days before the date of filing. In addition to the abutters list, three duplicate sets of adhesive mailing labels for all abutters shall be submitted for use by staff in preparing verified mailings. [Amended 1-14-2020]

C. Lots created under the cluster subdivision with lot lines method of open space subdivisions shall not be allowed to have lot line adjustments completed if the lot line adjustment would alter the area of open space approved at the time of subdivision.
[Amended 1-14-2020]

4. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by revising Section 25, “Maintenance Guaranty,” as follows:

An irrevocable letter of credit to guaranty that all site work was properly done shall be posted by the applicant with the Community Services Department, which shall place the letter of credit with the City Treasurer. Such maintenance guaranty shall be in an amount of 2% of the estimated project cost prepared by the City Engineer, plus the full cost of replacement for all street trees and other landscaping required for ~~three~~ **two** years after a **final** certificate of completion is issued. If such repairs are needed and are not satisfactorily installed by the developer, then such guaranty shall be used to complete and/or install such improvements in accordance with the requirements specified herein.



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5. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by revising Section 31, “Street Layout,” as follows:

A. The provisions of this section apply to the construction, reconstruction, alteration, surfacing or resurfacing of any street which intersects with the right-of-way of any City-owned, City-maintained way and/or other private way.

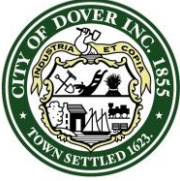
A. B. Width, location and construction. Streets shall be of sufficient width (see Section 2, pages 3 and 4 of the City of Dover Construction Guidelines[1]), suitably located and adequately constructed to conform to the Master Plan and to accommodate the projected traffic and afford access for firefighting, snow removal and other road maintenance equipment. The arrangement of streets shall be such as to avoid imposing undue hardship on adjoining properties and shall be coordinated so as to comprise a convenient system. In the event a subdivision adjoins or includes an existing street which does not conform to widths as required by this chapter or by the Master Plan of the City of Dover, the developer shall dedicate sufficient land to bring such street into conformity. Subdivisions along one side of any such street or highway shall be required to dedicate 1/2 of the required extra width. [Amended 2-26-2019] [1] Editor's Note: The Construction Guidelines are on file in the City offices.

B. C. Arrangement. The arrangement of streets and/or rights-of-way in a subdivision shall provide for the continuation of streets and/or rights-of-way of adjoining subdivisions and for the proper protection of such accessways into adjoining properties which are not yet subdivided, in order to make possible necessary fire protection, movement of traffic and the construction or extension, presently or when later required, of needed utilities and public services, such as sewer, water and drainage facilities. Continuations or extensions of existing streets and/or rights-of-way shall be of widths equal to or greater than those appurtenances now existing; provided, however, that such improvements conform to those standards contained in Subsection A. Where, in the opinion of the Planning Board, topographic or other conditions make such continuance undesirable or impractical, the above conditions may be modified.

C. D. Local streets. Local streets (minor) shall be so arranged that their use by through traffic shall be avoided.

D. E. Provision for future resubdivision. Where a tract is subdivided into lots substantially larger than the minimum size required in the zoning district in which a subdivision is located, the Planning Board may require that streets and lots be arranged so as to permit future resubdivision in accordance with the requirements contained in this chapter.

E. F. Dead-end streets (culs-de-sac). The creation of dead-end or loop residential streets shall be encouraged whenever the Planning Board finds that such type of development will not interfere with normal traffic circulation in the area. In the case of dead-end streets, where needed or desirable, the Planning Board may require the reservation of a 30-foot-wide



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easement to provide for continuation of pedestrian traffic, emergency access ways and utilities to the next street. [Amended 7-27-2021]

~~F. G.~~ Block size. Blocks in general shall not be less than 500 feet nor more than 1,200 feet in length. In general, no block width shall be less than twice the normal lot depth. In blocks which exceed 800 feet in length, the Planning Board may require the reservation of an easement through the block to provide for the crossing of pedestrian traffic and underground utilities where needed or desired and may further specify, at its discretion, that a paved footpath be included.

~~G. H.~~ Intersections with collector or major arterial roads. Local (minor) or secondary street openings into such roads shall, in general, be at least 400 feet apart. Intersections of more than two streets at any one point shall not be allowed without Planning Board approval.

~~H. I.~~ Street jogs. Street jogs with center-line offsets of less than 125 feet shall be avoided.

~~I. J.~~ Angle of intersection. In general, all streets shall join each other so that for a distance of at least 100 feet, the street is approximately at right angles to the street it joins. No street shall intersect another street at an angle of less than 60°.

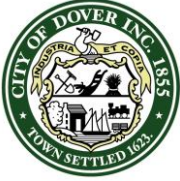
~~J. K.~~ Reverse curves. A minimum tangent of 100 feet shall be required between reverse curves on arterial and collector streets.

~~K. L.~~ Relation to topography. The street plan of a proposed subdivision shall bear a logical relationship to the topography of the property, and all streets shall be arranged so as to obtain as many of the building sites as possible at or above the grade of the streets. Grades of streets shall conform as closely as possible to the original topography.

~~L. M.~~ Special treatment along major arterial streets. Where a subdivision abuts or contains an existing or proposed major arterial street, the Planning Board may require limited access streets, reverse frontage with screen planting contained in a nonaccess reservation along the rear property line, deep lots with rear service alleys or such other treatments as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.

6. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by revising Section 32, “Street Design,” as follows:

A. The provisions of this section apply to the construction, reconstruction, alteration, surfacing or resurfacing of any street which intersects with the right-of-way of any City-owned, City-maintained way and/or other private way.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Posted: March, Day, 2025

Ordinance Number: **O – yyyy.mm.dd -**
Ordinance Title: Subdivision of Land Regulation Amendments
Chapter: 157

~~A. B.~~ Widths of rights-of-way. Streets shall be the following widths:

Type of Street	Minimum Right-of-Way (feet)	Minimum Pavement (feet)	
		Residential	Nonresidential
Arterial streets (major)	70	36	36
Collector streets	60	32	32
Local streets up to 5 lots	50	20*	28
Local streets 6 to 20 lots	50	24**	28
Local streets 21 or more lots	50	28***	28

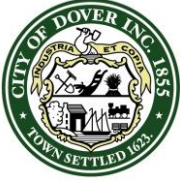
*No on-street parking will be allowed.

**Parking must be restricted to one side of the road only.

***The Planning Board may allow a reduction to 24 feet if the subdivision is designed to provide a 100-foot setback from the existing public right-of-way for any structures on the corner lots created at the intersection(s) of the proposed subdivision street and the existing public street.

~~B. C.~~ Improvements. Streets shall be graded and improved with pavements, curbs and gutters, sidewalks, storm drainage facilities, water mains, sewers, streetlights and signs, street trees and fire hydrants, except where waivers may be requested, and the Planning Board may waive, subject to appropriate conditions, such improvements as it considers may be omitted without jeopardy to the public health, safety and general welfare. All streetlights, street trees, mailboxes, newspaper bins, trash receptacles, or any other type of obstruction shall be placed in the grass between the sidewalk and the curb. Pedestrian easements shall be improved as required by the City Engineer or designee. Such grading and improvements shall conform to the design specifications set forth in Articles VII and VIII.

~~C. D.~~ Utilities. The Planning Board shall, whenever possible, require that underground utilities be placed in the street right-of-way to simplify location and repair of lines when they require attention. The subdivider shall install underground service connections to the property line of each lot within the subdivision for such required utilities before the street is paved.



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~~D. E.~~ Utility easements. Where topography is such as to make impractical the inclusion of utilities within the street right-of-way, perpetual unobstructed easements at least 30 feet in width shall be provided with satisfactory access to the street. Easement of greater width may be required where more than one utility is located in the same easement. Wherever possible, easements shall be continuous from block to block. Such easements shall be cleared and graded where required.

~~E. F.~~ No tree, shrub or building shall be placed or erected in any easement for utility or drainage purposes, except at the owner's risk as to all costs for demolition, removal or reconstruction or by arrangements made with the City Engineer and the Community Services Director. The proper authorities may have free access to and use of the easements at any time. Any planting of trees within the street right-of-way shall be in accordance with a plan approved by the Community Services Director.

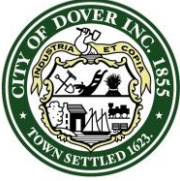
~~F. G.~~ Curve radii at street intersections. Street right-of-way lines at intersections shall be rounded by curves of at least thirty-foot radius for local residential streets and at least thirty-five-foot radius for all other streets, unless otherwise specified by the Planning Board.

~~G. H.~~ Grades. No local street grade shall be in excess of 8% and no collector street grade shall be in excess of 4%, except as otherwise approved by the Planning Board due to adverse topographic conditions. For adequate drainage, the minimum grade of any new street shall not be less than 0.5%. No street shall support a grade in excess of 3% within 75 feet of its point of intersection with any other street.

~~H. I.~~ Changes in grade. All changes of grade shall be connected by vertical curves of such length and radius so as to provide smooth transition and proper sight distance.

~~I. J.~~ Steep grades and curves; visibility of intersections. A combination of steep grades and curves shall be avoided. In order to provide visibility for traffic safety, that portion of any corner lot (whether at an intersection entirely within the subdivision or of a new street with an existing street) shall be kept cleared of all growth, except isolated trees, and obstructions above a level three feet higher than the center line of the street. If necessary, ground shall be excavated to achieve visibility.

~~J. K.~~ Dead-end streets (culs-de-sac). Unless topography indicates a need for an alternative length, streets shall not be less than 500 feet nor exceed 1,000 feet in length and shall terminate in a cul-de-sac. The exact form of the cul-de-sac shall be aesthetically pleasing as well as functional. The right-of-way limits at the cul-de-sac shall be as necessary to ensure adequate property within which to properly maintain the area. The exact configuration and dimension of the cul-de-sac shall be approved by the Planning Board. Temporary dead-end streets, such as in phased construction, may require temporary turnaround facilities. Hammerhead designed dead-end streets are not acceptable for public roadways.



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~~K. L.~~ Watercourses. Where a watercourse separates a proposed street from abutting property, provision shall be made for access to all lots by means of culverts or other structures of suitable design.

~~L. M.~~ Where a subdivision is traversed by a watercourse, drainageway, channel or stream, there shall be provided, upon request, a stormwater easement or drainage right-of-way. In no case shall it be less than 30 feet in width.

~~M. N.~~ If a roundabout is proposed for inclusion, a professional engineer with traffic engineering certifications must design the roundabout in conformance with "Roundabouts: An Informational Guide," as adopted and amended by the Federal Highway Administration.

7. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by revising Section 35, "Parks, Open Space and Natural Features," Subsection (E), Subsection (2) as follows:

Trees shall have a caliper of no less than 3 inches when planted. If the tree species is of a multi-stem variety, the trees must have at least 3 stems and be at least 6' tall.

8. Chapter 157 of the Code of the City of Dover, entitled Land Subdivision Regulations, is hereby amended by revising Section 50, "Driveways," Subsection (B) as follows:

It shall be unlawful to construct, reconstruct, alter, surface or resurface any driveway, whether connected to a private or public way, in a manner which affects the size, elevation or grade of such driveway until the Community Services Director, or Designee, has reviewed and approved of such construction or alteration and has issued a written permit for such work. The Community Services Director, or Designee, may be able to grant waivers for driveways connecting to private roadways. No permit shall be required for any existing driveway, entrance or approach unless the grade, elevation, location or width of said driveway is changed. For purposes of this section, any driveway so constructed, reconstructed, altered, surfaced or resurfaced as indicated above which abuts or is clearly designed to provide access to a public way as defined by RSA 259:125 shall be presumed to be situated within the right-of-way.



PLANNING BOARD OPERATING RULES

Article I. Name

The name of the committee is the Dover Planning Board.

Article II. Authority and Duties

The authority and duties of the Planning Board shall comply with RSA 672-677 and Chapter 41.

Article III. Membership

A. Membership.

1. The Planning Board consists of nine (9) regular members and three (3) alternate members.
2. Three (3) regular members are ex-officio members. The ex-officio members are the City Manager or the City Manager's designee, an administrative official of the City selected by the City Manager, and a member of the City Council selected by the City Council.
3. Alternates may sit to fill the open seats of regular members at the call of the Chair or Presiding Officer, except for the seat held by the City Council member. Alternates shall be called to sit using a sequential rotation system.
4. Alternate members shall be allowed to participate in meetings as non-voting members, including discussions.
5. Only voting members shall be seated at the table.
6. Members shall be appointed to terms of three (3) years.

- B. Attendance, Vacancies and Removal.** All appointments to the board shall serve for the terms appointed and until a successor shall have been appointed and qualified. Members who fail to attend four (4) meetings out of any twelve (12) consecutive meetings held without due cause may be recommended by the Board for replacement by the City Council. Such failure to attend shall be deemed sufficient cause for the City Council to remove the member pursuant to RSA 673:13. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute.

Article IV. Officers and Staffing

- A. Officers.** The officers of the Board shall consist of a Chair and Vice Chair who shall be elected by all Members of the Board. Ex-officio members shall not be officers.
- B. Duties of the Chair.** The Chair shall be the Presiding Officer responsible for the conduct of all matters pertaining to the usual duties as described in Robert's Rules of Order.
- C. Vice Chair.** The Vice Chair during the absence of the Chair shall perform all the duties of the Chair. In the absence of both Chair and Vice Chair, the members present at a regular or special meeting shall select a temporary Chair to fulfill all of the duties of the Presiding Officer.

- D. **Secretary.** The Secretary shall be provided by and selected by the Planning Director.
- E. **Staff.** The City of Dover may provide staff support to the committee for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

Article V. Election of Officers.

- 1. An annual meeting to elect officers by written ballot shall be held on the first meeting of January.
- 2. Candidates for any office shall be elected by a majority vote of the membership of the Planning Board. The elected candidates shall take office immediately.
- 3. Vacancies in offices shall be filled at the next regular meeting using the regular election procedure.

Article VI. Procedures

- A. **Regular Meetings and Workshops.** The Planning Board shall meet on the second and fourth Tuesday of each month at 7:00 p.m. in the City Council Chambers.
- B. **Special Meetings.** Special Meetings may be called by the Chair, Vice Chair or Planning Director. Members shall be notified by e-mail at least forty-eight (48) hours in advance of a Special Meeting.
- C. **Cancellations or Exceptions to Meeting Schedule.** Members shall be notified by the Chair, Vice Chair or Planning Director by e-mail at least four (4) hours in advance or by telephone if less than four (4) hours in the event of a cancellation or change to the meeting schedule.
- D. **Non-Public Sessions.** Non-public sessions shall be convened in accordance with RSA 91-A:3.
- E. **Parliamentary Authority.** The parliamentary authority for the board is *Robert's Rules of Order Revised, 11th ed, ,or duly published successor edition*, except as provided by these rules or local, state or federal law.
- F. **Quorum.** A quorum shall consist of five (5) members. In the absence of a quorum at a regular or properly called meeting, the meeting shall be considered adjourned and rescheduled by the Chair or Presiding Officer.
- G. **Order of Business.** Business at regular or special meetings shall be taken up in the sequence of the posted agenda. The Presiding Officer, or any voting member, may request that an agenda item be reordered. The voting members shall by majority vote approve or reject any such request.
- H. **Conflicts of Interest.** Planning Board Members with a direct personal or pecuniary interest in a matter before the Planning Board, shall not introduce, speak or vote on any motion, ordinance or resolution. Planning Board Members shall also abide by Chapter 10-2 of the Charter and Chapter 21 of the City Code. The Chair shall fill the open seat of a member who has declared a conflict of interest with an alternate member except the seat held by the City Councilor ex-officio member. Per RSA 673:14, when uncertainty arises as to if a member has a direct personal or pecuniary interest, the Board shall, upon the request of that member or another member of the Board, vote on the question of whether that member should be disqualified. Such a vote shall be made before the public hearing and shall be advisory and non-binding and may not be requested by persons other than Board members.
- I. **Procedure.** Actions shall be taken on the basis of a motion duly seconded made by any member of the Board. The number of votes necessary to transact business shall be a majority of those members present and voting except that no issue is to be considered passed that receives less than three (3) affirmative votes. Any member may request recording of his vote in the negative or

abstention on any issue or his withdrawal from consideration on any issue with the reason stated therefore, and at the request of any member, the Chair shall call for a recorded roll call vote on any issue.

- J. **Minutes.** Minutes shall be kept for all meetings of the board. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the committee at the next meeting of the committee, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- K. **Recording of Meetings.** The committee shall arrange for video recording of all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- L. **E-mail accounts.** Board members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Committee members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the committee. In addition, committee members shall refrain from conducting the official business of the committee outside the view of the public and the press unless permitted by state law.
- M. **Nonpublic meetings.** The committee may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.

Article VII. Committees

Special purpose and study committees as the Planning Board may from time to time deem necessary in order to conduct its business, shall be appointed by the Chair and any such committees shall cease to exist when their final report is acted upon by the Planning Board or at the next annual organizational meeting, whichever is sooner.

Article VIII. Citizen Forum

- A. To encourage and allow ongoing input and feedback from citizens, Regular meetings shall include an opportunity for citizens to address the Planning Board on any items not having a public hearing and/or matters pertaining to the business of the Planning Board on the agenda.
 - i. Speakers shall be residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover or by a interested party if allowed by a two-thirds (2/3) vote of the sitting Board;
 - ii. Speakers shall address their comments to the Chair or Presiding Officer and the Planning Board as a body and not to any individual member;
 - iii. Speakers shall first recite their name and address for the record;
 - iv. Each speaker shall be provided a single opportunity for comment, limited to five (5) minutes with the five (5) minutes beginning after the obligatory statement of name and address by the speaker. The Chair (or designee) will keep time;
 - v. Speakers requiring more than the allotted time are encouraged to submit their comments in writing to the Chair or Presiding Officer at the conclusion of their remarks to be available for review at the Planning Office;
 - vi. Citizen Forum shall not be a two-way dialogue between speaker(s), Planning Board member(s), and/or City Staff;
 - vii. The Chair or Presiding Officer shall preserve strict order and decorum for and by all speakers appearing before the Board.

Article IX. Public Hearings

- A. To receive citizen input and feedback on certain specific matters that have been placed on the meeting agenda for consideration and action by the Planning Board, Public Hearing will be scheduled and held as required by law. Public Hearings will be noticed and held during a subsequent Regular and/or Special Meeting. At the request of the Chair or Presiding Officer, items scheduled on an agenda for a public hearing will be briefly introduced with appropriate explanations by staff. Citizens will then have the opportunity to address the Board speaking to specific item(s) subject to public hearing.
- i. All speakers shall be residents of the City of Dover, property owners in the City of Dover or ABUTTERS in a neighboring community, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover or by a interested party if allowed by a two-thirds (2/3) vote of the sitting Board;
 - ii. All speakers shall address their comments to the Chair or Presiding Officer and the Board as a body and not to any individual member;
 - iii. Speakers shall first recite their name and address for the record;
 - iv. For each public hearing item, a speaker shall be provided a single opportunity for comment, limited to five (5) minutes. The Chair (or designee) will keep time;
 - v. Speakers requiring more than the allotted time are encouraged to submit their comments in writing to the Chair or Presiding Officer at the conclusion of their remarks to be available for review at the Planning office;
 - vi. Public Hearings are not intended to be utilized for a two-way dialogue between speaker(s), Board Member(s), and/or City Staff;
 - vii. The Chair or Presiding Officer shall preserve strict order and decorum for and by all speakers appearing before the Board;
 - viii. Any correspondence received by the Chair and/or members of the Planning Board pertaining to a public hearing agenda item may be acknowledged at the time of the public hearing and be available for review at the Planning office;
 - ix. The Chair or Presiding Officer shall declare a hearing closed or adjourned pending the submission of additional material or information or the correction of the noted deficiencies. In the case of a continuation, additional notice is not required if the date, time and place of the continuation is made known at adjournment.
- B. After the Public Hearing, members of the Planning Board may ask questions of the Applicant or Speaker when recognized by the Chair or Presiding Officer.

Article X. Decisions

- A. The Planning Board shall render a written decision within sixty-five (65) days of the date of acceptance of a completed application, subject to extension or waiver as provided in RSA 676:4.
- B. The Planning Board shall act to approve, conditionally approve, or disapprove.
- C. Notice of decision will be made available for public inspection at the Planning Department within five (5) business days after the decision is made, as required in RSA 676:3. If the application is disapproved, the Planning Board shall provide the applicant with written reason for this disapproval.

Article XI. Reconsideration

- A. The Planning Board may reconsider any decision to approve or disapprove an application, for good cause, provided it is within the statutory appeal period. Upon successful passage of the motion, the Planning Board shall schedule a public hearing, with notice as provided in RSA 676:4, I(d), where they shall consider whether or not to revise or alter their original decision. Should the Planning Board reach a new decision, a new appeal period shall be considered to have begun pursuant to RSA 677:15.

Article XII. Amendments

- A. The Dover Planning Board may suspend any of these rules by a two-thirds (2/3) majority of voting members present.
- B. These rules may be amended at any regular or special meeting by a two-thirds (2/3) vote of the entire membership of the Planning Board, including alternates. Amendments presented at any regular or special meeting may not be voted upon until the next regular meeting.



PLANNING AND ZONING CONFERENCE

The Office of Planning and Development organizes an annual conference, required under RSA 673:3-a, by providing informational sessions on planning and zoning issues for members of municipal land use boards. This planning and zoning conference has been held since 1994.

Save the date for the **NH Office of Planning and Development's Spring 2025 Planning and Zoning Conference**.

- **When:** Saturday, May 10 8:45 AM - 3:30 PM
- **Where:** Online (each session will be recorded and available after conference)
- **Cost:** Free

Registration Opens: April 4

This year's virtual conference includes three tracks: Planning Board, Zoning Board of Adjustment, Historic Preservation and Housing. Details will be posted on this page soon.