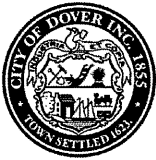


CITY OF DOVER

PLANNING TECHNICAL REVIEW COMMITTEE –AGENDA

Meeting Type: Regular Meeting
Meeting Location: 1st Floor Conference Room – City Hall, Dover NH
Meeting Date: **Thursday, April 11, 2019**
Meeting Time: **10:30 am**

1. 10:30 AM - 11:15 AM: Site Review using Transfer of Development Rights Princeton Dover LLC, Assessor's Map D, Lots 81 & 79-1 , zoned RM-U, and located at 306 Plaza Drive. (Proposal is to construct a 10,551 sq. ft. 24 unit garden style multifamily building and associated surface parking by purchasing TDR units). (P19-30)



City of Dover, New Hampshire SITE REVIEW APPLICATION

[Revision Date: April 02, 2018]

Office Use Only

Project #: _____

Date Received: _____

Amount Paid: _____

Time Received: _____

APPLICANT AND OWNER INFORMATION

Name of Applicant: Princeton Dover LLC Telephone # 978-458-8700

Address of Applicant: 1115 Westford Street, Lowell MA 01851

E-Mail Address: dendyke@princetonproperties.com OR alathrop@princetonproperties.com

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

Address of Property Owner: _____

PROPERTY INFORMATION

Address of Property: 306 Plaza Drive, Dover NH

Assessor's Map # D Lot(s) # 81

Zoning District(s) R-12 Overlay District(s) _____

Size of Parcel: 73180.8 sq. ft. 1.68 ac. Property Deed: Book 4246 Page: 0251

Existing Use of Property: R-12: Tennis court & playground

SITE PLAN INFORMATION

Describe Proposed Use: Multifamily housing

Area of Parcel to be Developed: 65,054 sq. ft.

If Multi-family Residential, Specify Number of Units & Buildings Proposed: One 24-unit garden style building

Number of Parking Spaces: Existing 0 Proposed 28 (3 of which are handicap)

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

Number of Employees Total: 0 In Maximum Shift: 0

Disposition of Parcel:

Building Setbacks:

Building Footprint 10,551 sq. ft.

Front Yard 19.3 ft.

Total Building Area 29,853 sq. ft.

Rear Yard 38.4 ft.

Paved Area 6920 (new) sq. ft.

Side Yard: Right 170.8 ft. Left 21.6 ft.

City Water? ☒ Yes ☐ No How far is city water from the property? At site.

City Sewer? ☒ Yes ☐ No How far is city sewer from the property? At site.

BUILDING INFORMATION

Type of Building to be Built: 3 story, wood frame, garden style, multifamily

Height of Building: 35' Finished Floor Elevation: _____

Number of Seats (where applicable) Not applicable.

Estimated value of construction: \$3.2M Refuse removal: Public ☒ Private ☐ (circle one)

WAIVER REQUESTS

Site Review Regulations section(s) to be waived: _____

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

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) David Prince, PLS, WSP USA

Address 9 Executive Park Dr., Suite 101, Merrimack NH 03054 Telephone #: 603-595-7900

Professional License #: 977(NH) E-mail address: david.prince@wsp.com

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) Stuart Moncrieff P.E., Howard Stein Hudson

Address 114 Turnpike Road, Suite 2C, Chelmsford, MA 01824 Telephone #: 617-348-3361

Professional License #: 12720 (NH) E-mail address: smoncrieff@hshassoc.com

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:  Duly Authorized on behalf of Princeton Dover LLC, but not individually Date: 3/20/19

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: Dana L Duly Authorized on behalf of
Princeton Dover LLC,
but not individually Date: 3/20/19**AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY**

I, and my successors, hereby the City of Dover or 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: Dana L Duly Authorized on behalf of
Princeton Dover LLC,
but not individually Date: 3/20/19

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: Dana L Duly Authorized on behalf of
Princeton Dover LLC,
but not individually Date: 3/20/19

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

PLANNING BOARD ESTIMATED FEE SCHEDULE

This is only provided to give you an estimate of the application fees. *After you submit an application, staff will invoice you a total.* All fees must be paid two weeks before the Planning Board meeting. **If the Fee has not been paid, the item will not be placed upon the agenda.**

A. TOTAL FEE paid by cash or check made payable to "City of Dover"

1. Application fee for the following:

- SUBDIVISION \$150.00 x # _____ new lots created = \$ _____
- LOT LINE ADJUSTMENT \$200.00 (if more than two lots involved, add \$100.00 per lot) = _____
- SITE REVIEW – TRANSFER OF DEVELOPMENT RIGHTS Application fee \$150.00 = \$ _____
- SITE REVIEW - RESIDENTIAL \$100.00 x # _____ per dwelling unit = \$ _____
- SITE REVIEW – NON-RESIDENTIAL (not to exceed \$10,000)
 New construction \$.15 sq. ft. x # _____ sq. ft. = \$ _____
 Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- IMPERVIOUS PAVED AREA (for new development) OR IMPERVIOUS PARKING
 LOT ADDITIONS (not to exceed \$10,000) \$.07 sq. ft. x # _____ = \$ _____
- MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ _____
- CHANGE OF USE (not to exceed \$5,000)
 Existing floor space \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- CONDITIONAL USE PERMIT \$150.00 x # _____ per application = \$ _____
- GRAVEL PIT/ EXCAVATIONS - Application fee \$50.00 & Permit fee \$75.00 = \$ _____
- EXTENSIONS OF/AMENDMENTS TO/WAIVERS FOR AN APPROVED PLAN
 (\$150.00 minimum) \$50.00 x # _____ per hour of review \$ _____
- REQUEST FOR REZONING \$150.00 = \$ _____
- DRIVEWAY WAIVER – \$100.00 application fee = _____
 Letter of rejection from Engineering Department, diagram & letter from owner \$ _____

B. Abutter Notification/Mailing Labels - this office will create and print the abutter list and provide labels in triplicate for each abutter. The applicant/owner will need to provide to this office the engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan with names and addresses for notices. You will be notified with the amount due, once this has been completed.

1. Applicant & Owner, engineer, architect, land surveyor or soil scientist
 Certified letters fee # _____ of x \$8.00 = _____
2. Certified letters fee: # of abutters _____ X \$8.00 = \$ _____
3. First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00 = \$ _____
4. Creating/Printing Abutter Labels in triplicate per sheet _____ x \$10.00 = \$ _____

C. Foster's newspaper public notice fee \$ 80.00

(Revised October 2, 2018)

TOTAL FEE \$ _____

**CITY OF DOVER SITE REVIEW
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
D	81	Princeton Dover LLC	1115 Westford Street, Lowell MA 01851

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS
Stuart Moncrieff P.E.	Howard Stein Hudson	114 Turnpike Road, Suite 2C, Chelmsford, MA 01824
David Prince, PLS	WSP USA	9 Executive Park Dr., Suite 101, Merrimack NH 03054

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS



City of Dover, New Hampshire

SITE PLAN REVIEW SUBMISSION CHECKLIST

[Revision Date: June 25, 2018]

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

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

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

APPLICANT: Princeton Dover LLC File Number: _____

PROJECT TITLE: Princeton Dover Apartments

PROPERTY LOCATION: 306 Plaza Dr, Dover NH Tax Map: D Lot: 81

	Explain How Provided	Reviewed
1. Completed and signed Application form	Hard copy & electronic file hand delivered	
2. Electronic copy of the engineered/surveyed plan layout	Electronic copy hand delivered	
3. Electronic copy of supplementary materials and application	Electronic copy hand delivered	
4. Traffic Impact Assessment and Analysis (Standard or Advanced)	Hard copy & electronic file hand delivered	
5. Waiver requests to the Site Plan Review Regulations, with written justification	N/A	
6. Conditional Use Permit applications	N/A	
7. A colored rendering of the streetscape that will be created along the existing public right-of-way	Hard copy & electronic file hand delivered	
8. A colored architectural plan showing all sides of buildings	Hard copy & electronic file hand delivered	
9. List of all professional agents to be notified for Planning Board	Contained within the application	
10. Letter to Serve from Public and Private Utilities	All utilities at site	
11. Eight folded copies of site plan w/scale of not less than 1"=50' or 1"=100' for larger site plans, for TRC. Plans shall contain the following items as appropriate:	Hand delivered	
Location map at appropriate scale		
Proposed Project name and title and Planning File #		
Date, north arrow and scale		
Names of all abutting property owners		
Name and address of owners and/or applicants		
Signature & stamp of NH licensed land surveyor and/or engineer		
Zoning District boundaries, including any special or overlay districts		
Location of Conservation District areas		
Location, names and widths of existing and proposed streets, including pavement widths, grades, curbs and crosswalks		
Location and widths of existing & proposed easements & right of ways		
Depict pedestrian walkways and accessible access		
Location and width of existing and proposed access/egress ways		
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system		
	Explain How Provided	Reviewed

Existing and proposed topographic information at two foot intervals		
Existing and proposed buildings and structure locations		
Minimum building setbacks or build to lines on all lots		
Location and size of existing and proposed electric, telephone, gas cable and other underground utilities		
Existing and proposed water lines and fire hydrants, including materials and capacity needed		
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load		
Existing and proposed stormwater lines and facilities		
Lighting plan depicting all existing and proposed exterior light fixtures and a lighting level analysis for parking lots		
Location of Flood Hazard Zone		
Location of all bodies of water and watercourses		
Location of wetlands and buffers		
Neighborhood plan with aerial underlay showing how project relates to abutting uses within the plan set		
Existing natural features and/or significant vegetation on property		
Depict existing contours up to 100 ft. beyond project limits		
Landscape plan depicting existing and proposed landscaping, prepared by a licensed Professional Landscape Architect		
Location of parking layout delineating spaces and arrangement; note addressing maximum required spaces		
Location, material and size of existing and proposed pavement area		
Location of proposed fire lanes		
Specify finished floor elevations of buildings		
Location of solid waste disposal facilities (dumpster, pad and screening, etc.), including required screening		
Depict all service, storage, loading bays and utility areas		
All applicable Dover Common Site Plan notes		
12. Additional Information if appropriate		
Stormwater Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis	Hand delivered	
Stormwater Management System Operation and Maintenance Plan	Hand delivered	
Erosion and Sedimentation Control Plan	Hand delivered	
Landscape Operation and Maintenance 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		
Depict test boring locations, groundwater elevations and soil profiles and/or soils types call-outs		
Location of proposed drive-in facilities		
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required		

REVIEWED BY: _____ DATE _____ TRC DATE _____



City of Dover, New Hampshire

TRANSFER OF DEVELOPMENT RIGHTS APPLICATION

[Revision Date: August 16, 2018]

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

APPLICANT AND OWNER INFORMATION

Name of Applicant: Princeton Dover LLC Telephone # 978-458-8700

Address of Applicant: 1115 Westford Street, Lowell MA 01851

E-Mail Address: dendyke@princetonproperties.com OR alathrop@princetonproperties.com

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

Address of Property Owner: _____

PROPERTY INFORMATION

Assessor's Map # D Lot(s) # 81

Address of Property: 306 Plaza Drive & 8 Northway Circle, Dover NH 03820

Zoning District(s) R-12 Overlay District(s) _____

Existing Use of Property: Multifamily

TRANSFER OF DEVELOPMENT RIGHTS INFORMATION

Type of TRANSFER OF DEVELOPMENT RIGHT REQUEST (Check All That Apply):

☒ Residential ☐ Residential (reduced size) ☐ Industrial | ☐ Purchase ☐ Land Preservation

Relief sought (Check All That Apply):

☐ Lot Size ☐ Frontage ☐ Setback ☒ Increase by 24 units

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

Development of one 24-unit garden style, multifamily building and associated surface parking.

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: Not applicable.

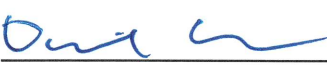
Name of Professional That Prepared TDR Plans: Stuart Moncrieff, P.E., Howard Stein Hudson

Address 114 Turnpike Road, Suite 2C, Chelmsford, MA 01824 Telephone #: 617-348-3361

Professional License #: 12720 (NH) E-mail address: smoncrieff@hshassoc.com

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 Property Owner:  Duly Authorized on behalf of Princeton Dover LLC, but not individually Date: 3/20/19

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:  Duly Authorized on behalf of Princeton Dover LLC, but not individually Date: 3/20/19

**CITY OF DOVER TRANSFER OF DEVELOPMENT RIGHTS
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
D	81	Princeton Dover LLC	1115 Westford St., Lowell MA 01851

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS
Stuart Moncrieff, P.E.	Howard Stein Hudson	114 Turnpike Road, Suite 2C, Chelmsford, MA 01824
David Prince, PLS	WSP USA	9 Executive Park Dr., Suite 101, Merrimack NH 03054

Conservation Easement Holder:

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PLANNING BOARD ESTIMATED FEE SCHEDULE

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- SITE REVIEW - RESIDENTIAL \$100.00 x # _____ per dwelling unit = \$ _____
- SITE REVIEW – NON-RESIDENTIAL (not to exceed \$10,000)
New construction \$.15 sq. ft. x # _____ sq. ft. = \$ _____
Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- IMPERVIOUS PAVED AREA (for new development) OR IMPERVIOUS PARKING LOT ADDITIONS (not to exceed \$10,000) \$.07 sq. ft. x # _____ = \$ _____
- MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ _____
- CHANGE OF USE (not to exceed \$5,000)
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- REQUEST FOR REZONING \$150.00 = \$ _____
- DRIVEWAY WAIVER – \$100.00 application fee = _____
Letter of rejection from Engineering Department, diagram & letter from owner \$ _____

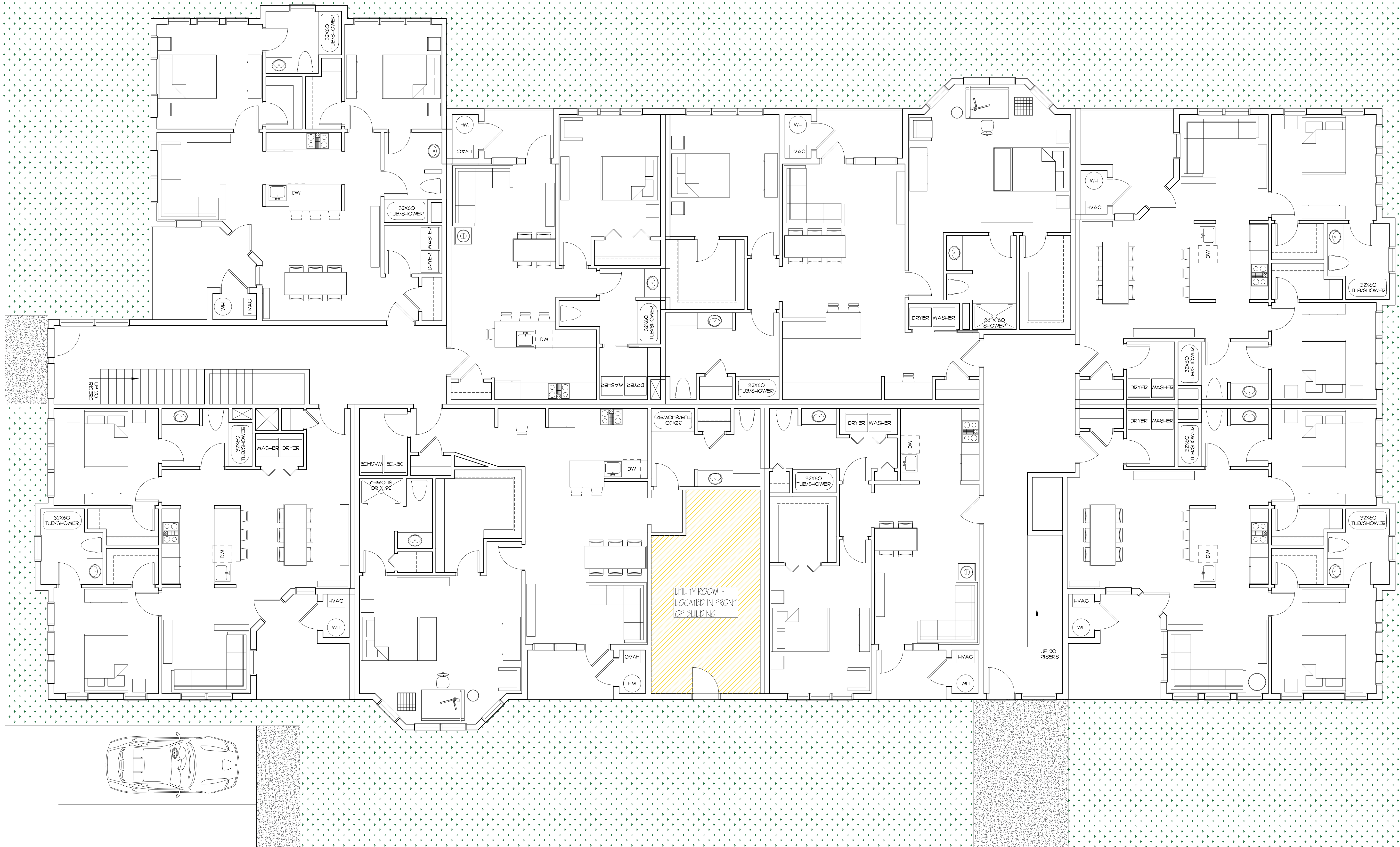
B. Abutter Notification/Mailing Labels - this office will create and print the abutter list and provide labels in triplicate for each abutter. The applicant/owner will need to provide to this office the engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan with names and addresses for notices. You will be notified with the amount due, once this has been completed.

1. Applicant & Owner, engineer, architect, land surveyor or soil scientist
Certified letters fee # _____ of x \$8.00 = _____
2. Certified letters fee: # of abutters _____ X \$8.00 = \$ _____
3. First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00 = \$ _____
4. Creating/Printing Abutter Labels in triplicate per sheet _____ x \$10.00 = \$ _____

C. Foster's newspaper public notice fee \$ 80.00

(Revised October 2, 2018)

TOTAL FEE \$ _____



1 BUILDING FOOTPRINT - UTILITIES ROOM
Scale: 3/16" = 1'-0"



O'SULLIVAN ARCHITECTS, INC.
ARCHITECTURE ■ INTERIORS ■ PLANNING

606 MAIN STREET, SUITE 3001 ■ READING, MA 01867
Tel: (781) 439-6166 ■ Fax: (781) 439-6170 ■ www.osullivanarchitects.com

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ISSUED

02/01/2019

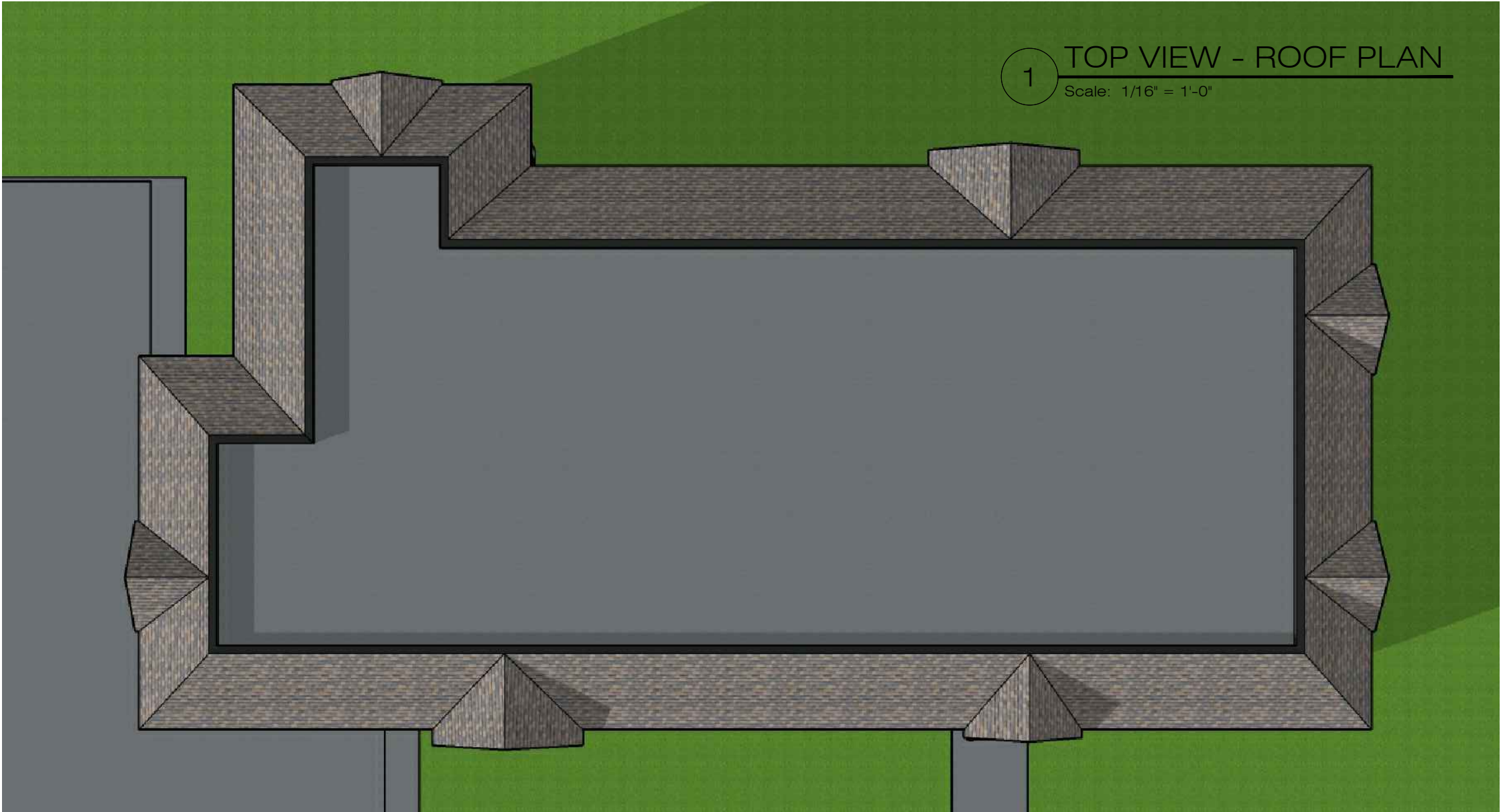
REVISED / REVISED BY

SHEET NUMBER

1 of 1

JOB NO:

19001



1 PERSPECTIVE VIEW
Scale: 1/4" = 1'-0"

1 PERSPECTIVE VIEW
Scale: 3/16" = 1'-0"

1 RIGHT SIDE ELEVATION
Scale: 1/8" = 1'-0"



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ISSUED	02/01/2019
REVISED / REVISED BY	

SHEET NUMBER	1 of 1
JOB NO:	19001



PRINCETON
PROPERTIES

March 20, 2019

City of Dover

Mr. Christopher Parker, AICP

Assistant City Manager: Director of Planning and Strategic Initiatives

288 Central Avenue

Dover, NH 03820

Re: Princeton Dover Apartments, 8 Northway Circle, Dover NH 03820
Site Review Application

Dear Mr. Parker,

Princeton Properties Management, Inc. ("Princeton") owns and manages Princeton Dover Apartments located on Northway Circle, Dover NH. Pursuant to our ongoing discussions, Princeton is hereby seeking to add one, 24-unit, garden style building to the existing community. This building will be located on Assessor's Map D Lot(s) 81.

Princeton hereby submits the enclosed plans and reports, further referenced below, to the Planning Board in full compliance with Chapter 149-6-B(2) of the Dover Code – Site Review Regulations. These plans contain information to assist the Planning Board and City departments in their review. Electronic files can be accessed at: <https://bit.ly/2TJil3A>

Enclosed within this application are:

1. Site Plan Review Application
2. Transfer of Development Rights Application
3. Eight full sized copies of Site Plans
4. Eight full sized copies of building elevations
5. Eight full sized copies of building floor plans
6. Eight copies of the Transportation Impact Assessment
7. Two copies of the Stormwater Report (Supplemental Data Report)

We would ask the Planning Board to schedule this application for a technical review on Thursday April 11, 2019. Further, we request the Planning board add this application to their agenda for April 23, 2019.

Princeton, by way of formality, is seeking the Planning Board's Site Review approval for this development and any other entitlements needed to construct the project as submitted.

We look forward to working with the City and hearing from you on the next steps in this process. Should you require anything further at this time, please call.

Sincerely,

Daniel Endyke

CC: Andrew Chaban, PPMI
Andrea Lathrop, PPMI