


# Dover, Vermont

home of mount snow 

## Town of Dover

PO Box 428 / West Dover, VT 05356

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x 7

### Development Review Board Instructions

For  
DRB  
Use  
Only

Please note if your application is incomplete, it will not be heard

#### Requirements:

- 1. **This application filled out (including square footage calculation), signed and dated by the owner of the property and the application, if other than the owner.**
- 2. A site plan at a scale of 1" = 50" including:
  - a. Location and dimension of all proposed structures and additions.
  - b. All property lines with measurements. The distance from all of these to all proposed structures and additions.
  - c. Locations and dimensions of all existing structures, driveways, parking roads, (measure from centerline), right-of-ways, wells, streams, ponds and septic systems. The distances for all of these to the proposed structures and additions.
- 3. If your lot will not fit at 1" = 50", include a second site plan showing your entire lot.
- 4. Floor plans and four elevations with all uses and dimensions including height above grade. Be sure it is clear: what exists vs. what is proposed.
- 5. If the application is for a subdivision:
  - a. A copy of the deed as recorded in the Dover Land Records
  - b. If the parcel is divided into two parcels, a survey of the smaller of the two.
  - c. If the parcel is divide into three or more parcels, a survey of each.
  - d. Any survey or preliminary must be conducted by a state registered surveyor.
- 6. The State Permit Specialist must be consulted about any State requirements.
  - a. Rick Overkir State Permit Specialist. (802) 282-6488
  - b. The Development Review board may require additional information.
- 7. Applicant has given 15 days prior to hearing, written notification to all owners of properties adjoining the property subject to the development, without regard to any public right-of-way most nearly adjacent to the subject property. The notification shall include a description of the project, where to obtain additional information (Dover Zoning Office) and that participation in the hearing is a prerequisite to the right to appeal.
- 8. Applicant has posted, 15 day prior to the hearing date, notice of the Hearing within view from the public right -of-way most nearly adjacent to the subject property.
- 9. Development Review Board may require additional information.