

Town of Dunbarton Planning Office
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Dunbarton, NH 03046

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Lot Line Adjustment Application Procedure

The Dunbarton Planning Board meets on the third Wednesday of each month at 7:00 p.m. in the meeting room of the Dunbarton Town Offices. New applications shall be filed with the Board at least thirty days prior to the meeting at which the application is to be considered for completeness and acceptance. Per RSA 676:4: "A completed application means that sufficient information is included or submitted to allow the Board to proceed with consideration and to make an informed decision." Payment of all applicable fees are due at the time of application submittal.

The application includes that information which identifies the land, location, zoning criteria, ownership, abutters, and professionals responsible for plan preparation. Department staff will review for determination that the required information is carried forward to the graphic plan submittal. This portion of the information submittal is essential for Board review. If any items are found to be missing or incomplete, it shall be the general policy of the Board to find the application incomplete and not eligible to be placed on the Board's agenda. No new information or documents will be accepted between the formal submittal and the meeting night. The applicant may request a courtesy, non-binding plan and document review with office staff up to five days prior to submittal date.

The following information is important for Board review and deliberation. The Board may find the application incomplete due to any of the following general submittal deficiencies and as supported by non-compliance with required checklist (attached) items. **Items must be shown on the plan/addressed or a waiver request submitted.**

1. Failure to provide important preliminary technical data and information
2. Presentation of incorrect or questionable data and information considered pertinent to deliberations
3. An assortment or multitude of minor errors and omissions that depict an unprofessional plan

Once the Board is satisfied that all requirements are met, a public hearing shall be held. The applicant shall pay all abutter notification mailing costs related to the public hearing. Typically, the lot line adjustment process can be completed in one hearing; however, a second hearing may be required if additional information is needed.

Following lot line adjustment approval and satisfaction of conditions set, new deeds must be drawn up (applicant's responsibility) and submitted with a Mylar copy of the plan. The Board shall register the deed(s) and Mylar plan with the Merrimack County Registry of Deeds. The applicant shall pay all recording and administrative fees related to the registration of the plan.

To help develop a better proposal, please review the Town of Dunbarton Land Subdivision Regulations. These are available on the Town's website at www.dunbartonnh.org or for purchase at the Planning Office.

If you have any questions, please feel free to contact the Planning Office. Office hours are Monday, Tuesday, Thursday, and Friday from 8 am to 4 pm and Wednesday from 8 am to 12 pm.

OFFICE USE ONLY:

DATE RECEIVED _____

FEES PAID _____

APPLICATION # _____

TOWN OF DUNBARTON, NH

APPLICATION FOR LOT LINE ADJUSTMENT

Application is hereby made to the Dunbarton Planning Board for approval of a lot line adjustment as described below and in accompanying documents in accordance with Dunbarton Land Subdivision Regulations.

1. Owner(s) of Record:

Parcel #1

Name: _____

Street: _____

City: _____

Phone #: _____

Email: _____

Parcel #2

Name: _____

Street: _____

City: _____

Phone: _____

Email: _____

2. Location of Properties:

Parcel #1

Map/Block/Lot # _____

Zoning of Parcel _____

Lot size in acres _____

Parcel #2

Map/Block/Lot # _____

Zoning of Parcel _____

Lot size in acres _____

Zoning Districts: Village, Low Density Residential, Medium Density Residential

3. Applicant's Agent or Contact Person: (attach letter of authorization from property owner)

Name: _____

Address: _____

Phone #: _____ Email: _____

4. **Abutters of the Lot:**

(submit on attached form, along with two sets of printed adhesive address labels)

5. **Waivers Requested** (from Dunbarton Subdivision Regulations):

Section: _____ Section: _____ Section: _____

(submit separate document, listing section/reason for each waiver)

6. **Special Exception or Variance required?** Yes _____ No _____

(If yes, please attach a copy of the ZBA notice of decision.)

7. **All fees due at time of application submittal:**

Administrative Application Fee	\$ 50.00
Lot Line Adjustment Fee	\$ 100.00
\$6 per abutter x _____ (total # of abutters)	_____
Recording administration fee	\$ 30.00
Recording fee (\$26 per page X # pages _____)	_____

Total Due (payable to Town of Dunbarton) _____

NOTES:

Recording fee for deed(s) will be invoiced separately.

Separate check made payable to MCRD for LCHIP surcharge

LCHIP (Land Community Heritage Investment Program) Effective July 1, 2008 NHRSA 478:17-g

LCHIP surcharge of \$25.00 assessed on all Deeds, Mortgages, Discharge of Mortgage and Plan Sets.

I/we consent to allow the Dunbarton Planning Board or its designee to make on-site inspection(s) of my/our property as deemed necessary for the evaluation of my/our lot line adjustment application. I/we understand all information required by the regulations must be supplied or a written waiver request must accompany the application.

Signature of Applicant/Owner: _____ Date: _____

Signature of Applicant/Owner: _____ Date: _____

Signature of Agent: _____ Date: _____

TOWN OF DUNBARTON, NH

ABUTTERS FORM

Instructions: Please indicate the name and mailing address of all abutters **(as indicated in the town records not more than five days before the day of filing)** to the property which shall be reviewed by the Planning Department. "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his/her land will be directly affected by the proposal under consideration. For purposes of receipt of notification by the municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term "abutter" means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. **Please also include the names of all professionals whose stamp appears on the plat, the applicant, AND the owner of the property.**

PLEASE MAKE ADDITIONAL COPIES OF THIS FORM AS NECESSARY.

Name _____
 Map/Block/Lot _____
 Address _____
 City _____
 State, Zip _____

Name _____
 Map/Block/Lot _____
 Address _____
 City _____
 State, Zip _____

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Name _____
 Map/Block/Lot _____
 Address _____
 City _____
 State, Zip _____

Submitted	Not Submitted	Waiver Requested	SECTION ONE: APPLICATION REQUIREMENTS
			1. All abutters (see attached abutters form for details); include tax map references, names & addresses
			2. Assignment of agent(s) (if applicable); attach letter of authorization in writing from the legal owner(s)
			3. Complete copy of deed & any collateral and/or filed documents affecting use of property; state any restrictions, covenants, limitations on plans
			4. Copies to be submitted: five complete sets of application and full-size plan set; seven plus number of abutters, reduced-size (11" x 17"), legible copies of the plan
			5. Payment of all fees
			6. Waivers requested & brief explanation for each
Submitted	Not Submitted	Waiver Requested	SECTION TWO: PLAN REQUIREMENTS
			1. TITLE BLOCK INFORMATION: Drawing title; street location of lot line adjustment; tax map, block, and lot number(s) of parcel(s); name & address of owner(s), applicant(s), and person(s) preparing the plan; written scale/graphic scale; date of survey; sheet #/total # of sheets
			2. Aggregate frontage & acreage of each lot (before & after) clearly labeled in a block
			3. Approval block as follows: APPROVED BY DUNBARTON PLANNING BOARD In accordance with a majority vote of the Dunbarton Planning Board at a regularly scheduled meeting held on _____. _____ Chairman _____ Secretary _____ Date signed _____
			4. Certifications, seals, signatures of all licensed professionals responsible for plan(s)
			5. Current zoning status: zone title/designation; 'Current Use' tax status
			6. Easements, right-of-way, rights of others, dedications, non-residential area; state purpose of such
			7. Existing and proposed driveways
			8. Tax map references, names, and addresses of all owners of record of abutting parcels.

Submitted	Not Submitted	Waiver Requested	SECTION TWO: PLAN REQUIREMENTS
			10. Existing site features: buildings, utilities, water courses, large ledge outcroppings, trails, roads, walls, and fences; wetlands mapping, if applicable
			11. Intent of plan
			12. Current USGS contours
			13. Locus map; inset location of lot line adjustment, show all existing street names, provide enough detail for general directions to site
			14. North arrow
			15. Survey monumentation: existing/found, type; proposed granite monuments "to-be-set"
			16. Tax map location inset
			17. Any plans cited for reference should be recorded at the Merrimack County Registry of Deeds or stamped by a licensed land surveyor. The name, date, and plan number of recorded cited plans should be provided in the notes section of the plat.
			** Other items that may have been agreed upon – or otherwise required – at any previous design review stage.