

Section 19

Lot Line Adjustment Application Checklist

Date: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

Location of Property: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

Tax Map and Lot Number (1<sup>st</sup> Property): \_\_\_\_\_

Tax Map and Lot Number(2<sup>nd</sup> Property): \_\_\_\_\_

In order to be complete, a lot line adjustment (Amended September, 1988) application shall contain the following information, where applicable:

\_\_\_\_\_ List of abutters and addresses, current, based on Town record, five days prior to application submission. In addition, application shall submit, for each abutter, a correctly addressed envelope with: 1) Correct postage affixed, (use stamps, DO NOT METER); 2) Green return receipt-filled out with abutter's address; and 3) White certification slip including postage.

\_\_\_\_\_ 8 Copies of the plat (plan) showing the following, where applicable:

\_\_\_\_\_ Current owner's name and address

\_\_\_\_\_ Option holder's name and address

\_\_\_\_\_ Surveyor's name, address, signed stamp, and error of closure certification

\_\_\_\_\_ North arrow

\_\_\_\_\_ Scale (not more than 100' to the inch)

\_\_\_\_\_ Date

\_\_\_\_\_ Location (Locus) map

\_\_\_\_\_ Tax map and parcel number

\_\_\_\_\_ Location and dimension of property lines including entire undivided lot. Each lot must be numbered according to the tax map numbering system

\_\_\_\_\_ Old and new lot lines

\_\_\_\_\_ Abutting subdivision names, streets, easements, building lines, parks and public places, similar facts regarding abutting properties

\_\_\_\_\_ Area of proposed lots

\_\_\_\_\_ Location of existing and proposed easements or rights-of-way, utility, slope, and/or drainage

\_\_\_\_\_ Location of existing buildings

\_\_\_\_\_ Location of existing and proposed sewer and water lines and utilities

\_\_\_\_\_ Name, width, class and location of existing and proposed streets

\_\_\_\_\_ Location of water courses, standing water and fire ponds

\_\_\_\_\_ Location of ledges, stonewalls, and other natural features

- \_\_\_\_\_ Other essential features
- \_\_\_\_\_ Edges of wetlands and brooks
- \_\_\_\_\_ Common and dedicated land
- \_\_\_\_\_ Access locations to existing and town and state highways
- \_\_\_\_\_ Title Block (See Appendix F)
- \_\_\_\_\_ Conservation District Review Authorization Form signed
- \_\_\_\_\_ Copies of all applicable permits and applications for permits
- \_\_\_\_\_ Certification by the surveyor that the field work undertaken in the preparation of the plan has an error of closure no greater than 1 part in 10,000
- \_\_\_\_\_ Tax Map scale shown on plat
- \_\_\_\_\_ Tax Map scale plan copies provided
- \_\_\_\_\_ Eleven copies of reduced size provided
- \_\_\_\_\_ Approval block for Planning Board endorsement

\*Reasonable fees in addition to fees for notices may be imposed by the Board to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications. (RSA 676:4(g))

Section 20

Application for Lot Line Adjustment

Note: Lot line adjustments or boundary agreements are those applications which do not create buildable lots. See Section 18 (Amended September, 1998) for required information.

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Name of Owner of Record: \_\_\_\_\_

Mailing Address of Owner of Record: \_\_\_\_\_

Telephone Number of Owner of Record: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax Number of Owner of Record: \_\_\_\_\_ Pager Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Name of Owner of Record: \_\_\_\_\_

Mailing Address of Owner of Record: \_\_\_\_\_

Telephone Number of Owner of Record: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax Number of Owner of Record: \_\_\_\_\_ Pager Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_

Mailing Address of Surveyor: \_\_\_\_\_

Telephone Number of Surveyor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax Number of Surveyor: \_\_\_\_\_ Pager Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Location (address) of proposed Lot Line Adjustment:

Abutters: Attach a separate sheet listing the Town of Sandown Tax Map, Lot Number, Name and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Town of Sandown Tax Records, five (5) days prior to the submission of this application. (Amended Nov., 1986) All abutter notifications must be completed as per 13.3.6. In addition, applicants shall submit for each abutter, applicant, owner and every engineer, architect, land surveyor, or soil scientist a correctly addressed envelope with: 1) Correct postage affixed; 2) Green return receipt (form 3811); and 3) White certified receipt (form 3800), completed (reference Appendix C).

Note: No application shall be heard unless all abutters are described herein have been notified.

Note: No Lot Line Adjustment hearing shall be scheduled for the next month's meeting unless the following is submitted to the Town Hall before the second Wednesday of the preceding month:

\_\_\_\_\_ Two (2) copies of a 200 foot scale drawing of the final plan

\_\_\_\_\_ Eight (8) copies of the final plan including all pertinent information as required by the Sandown Regulations, Section 11, "The Plat"

\_\_\_\_\_ Payment of all applicable fees

\_\_\_\_\_ An abutter list with all abutters of the parcel. Abutter notification fees must be paid upon application

\_\_\_\_\_ Mylar must be presented when conditional or final approval is received

Fees:

TOWN FEES:

Application Fee: \$150.00 \$ 150.00

Abutter Notification: \$ 5.00/each \$ \_\_\_\_\_

Handling Cost: \$ 20.00 \$ 20.00

Amount Due: (Make check payable to "Town of Sandown, NH") \$ \_\_\_\_\_

REVIEW FEES:

Any engineering or professional costs

(Amended Sept., 1988) \$300.00 \$ 300.00

Advertising/Posting Costs: \$ 75.00 \$ 75.00

Recording Fee: \$ 26.00 per sheet \$ \_\_\_\_\_

Amount Due: (Make check payable to "Sandown PREA") \$ \_\_\_\_\_

(Amended October, 2002)

The subdivider and/or owner or agent certifies that this application is correctly completed with all required attachments and requirements as stated in Part 14 of this application having been met, and that any additional costs for engineering or professional services incurred by the Sandown Planning Board or the Town of Sandown in the final subdivision process of this property shall be borne by the subdivider and/or owner.

\_\_\_\_\_

Date

\_\_\_\_\_

Subdivision and/or Owner or Agent

"I hereby authorize the Sandown Planning Board and its agents to access my land for the purposes of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Sandown ordinances and regulations." (Adopted November, 1986)

\_\_\_\_\_

Date

\_\_\_\_\_

Subdivision and/or Owner or Agent