LOT LINE ADJUSTMENT APPLICATION CHECKLIST

Applicant(s):_________________________________________ MBL#: _______________
Proposed Location: _________________________________ Fees paid: ______________
Preliminary Discussion Date: __________________________

In order to be complete, a lot line adjustment application shall contain the following information, where applicable:

______ Copy of deeds of parcels involved in lot line adjustment
______ Letter of authorization with signatures of all owners of record for all parcels involved
______ List of abutters and addresses
______ Five (5) full-sized copies and ten (10) 11 x 17" copies of the plan showing the following, where applicable:

_________ State Subdivision Approval (if under 5 acres)
______ Current Owners’ names and addresses
______ Option holder’s name and address
______ Surveyor 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 & public places & similar facts regarding abutting properties
______ Title block
______ Copies of all applicable permits and applications for permits
______ Certification by the Surveyor
______ Area of proposed lots (acres & sq. ft.)
______ Location of existing & proposed easements or rights-of-way: utility; slope and/or drainage
______ Location of existing buildings
______ Location of existing & proposed sewer & water lines and utilities
______ Name, width, class & location of existing & proposed streets
______ Location of water courses, standing water and fire ponds
______ Location of ledges, stone walls & other natural features
______ Other essential features
______ Edges of wetlands and brooks
______ Common and dedicated land
______ Approval block for Planning Board endorsement
______ Monumentation
______ Building setback from property lines and from poorly and very poorly drained soils where appropriate
______ Access locations to existing Town & State hwys
The following items may be required by the Planning Board before final approval is granted:

- Erosion and sediment control plan
- Traffic impact analysis
- Environmental impact studies
- NH Wetlands Bureau Dredge and Fill Permit
- Driveway access permit
- NH Water Division Site Specific Permit (149:8-a)
- Construction and maintenance bonding
- Town Engineer review of proposal
- Miscellaneous engineering studies
- Topographical map (2 ft. intervals) existing and proposed
- Location of test pits and test pit logs
- Site Specific Soils Map overlay with County Soils Map nomenclature (by Qualified Soil Scientist) showing soil types, slopes & calculations