

Application # _____
Map _____ **Lot** _____

**APPENDIX B TO, AND FORMING A PART OF
THE LYME SUBDIVISION REGULATIONS**

LYME PLANNING BOARD
Application for Lot Line Adjustment
(Required by NH Statutes 676:4)

This application should be completed by anyone who would like to add property to an existing lot of record by a lot line adjustment. It should be completed and delivered to the Planning Administrator at least 15 days prior to the Planning Board meeting at which the application will be accepted. If the Administrator concludes you have addressed each item and all filing fees have been paid, a hearing will be publicly noticed.

If during the hearing, the Board finds that the application is complete, the application will be accepted for review and the Board will give the applicant a receipt certifying such acceptance. The Board may act on a routine application at the same meeting at which the application is submitted. In any event, the Board must begin formal consideration of the application within 30 days of acceptance for review and will act to approve or disapprove within 65 days. Upon request by the Planning Board, the time for action may be extended by the Selectmen by an additional 90 days.

- | | | |
|----|------------|----------------------------|
| 1. | Owner(s): | Applicant (if applicable): |
| | Address: | Address: |
| | Telephone: | Telephone: |
| 2. | Owner(s): | Applicant (if applicable): |
| | Address: | Address: |
| | Telephone: | Telephone: |

The Owner gives authorization to the Applicant to represent the Owner in this application by the following signature. All communications between the Board and the Owner will be through the Applicant designated by the Owner.

Signature of Owner #1

Signature of Owner #2

Date

Date

APPENDIX B – Lyme Subdivision Regulations

Page 2 of 4

3. Description of Project:

4. Is lot #1 a “lot of record”? Yes No
Is lot #2 a “lot of record”? Yes No

5. I agree to have the formal submission of my application scheduled for the first available time slot on the Planning Board's regular business agenda following a satisfactory review for completeness by the Planning Administrator. This may be more than 30 days from submission of a completed application.

Signature of Owner or Applicant #1

Date

Signature of Owner or Applicant #2

Date

6. Fees:
The application will not be accepted for review until the fees set forth in the Board's current fee schedule are paid. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board including engineers, surveyors, lawyers, and community planners.

Signature of Owner or Applicant #1

Date

Signature of Owner or Applicant #2

Date

Date Submitted to Town of Lyme

APPENDIX B – Lyme Subdivision Regulations

Page 3 of 4

Plans and Documents to be Submitted

The applicant must address each of the following items in writing and submit plans and documents as noted. However, some of the following requirements may not be applicable to your proposal, and you may wish to request a waiver. Any waiver requests must be provided in writing including reasons why the waiver should be given. The Board reserves the right to call upon the applicant for additional information in the course of reviewing the proposed lot line adjustment.

I. Notice List

- A. Names and addresses of each abutter by Map and Lot number. This information is available at the Selectboard office. This includes all persons having a beneficial interest in the property including holders of conservation, preservation, or agricultural preservation restrictions on the property and abutting properties.
- B. Names and business addresses of every engineer, architect, land surveyor, or other consultant whose professional seal appears on any submitted document.

II. Maps

A. Site Survey

Provide ten (10) blue or black line paper prints including or meeting the following specifications:

1. Size per requirements of Grafton County Registry of Deeds.
2. Scale no smaller than 100 feet per inch.
3. Prepared, signed, and certified by a NH licensed land surveyor.
4. Complete boundaries and area of entire parcel; north point, bar scale, date, and dates of any revisions.
5. Existing and proposed lot lines, angles and dimensions, lot sizes in square feet or acres, and monuments at lot corners.
6. Location of existing and proposed easements and areas affected by existing and proposed covenants, reservations and restrictions, benefiting or burdening the property.
7. Location of existing and proposed utilities, wells, septic systems, buildings, drives, parking areas, storm water drainage lines, drainage structures, and drainage ways.
8. Location of zoning district boundaries and area of each lot in each district.
9. Name and address of every abutting owner of property in fee or in easement, and the name and address of any engineer, architect, land surveyor, soil scientist or other professional involved in the preparation of the application shown.

B. Plat

Within 60 days from Planning Board approval, provide two paper copies and a mylar of the final Site Survey Map (see II. D.) according to the standards of the Grafton County Registry of Deeds for Board signatures, notations, and recording.

APPENDIX B – Lyme Subdivision Regulations

Page 4 of 4

III. Title Matters

- A. Provide one copy of each of the following:
1. Most recent deed to the property if not on file with the Town.
 2. All present and proposed easements, covenants, reservations, or restrictions benefiting or burdening the property if not on file with the Town. The location of all areas affected or to be affected thereby shall be clearly identified by appropriate reference to the site survey.
- B. A deed restriction shall be placed in the body of the deed or other instrument of transfer stating as follows: “The grantee(s) by virtue of acceptance of this deed agree(s) that the premises hereby conveyed shall not be deemed or considered a separate lot of record, but shall be regarded as merged into and made an integral part of the contiguous lot of land previously owned by the grantee(s) so that the same shall hereafter be one combined single lot of record.”

IV. Dimensional Conformance

You must prove that you are not making any conforming lot non-conforming or any non-conforming lot less conforming. See Article V or the zoning ordinance. For example, you should make sure you do not take road frontage from a lot if this will reduce the frontage below the minimum requirement under the zoning ordinance.

V. Waivers

The Board may waive the requirement of a perimeter survey of the entire parcel. Whenever the Board waives the requirement for a perimeter survey of the entire parcel, there shall be submitted instead a perimeter sketch which shall indicate the size and shape of the entire parcel, the location of any structures thereon, the names of the abutters, the location of the proposed lot lines, the location and names of existing roads, the location and nature of important topographical features and other such information as will assist the Planning Board in reviewing the annexation requests.