

Alton Planning Board

875-2162
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Alton, NH 03809

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SUBDIVISION APPLICATION INFORMATION-LOT LINE ADJUSTMENT

No excavation or timber cutting may be undertaken until all state and local permits required for the construction of the site have been obtained. Copies of all state and local permits must be provided to the Planning Department.

In addition to the checklist requirements, an application must include the following at the time of submission:

- Required application fees. These fees are non-refundable unless approved by the Alton Planning Board.
- Application Fee Schedule form filled out completely. Please do not include Recording Fees at time of application submission. Recording fees will be collected if application is approved.
- Abutters list including all abutters, owners, holders of any easements and agents involved in the application per RSA 676:4,I(d). Abutters can be verified at the Assessing Department and Tax Collector's Office. Map and lot numbers must be included for each abutter. The Planning Department staff is not responsible to verify abutter information.
- Plan sets are to be no larger than 22"x 34". Full plan sets are to be folded; rolled plans will not be accepted.
- If the property is in Current Use, the status of the property before and after the subdivision shall be indicated on the plan.
- One 11"x17" reduced copy of the complete plan set and five (5) large plan sets.
- The application must include a separate narrative for the project proposal.
- One addressed No. 10 business envelope for each individual abutter/owner/agent/etc.. DO NOT PUT RETURN ADDRESS ON ENVELOPE.

After the plan is approved the applicant will submit:

- Signed and notarized deed(s) to convey parcel(s) approved in lot line adjustment.
- One (1) copy of a complete draft final plan to the Planning Department. Once the Planning Department has notified the applicant that draft final plan is acceptable, the applicant will submit four (4) final paper copies of the plan set, one (1) mylar and one (1) 11" x 17" set to the Planning Department. Final Plan sets are to be no larger than 22"x 34".
- Two (2) checks for recording fees and postage are to be submitted with the final approved plans: one made payable to BCRD:
 - \$26.00 per mylar sheet to be recorded.

- \$25.00 per plat for LCHIP fee.
 - \$12.00 for the first page and \$4.00 for each additional page for deed(s)
- And one made payable to the Town of Alton:
- \$8.00 for postage and handling to mail the mylar. For multiple page plan sets additional postage may be required.

If you have any questions please feel free to contact the Planning Department at 875-2162.

LOT LINE ADJUSTMENT APPLICATION FORM
ALTON PLANNING BOARD
ALTON, NH

Date Received: _____
 Case #: _____
 Fees Paid: _____

PARCEL #1:

OWNER(S) OF RECORD: _____

MAILING ADDRESS _____
 e-mail address _____
 PHONE # _____

LOCATION OF PROPERTY: _____

TAX MAP: _____ LOT: _____ ZONING OF PARCEL: _____

SITE IN ACRES: _____ SQUARE FEET: _____

NUMBER OF LOTS TO BE ADJUSTED: _____

FRONTAGE ON WHAT ROAD(S): INCLUDE NEW ROAD NAME IF APPLICABLE:

PARCEL #2:

OWNER(S) OF RECORD: _____

MAILING ADDRESS _____
 e-mail address _____
 PHONE # _____

LOCATION OF PROPERTY: _____

TAX MAP: _____ LOT: _____ ZONING OF PARCEL: _____

SITE IN ACRES: _____ SQUARE FEET: _____

NUMBER OF LOTS TO BE ADJUSTED: _____

FRONTAGE ON WHAT ROAD(S): INCLUDE NEW ROAD NAME IF APPLICABLE:

WATER MUNICIPAL: _____ PRIVATE WELL: _____

AGENT OF THE OWNER(S) OR CONTACT PERSON:

NAME: _____

ADDRESS: _____ PHONE: _____

e-mail address _____

WAIVERS REQUESTED: YES _____ NO _____

NOTE: ALL WAIVERS MUST BE REQUESTED IN WRITING TO THE PLANNING BOARD AND ACCOMPANY APPLICATION.

SPECIAL EXCEPTION OR VARIANCE GRANTED BY THE ZBA: YES _____ NO _____
IF YES, PROVIDE THE APPLICABLE DATE(S): _____

THIS PLAN REPRESENTS AN AMENDED PLAN: YES _____ NO _____

DATE OF CONCEPTUAL CONSULTATION, IF ONE: _____

DATE OF DESIGN REVIEW, IF ONE: _____

I/WE CONSENT TO ALLOW THE ALTON PLANNING BOARD OR ITS REPRESENTATIVE 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 REGULATION MUST BE SUPPLIED, OR A WRITTEN WAIVER REQUEST MUST ACCOMPANY THE APPLICATION. NONCOMPLIANCE IS GROUNDS FOR DENIAL (RSA 676:4).

PARCEL 1:

SIGNATURE OF OWNER(S) _____ DATE _____
_____ DATE _____

SIGNATURE OF AGENT _____ DATE _____

PARCEL 2:

SIGNATURE OF OWNER(S) _____ DATE _____
_____ DATE _____

SIGNATURE OF AGENT _____ DATE _____

**ALTON PLANNING BOARD
LOT LINE ADJUSTMENT
APPLICATION FEE SCHEDULE**

Received From _____ Date: _____

Case # _____ Tax Map/Lot # _____

Application Fees for Lot Line Adjustment

Lot Line Adjustment: \$75 for first 2 lots & \$75 per each additional lot included in the lot line adjustment \$ _____

Conceptual Consultation: \$25 which shall be applied to application fees if formal application is file within 6 months \$ _____

Abutter Fee: \$6 per abutter X total # of abutter notices _____ \$ _____
(including owner/applicant/agent)

Notice of Decision: \$1 per person to receive notice by mail. \$ _____

Newspaper Notification Fee: \$75 \$ _____

Total **\$ _____**

Please make checks out to the Town of Alton.

The following fees are to be submitted after approval:

Recording Fee: For Mylars 22" x 34" = \$26 per page \$ _____

For Deeds \$12 for the first page of document \$ _____
\$4 for each additional page

Transfer Tax A tax of \$15 per thousand is imposed upon the sale, granting or transfer of real estate and any interest therein except when the price or consideration is \$4000 or less, there shall be a minimum of \$40. An exemption from the transfer tax must be clearly stated on the deed being recorded. \$ _____

Mylars and Deeds each require additional \$25 LCHIP FEE \$ _____

Total **\$ _____**

Please make checks out to the Belknap Registry of Deeds

There will also be an \$8 postage fee for mailing to the Registry. Check should be made out to the Town of Alton.

Applicant: _____

Date: _____

A subdivision shall contain the following information in order to be considered complete. This checklist is intended to be guide; please refer to the Alton, NH, Subdivision Regulations for more detailed information. The checklist along with a written request for any waivers with an explanation of the reasons for requesting the waiver must

be submitted as part of your application for Subdivision Approval. **Please note: the Board is not obligated to grant waivers. If the Board chooses to not grant a requested waiver, and the application is not accepted, then fees will not be refunded.**

Please indicate in the spaces below the Sheet Number where the required information is provided.

ALTON LOT LINE ADJUSTMENT APPLICATION CHECKLIST			
Number	Item and description	Provided	Waiver
9.E.1.	An application form completed and signed by the landowner(s) or authorized agent.		
9.E.2.	A completed and signed Annexation Checklist of application Requirements;		
9.E.3	Written authorization from the landowner(s) of record for any agent(s) to represent and sign for the landowner(s).		
9.E.4.	An abutter's list. (See regulations)		
9.E.5.	Payment of the application fees,		
9.E.6.	Any requests for waivers presented in writing shall cite the specific section of the regulations requested to be waived and shall include the rationale for the waiver(s).		
9.E.7.	Five (5) paper copies of the full-scale annexation plat drawn to a scale of one (1) inch equals one hundred (100) feet (22" x 34") and ten (10) paper copies of the reduced-scale plan (11" x 17") to include:		
	a. Name, address, signature and seal by a NH Registered Surveyor;		
	b. Name of the town and Annexation;		
	c. Name(s) and address(es) of property owner(s) and applicant(s), if different;		
	d. Names, addresses and tax map & lot numbers of all abutters as they appear in the Town records not more than five (5) days before the date of filing the application;		
	e. Complete boundary survey showing metes and bounds for each of the properties involved in the annexation showing the boundary line to be moved as a dashed line and the new boundary line as a solid line;		
	f. Include a notation on the plat which explains the parcels and sizes as they exist before the annexation and the parcels and sizes which would result with approval of the annexation;		
	g. Show all jurisdictional Wetlands as defined by the Zoning Ordinance and the 25 foot Wetland Buffers regulated by the Zoning Ordinance.		

	h. Show all areas with slopes in excess of 25%.		
	i. Show the minimum contiguous upland area required by the Zoning Ordinance for each lot excluding jurisdictional wetlands and areas with slopes in excess of 25%. Identify the minimum contiguous upland area in acres and square feet for each lot.		
	j. North point, bar scale, date of preparation, and date(s) of any revision(s), tax map(s) and lot number(s) of property included in annexation application, and zone district(s) and zone district(s) regulations.		
	k. Site location map which shall show the proposed development in relation to major roads in the vicinity of the site.		
	l. Show location of existing or proposed easements and areas affected by existing and proposed covenants, reservations and restrictions benefiting or bordering the property.		
	m. Include a notation on the annexation plat stating: "The property conveyed as a result of this annexation 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 confirmed single lot of record."		
	n. A note shall be added to the annexation plat stating the total acreage of each Current Use Category for each lot in current use, as applicable. If part or all of one or more lots is in current use, then the property owner(s) shall submit an updated current use application for those lots to the Town Assessor prior to the plat being signed. An updated current use application does not need to be recorded again and there is no cost for an updated current use application. The Town Assessor shall verify receipt of this updated current use application prior to the plat being signed.		
	o. The annexation map shall include a Planning Board approval block for signature by the Chair/Vice-chair and Date.		
9.E.8.	The applicant shall deliver copies of signed deeds ready to be recorded with the approved annexation plat to the Planning Department. These signed deeds must be submitted within 60 days following Planning Board approval, unless extended by the Planning Board, and must be submitted before the plat is signed and recorded.		