

ALTON PLANNING BOARD
(603) 875-2162
P.O. Box 659
Alton, New Hampshire 03809

Instructions for Voluntary Mergers:

1. Fill out the *Notice of Voluntary Merger of Pre-Existing Lots* form. You must include the town's tax map & lot number information, as well as the book and page number information from the Belknap County Registry of Deeds for the deed(s) for the lots included in the proposed lot merger. If you need additional space, please attach another sheet. **Please type** this information if at all possible, otherwise use black ink and write so it is both legible and reproducible, or the Registry will send it back.
 2. Submit a copy of the recorded deed(s) for the lots included in the proposed lot merger.
 3. Submit the form along with a check made payable to the **Belknap County Registry of Deeds** in accordance with their published fee schedule and four (4) stamped envelopes. Also a copy of the deeds, and any surveys you may have for the lots being merged to the Land Use and Property Records Department in the Town Hall. The survey is not required, but is helpful in the review process.
 4. The Planning Board will review the information submitted, and determine if the resulting lot is in compliance with the current land use ordinances or regulations. In addition, the lots must be contiguous and under common ownership. No public hearing or notice is required for review by the Planning Board.
 5. Once the request is approved and signed by the Planning Board, a copy of it will be forwarded to the assessing officials in Alton and the original will be filed for recording with the Belknap County Registry of Deeds.
- *It should be noted that if you or a subsequent owner of the parcels being merged ever decides to sell one of the original lots, then a new subdivision plan will have to be approved by the Planning Board. The lots being created by such subdivision will have to comply with the zoning and subdivision regulations in effect at that time.*

If you have any questions, please contact the Alton Planning Department at 875-2162.

Voluntary Merger of Pre-Existing Lots Application

Please Print or Type All Information

Map # _____ Lot # _____ and Map # _____ Lot # _____

Property Owner Name(s) as shown on Deeds: _____

Address: _____

City, State and Zip Code: _____

Email Address: _____

Telephone Number: (_____) _____

Street location of parcels affected by this merger: _____

Are applicant(s) the owners of record for both lots to be merged? Yes or No

Is there a mortgage on either lot to be merged? Yes or No

If there is a mortgage on either lot to be merged, does it apply equally to both lots? Yes or No

Mortgage information must be included with your application if a mortgage applies to either lot to be merged.

Are property taxes on both lots to be merged current? Yes or No

A copy of latest tax bills must be included.

Application packet must also include:

A copy of the relevant portion of the Town of Alton Tax Map clearly identifying the lots to be merged and the lot line(s) to be discontinued.

Copies of the deeds that are referred to on the Voluntary Merger of Lots of Record Form. Where land has been inherited by the applicant, a copy of the Notice to cities and towns” per RSA 554:18-a shall be provided.

A check made payable to the Belknap Registry of Deeds for the recording fees and four (4) stamped envelopes or blank envelopes and postage fees payable to the Town of Alton.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

PLANNING BOARD
ALTON, NEW HAMPSHIRE
Notice of Voluntary Merger of Pre-Existing Lots
Pursuant to RSA 674:39-a

Property Owner name(s) as shown on Deeds: Print all information

Address: _____

City, State and Zip Code: _____

E-mail address: _____

Telephone Number: (_____) _____

Street location of parcels affected by this merger: _____

Number of Dwelling Units (Houses) on each lot:

Tax Map _____, Lot _____

No. of Units: _____

Tax Map _____, Lot _____

No. of Units: _____

Tax Map _____, Lot _____

No. of Units: _____

The parcels being merged are:

Town of Alton		Belknap County Registry of Deeds		
Tax Map #	Lot #	Book #	Page #	Date Recorded

I/We understand that none of the parcels which are being merged by this document shall hereafter be separately transferred without subdivision approval from the Alton Planning Board.

Signature(s) of property owner(s): _____

Print or Type Name(s): _____ Date: _____

Date: _____

Justice of the Peace/Notary Public Commission Expires: _____

Signature(s) of property owner(s): _____

Print or Type Name(s): _____ Date: _____

Date: _____

Justice of the Peace/Notary Public Commission Expires: _____

FOR TOWN TAX ASSESSOR USE ONLY

New Assigned Lot #: _____

Tax Assessor Signature: _____ Date: _____

FOR PLANNING BOARD USE ONLY

Date Endorsed: _____

Endorsed by: _____
Signature

Printed Name

Title: _____

Voluntary Merger Application Checklist

Any property owner who owns two or more contiguous lots who wishes to merge them for municipal regulations or taxation purposes shall file a completed Voluntary Lot Merger Form with the Alton Planning Department.

Items Needed at time of Application

<u>Item</u>	<u>Required</u>	<u>Received</u>	<u>Needed</u>
1. Voluntary Merger of Pre-Existing Lots Form-Must be legible with original signatures.	X		
2. A copy of the relevant portion of the Town of Alton Tax Map clearly identifying the lots to be merged and the lot line(s) to be discontinued.	X		
3. Copy of deeds that are referred to on the Voluntary Merger of Lots of Record Form when the owner(s) acquired the lots to be merged. Where land has been inherited by the applicant, a copy of the "Notice to cities and towns" per RSA 554:18-a shall be provided.	X		
4. Proof of Mortgage status.	X		
5. Check made payable to Belknap County Registry of Deeds for filing fees.	X		
6. Four (4) stamped envelopes.	X		

Please return to: Town of Alton
 Planning Department
 PO Box 659
 Alton, NH 03809