

**PLANNING BOARD  
OF  
SUGAR HILL, NH 03586  
PO Box 574  
Fax # 603-823-8446**

The following procedure shall apply to applications for **Minor Lot Line Adjustments or Boundary Agreements**. Unless otherwise ordered by the Board, an application for a Minor Lot Line Adjustment or Boundary Agreement shall be considered and acted upon at a public meeting without a public hearing. Notice to abutters is required and the application should be submitted to the Secretary no later than twenty (20) days before the next regularly scheduled meeting. The Board shall review the application and determine if the proposal is a Minor Lot Line Adjustment or Boundary Agreement. Any abutter may be heard on the application and if deemed necessary, the Board may adjourn its consideration to another date and time to allow further abutter participation. A statement shall be placed on the plat stating as follows:

“This plan shows the (Minor Lot Line Adjustment or Boundary Agreement) and does not require the approval of the Sugar Hill Planning Board as a subdivision.”

**Three (3) paper copies and two (2) Mylars are required on 22 x 34 inch standard sheets measured from the cutting edge.**

\_\_\_\_\_ Final Plat shall identify itself as a “minor lot line adjustment” or “boundary agreement.”

\_\_\_\_\_ Final Plat shall be based on an “on the ground” boundary survey certified by a professional engineer or land surveyor registered or licensed in the State of New Hampshire.

\_\_\_\_\_ Names and addresses of all owners of land involved.

\_\_\_\_\_ Names of all abutters (as indicated in the Town records not more than 5 days before the day of filing.

\_\_\_\_\_ Name, address and seal of surveyor or engineer.

\_\_\_\_\_ A small location map indicating parcels in relation to major streets and intersections and the name of roads.

\_\_\_\_\_ Tax map and lot numbers

\_\_\_\_\_ North Arrow

\_\_\_\_\_ Pre stamped seal for signature of the Planning Board’s Chairman and Secretary

\_\_\_\_\_ Any other information or documentation which may be required by the Board

**Failure to satisfy any of the above requirements shall result in a denial of the application.**