

Checklist for Minor Lot Line Adjustments or Boundary Agreements
Planning Board, Sugar Hill, NH

A complete application for approval of a Minor Lot Line Adjustment or Boundary Agreement shall contain all of the information listed below. For any items not checked off, please write "NA" and attach a written explanation.

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, easement holders and any professional whose seal is on the plat is required. The Board shall review the application and determine if the proposal is a Minor Lot Line Adjustment or Boundary Agreement and verify that the changes will not result in or increase any lack of conformance with the Zoning Ordinance or other requirements. Any abutter or holder of conservation, preservation, or agricultural preservation restrictions 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.

The following items must be submitted to the Secretary or Chair of the Board not less than twenty-one (21) days before the regular monthly Planning Board meeting.

- ☐ 1. Completed Application Form signed by all owners.
- ☐ 2. Completed Checklist.
- ☐ 3. A check payable to the Town to cover filing fees, mailing, advertising and other costs.
- ☐ 4. Names and addresses of the applicant and all abutters as indicated in town records not more than five (5) days before the date of filing, along with any easement holders and the land surveyor and any other professional whose seal appears on the plat.
- ☐ 5. A PDF of the plat.
- ☐ 6. Written request for any waivers of requirements pursuant to Section 3.8.
- ☐ 7. Four (4) paper and two (2) Mylar copies of a survey plan on 22 x 34 inch standard sheets measured from the cutting edge prepared in accordance with the standards of the NH Land Surveyors Association and stamped by a land surveyor licensed in New Hampshire, at a sufficient scale to clearly depict the property lines to be changed or boundary to be agreed to, shall be provided, showing:
 - ☐ a. Title block with name of municipality, name(s) and address(es) of owner(s), address and tax map and lot numbers of parcels, whether the plat is a minor lot line adjustment or boundary line agreement, name and address of surveyor.
 - ☐ b. Names of all abutters with tax map and lot numbers.
 - ☐ c. Seal of surveyor with license number.
 - ☐ d. A small location map indicating parcels in relation to major streets and intersections and the name of roads.

- ___ e. North arrow and bar scale.
- ___ f. Date of plat and date of any revisions.
- ___ g. Signature block or pre-stamped seal for signature of the Planning Board's Chairman and Secretary.
- ___ h. Boundary survey certified by a professional land surveyor licensed in the State of New Hampshire. (In the case of a large parcel, the Board may waive the survey requirement for property lines not being changed.)
- ___ i. Proposed new property line or lines in solid lines with bearings and distances, and dotted lines showing the line or lines to be abandoned.
- ___ j. Lot areas and dimensions, before and after the proposed change.
- ___ k. Zoning district and zoning boundaries if proximate, frontage and setbacks to be affected by the property line change.
- ___ l. Location and description of existing and proposed boundary monuments.
- ___ m. General location of all existing buildings and other structures, septic systems and wells with protective radii, rights-of-way, driveways. The Planning Board may request surveyed locations for any features that will be closer to a property line following the proposed change.
- ___ n. The following statement: "The property conveyed herein shall not be deemed or considered a separate lot of record, but upon the recording of this plat and the accompanying deed, 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."
- ___ 8. Any other information which may be required by the Board.
- ___ 9. Following approval but prior to signing the plat, NHDES state subdivision approval will be required if any lot will become less than five (5) acres.