

Town of Loudon Planning and Zoning Board Office

55 South Village Rd. Suite 4
Loudon, NH 03307

Phone- 603-798-4540

Fax- 603-798-4540

Email- planning-zoning@loudonnh.org

Dear Applicant,

Attached is an application for the Loudon Planning Board. This application must be submitted for review by the Technical Review Committee (TRC). This review must be initiated in writing by you, the applicant, at least 28 days before the next scheduled Planning Board hearing. The completed application is also due 28 days prior to the public hearing, in both paper and PDF format. The TRC will discuss your application at their meeting 21 days prior to the next scheduled Planning Board hearing.

A memorandum will be issued to you, the applicant, within 5 days of this meeting outlining any application deficiencies identified by the TRC members. All application materials to be discussed at the Planning Board hearing must be formally submitted no later than 15 days prior to the hearing. Any materials submitted after this deadline will not be considered during that month's hearing.

Please submit along with the application, six (6) full-size paper copies (24 x 36) and twelve (12) reduced size (11" x 17") legible copies of the plat. You must also submit an electronic version (pdf) by email to planning-zoning@loudonnh.org. See Article 11 in the Land Development Regulations for details concerning the submission of an application.

Any application that has a property in current use needs to include an accurate map showing the designated current use area. If there are any further questions about current use please contact the Selectmen's office at (603) 798-4541.

To help develop a better proposal please review application options as described in Article 8 of the Land Development Regulations.

The Planning Board's policy on continuances is as follows:

1. An applicant may request a continuance of a public hearing in writing by the Monday prior to the day of the public hearing.
2. A request for a continuance must be in writing.
3. A written request for continuance is limited to two public hearings.
4. The third and future requests for continuance must be made in person at the public hearing.
5. If these procedures for a continuance are not followed, the Board may deny the application.

NOTE: Once the application is approved a new deed must be drawn up for each adjusted property. This is the responsibility of the applicants.

The Loudon Planning Board meets the third Thursday of each month at 7:00 p.m. at the Loudon Town Office at 55 South Village Road.

If you have any questions, please feel free to contact the office at the telephone number above. Office hours are Monday-Thursday from 8:00 am – 4:00 pm and Tuesday evening from 5:00-9:00

Sincerely,

Kelly Pedersen
Administrative Assistant

COPY FOR:

- ☐ Planning Board
☐ Board of Selectmen
☐ Code Enforcement
☐ Fire Department

BOARD USE ONLY:

Date Received _____
Received By _____
Fees Paid _____
Application # _____

TOWN OF LOUDON, NEW HAMPSHIRE LOT LINE ADJUSTMENT APPLICATION

Title of Lot Line Adjustment: _____

Location of properties: _____

OWNERS OF RECORD:***Parcel #1***

Name: _____
Street: _____
City: _____
Phone: _____

Parcel #2

Name: _____
Street: _____
City: _____
Phone: _____

LOCATION OF PROPERTIES***Parcel #1***

Tax Map # _____ Lot # _____ Zoning of Parcel (Include Overlays Districts) _____
Lot size in acres: _____ Lot size in square feet: _____

Parcel #2

Tax Map # _____ Lot # _____ Zoning of Parcel (Include Overlays Districts) _____
Lot size in acres: _____ Lot size in square feet: _____

NOTE: As of 7/1/08 there is an L-CHIP (Land & Community Heritage Investment Program) surcharge fee of \$25 for each plan recorded at the Registry of Deeds. A separate check for that amount, made out to Merrimack County Registry of Deeds, must accompany this application.

Lot Line Application fee = _____
\$8 per abutter x _____ (total # of abutters) = _____
Recording fee (\$26 per page) = _____
Total fees = _____

Name of Applicant Agent or Contact Person: _____

Name of Surveyor / Engineer: _____

Name of Firm: _____
Street: _____
City: _____
Phone: _____
Fax: _____

Waivers Requested (please indicate with a check and include a cover letter addressing why a waiver is warranted):

- ☐ Yes
☐ No

Waiver Requested for Item(s):

Has a Special Exception or Variance been granted by Zoning Board of Adjustment?:

- ☐ Yes
☐ No
☐ Not Required

Dates of Variance or Special Exception Hearings/Approvals (if any, please indicate month and year):

I/we consent to allow the Loudon Planning Board or its designee to make an on-site inspection(s) of my/our property as deemed necessary for the evaluation of my/our subdivision application. I/we understand all information required by the regulations must be supplied or a written waiver request must accompany the application. Noncompliance is grounds for denial. RSA 676:4.

Signature of Applicant: _____ Date _____

Signature of Applicant: _____ Date _____

TOWN OF LOUDON, NEW HAMPSHIRE

LOT LINE ADJUSTMENT APPLICATION CHECKLIST

Name of Lot Line Adjustment: _____

Applicant: _____ Map: _____ Lot: _____

Lot Line Adjustment Checklist

Submitted	Not Submitted	Waiver Requested	
			1. Names, addresses, telephone numbers, and fax numbers and e-mail addresses (if available) of the property owners, applicant, and person(s) or firm(s) preparing the plan.
			2. Name of the Lot Line Adjustment.
			3. Location of the land/site under consideration including tax map and lot numbers and address.
			4. Title, date, north arrow, and scale, less than or equal to 1"=50 feet.
			5. Locus map of vicinity of the site, at a scale of 1"=1000 feet, detailing public street system in the vicinity of the site.
			6. Tax map references, names, and addresses of all owners of record of abutting parcels.
			7. Natural and man-made features including watercourses, wetlands, tree lines, stonewalls and vegetative cover, topographic features, and other environmental features which are significant to the design process.
			8. Surveyed property lines including angles and bearings, distances, monument locations and size of the entire parcel in acres and square feet. Said plan must be attested by a land surveyor licensed in the State of New Hampshire.
			9. Zoning, including all applicable overlay zones.
			10. The location and dimensions of all property lines to be expressed in feet and to the nearest one hundredth of a foot.
			11. Sufficient data acceptable to the Board to determine the location, bearing, and length of all lines; sufficient data to be able to reproduce such lines upon the ground, and location of all proposed and existing monuments. Error of closure shall be 1:10,000.
			12. The indication of the use of lots (e.g. single or multifamily residential, commercial, etc).
			13. The location of all structures and buildings on each parcel.
			14. Setbacks as required by Zoning.
			15. Any plans cited for reference should be recorded at the Merrimack County Registry of Deeds or stamped by a licensed land surveyor. The name, date, and plan number of recorded cited plans should be provided in the notes section of the plat.

LOT LINE ADJUSTMENT

Submitted	Not Submitted	Waiver Requested	
			16. All floodplain information, including contour limit of the one hundred elevation, based upon the most recent Flood Insurance Rate Map, as prepared by Federal Emergency Management Agency (FEMA).
			17. The following notations shall also be shown:
			(a) The explanation of drainage easements, if any.
			(b) The explanation of utility easements, if any.
			(c) The explanation of site easements, if any.
			(d) The explanations of any reservations.
			18. Block for approval by the Board as follows

I hereby certify that this plat has been approved by the Town of Loudon Planning Board on _____, and shall be filed with the Merrimack County Registry once all conditions of approval have been satisfied:

Chairman

Date

LOT LINE ADJUSTMENT

ABUTTERS FORM

Instructions: Please indicate the name and mailing address of all abutters to the property which shall be reviewed by the Planning Board. "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of the notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. Please also include the names of all **Attorneys, Engineers, Surveyors, Planners, or Architects** whose stamp appears on the plat to be submitted to the Board for review and the **Owner** of the property on the plat. **PLEASE MAKE ADDITIONAL COPIES OF THIS FORM AS NECESSARY.**

Name: _____
Map / Lot: _____
Street: _____
City: _____
State, Zip: _____

Name: _____
Map / Lot: _____
Street: _____
City: _____
State, Zip: _____

Name: _____
Map / Lot: _____
Street: _____
City: _____
State, Zip: _____

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Name: _____
Map / Lot: _____
Street: _____
City: _____
State, Zip: _____

Updated 2/2021

Name: _____
Map / Lot: _____
Street: _____
City: _____
State, Zip: _____

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Map / Lot: _____
Street: _____
City: _____
State, Zip: _____

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