

# Lot Line Adjustment



Loudon Planning & Zoning Office  
55 South Village Road – Suite 4  
Loudon, NH 03307  
603-798-4540  
[planning-zoning@loudonnh.org](mailto:planning-zoning@loudonnh.org)

Please read all the instructions carefully. Failure to do so may result in your application being deemed incomplete, which could delay your Public Hearing. Article 8 of the Land Development Regulations can be reviewed for application options.

All application materials to be discussed at the Planning Board hearing must be formally submitted no later than 15 days prior to the hearing.

## APPLICATION INSTRUCTIONS

1. Complete and sign the attached application. This application must be submitted for review by the Technical Review Committee (TRC). TRC review must be initiated by the applicant at least 28 days prior to the public hearing, in both paper and PDF format. The TRC will meet 21 days prior to the next scheduled Planning Board hearing. A memo will be issued to the applicant within 5 days of the TRC outlining notes and comments on the application.
2. The application packet must include four (4) full-sized paper copies (22 x 34) and twelve (12) reduced size copies (11 x 17) of the plat. Electronic (PDF) copies must also be submitted to [planning-zoning@loudonnh.org](mailto:planning-zoning@loudonnh.org). Please reference Article 11 in the Land Development Regulations for details regarding application submissions.
3. The applicant is responsible for submitting a correct list of all abutters with complete mailing addresses for notification. Be sure to include the full mailing address of the owner of each abutting property. One (1) set of mailing labels with each abutter's name(s), full address, and zip code are required with your application. Please also include one (1) set of mailing labels for the applicant, property owner, and any surveyor/engineer/planner/attorney/architect on the project.
4. If the applicant is not the property owner, written authorization from the property owner must accompany the application. If the applicant is being represented by another party, an agent authorization letter must be included as part of the application packet submission.
5. Any application that has property in *current use* must include an accurate map showing the designated area. Please contact the Selectmen's office with questions about current use.

Continuance policy: An applicant may request a continuance of a public hearing in writing no later than the Monday prior to the day of the public hearing. A written request for a continuance is limited to two public hearings. The third and future requests for a continuance must be made in person at the public hearing. The Board may deny the application if these procedures are not followed.

# Lot Line Adjustment

COPY FOR:

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

Office Use Only:

Date received: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Fees paid: \_\_\_\_\_  
Application # \_\_\_\_\_

## TOWN OF LOUDON PLANNING BOARD

### 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**

Map # \_\_\_\_\_ Lot # \_\_\_\_\_  
Zoning of Parcel \_\_\_\_\_  
\_\_\_\_\_  
Lot size in acres: \_\_\_\_\_  
Lot size in square feet: \_\_\_\_\_

**Parcel #2**

Map # \_\_\_\_\_ Lot # \_\_\_\_\_  
Zoning of Parcel \_\_\_\_\_  
\_\_\_\_\_  
Lot size in acres: \_\_\_\_\_  
Lot size in square feet: \_\_\_\_\_

**Name of Applicant's Agent or Contact Person**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Lot Line Adjustment

Waivers requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list the items in which waivers are requested: \_\_\_\_\_

\*Please include separate cover letters for each waiver request.

Has a Special Exception or Variance been granted by the ZBA? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date(s) of Special Exception or Variance hearings/approvals: \_\_\_\_\_

\*Please include copies of any applicable Notices of Decision.

**I/we consent to allow the Loudon Planning Board and/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.**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date \_\_\_\_\_

**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 per RSA 676.4.**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date \_\_\_\_\_

**\*If the property owner is represented by an agent/contact person, please include a Letter of Authorization.**

**Lot Line Adjustment**

**FEE CALCULATOR**

**Public Notice Fee**     \$125     \$ 125.00

**Application Fee:**  
\$100 x \_\_\_\_\_ (total number of lots)     \$ \_\_\_\_\_

**Abutters Fees:**  
\$12 x \_\_\_\_\_ (total # of abutters)     \$ \_\_\_\_\_

**Recording Fee**  
\$50 (per plan sheet) x \_\_\_\_\_ (# of pages)     \$ \_\_\_\_\_

**Recording Fee**  
\$15 (per 8.5"x11" page) x \_\_\_\_\_ (# of pages)     \$ \_\_\_\_\_

**TOTAL**     \$ \_\_\_\_\_

**CASH** \_\_\_\_\_     **CHECK** \_\_\_\_\_

CHECK # \_\_\_\_\_     PURPOSE: \_\_\_\_\_

CHECK # \_\_\_\_\_     PURPOSE: \_\_\_\_\_

CHECK # \_\_\_\_\_     PURPOSE: \_\_\_\_\_

**LCHIP Fee – A separate check made payable to the Merrimack County Registry of Deeds –**

**Was this check included with the application?**

**Y / N**

**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 Country Registry of Deeds, must accompany this application.

**NOTE:** If an application has been approved by the Board, new deeds must be drawn up for each adjusted or new property. This is the responsibility of the applicant.

# Lot Line Adjustment

## **LOT LINE ADJUSTMENT APPLICATION CHECKLIST**

Name of Lot Line Adjustment: \_\_\_\_\_

Applicant: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Submitted	Not Submitted	Waiver Requested	
			1. Names, addresses, telephone numbers, of the site owner, 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" = 100')
			5. Locus map of vicinity of the site 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 manmade 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.

# Lot Line Adjustment

Submitted	Not Submitted	Waiver Requested	
			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.
			16. All floodplain information, including contour limit of one hundred elevation, based upon the most recent Flood Insurance Rate Map, as prepared by the 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:
			<div>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:</div> <div> <div></div> <div>Chairman</div> <div></div> <div>Date</div> </div>

**TOWN OF LOUDON  
PLANNING BOARD**

**ABUTTERS FORM**

Instructions: Please indicate the name and full mailing address of all abutters to the property which shall be reviewed by the Zoning Board. "Abutter" means any person whose property is in New Hampshire and adjoins or is directly across the street or body of water 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 their land will be directly affected by the proposal under consideration. For purposes of receipt of the notification by a municipality or 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 include the names of all attorneys, engineers, surveyors, planners, and/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 include extra sheets as necessary.

Name: \_\_\_\_\_  
Map / Lot: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State / Zip: \_\_\_\_\_

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Map / Lot: \_\_\_\_\_  
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