

PROCEDURE FOR LOT LINE ADJUSTMENT (LLA)

PLEASE COMPLETE AND RETURN ENTIRE PACKET

Please read packet and if you have any questions, contact the Town Planner at (603) 436-7640.

1. You may request an appointment for a preliminary discussion with the Town Planner by contacting the office at 436-7640.
2. Arrange for a signed, notarized agreement of adjusted boundary with your neighbor, or plan to have both parties appear before the Board at the hearing. (See “Property Owner’s Acknowledgement” form).
3. Contract with a State of New Hampshire licensed land surveyor to prepare the Lot Line Adjustment (LLA) plan. The Planning Board will not grant Final Approval unless a New Hampshire land surveyor signs and stamps the plan.
4. File application (including abutters list*), copies of any required State and Town permits or pending applications, eight (8) copies of the plan, supporting documents and necessary fees to the Planning Board no less than twenty one (21) days before the scheduled public hearing. Public hearings are held on the second and fourth Mondays of each month, unless otherwise posted. **All submitted documents must include the property address and property tax map and lot number.**
5. Before your lot line adjustment plan is signed and recorded by the Planning Board, all fees must be paid according to the State and Town regulations. You are required to have your surveyor have the Mylar plan, that is proposed for recording at the registry of deeds, “pre-approved” by the Rockingham County Registry of Deeds (RCRD) before submitting it to the town, as the registry recording requirements can be quite exacting and often Mylar plans are rejected at the time of recording. Preapproval is necessary. In addition, you must also submit a deed or deeds, signed by the Grantor (the party who is deeding away land to the receiving party), which shall be submitted to the Town for recording with the plan, along with an assent from any mortgage holder upon the land that is to be transferred. You are encouraged to seek your mortgage holder assent early in the process, as such assents may take time to obtain.

I have read the procedures for the Lot Line Adjustment for the Town of Newington and I understand them.

Signature of Applicant(s)

Date

Co-Applicant’s Signature

Date

*The “abutters” list includes not only the names and addresses of all abutters to the property as indicated in Town records but required Notification (aka “Abutters” for the purpose of creating the mailing list) includes the names and addresses of the following: Applicant; holders of conservation, preservation or agricultural preservation restrictions (as defined in RSA 477:45); upstream dam owners, the NHDES Dam Bureau; any engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted to the Board. RSA 676:4.

PROPERTY OWNER’S ACKNOWLEDGEMENT*

*To be completed when the Applicant is not the Property owner.

This document must be notarized if the Property Owner is unable to attend the Public Hearing for the review of the proposal.

Property Owner(s) Name (Printed)

Property Address

Mailing Address

Property Tax Map and Lot Number

I am aware of, and support, the Lot Line Adjustment (LLA) proposal being submitted to the Newington Planning Board by _____
(Applicant’s Name)

(Property Owner’s Signature)

(Date)

(Property Owner’s Signature)

(Date)

***This form must be signed by all property owners of the affected property (i.e. spouses, business partners, etc.) If you are unable to attend the Planning Board hearing for this Lot Line Adjustment, this form or other Letter of Authorization MUST BE NOTARIZED.**

Upon approval of a Lot Line Adjustment by the Planning Board, the Planning Board requires the following prior to the Board Chairman signing the Mylar:

- All molars must be preapproved by the Rockingham County Registry of Deeds. Prior to the Planning Board Chairman signing the approval on a Mylar, the applicant, or his/her representative, **must provide the date** that the Registry reviewed and approved the Mylar as adequate for recording.

Tax Map Number: _____

Date of Registry Review: _____

(Signature of Applicant or their Agent)

- A copy of the entire approved plan set must be provided to the Planning Board on “CD” in PDF format.
- One (1) “paper copy” and one (1) Mylar copy of the entire approved “D” sized plan set must be provided to the Board; the Chairman will sign and date each page as confirmation of the approval. In addition, two (2) copies of the entire approved plan set in 11x17 format must be provided to the Planning Board as a “paper copy”.
- All associated fees must be received.
- Certificate of Monumentation must be completed and submitted to the Planning Board.
- For each page of the plan to be recorded at the RCRD, make two checks out payable to the Rockingham County Registry of Deeds for:
 - \$25 recording fee and
 - \$26 for LCHIP.

ENGINEERING COSTS AGREEMENT

Date: _____

Applicant

Co-applicant

Property Address

Tax map Number

If required by the Newington Planning Board, I (we) hereby submit \$5,000.00 to pay all reasonable engineering costs incurred by this application. This will include costs directly associated with the checking of my application by the Town Engineer, Town Planner and other professionals as required, including onsite inspections. I(we) also understand that any engineering costs which the board feels it must incur in order to reach final approval of my application will be billed to me. Fees will be discussed at a public hearing prior to the beginning of any work. Any portion of this \$5,000 that is not expended during the course of the review will be returned after the approval of the application by the Planning Board. The applicant has the responsibility to request the release of the balance of any remaining escrow funds held by the Town of Newington.

Applicant Signature Date

Co-applicant Signature Date

Chair, Newington Planning Board Date

FOR ALL LOT LINE CHANGES:

The Board of Selectmen's office requires that all property owners provide updates to deeds for any Lot Line Adjustments. Changes to the Town's Official Tax map may not occur if these deeds are not provided to the Town.

If you have any questions, please contact the Town of Newington Board of Selectmen, Assessor's Department.

Town of Newington

Application for Lot Line Adjustment (LLA)

Note: Lot line adjustments or boundary agreements are those applications which do not create a new buildable lot(s).

Tax Map: _____ Lot: _____

Print or type clearly

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____ Cell Phone: _____

E mail address - Owner of Record: _____

Tax Map: _____ Lot: _____

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____ Cell Phone: _____

E mail address - Owner of Record: _____

Tax Map: _____ Lot: _____

Name of Surveyor: _____

Mailing Address of Surveyor: _____

Telephone Number of Surveyor: _____ Cell Phone: _____

E mail address: _____

Location (address) of proposed Lot Line Adjustment: _____

Purpose of the proposed LLA: _____

Town of Newington
Lot Line Adjustment Application Checklist

Date: _____

Name of Applicant: _____

Location of Property: _____

Name of Applicant: _____

Tax Map and Lot Number (1st Property): _____

Tax Map and Lot Number (2nd Property): _____

In order to be complete, a LLA application shall contain the following information where applicable:

_____ List of abutters and addresses, current, based on Town record, five days prior to application submission.

_____ 8 Copies of the plat (plan) showing the following, where applicable:

_____ Current owner's name and address

_____ Option holder's name and address

_____ Surveyor's name, address, signed stamp and error of closure certification

_____ North Arrow

_____ Scale (not more than 100' to the inch)

_____ Date

_____ Location (Locus) map

_____ Tax map and parcel number

_____ Location and dimension of property lines including entire undivided lot.

Each lot must be numbered according to the tax map numbering system.

_____ Old and new lot lines; old and new land area per lot.

_____ Abutting subdivision names, streets, easements, building lines, parks and public places, similar facts regarding abutting properties

Fees: Town Fees

Application fee:	\$250.00	_____
Abutter Notifications:	\$10.00/each	_____
Amount Due: (Make check payable to Town of Newington)		_____

The applicant and/or owner or agent certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Newington Planning Board or the Town of Newington in the final LLA process of this property shall be paid for by the applicant and/or owner.

Applicant and/or Owner: _____

Date: _____

Agent: _____

Date: _____

“I hereby authorize the Newington Planning Board and its agents to access my land for the purposes of reviewing this lot line adjustment plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Newington ordinances and regulations.”

Owner or Agent: _____

Date: _____

