PLYMOUTH PLANNING BOARD

Application for Approval of a
MINOR LOT LINE ADJUSTMENT or BOUNDARY LINE AGREEMENT

The undersigned Applicants hereby submit to the Plymouth Planning Board a completed application for the proposed **minor lot line adjustment** or **boundary line agreement** entitled "_____" located _____ with tax map and parcel numbers ____ - ____ - ____ and ____ - ____ - ____. The total acreage involved in the boundary line adjustment is _____.

The Applicants certify that all the submission requirements listed in the Subdivision Regulations of the Town of Plymouth have been complied with, unless specifically modified by the Board, and understands that the Board's Subdivision Regulations guide the procedures and conditions for approval. This application must be filed with the Community Planner at least 15 days prior to a regularly scheduled meeting and that once the Board accepts the completed application, the Board has 90 days to approve or disapprove the application, subject to extension or waiver.

I (we) hereby designate _____ as the representative(s) to whom all communication with the Owner(s) may be addressed and the person to whom legal process may be served in connection with any proceeding arising out of the agreement herein.

_____ _____
date of application signature of Owner

_____ _____
date of application signature of Owner

Owner's Name: _____

Owner's Address: _____

Owner's Name: _____

Owner's Address: _____

Representative's Name: _____

Representative's Address:_____

SUBMISSION REQUIREMENTS

A completed application must contain the following items:

- ❑ An official Application form.
- ❑ Completed checklist.
- ❑ Three paper copies of the proposed final plat as described in the Subdivision Regulations.
- ❑ Fifteen 11"x17" reductions of the plat.
- ❑ One (1) reproducible mylar copy of the plat shall be submitted subsequent to approval.
- ❑ List of abutter names and addresses obtained from Town records not more than five days prior to filing the application; the names and addresses of any holders of conservation, preservation or agricultural preservation restrictions; the names and addresses of professionals who have stamped the plans. ***These names must also be submitted on 2 sets of mailing labels.***
- ❑ Fees (set by Board of Selectmen):

Application: ($60)	$_____
Notification: (from notification list)	$_____
Advertising:	$ 60.00
Recording processing: ($9 per sheet)	$_____
Total fees due to TOWN of PLYMOUTH	$_____

Recording fees payable to GRAFTON COUNTY REGISTRY OF DEEDS:

$26/sheet of drawing	$_____

Fees are subject to adjustment to reflect documents actually recorded, prior to recording.

Application received on:_____ by: _____

Fees received on: _____ by: _____ amount: _____

NOTIFICATION LIST

1. Include the applicant.
2. Include the representative (if different than applicant).
3. Include the owner (if different than applicant).
4. Include all abutters, as indicated on Town records no more than 5 days prior to application date.
5. Include any holders of conservation, preservation or agricultural preservation restrictions.
6. Include all professionals who have stamped the plans.
7. List the owner of more than one parcel only once.
8. **Copy names and addresses onto two sets of mailing labels and submit the labels with the application.**

NAME ADDRESS TAX MAP #

_____

applicant

_____

representative (if different than the applicant)

_____

owner (if different than the applicant)

_____

Professionals who have stamped the plans

_____

Holders of conservation, preservation or agricultural preservation restrictions

_____

_____

_____

_____

_____ Check here if list is continued on back or separate page.

_____ ***Total number of names on this list (including applicant, owner & representative)*** x $5.00 each = $ _____ (see page 2)

CHECKLIST FOR FINAL PLAT
FOR
MINOR LOT LINE ADJUSTMENT (MLLA)
OR
BOUNDARY LINE AGREEMENT (BLA)

(Refer to article IV, section A, part 14 (Final Plat Requirements)

___ a. Date, name and location of subdivision, name and address of owner; scale; north arrow; and the total acreage of land to be subdivided.

___ b. A key (or location) map showing the relation of the proposed subdivision to existing streets or roads, and other adjacent subdivisions.

___ c. Property lines of the entire parcel, rights-of-way lines of proposed or existing streets and easements, and lot lines with accurate dimensions, bearings, or deflection angles, and radii, arc and central angles of all curves. Acreage or square footage of each lot shall be shown. Lots shall be consecutively numbered.

___ d. Location and description of all monuments.

___ e. The names of abutting property owners and the location of property divisions that intersect with the land proposed for subdivision.

___ f. Certification that the applicant is the owner of the land or agent for the owner, or that the owner has given consent under an appropriate agreement.

___ g. All existing structures on the property to be subdivided and wells and septic systems on abutting properties within 200 feet of proposed wells and septic systems.

___ h. Significant natural features such as woods, wetlands, streams, ponds, ledges, mines, scenic views, parks, public open spaces, etc.

___ i. Soil type units as identified by soil series described by National Cooperative Soil Survey Standards or "High Intensity Soil Maps for New Hampshire - Standards and Origins", SSSNNE Special Publication No. 1 as amended and as indicated by test pits.

___ j. Flood hazard areas as indicated on National Flood Insurance maps available in the Town Office.

___ k. Topographic contours at 5-foot intervals. The Board may modify the topographic detail, depending on the proposed subdivision plan and parcel.

___ l. Year-round water courses.

___ m. The purpose and acreage of any easement or land reserved, or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.

___ n. Final locations of all proposed improvements including roads, drainage, erosion and sediment control structures, wells or water lines, septic systems, utilities, etc.

___ o. Final cross-sections, profiles and grades of streets. (Cross-sections at 50 foot intervals plotted at 1"-10' horizontal and vertical unless otherwise approved by the Town Engineer.) Profiles plotted with the same horizontal scale as the plans and a horizontal to vertical scale ratio of 5 to 1 respectively. All data shall be based on a field survey.

___ p. Plans and profiles, approved by the Town Engineer, of storm drains, culverts, catch basins, headwalls, and other drainage structures, including the identification of any potential runoff problems and methods to reduce any negative effects, as well as any other utility systems.

___ q. If the subdivider is considering offering to the town land included in streets, highways, parks or other public open spaces that will not specifically be reserved by the subdivider, such offers shall be clearly indicated.

___ r. An engineer's estimates of the costs of proposed improvements, such as roads, water, sewer lines or septic system utilities, drainage systems, etc.

___ s. At least one bench mark shall be established on each section or submission of a subdivision. Said bench mark should be plainly marked in the field and stationed on the final plat with its elevation. Ties to U.S.G.S. bench marks may be required.

___ t. Certification of an engineer or surveyor licensed in the State of New Hampshire as to accuracy of plat details, street and drainage plans.

___ u. When approval of a plat is required by any officer or body of such a municipality, state or county, approval shall be certified on the plat in appropriate space provided therefore on the plat.

___ v. A duplicate copy of all data submitted to the State Water Supply and Pollution Control Division for septic system subdivision approval (where needed) and a copy of their approval and any attached stipulations.

___ w. Final state approvals when appropriate from the Department of Public Works and Highways, the Wetlands Board, and any other State or Federal agency.

___ x. Any other information or documentation which may be required by the Board.

___ y. Indicate any and all declarations of covenants and restrictions as imposed by the developer with reference to their book and page recording number at the Grafton County Registry of Deeds.

PLANNING BOARD, PLYMOUTH, NH

2012 MEETING SCHEDULE

Regular Meeting Date (3rd Thursday)	Application Deadline (Tuesday)
January 19, 2012	January 3, 2012
February 16, 2012	January 31, 2012
March 15, 2012	February 28, 2012
April 19, 2012	April 3, 2012
May 17, 2012	May 1, 2012
June 21, 2012	June 5, 2012
July 19, 2012	July 3, 2012
August 16, 2012	July 31, 2012
September 20, 2012	September 4, 2012
October 18, 2012	October 2, 2012
November 15, 2012	October 30, 2012
December 20, 2012	December 4, 2012

Work Sessions (1st Thursday)
January 5, 2012
February 2, 2012
March 1, 2012
April 5, 2012
May 3, 2012
June 7, 2012
July 5, 2012
August 2, 2012
September 6, 2012
October 4, 2012
November 1, 2012
December 6, 2012

Planning Board meetings are held the third Thursday of each month beginning at **6:30 PM** at Plymouth Town Hall. **All applications and agenda items must be submitted** to the Town Planner **no later than 12:00 Noon on the deadline date** or **at least 16 days prior** to the meeting at which they will be considered. For more information about meeting schedules or deadlines contact: Sharon Penney, Town Planner at (603) 536-1731.

*Work Sessions are held to discuss planning issues. These meetings are open to the public. Applications are generally not discussed at work sessions.

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