

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 must be filed with the Community Planner at least 21 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: _____

Email: _____

Representative’s Name: _____

Representative’s Address: _____

Email: _____

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" x 17" 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:	\$ _____
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	\$ _____
\$25/plan for L CHIP Recording Surcharge	\$ _____

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 conversation, 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 #
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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 = \$ _____

**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 and 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 use of sites other than residential shall be noted.
- 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 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.
- ___ z. To complete the lot line adjustment, deeds must be transferred and recorded at the Registry of Deeds within 60 days of approval. Failure to provide deeds of transfer will make this application legally incomplete.