

**COÖS COUNTY, NEW HAMPSHIRE
UNINCORPORATED PLACES**

LOT LINE ADJUSTMENT

INSTRUCTIONS:

- Step 1: Carefully read Zoning Ordinance and Subdivision Regulations.
- Step 2: Complete this application (Sections I through V).
- Step 3: Obtain required exhibits (A through E).
- Step 4: Compile abutters list containing the names and addresses of all abutters to both parcels as indicated in County records not more than five (5) days before the day you will file this application; names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions for both parcels; and names and business addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any exhibit.
- Step 5: Application Fee: Include check or money order for application fee and cost of notices payable to the *Treasurer, Coös County*.
- Step 6: Mail your completed application with abutters list, fees and all required exhibits, to:
Coös County Planning Board PO Box 310, W. Stewartstown, NH
03597 Or hand deliver to:
County Administrator, 34 County Farm Rd., West Stewartstown

If you have any questions, please call 603-331-5670

The Planning Board may require, in certain cases, additional information not included in this application.

I. OWNERSHIP INFORMATION:

PARCEL A

Owners Name(s):

Mailing Address:

Email

Telephone #

PARCEL B

Owners Name(s):

Mailing Address:

Email

Telephone #

☐ **Exhibit A. Title, Right or Interest**

For each parcel, submit as Exhibit A proof of title, right or interest. For this exhibit, you must submit one of the following:

- A complete copy of both deeds or the volume/page of the recorded deeds; or
- A copy of the binding option to purchase all of the necessary interest in the property or a similar contractual document.

II. AGENT (if applicable)

Name _____

Mailing address: _____

E-mail: _____

Telephone # _____

III. LOCATION INFORMATION:

Where are the parcels you are seeking approval to change?

Name of the Unincorporated Place: _____

Parcel A

Property address: _____

Street that provides access: _____

Tax map and lot # _____

Lot size now _____ acres or _____ sq ft

Lot size after lot line adjustment _____ acres or _____ sq ft

Parcel B

Property address: _____

Street that provides access: _____

Tax map and lot # _____

Lot size now _____ acres or _____ sq ft

Lot size after lot line adjustment _____ acres or _____ sq ft

☐ **Exhibit B. Location Map:**

Attach to this application as Exhibit B a copy of a USGS topographical or similar base map on which is marked the location of the parcels. Please mark the location clearly with an "x" and then draw a larger circle around the "x".

IV. ZONING

What is the present zoning classification for the parcels?

___ Management District (MD)

Protected Overlay District(s):

___ General Development (DD-G)

___ Resort District (DD-Resort)

___ Residential (DD-R)

Exhibit C. Plat

The plat shall be submitted in permanent ink on polyester film with three (3) blue or black line prints on paper. Sheet size and margins shall be in accordance with the requirements of the Coos County Registry of Deeds, but shall not be smaller than 22" x 34". Space shall be reserved on the plat for all necessary endorsements.

The plat shall be based on "an on the ground" boundary survey with a maximum error of closure of 1 in 5,000, certified by a land surveyor licensed in the State of New Hampshire. The plat shall show or be accompanied by:

- ☐ 1. Identifying title; name of Unincorporated Place; plan date and all revision dates
- ☐ 2. Name(s) and address(es) of the owners of both parcels; tax map and lot numbers
- ☐ 3. Scale (1" for 100 ') and north point
- ☐ 4. Boundary survey of both parcels with bearings, distances; existing lot line to be removed shown as dashed and proposed lot line to be added shown as solid; and the location of existing and proposed permanent markers
- ☐ 5. Lot areas and dimensions before and after conveyance; zoning districts and setbacks
- ☐ 6. Easements, rights-of-way
- ☐ 7. Buildings and other man-made structures
- ☐ 8. Location of existing septic systems and wells including 75 foot radii
- ☐ 9. Water courses with accurate dimensions and associated flood hazard areas if any, and if mapped, erosion hazard areas
- ☐ 10. Existing roads, including private roads and logging roads; stone walls and other monuments
- ☐ 11. The following certification will be affixed to the final plat together with the appropriate signatures and seals:

I hereby certify that this map and survey has been
made under my supervision. The date of the
survey was _____.

Licensed Land Surveyor

☐ 24. Signature block stating:

This plan shows a conveyance of land for the purpose of lot line adjustment and was approved by the Coös County Planning Board at an official meeting held on _____.
This approval does not constitute a subdivision. The property conveyed as a result of this lot line adjustment shall not be deemed or considered a separate lot of record, but shall, upon recording of this plan along with a deed executing the conveyance shown, be regarded as merged into and made an integral part of the contiguous lot previously owned by the grantee(s) so that the same shall hereafter be one confirmed single lot of record.

Date

Chairman or Clerk
Coös County Planning Board

Exhibit D. Any existing or required state or federal permits, or application material if permit not yet obtained

- ☐ NHDOT Driveway
- ☐ NHDES Shoreland
- ☐ Other _____
- ☐ _____
- ☐ _____

☐ **Exhibit E. List of any waivers requested with explanation of how the request is consistent with the requirements of Section 8.02 of the Coos County Subdivision Regulations.**

V. SIGNATURES

I hereby declare that I have examined this application, including the accompanying exhibits and to the best of my knowledge and belief, it is true and complete. By signing this application I am providing permission for the Planning Board to enter the property for the purpose of conducting a publicly-noticed site visit.

NOTE: If there are multiple owners, a valid application requires the signature of each owner.

Parcel A

Signature(s): _____

Date: _____

Parcel B

Signature(s): _____

Date: _____

FOR COUNTY USE:

_____ Date application received

_____ Date of public notice for submission of final application to Planning Board

_____ Date of submission of application to Planning Board

_____ Date of acceptance of submission as complete

_____ Date of decision by Planning Board

_____ Approved _____ Denied _____ Approved with Conditions

Planning Board Clerk

Date