

TOWN OF ORFORD, NEW HAMPSHIRE  
**APPLICATION FOR LOT LINE ADJUSTMENT APPROVAL**

Date Application Submitted: \_\_\_\_\_

Application # \_\_\_\_\_

This application is intended for use when a lot line adjustment (boundary adjustment) creates no new lot per NH RSA 676.4 I.(e). Procedures and requirements are set forth in the Subdivision Regulations. A public hearing is required for lot line adjustment applications.

**Property #1:** Tax Map: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Street Address: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Agent for Owner (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property #2:** Tax Map: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Street Address: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Agent for Owner (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Circle response for the following two questions:

Is either property within the designated 100-year floodplain? Y N

Is any development proposed within the designated 100-year floodplain? Y N

**The undersigned owners hereby submit to the Planning Board of the Town of Orford, NH the lot line adjustment plan referenced above and respectfully request approval of said plat. In consideration for approval and the privileges accruing thereto, the owners hereby agree to:**

1. Pay all fees required for subdivision approval, including legal fees incurred by the Town of Orford relating to this subdivision, or any litigation relating thereto. Current fees are:

- \$35 Application Fee
- \$7 per abutter and other interest holder for each legally notified hearing
- \$70 for each legally notified hearing for Valley News
- \$26 per each mylar map for recording fees for the Grafton County Registry of Deeds
- \$25 per application for State required Land & Community Heritage Program filing fee
- \$5/sheet recorded plan copy fee
- \$15 Mailing of Mylar to Grafton County Registry of Deeds
- Total Fees for this application (enclosed) \_\_\_\_\_

2. Make no changes whatsoever in the final Plan as approved by the Orford Planning Board unless a revised plat is submitted to and approved by the Orford Planning Board.

**Property Owner Signatures**

The undersigned owners hereby request a lot line adjustment approval for the above properties to be issued on the basis of the representations contained herein, including all necessary support statements. This approval is void in the event of misrepresentation and/or not being in compliance with the subdivision regulations and other applicable state and town laws and regulations. Transfer of the property is not authorized until the application is filed with the Grafton County Registry of Deeds.

\_\_\_\_\_  
Property Owner #1. Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner #2. Signature

\_\_\_\_\_  
Date

**Transfer of Authority**

Property #1:

I hereby authorize \_\_\_\_\_ to be the person designated to whom all communications to the owner may be addressed and the person on whom legal process may be served in connection with any proceeding arising out of the lot line adjustment herein.

I also designate this person to be my agent for the purposes of procuring the necessary local permits for the proposed work as described herein. Representations made by the agent may be accepted as though made by me personally, and I understand that I am bound by any official decisions made on the basis of such representation.

\_\_\_\_\_  
Property Owner #1. Signature

\_\_\_\_\_  
Date

Agent for Property Owner (please print): \_\_\_\_\_

\_\_\_\_\_  
Agent for Property Owner #1. Signature

\_\_\_\_\_  
Date

Property #2:

I hereby authorize \_\_\_\_\_ to be the person designated to whom all communications to the owner may be addressed and the person on whom legal process may be served in connection with any proceeding arising out of the lot line adjustment herein.

I also designate this person to be my agent for the purposes of procuring the necessary local permits for the proposed work as described herein. Representations made by the agent may be accepted as though made by me personally, and I understand that I am bound by any official decisions made on the basis of such representation.

\_\_\_\_\_  
Property Owner #2. Signature

\_\_\_\_\_  
Date

Agent for Property Owner (please print): \_\_\_\_\_

\_\_\_\_\_  
Agent for Property Owner #2. Signature

\_\_\_\_\_  
Date

This application will not be deemed complete without the following items attached to this application or a waiver request subject to Planning Board approval. (please check those completed and attached)

- Per RSA 674:4, I(b), list of abutters and conservation and agricultural easement holders of subject properties and the business address of every engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted to the Board (names, addresses indicated by Town records not more than 5 days before the day of submittal)
- Application fees and costs of notice
- Three paper *Application Packages and One electronic Package* (see below) to be provided to:
  - One paper copy and one *electronic* copy to the agent of the Town of Orford – Upper Valley Lake Sunapee Regional Planning Commission, 10 Water Street, Suite 225, Lebanon, NH 03766 (603-448-1680); [info@uvlsrc.org](mailto:info@uvlsrc.org)
  - One copy of application to the Orford Planning Board, 2529 Route 25A, Orford, NH 03777
  - One copy to the Orford Selectboard, Town of Orford, 2529 Route 25A, Orford, NH 03777

*Application Package Content:*

- The most current deed(s) for the subject properties
- Completed and properly signed application on current application form
- Any requested waivers
- Map Documentation ( See Section 5) as provided below:
  - Drawn to scale no small than 100’ per inch
  - Signed and sealed by a N.H. Licensed Surveyor
  - Name of municipality and subdivision
  - Name and address of property owner and surveyor
  - Tax map and lot number of the land proposed to be subdivided
  - North point, bar scale, date of preparation and dates of all revisions
  - Any existing or proposed easements forming part of the subdivision approval
  - Any deed restrictions impacting the subdivision proposal
  - Statement on the plan: “*This plan shows a division of land for the purpose of a lot line adjustment as defined in the Subdivision Regulations and does not create a new lot.*”
  - General site location map locating properties in relation to major roads and other features
  - Name of abutters
  - Boundaries and area of entire parcels showing existing and proposed property lines
  - Lot lines, existing buildings, street and driveways within 200’ of the parcels
  - Location and type of all proposed and existing survey monuments
  - Existing and proposed lot lines, bearings and dimensions, lot sizes in square feet or acres, consecutive numbering of lots using the town’s tax map system, monuments at lot corners
  - Existing and proposed street right of way lines
  - Location of existing or proposed parks and other open space
  - Location of driveway access to each lot
  - Location of existing and proposed wells and on-site sewage disposal systems
  - Base flood elevations as defined in the Orford Floodplain Development Ordinance
  - NH Shoreland Protection Area
  - Minimum road frontage of 50’ per lot

**FOR PLANNING BOARD USE**

Date(s) of Informal Discussions: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date of Meeting for Application Review: \_\_\_\_\_

Date Application Deemed Incomplete: \_\_\_\_\_

*Items needed to complete application:*

Date Application Deemed Complete: \_\_\_\_\_

65 Days from Application Deemed Complete: \_\_\_\_\_

*Per RSA 676:4 I. (c)(1) the Board shall make a decision upon an application deemed complete within 65 days subject to an extension.*

Date of Public Hearing Notification: \_\_\_\_\_

Date of First Hearing: \_\_\_\_\_

Date of Second Hearing: \_\_\_\_\_

Date of Approval: \_\_\_\_\_