

PROCEDURE FOR BOUNDARY (LOT LINE) ADJUSTMENT

PLEASE COMPLETE AND RETURN ENTIRE PACKET

Please read packet CAREFULLY. If you have any questions, contact the Planning Board at 642-3342, extension 6.

1. Complete the application; refer to fee schedules to determine the fees that are required for submittal and associated fees required following Planning Board approval.
2. Contract with a State of New Hampshire licensed land surveyor to draw the plan. Final approval will not be granted by the Planning Board if a valid New Hampshire land surveyor's seal is not in evidence.
3. 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.
4. File application (including abutters list*), copies of any required State and Town permits or pending applications, twelve (12) full-size copies of the plan, five (5) 11 x 17 copies of the plan, supporting documents and necessary fees with the Planning Board. (See Fee Schedule A) **Electronic copies of the boundary adjustment plans are to be sent to the Planning Board email address (pb@kingstonnh.org) as part of the submission requirements; deadlines as posted apply. In lieu of electronic receipt of the plans, a waiver can be requested that includes an 11x17 copy of the plan being submitted.** All necessary documents and fees must be in to the Planning Board not less than twenty-one (21) days prior to the meeting at which the application is to be accepted and placed on an agenda for a public hearing. Deadline dates are available at the Planning Board office. Public hearings are held on the third Tuesday of each month, unless otherwise posted. **All documents must include the property address and property tax map number.**
5. The applicant must appear before the Planning Board at the public hearing. If it is not possible for the applicant to appear, an agent or representative for the applicant may appear with a NOTARIZED letter of authorization from the applicant.
6. Before your plat is signed, all fees must be paid according to State and Town regulations – see attached fee schedules.
7. You may request an appointment for a preliminary discussion with the Planning Board's advisor (Circuit Rider/Planner) by contacting the Planning Board office at

642-3342, ext. 6 or contact the office to arrange for an appointment for a review of the completed plan before submitting an application.

- 8. Permission Clause:** By signing and submitting the application, the property owner grants permission for the Planning Board to access private property for the purposes of a site walk. The property owner, of their designee, will receive prior notification of any scheduled site walk.

I have read the Procedures for a Boundary Adjustment for the Town of Kingston and I understand them.

Property Owner(s) Signature

Date

Applicant(s) Signature

Date

Property Address

Tax Map Number

* 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

APPLICATION FOR BOUNDARY (LOT LINE) ADJUSTMENT

LLA

BOUNDARY (LOT LINE) ADJUSTMENT APPLICATION

Date:

Names and Addresses of Applicant/Property Owner

Name and Address of Property Owner

1. _____

2. _____

(Phone): _____

(Phone): _____

(Attach additional list as may be necessary)

Tax Map and Lot Numbers of parcel(s) involved: _____

Street Address: _____

Zoning Districts affecting property (check all that apply):

_____ Rural Residential District

_____ Commercial Zone _____ I _____ II

_____ III

_____ Single Family Residential

_____ Industrial District

_____ Single Family Residential/Agricultural District

_____ Aquifer Protection Zone

_____ Historic District _____ I _____ II

_____ Shoreland Protection District

_____ Housing for Elderly District

_____ Wetlands Conservation District

_____ Groundwater Management Zone

_____ Other

Briefly explain the proposal: _____

Names and Addresses of Abutters: (Please note, the definition of abutter can be found in the Town of Kingston Subdivision Regulations) – Attach a list of the names and addresses of abutters to this page of the application.

By signing this application, the applicant acknowledges that this application has been completed truthfully and understands the standards set forth by the Kingston Planning Board's Site Plan Review and/or Subdivision Regulations.

Applicant Signature

Date

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 proposal being submitted before the Kingston 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 Boundary Line adjustment, this form or other Letter of Authorization MUST BE NOTARIZED.***

BOUNDARY (LOT LINE) ADJUSTMENT FEE SCHEDULE – A

_____ Tax Map #

All documentation must note the property Tax Map ID number.

THE FOLLOWING ITEMS ARE REQUIRED UPON APPLICATION.

- A. \$25.00 application fee for a minor lot line adjustment \$25.00

- B. \$125.00 to cover the Town’s cost for placing a legal advertisement announcing the public hearing in a local paper of general circulation. \$125.00

- C. \$11.50 per abutter to cover the Town’s costs for sending certified letters (return receipt requested) to each property owner that abuts a parcel undergoing plan review by the Kingston Planning Board.

$\text{_____} \times \$11.50 = \text{_____}$
(number of abutters) (total)

Abutter list* must be on 1” x 2 5/8” adhesive mailing labels (ex: Avery #5160) and contain three (3) sets of such labels to expedite certified mailings.

TOTAL FOR ITEMS A, B and C: _____
(Make one check for Items A, B, and C payable to the “Town of Kingston”)

- D. \$5,000.00 engineering review cost. This fee, along with the completed “Engineering Costs Agreement”, “Patriot Law Information” and “Escrow Release Agreement” forms, is submitted upon application; the fee is placed in a separate interest bearing account. (See “Engineering Costs Agreement” form included in the Subdivision packet.)

Make a separate check for Item “D” payable to the “Town of Kingston”

Upon approval of a Boundary Adjustment by the Planning Board, the following is required prior to the Board Chairman signing the Mylar:

- All Mylars must be **pre-approved** by the Rockingham Registry of Deeds. Prior to the 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” 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 11 x 17 format must be provided to the Planning Board as a “paper copy”. *(Adopted January 5, 2010; amended June 21, 2011)*
- All Associated Fees must be received.
- Certificate of Monumentation must be completed and submitted to the Planning Board.

**DO NOT SUBMIT THIS FORM UNTIL AFTER THE APPLICATION
HAS RECEIVED AN APPROVAL**

Tax Map # _____

BOUNDARY (LOT LINE) ADJUSTMENT FEE SCHEDULE – B

All documentation must note the property Tax Map ID number.

THE FOLLOWING ITEMS ARE REQUIRED UPON PLANNING BOARD APPROVAL.

- A. A Fee of \$40.00 to cover the cost of making the necessary changes to the Town's tax map.
A separate check to be made payable to the "Town of Kingston".

\$ 40

- B. The cost, as determined by the Rockingham County Registry of Deeds, necessary to record an approved Mylar plan showing all required elements as determined by the Kingston Planning Board.

First Sheet x \$50 = _____

_____ x \$26 = _____

(each additional # of sheets to be recorded)

_____ x \$12 (Four (4) size "D" copies for the Board at \$3.00 each) = _____
(# of sheets to be recorded)

Mailing of Copies: \$5.00

_____ X \$10 (Ten (10) size 8 ½ x 11 Copies at \$1.00 each) = _____
(# of sheets to be recorded)

Total of items listed under "B": _____

(A separate check made payable to "Town of Kingston")

- C. There is a separate State LCHIP surcharge of **\$25.00** due at the time of recording.
This surcharge must be paid at the time of recording and can not be billed; this requires a separate check made payable to "**The Rockingham County Registry of Deeds**". \$25.00

Patriot Law Information Form*

1. Name of Owner or Principle of Corporation

2. Home Address

3. Social Security Number

4. Property Tax Map Number

5. Date of Birth

6. Driver's License Number (Please include a copy of the current license.)

7. Corporation Tax ID Number (also known as FID Number.)

8. Contact Number (Phone/Cell Phone)

**A requirement for the Town's Financial files only when submitting an
Engineering Costs Agreement Form.*

A completed IRS W-9 Form must also be submitted.

Sensitive information (Items 3,5,6,7) is redacted prior to being placed in the Planning Board's files.

FOR ALL LOT LINE CHANGES:

The Board of Selectmen's office requires that all
Property Owners provide updated 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 Board of Selectmen, Assessor's Department.



Town of Kingston
New Hampshire

CERTIFICATE OF MONUMENTATION

SUBDIVIDER'S NAME: _____

MAILING ADDRESS: _____

STREET ADDRESS
OF SUBDIVIDED
PROPERTY: _____

(Tax Map Number)

(Date of Planning Board Approval)

(Recorded Plan Number)

(# of Granite Markers Required)

(# of Concrete Markers Required)

(# of Iron Pipes Required)

I hereby certify that the monumentation required on the above referenced subdivision plan has been accurately installed under my supervision and said monumentation complies with the provisions of the Town of Kingston's Ordinances, Rules and Regulations.

(Surveyor's Signature)

(Date)

(Name of Surveyor – Printed)

(Telephone Number/Cell Phone Number)

(Surveying Company)

For Planning Board Use Only:

Date of Receipt: _____ Received by: _____

Seal of Surveyor