



HANOVER, NEW HAMPSHIRE 03755
Department of Planning and Zoning
P.O. Box 483 (603) 643-0708

**MINOR LOT LINE ADJUSTMENT /
BOUNDARY LINE AGREEMENT
SUBMISSION REQUIREMENTS**

ALL APPLICATIONS MUST BE RECEIVED BY NOON on the submission deadline dates. This checklist must accompany the application submittals to verify that the required materials are included. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

ONE (1) ORIGINAL and NINETEEN (19) COLLATED COPIES of the following are required for application submittal:

- ___ 1. Application signed by the property owner or accompanied by a letter of agent authorization signed by the property owner;
- ___ 2. Notification List (attached);
- ___ 3. Site location map showing the original boundaries of the adjacent parcels;
- ___ 4. Detailed plat (three 24"x36" and seventeen 11"x17");
 - ___ showing the proposed new property lines;
 - ___ with the following statement on the plat:
"This Plan shows a division of land for the purpose of Minor Lot Line Adjustment/Boundary Line Agreement as defined in the Hanover Subdivision Regulations and does not require the approval of the Hanover Planning Board as a subdivision."
- ___ 5. Any other supporting documentation;
- ___ 6. Application filing fee* (please see attached abbreviated rate/fee schedule)
 - * The State mandated LCHIP surcharge will be collected with the recording Mylar.

ALL PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS

Upon approval two (2) wash-off mylars will be required for recording by the Registrar of Deeds and with the Town of Hanover.

**PLANNING BOARD
TOWN OF HANOVER, NH**

**MINOR LOT LINE / BOUNDARY LINE
AGREEMENT APPLICATION**

FOR OFFICE USE ONLY

Application No. _____
Fee total: _____
Date filed: _____
Received by: _____

Applicant/Owner Information:

Applicant: _____ Mailing Address: _____
Signature: _____ Town/Zip: _____
Phone: _____
Email: _____

Property Owner: _____ Mailing Address: _____
Signature: _____ Town/Zip: _____
(or letter of agent authorization with owner's signature) Phone: _____

Project Address: _____ Tax Map: _____ Lot: _____
Zoning District: _____

Project Description: _____

Are waivers being sought? Yes: No:

This Minor Lot Line Adjustment has been completed in accordance with the Subdivision Regulations of the Town of Hanover. All information on the Checklist has been provided except items for which waivers are being sought.

Date

Property Owner/Applicant

I hereby acknowledge receipt of the Minor Lot Line Adjustment/Boundary Line Agreement Application and within 30 days the Planning Board shall hold a public hearing on the proposed Site Plan before taking any action thereon.

Date

Planning Coordinator

This application is: ACCEPTED / REJECTED

Notification List

Complete mailing address of property owners, abutters*, applicants (if different from property owner), consultants, architects, soil scientists, land surveyors and engineers whose seal appears on any plat submitted with your application. Also include the names and addresses of any holders of conservation easements on the subject property or abutting properties. Please check the current tax mailing list in the Town Assessor's Office for abutters' mailing addresses. Date of address verification: _____ **(must be within 10 days of date of submittal.)**

** "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board." [See RSA 672:3 Abutter.] "In the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII."*
When the officers or association are unknown all unit owners must be listed.

Subject Property:	Owner	
Map _____ Lot _____		_____

	Abutters, Applicants, Consultants, etc. (see above)	
Map _____ Lot _____		_____

Map _____ Lot _____		_____

Map _____ Lot _____		_____

Map _____ Lot _____		_____

Notification List (continued)

Abutters, Consultants, etc. (see above)

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Planning Board Abbreviated Rate & Fee Schedule

NOTIFICATION FEE = actual cost of postage (First Class Mail rate + Certified Mail rate + Return Receipt rate)

Site Plan Review	\$500.00 + notification fees + fees as shown below (based on Estimated Cost of Construction)	
	\$0 to \$2.5 million	\$5.00 per \$10,000 ECC
	\$2.51 million to \$5 million	\$4.00 per \$10,000 ECC
	\$5.01 million to \$10 million	\$3.00 per \$10,000 ECC
	\$10.01 million to 15 million	\$2.00 per \$10,000 ECC
	\$15.01 million to \$20 million	\$1.00 per \$10,000 ECC
	Over \$20 million	No additional fee
Boundary Adjustment	\$25 LCHIP fee* + \$100.00 + abutters fees	
Minor Lot Line Adjustment	\$25 LCHIP fee* + \$100.00 + abutters fees	
Subdivisions	\$25 LCHIP fee* + \$200.00 + \$100.00/lot + abutters fees	
Modification of Approval	\$200.00 + abutters fees (+ \$25 LCHIP fee* for Modification of Approved Subdivision)	
Voluntary Mergers	NO FEE!	
Revised Plan Fee	\$100/sheet	

* \$25 LCHIP fee: Surcharge mandated by the State 7/1/08 for recording of all Plans or Plan Set
 Separate certified check or money order, payable to "Grafton County Registry of Deeds"
 To be collected with recording Mylar submittal

MEETING / SUBMITTAL DEADLINE SCHEDULE 2010

HEARING DATE:	01/05/10	HEARING DATE:	07/06/10
Submission Deadline:	12/01/09	Submission Deadline:	06/01/10
HEARING DATE:	02/02/10	HEARING DATE:	08/03/10
Submission Deadline:	01/05/10	Submission Deadline:	07/06/10
HEARING DATE:	03/02/10	HEARING DATE:	09/07/10
Submission Deadline:	02/02/10	Submission Deadline:	08/03/10
HEARING DATE:	04/06/10	HEARING DATE:	10/05/10
Submission Deadline:	03/02/10	Submission Deadline:	09/07/10
HEARING DATE:	05/04/10	HEARING DATE:	11/02/10
Submission Deadline:	04/06/10	Submission Deadline:	10/05/10
HEARING DATE:	06/01/10	HEARING DATE:	12/07/10
Submission Deadline:	05/04/10	Submission Deadline:	11/02/10