

Town of Piermont, NH
INSTRUCTIONS to APPLICANTS
For
Submissions of Voluntary Mergers, Subdivisions, and
Lot Line Adjustments to the Planning Board
(revised 4-15-24)

Voluntary Mergers

Voluntary Merger forms are obtained at the Town Office and are in 8 1/2" x 14" format. Fill out the form, have your signature notarized, and deliver the completed form with the fees (\$25 written to the Town of Piermont and \$12 written to the Grafton County Registry of Deeds) to the Town Office. The Planning Board Clerk will follow up and contact you with a date for you to attend the Planning Board meeting for review and vote on your application.

Major and Minor Subdivisions and Lot Line Adjustments

1. Select and contact a surveyor to work as your agent for the subdivision or lot line adjustment process.
2. The agent will obtain the necessary forms, fill them out, and request your signature and payment according to the Fee Schedule form attached here.
3. The agent will deliver the completed form and fees to the Town Offices.
4. The Board Clerk processes the application making sure it is complete and schedules the Preliminary Review of the application with the Planning Board.
5. The agent will attend and discuss the application at the scheduled Preliminary Review. The applicant's attendance at this preliminary meeting is optional.
6. If the application is complete and accepted by the Planning Board, the Board Clerk will process the application for a Public Hearing at the next Planning Board meeting.
7. The agent and applicant attend the Public Hearing related to the application. The Board votes on approving or disapproving the application.
8. If approved, the Board Clerk follows up and mails within 5 days the Board's Notice of Decision of approval.
 - a. The Board Clerk obtains from the applicant the Recording Fees (see Fee Schedule) to record the approved plan at the Grafton County Registry of Deeds.
 - b. In some cases, a deed must be filed to memorialize the transfer or change of land use before the process is complete. The Board Clerk will notify the applicant about this item.
9. If not approved, the Board Clerk follows up within 5 days a Notice of Decision of disapproval that includes the criteria for approval of the application.

2025 Planning Board Fee Schedule

1. APPLICATION FEES

Application fees are payable to the “Town of Piermont.”

Application Fee: \$150.00
Certified Mail Costs: \$X.XX per abutter
(include applicant)

The applicant will be responsible for paying the current USPS rate as of the date the submitted application.

Application FEE	\$150.00	
Certified letter costs	TBD	
TOTAL		<i>Check #</i>

2. RECORDING FEES

Recording fees are paid to the “Grafton County Registrar of Deeds.”
Recording fees must be paid in cash, postal money order, or business check
(no personal checks).

Recording Fees: \$26.00

LCHIP Surcharge: \$25.00

If you have any questions regarding the State’s Land and Community
Heritage Program (LCHIP) Surcharge, please contact the Department of
Revenue Administration at 603-271-2191.