

Town of Piermont, NH
Property Records
Lot Line Adjustment or Subdivision
Print Legibly with Blue or Black Ink

DATE:

Type of Subdivision

☐ Major Subdivision ☐ Minor Subdivision ☐ Lot Line Adjustment

APPLICANTS (Property Owners) (List all individuals who are party to this application):

1. Name: _____

Address: _____

Phone: _____

Email: _____

2. Name: _____

Address: _____

Phone: _____

Email: _____

3. Name: _____

Address: _____

Phone: _____

Email: _____

LICENSED NH SURVEYOR:

Name: _____

Address: _____

Phone: _____

Email: _____

APPLICANT AGENT (If an applicant is not acting for themselves):

Name: _____

Address: _____

Phone: _____

Email: _____

SUBDIVISIONS

Use this section for property being subdivided.

NAME OF SUBDIVISION (if applicable): _____

STREET ADDRESS _____

TAX MAP: _____ LOT NUMBER: _____

TOTAL ACREAGE: _____ NUMBER OF PROPOSED LOTS: _____

Describe the project:

LOT LINE ADJUSTMENTS

Use this section for properties subject to lot line adjustment.

TAX MAP: _____ LOT NUMBER: _____

TAX MAP: _____ LOT NUMBER: _____

TAX MAP: _____ LOT NUMBER: _____

TAX MAP: _____ LOT NUMBER: _____

TAX MAP: _____ LOT NUMBER: _____

Describe the project:

ASSOCIATED REQUIREMENTS:

1. The Application Package includes:
 - a. This completed application, signed by ALL parties to the application.
 - b. Two (2) paper copies of a survey done by a licensed surveyor.
 - c. The surveyor must send one (1) electronic copy of the plan/survey to the Planning Board clerk at joanna.bligh@townofpiermontnh.org
 - d. The mortgage holder letter-of-assent agreeing to the subdivision or transfer of property that is mortgaged.
 - e. If there is no mortgage, a letter from the property owner stating there is no mortgage on the property.
 - f. An abutters' list.
 - g. All appropriate fees.
2. Two (2) paper plan/surveys provided with the application are required: one (1) will go into the Planning Board files and one (1) will go to the Assessor and later will be placed in Piermont's Property Records files.
3. One (1) electronic plan/survey is required, which will be used to update the electronic property record maps.
4. The plan/survey should show significant detail, for example, structures, wells, rights-of-way, public utilities, easements, and landmarks on the property subject to the application, as well as, structures and landmarks on the abutting property.
5. The Planning Board Clerk will send notices to abutters of any hearing or meeting scheduled, will notify the surveyor of the hearing or meeting, and will publish the hearing date and time.
6. After approval by the Planning Board, one (1) mylar and one (1) electronic file of the final plan/survey must be submitted with appropriate recording fees (cash or business check only) written to the Grafton County Registry of Deeds.
7. Applicants shall be responsible for the production and filing of a new deed to memorialize any conveyance authorized by the Planning Board. A conveyance of property is not legal unless memorialized in a deed, no matter how minor and no matter to whom.

AGREEMENTS:

The undersigned applicant hereby submits to the Piermont Planning Board this completed application as required by the Subdivision Regulations, and respectfully requests the approval of said application.

In consideration of approval and the privileges occurring thereto, the applicant hereby agrees:

1. To carry out modifications to the property lines agreed upon, as shown and intended by said plat (plan/survey), including any work made necessary by unforeseen conditions that became apparent during subdivision (applicable to subdivisions).
2. To post all streets "private" until accepted by the Town and standard street signs are to be installed by the Town at the expense of the applicant (applicable to subdivisions).
3. The applicant agrees to obtain the correct e911 numbering from the Town Office for all buildable lots created.

4. To give the Town, on demand, proper deeds for land or rights-of-way reserved on the plat for streets, drainage, or other purposes agreed upon.
5. To hold the Town harmless from any obligation it may incur or repairs it may make because of the applicant's failure to carry out any of the foregoing provisions.
6. To make no changes whatsoever in the Final Plat (plan/survey) as approved by the Planning Board unless a revised plat is submitted to the Planning Board and approved.

The undersigned applicant understands that the Piermont Planning Board must have on file a Completed Application as outlined in its Subdivision Regulations twenty-one (21) days prior to a regularly scheduled meeting of the Board, or to accommodate holidays and/or extenuating circumstances at a date to be determined by the Planning Board. Once the Planning Board votes to accept the Completed Application at a preliminary review at a regularly scheduled meeting, the Planning Board has ninety (90) days to approve or disapprove the Completed Application subject to extension or waiver as provided in accordance with NH RSA 676:4.

FEES:

The Piermont Planning Board Fee Schedule can be accessed through the board clerk at joanna.bligh@townofpiermontnh.org

Please submit proper fees with your completed application. Fees are non-refundable. These fees are payable to the Town of Piermont upon submission of this application.

SIGNATURE of all parties:

Applicant #1: _____ Date Signed: _____

Applicant #2: _____ Date Signed: _____

Applicant #3: _____ Date Signed: _____

AGENT: _____ Date Signed: _____

If the applicant has an Agent, the contract must be attached. If any of the information in the application is found to be incorrect, any action by the Planning Board may be revoked per RSA 676:4-A. If a variance is requested, please explain on an attached sheet.

**FINDINGS OF FACT
Addendum to Subdivision Form**

DATE:

Regarding an application of:

Represented by:

Tax Map:

Lot:

1. Owner name and address:
2. Other parties to the application:
3. District:
4. Description of the existing uses of the property:
5. Description of the nature of the application and proposed uses of the property:
6. Comprehensive list of materials submitted by the applicant and/or designee as part of the application:
 - a. Application form with signatures and plat checklist
 - b. 50-foot abutters' list
 - c. Fee schedule list with payment
 - d. Two paper plan surveys certifications, seals, and approval blocks
 - e. Digital plan survey.
7. Dates the Planning Board met to consider the application:
 - a. Preliminary review:
 - b. Public Hearing/Meeting for Final review:
8. Date the Board conducted a Public Hearing/meeting on the application:

The Planning Board has jurisdiction over the subdivision application per *NH Planning and Land Use Regulation*, Title LXIV Planning and Zoning, RSA 672–679, and the *Piermont Subdivision Regulations*.

CHECKLIST

1. Required Plat Information

- Type of Survey
- Owner of Record
- Title
- Tax Map Number/ Lot Number
- Name of Town

- Date of Plat and Revisions
 - Scale, north arrow
 - Certifications, seals, and approval blocks
- 2.** Subdivision Name _____
 - 3.** Names of Abutters _____
 - 4.** Proposed Property Lines _____
 - 5.** Location of water supplies, mains, septic, and sewer _____
 - 6.** Location, name, and width of streets _____
 - 7.** Profile of proposed streets per Town Standards _____
 - Horizontal Scale 1 inch to 50 feet _____
 - Centerline detail _____
 - Sideline detail _____
 - Centerline Grade detail _____
 - Sidewalks/Sidewalks/Bike Paths _____
 - All elevations per USGS Topographic map _____
 - Rates of gradient in percentage of grade _____
 - Property contours (not >5' and may require 2') _____
 - Parking _____
 - Road Design Plans _____
 - 8.** Irregular Lot may not be acceptable _____
 - 9.** Lot size and Usable Land _____
 - 10.** Location and data for soil test pits, percolation pits and wells per lot _____
 - 11.** Location of fire ponds/dry hydrants _____
 - 12.** Adequacy statement for fire protection water _____
 - 13.** Location of land dedicated to common use _____
 - 14.** Preliminary designs for bridges and culverts _____
 - 15.** Location/Identification of Wetlands _____
 - 16.** Location/Identification of Flood Prone/Hazard Areas _____
 - 17.** Grading and Drainage Plan _____
 - 18.** Description of site markings and ground control _____
 - 19.** Preliminary Erosion and Sediment Plan _____
 - 20.** Copy of approvals as prescribed by Law (NHDES) _____
 - 21.** Environmental/Economic Impact Statement _____
 - 22.** Open Space _____
 - 23.** License# NH surveyor, scale, and north point _____
 - 24.** Detailed Soil Map _____
 - 25.** Location of wells — one per lot _____
 - 26.** Buildings and other man-made features _____
 - 27.** Notarized letter of owner's legal responsibility for construction and maintenance of private roads. _____
 - 28.** Location of installed/to be installed underground utilities _____
 - 29.** Performance Bond/Irrevocable Letter of Credit for uncompleted roads _____
 - 30.** Lighting – Commercial _____
 - 31.** Rights-of-Way and Easements _____
 - 32.** Access to Subdivision by Class VI Road: Yes _____ No _____