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. 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.

2. 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)

3. 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.

4. File application (including abutters list*), copies of any required State and Town permits or pending applications, twelve (12) copies of the plan, supporting documents and necessary fees to the Planning Board not less than twenty-one (21) days before the scheduled 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 submitted documents must include the property address and property tax map number.**

5. Before your plat is signed, all fees must be paid according to State and Town regulations – see attached fee schedules.

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

_____ _____

Signature of Applicant(s) *Date*

* 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

Name, Address, Phone Number of Owner(s) of Record - Applicant

_____

_____

_____

_____

Town of Kingston Property Tax Map Reference Number: _____

Name, Address, Phone Number of Owner(s) of Record of Abutting property being adjusted:

_____

_____

_____

_____

Town of Kingston Property Tax Map Reference Number:_____

REPRESENTING AUTHORIZATION*
*If Applicant is unable to attend the public hearing, this authorization MUST BE NOTARIZED.

Name and Address of Agent (if applicable) acting on Applicant's behalf:

_____	_____
Print Name	*Agent's Signature*
_____	_____
Title	*Date / Phone Number(contact #)*
_____	_____
License Number	*Company Name (if applicable)*

_____ Date: _____
Applicant's signature

_____ Date: _____
Co-applicant's signature

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. $10.50 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. _____ X $10.50 = _____
(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")*

*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

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.

BOUNDARY (LOT LINE) ADJUSTMENT FEE SCHEDULE – B

_____
Tax Map #

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.

_____ x $35 = _____
(# 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

$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"**

ENGINEERING COSTS AGREEMENT

Date: _____

_____
Applicant

_____
Co-applicant

_____

_____

_____
Property Address

_____
Tax Map Number

I (we) hereby submit $5,000.00 to pay all reasonable engineering costs incurred by this application. This will include costs directly associated with the checking of my application by the Town Engineer, Circuit Rider (Professional Planner) and other professionals as required, including on-site inspections. I (we) also understand that any engineering costs which the board feels it must incur in order to reach final approval of my application will be billed to me. (Fees will be discussed at a public hearing prior to the beginning of any work.) Any portion of this $5,000.00 that is not expended during the course of engineering review will be returned upon Planning Board approval of the project. It is the applicant's responsibility to request the release of the balance of any remaining escrow funds held by the Town of Kingston.

_____ _____
Applicant Signature *Date* *Co-applicant Signature* *Date*

_____
Planning Board Chairman *Date*

Comments:

Cc: Town Engineer
Board of Selectmen
Finance Officer

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.*

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