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
BOUNDARY (LOT LINE) ADJUSTMENT APPLICATION

Date:

Names and Addresses of Applicant/Property Owner

1. __________________________________________
2. __________________________________________
   __________________________
   __________________________
   __________________________
   __________________________
   __________________________
   __________________________
   __________________________

(Phone): __________________________

(Attach additional list as may be necessary)

Name and Address of Property Owner

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

Street Address: ________________________________________________________________

Zoning Districts affecting property (check all that apply):

   _____ Rural Residential District
   _____ III
   _____ Single Family Residential
   _____ Single Family Residential/Agricultural District
   _____ Historic District ______ I _____ II
   _____ Housing for Elderly District
   _____ Groundwater Management Zone
   _____ Commercial Zone ______ I ______ II
   _____ Industrial District
   _____ Aquifer Protection Zone
   _____ Shoreland Protection District
   _____ Wetlands Conservation District
   _____ 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

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:

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Agent’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Date / Phone Number (contact #)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>License Number</th>
<th>Company Name (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant’s signature Date: _____________

Co-applicant’s signature Date: _____________

Property Owner’s signature (if different from Applicant) Date: _____________

Property Owner’s signature (if different from Applicant) 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

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.

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

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

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 \( \times \$50 = \) \_

\( \frac{\text{(# of sheets to be recorded)}}{100} \times \$26 = \) \_

(Each additional # of sheets to be recorded)

\( \frac{\text{(# of sheets to be recorded)}}{100} \times \$12 \) (Four (4) size “D” copies for the Board at $3.00 each) = \_

Mailing of Copies: $5.00

\( \frac{\text{(# of sheets to be recorded)}}{100} \times \$10 \) (Ten (10) size 8 ½ x 11 Copies at $1.00 each) = \_

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
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.

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.
CERTIFICATE OF MONUMENTATION

<table>
<thead>
<tr>
<th>SUBDIVIDER’S NAME:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS</td>
<td></td>
</tr>
<tr>
<td>OF SUBDIVIDED</td>
<td></td>
</tr>
<tr>
<td>PROPERTY:</td>
<td></td>
</tr>
<tr>
<td>(Tax Map Number)</td>
<td>(Date of Planning Board Approval)</td>
</tr>
<tr>
<td>(# of Granite Markers Required)</td>
<td>(# of Concrete Markers Required)</td>
</tr>
<tr>
<td>(# of Iron Pipes Required)</td>
<td></td>
</tr>
</tbody>
</table>

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