

TOWN OF NEW DURHAM CHECKLIST¹ FOR APPLICATION FOR A BOUNDARY LINE ADJUSTMENT	On Plan	Enclosed	Not Applicable	Waiver Request	Not Found
<u>General Information</u>					
Application #:					
Name of Applicant:					
Plan Location/Address:					
Map: Lot:					
Date Received by Town:					
<u>Materials To Submit</u>					
*Boundary Line Adjustment Application Form					
*Tax Map Showing Location of Lots with Adjustments (11 x 17)					
*Surveyed Existing Conditions & Layout Plan with current and proposed boundary. Must have enough information so Board can confirm that both lots will meet all zoning requirements and neither lot will be more non-conforming after boundary adjustment. (24 x 36)					
*Application fees					
*Written waiver requests for all applicable requirements not shown					
*Abutters List					
*Addressed, stamped, and Prepared Certified mail envelopes and US Post Office Certified Cards ²					
*Electronic File of All Above items in pdf form.					

¹ This checklist does not supersede or replace the Subdivision Regulations of New Durham, NH, but serves as a guide to the Planning Board and applicant in determining whether an application is complete.

- Completed applications must be delivered to the Town Planning Office 21 calendar days prior to a meeting.
- Any revisions to the plan must be delivered to the Town Planning Office 6 calendar days prior to a continued meeting.
- Starred items (*) must be submitted in order to place the application on the agenda, unless the item is not applicable or a written waiver request is submitted.
- Existing and proposed conditions plans for a boundary line adjustment may be shown on a single plan if the resulting plan is easy for non-professionals to read.

² See "Instructions for Abutter Mailings"

C:\Documents and Settings\David\My Documents\3. Applications, Enforcement, and Education\3.6. Application Forms & Fees\3.6.1. Planning Board\Boundary Line Adjustment\3.6.2. Application Checklists\Boundary Line Checklist.2012.0.2.doc

Approved by the Planning Board 3/17/2009

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<u>Plan Format (For All Plans)</u>					
*Information Blocks with					
*Title of Plan					
*Owners' names and permanent addresses					
*Location of Properties involved					
*Names, address, and seal of all professionals assisting with plan					
*Date plan first prepared					
Description and date of all revisions made after submission					
*Scale of plan					
*Tax Map & Lot Number and Deed reference					
*North Arrow					
*Bar Scale					
*Block for Board signature					
<u>Existing & Proposed Conditions</u>					
*Surveyed property lines of the parcel showing existing bearings, distances, and location of existing permanent markers					
*Zoning & Overlay district boundaries					
*Existing septic disposal facilities, water supply, and existing structures on all properties to be adjusted					
*Most stringent property, slope, or water body setbacks of underlying or overlay zoning districts					
*Name, width, class & location of existing streets					
*Driveways					
Any easements or rights of way on the property					
*Tax Map and Lot numbers of all abutting lots					

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<u>Existing Conditions-Natural Features</u>					
Existing contours at 10' intervals or 2' intervals if any part of one lot is in Steep Slopes overlay district					
*Surface drainage features					
*Stonewalls					
*Historic, traditional or significant structures or architectural elements					
*FEMA floodplain boundary					
*Public or private conservation or protected areas on subject lots					
*Water bodies & waterways					
*Wetlands					
*Vernal Pools					
*Seasonal or Intermittent Streams					
*Steep Slopes					
Slopes > 30%					
Slopes 25 –29.99%					
Slopes 15-24.99%					
<u>Proposed Layout</u>					
*Surveyed proposed new property lines of the parcel showing bearings, distances, and location of new permanent markers					
*Soil mapping types & boundaries					
*Area of proposed lots in square feet and acres					
*Calculations for proper acreage for all lots based on slopes, soils, and all other Zoning Requirements					
Buffer denotation monuments on parcel boundary (if lot has riparian buffer zone)					
Naturally vegetated buffer boundary tags on plat (if lot has riparian buffer zone)					

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<p><u>Undeveloped Lot</u> (Only needed if one or more of lots is undeveloped)</p>					
<p>Buildings envelopes on undeveloped lots</p>					
<p>Driveway location on undeveloped lots</p>					
<p>Location of test pits, and test pit logs on undeveloped lots</p>					
<p>Proposed 75' well radius for each lot</p>					
<p>4000 sq. ft. septic area for undeveloped lot</p>					
<p><u>Town and State</u></p>					
<p>State driveway permit, if applicable</p>					
<p>Local driveway permit</p>					
<p><u>Documents</u></p>					
<p>*Copies of deeds for all properties involved in the boundary line adjustment</p>					
<p>Letter to the Board with any requests for waiver of application requirements and explanation of the reasons for waiver.</p>					