



TOWN OF ALBANY, NEW HAMPSHIRE

OFFICE OF THE PLANNING BOARD

BOUNDARY LINE ADJUSTMENT CHECK LIST

In order to be complete an Application for a Boundary Line Adjustment/Parcel Merger shall be in compliance with the Albany Subdivision Regulations and, at a minimum, contain the documentation and information specified below as applicable. **Please explain any omissions.**

Exception: Upon receipt of a written request from the applicant, the Planning Board may waive a specific requirement. A written request for a waiver shall accompany the application and shall be granted or denied within 30 days of receipt of said request.

APPLICANT: _____

LOCATION OF PROPERTY: _____
(Street Address)

LOT SIZE (Total acres): _____ **TAX MAP #:** _____ **LOT #:** _____

NAME AND DESCRIPTION OF BOUNDARY LINE ADJUSTMENT: _____

DOCUMENTS REQUIRED

Applicant Use	DOCUMENTS REQUIRED	Planning Board Use
_____	1. Completed Subdivision Application	_____
_____	2. 5 working copies of plat plan	_____
_____	3. Notification list of names & addresses	_____
_____	+ 3 sets of pre-addressed labels for:	_____
_____	* Abutters (per RSA 676:4 I(b))	_____
_____	* Applicant	_____
_____	* Owner(s) (if other than applicant)	_____
_____	* NH Registered Land Surveyor, engineer, consultant, etc.	_____
_____	as listed on plat plan	_____
_____	* Agent as designated on application	_____

DOCUMENTS REQUIRED

(continued)

**Applicant
Use**

**Planning Board
Use**

* All holders of conservation, preservation, agricultural preservation restrictions as defined in RSA 477:45

4. Filing fees

5. Copies of any existing or proposed protective or restrictive covenants and deed restrictions

PLAT REQUIREMENTS

A plan drawn to scale, clearly showing all essential data pertaining to the boundaries of a tract of land, as determined by survey or protraction. A plat must contain enough information so that the boundaries can be located in the future by licensed Land Surveyors. Plat Size: not to exceed 24" x 36".

1. **VICINITY MAP** showing location of the proposed subdivision drawn at the town tax map scale of 1 inch = 400 ft. showing relation of proposed plan to existing streets

2. **TITLE BLOCK** showing:

- Name of project
- Location of project
- Owner's Name and Address (Lot of Record)
Deed Book # _____ Page(s) _____
- Applicant's/Subdivider's Name and Address
(if other than owner)
- Preparer's Name and Address
- Date of Preparation and Revision Dates

3. **APPROVAL BLOCK** with signature space for Planning Board Chairman and Secretary

4. Tax map and Parcel Number

5. Identification of abutting properties by property owners' name, tax map #, lot #, roads, easements, building lines, parks & public places, and other facts regarding abutting properties.

6. Name, address and signed seal of NH registered Land Surveyors, Engineers, Consultants, etc. as listed on plat plan

Applicant
Use

PLAT REQUIREMENTS
(continued)

Planning Board
Use

- | | | |
|-------|--|-------|
| _____ | 7. Graphic scale not less than 1" = 40 ft. | _____ |
| _____ | 8. Symbol legend (unless symbols are clearly identified within the plat) | _____ |
| _____ | 9. North reference | _____ |
| _____ | 10. Location of zoning district boundaries including wetlands and floodplains | _____ |
| _____ | 11. Location of watercourses, standing water, fire ponds, etc. | _____ |
| _____ | 12. Survey of property lines showing: | _____ |
| _____ | • acreage of total lot with bearings and distances | _____ |
| _____ | • boundary lines and set back lines of lot | _____ |
| _____ | • existing boundary lines clearly delineated | _____ |
| _____ | • proposed new boundary lines clearly delineated | _____ |
| _____ | • new lot sizes expressed in acres and square feet | _____ |
| _____ | • location of permanent markers | _____ |
| _____ | • streets rights-of-way & existing street names | _____ |
| _____ | 13. Zoning boundaries and improvement locations or a surveyor's certified statement that all improvements conform to Albany's Zoning Ordinance | _____ |
| _____ | 14. Location of all existing and proposed deed restrictions, covenants, etc. | _____ |
| _____ | 15. Location and description of natural features, i.e., ledges and ponds, and manmade features: monuments, stone walls, & other essential features | _____ |
| _____ | 16. Soil types, slopes, tree lines, vegetative species common to the lot, etc. | _____ |
| _____ | 17. Note any supplementary plans to the Boundary Line Adjustment on the plat plan | _____ |
| _____ | 18. Submit 7 (min.)* final plats to Planning Board for approval and subsequent filing with: | _____ |
| _____ | • Applicant | _____ |
| _____ | • Planning Board | _____ |

**Applicant
Use**

**PLAT REQUIREMENTS
(continued)**

**Planning Board
Use**

- Registry of Deeds
- Board of Selectmen
- Town Clerk
- Tax Assessor
- Surveyor
- *Engineer, Consultant, etc. (as required)

