LOT LINE CHANGE PLAN REVIEW CHECKLIST

Lots: __________ Date: ________
Street: ___________________________
Owner: __________________________

C = Completed  I = Incomplete  N = Not Applicable  W = Waiver Request

1/ Completed application and fee.
2/ Mylar and six copies, incl. 10 copies of plans reduced to 11" x 17".
3/ Site location map.
4/ Site map showing all site conditions including the following:
   a/ Name of municipality.
   b/ Name and address of owners.
   c/ Boundaries certified by Licensed Land Surveyor: I hereby certify that this plan is
      based on an actual field survey and has a max. error of closure of 1 / 10,000.
   d/ Location of all monuments found or to be set.
   e/ North point on all sheets.
   f/ Bar or graphic scale.
   g/ Date of layout and revisions.
   h/ Names and addresses of all abutters.
   i/ Location of existing and proposed easements (if none – state so).
   j/ Deed restrictions (if none – state so).
   k/ Name and seal of NH Licensed Surveyor.
   l/ Lot dimensions.
   m/ Area of lots in square feet.
   n/ Area of lots in acres.
   o/ Volume and page of all lots involved.
   p/ Lot line(s) to be removed to be shown as dashed and labeled “former lot line”.
      Add this note to plan set: Parcel __ is not to be considered a building lot and is to be
      added to (or subtracted from) lot __.
   q/ All existing buildings on lots.
   r/ New lot numbers (if required).
   s/ SCS soil overlay (if required).
   t/ Boundaries of Zoning Districts, incl. overlays, within and adjacent to lot line
      change.
   u/ Approval Block for Planning Board endorsement.
   v/ Mylar at Tax Map scale.

STAFF NOTES: __________________________
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v 1.28.08