

Name of Applicant _____ Date _____

Location of Property:

Parcel 1 _____ tax map/lot _____

Parcel 2 _____ tax map/lot _____

**TOWN OF BRENTWOOD
LOT LINE ADJUSTMENT/BOUNDARY LINE
APPLICATION - CHECKLIST**

FEES: The following is a partial list of fees that may be charged, when applicable, and must be paid prior to the recording of the mylar.

The following fees are to be paid upon application to the Planning Board:

____ \$100.00 for application and secretarial fees - non-refundable

____ \$100.00 Professional Planner - non-refundable

____ \$8.00 per abutter - Cost of certified mailings to each land owner within 200 feet and the name & address of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board **MUST BE ON MAILING LABELS – IN TRIPLICATE**

____ \$100.00 for legal notice

____ \$500.00 Town Engineer review

____ \$30.00 per lot for tax map changes

Recording Fees and Consultant Fees:

____ Town Engineer

____ Fire Chief

____ Fire Consultant

____ Town Counsel

____ Rockingham Planning Commission, if additional time is required beyond initial application fees

____ Any other professional consultants required by the Planning Board

____ Fax, photocopies, express mail, etc.

A Lot Line Adjustment / Boundary Line application shall contain the following information, where applicable, to be considered complete.

____ Letter of Intent

____ Letters of Authorization

____ Copy of the Deeds of parcels involved in the lot line adjustment

____ List of Abutters and addresses **on mailing labels – in triplicate**

____ 9 full size and 3 11” x 17” sets of plans

LOT LINE ADJUSTMENT APPLICATION CHECKLIST

In order to be complete, a lot line adjustment application shall contain the following information, where applicable:

- Copy of deeds of parcels involved in lot line adjustment.
- List of abutters and addresses- on mailing labels, in triplicate
- Nine (9) full size and three (3) size B copies of the plan showing the following, where applicable:
Cover sheet shall show the subject parcel along with all abutting parcels within two hundred feet. Each parcel shall be labeled with their tax map references.
- Current Owner's name and address
- Option holder's name and address
- Surveyor name, address, signed stamp, and error of closure certification
- North arrow
- Scale (not more than 100 feet to the inch)
- Date
- Location (Locus) map
- Tax map and parcel number
- Location and dimension of property lines including entire undivided lot. Each lot must be numbered according to the tax map numbering system.
- Old and new lot lines
- Abutting subdivision names, streets, easements, building lines, parks & public places, & similar facts regarding abutting properties.
- Area of proposed lots
- Location of existing & proposed easements or rights-of-way; utility, slope and/or drainage
- Location of existing buildings
- Location of existing & proposed sewer & water lines and utilities
- Name, width, class & location of existing & proposed streets
- Location of water courses, standing water, and fire ponds
- Location of ledges, stone walls, & other natural features
- Other essential features

- Edges of wetlands and brooks
- Common and dedicated land
- Access locations to existing town & state highways
- Title Block
- Copies of all applicable permits and applications for permits
- Certification by the surveyor that the field work undertaken in the preparation of the plan has an error of closure no greater than 1 part in 10,000.
- Plan at the scale conforming to the Brentwood Tax Map
- Approval block for Planning Board endorsement
- Monumentation shown on plat as set, concrete bounds at new lot corners, iron pins on runs longer than 400 feet.
- Building setbacks from property lines and from poorly and very poorly drained soils where appropriate.
- "Reasonable fees in addition to fees for notice . . . may be imposed by the Board to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications" (RSA 676:4 (g)).

The following items may be required by the Planning Board before final approval is granted:

- Erosion and sediment control plan
- Traffic Impact Analysis
- Environmental Impact Studies
- N.H. Wetlands Board Dredge and Fill Permit
- Driveway Access Permit
- NH WS & PCD Major Alteration Permit (149:8-a)
- Construction and Maintenance Bonding
- Town Engineer Review of Proposal
- Miscellaneous Engineering Studies
- Topographical Map (2 ft. intervals) existing & proposed
- Location of test pits and test pit logs
- High Intensity Soils Map overlay with 5 digit nomenclature (by Qualified Soil Scientist) showing Soil types, slopes, & calculations