



Town of Alton

Planning Department PO Box 659 1 Monument Sq. Alton NH 03809
Phone 603-875-2162 Fax 603-875-2163 TDD 603-875-0111

VOLUNTARY MERGER OF PRE-EXISTING LOTS APPLICATION INFORMATION

The application procedure for a Voluntary Lot Merger shall be as follows:

1. Any property owner who owns two or more contiguous pre-existing approved or subdivided lots or parcels who wishes to merge them for municipal regulation or taxation purposes shall file a completed Voluntary Merger of Pre-Existing Lots Application Form and Notice of Voluntary Merger of Pre-Existing Lots with the Planning Board.
2. The Voluntary Merger of Pre-Existing Lots Application and Notice of Voluntary Merger of Pre-Existing Lots shall be complete, legible and include original signatures.
3. The Voluntary Merger of Pre-Existing Lots Application and Notice of Voluntary Merger of Pre-Existing Lots shall be accompanied by the following:
 - a. A copy of the relevant portion of the Town of Alton Tax Map clearly identifying the lots to be merged and the lot line(s) to be discontinued.
 - b. Copies of the deeds that are referred to on the Notice of Voluntary Merger of Pre-Existing Lots. Where land has been inherited by the applicant, a copy of the "Notice to cities and towns" per RSA 554:18-a shall be provided.
 - c. A check payable to the Belknap County Registry of Deeds for the recording fee and a check payable to the Town of Alton for mailing.
 - d. Copies of the notices sent to each mortgage holder at the time of application, if applicable.
4. The Town Assessor shall verify that the legal owners of all the lots submitted for merger are identical and the correct deed(s) have been cited.
5. The Town Tax Collector shall verify that all real estate taxes on all lots are current. If the property taxes are not current, the Tax Collector shall notify the Town Planner.
6. The Town Planner shall verify that the voluntary lot merger complies with the section on standards to follow.
7. Within **30 days** of filing the form with the Planning Department, the Notice of Voluntary Merger of Pre- Existing Lots shall be presented to the Planning Board to authorize the Planning Board Chair to endorse the form if it conforms with the standards outlined below. No abutter or public notice and no public hearing are required. If the form does not comply with the procedures and standards outlined in these regulations, then the Planning Board shall deny the request and send written notice to the applicant setting forth the reasons for the denial.
8. Prior to recording the Notice of Voluntary Merger of Pre-Existing Lots, the Town Assessor shall assign a tax map and lot number for the merged lot and sign the form.
9. The Town Planner shall send the fully executed Notice of Voluntary Merger of Pre-Existing Lots to the Belknap County Registry of Deeds to be recorded.
10. Copies of the Notice of Voluntary Merger of Pre-Existing Lots form with the recording information from the Registry of Deeds shall be distributed to:
 - a. one copy to be retained in the Planning Board file;
 - b. one copy to be provided to owner of the merger;
 - c. one copy to be provided to the applicant's agent;



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- d. one copy to be provided for the Town Assessor.

LOT MERGER STANDARDS:

Voluntary Lot Mergers shall conform to the following standards:

1. The legal owners of all lots submitted for merger shall be identical.
2. Lots to be merged shall be contiguous. Lots separated by a stream or a public or private street may be considered contiguous if they are or can be used in a unitary fashion (e.g. septic system on one lot serving a dwelling across the street).
3. The Voluntary Lot Merger shall not violate the zoning ordinance or other land use regulation.
4. A Voluntary Lot Merger shall not be granted unless all the real estate taxes are current.
5. If there is any mortgage on any of the lots, the applicant shall give written notice to each mortgage holder at the time of submission of the application. The written consent of each mortgage holder shall be required as a condition of approval of the merger and shall be recorded with the Notice of Voluntary Merger of Pre-Existing Lots. Upon recordation of the Notice of Voluntary Merger of Pre-Existing Lots and each consent, the mortgage or mortgages shall be deemed by operation of law to apply to all lots involved in the merger. The Town of Alton shall not be liable for any deficiency in the notice to the mortgage holders.
6. The owner(s) signature(s) shall be acknowledged by a Justice of the Peace or Notary Public.

Following the granting of a Voluntary Lot Merger, no such merged lots shall thereafter be separately transferred without subdivision approval.

If you have any questions please feel free to contact the Planning Department at 875-2162.

NS/
5/8/17

VOLUNTARY MERGER OF PRE-EXISTING LOTS APPLICATION

Please Print or Type All Information

Map # _____ Lot # _____ and Map # _____ Lot # _____

Property Owner Name(s) as shown on Deeds: _____

Address: _____

City, State and Zip Code: _____

Email Address: _____

Telephone Number: (_____) _____

Street location of parcels affected by this merger: _____

	Yes	No
The legal owners of all lots submitted for merger are identical.		
The lots to be merged are contiguous.		
The Voluntary Merger does not violate the Town of Alton Zoning Ordinance or other land use regulation.		
Is there a mortgage on either lot to be merged? If there is any mortgage on any of the lots, the applicant shall give written notice to each mortgage holder at the time of submission of the application. The written consent of each mortgage holder shall be required as a condition of approval of the merger and shall be recorded with the Notice of Voluntary Merger of Pre-Existing Lots.		
The owner's signature on this application form has been acknowledged by a Justice of the Peace or Notary Public.		
Are property taxes on all lots to be merged current? A copy of latest tax bills must be included.		

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

PLANNING BOARD
ALTON, NEW HAMPSHIRE
Notice of Voluntary Merger of Pre-Existing Lots
Pursuant to RSA 674:39-a

Property Owner name(s) as shown on Deeds: Print all information

Address: _____

City, State and Zip Code: _____

Street location of parcels affected by this merger: _____

Number of Dwelling Units (Houses) on each lot:

Tax Map _____, Lot _____	No. of Units: _____
Tax Map _____, Lot _____	No. of Units: _____
Tax Map _____, Lot _____	No. of Units: _____

The parcels being merged are:

Town of Alton		Belknap County Registry of Deeds		
Tax Map #	Lot #	Book #	Page #	Date Recorded

I/We understand that none of the parcels which are being merged by this document shall hereafter be separately transferred without subdivision approval from the Alton Planning Board.

Signature(s) of property owner(s): _____

Print or Type Name(s): _____ Date: _____

Justice of the Peace/Notary Public Commission Expires: _____
Date: _____

Signature(s) of property owner(s): _____

Print or Type Name(s): _____ Date: _____

Justice of the Peace/Notary Public Commission Expires: _____
Date: _____

<u>FOR TOWN TAX ASSESSOR USE ONLY</u>	
New Assigned Lot #: _____	
Tax Assessor Signature: _____	Date: _____

<u>FOR PLANNING BOARD USE ONLY</u>	
Date Endorsed: _____	
Endorsed by: _____	
	Signature
	_____ Printed Name
Title: _____	



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ALTON VOLUNTARY MERGER OF PRE-EXISTING LOTS APPLICATION CHECKLIST

Applicant: _____

Date: _____

General Information

- Checklist:** The applicant shall complete this checklist as part of every Voluntary Merger of Pre-Existing Lots Application. This checklist is not intended to be a replacement for thorough review of the Subdivision Regulations. This checklist is intended to be used as an aid in the preparation and review of the subdivision plan.
- Filing:** Applications and checklists shall be filed with the Planning Department not less than 21 days before the regularly scheduled meeting at which it is intended for submission.
- An application for a Voluntary Merger of Pre-Existing Lots shall include the following information, per Subdivision Regulations Section VII, G.:

<u>Item</u>	<u>Provided</u>	<u>Planning Board</u>
1. An application form completed and signed by the landowner(s) or authorized agent		
2. A completed Notice of Voluntary Merger of Pre-Existing Lots		
3. A completed application checklist		
4. A copy of the relevant portion of the Town of Alton Tax Map clearly identifying the lots to be merged and the lots line(s) to be discontinued		
5. Copies of the deed(s) that are referred to on the Notice of Voluntary Merger of Pre-Existing Lots when the owner(s) acquired the lots to be merged. Where land has been inherited by the applicant, a copy of the "Notice to cities and towns" per RSA 554:18-a shall be provided.		
6. A check payable to the Belknap County Registry of Deeds for the recording fee.		
7. Copies of the notices sent to each mortgage holder at the time of application.		

NS/
5/8/17