

Town of Salisbury
Lot Line Adjustment Application & Plan Requirement Checklist
PLEASE NOTE: Lot Line Adjustments require Public Notice for a Public Hearing

Rec'd	Open	N/A	Section 1 - General Items
			1(a) Abutter Address Information
			1(b) Application Form: (3) Copies
			1(c) Authorization from Owner(s)
			1(d) Waiver Request Form

Rec'd	Open	N/A	Section 2 - Basic Plan Elements
			2(a) Abutter(s) property: name, address from tax cards, Map, Lot
			2(b) All reference plans (with recording number, if any)
			2(c) Deed references
			2(d) Legend
			2(e) Locus map with scale
			2(f) Match Lines
			2(g) Municipal Boundaries
			2(h) North Arrow
			2(i) Plan notes
			2(j) Plan size: 11 x 17 for each abutter and (6) sets of 22x34 plan sets for review
			2(k) Revisions Block
			2(l) Scale Bar
			2(m) Signature block for Planning Board, including the Statement: "The Planning Board of the Town of Salisbury approved this Lot Line Adjustment on _____ date", with space for the signature of Chairman and Secretary
			2(n) Stamp and signature of all professionals including but not limited to: surveyor, engineer, soil scientist, wetland scientist, septic designer, and all others that may apply.
			2(o) Statement of intention regarding any adjoining land owned or of interest to the owner.

Rec'd	Open	N/A	Section 3 - Title Block Information
			3(a) Date
			3(b) Name of Principal Design Consultant
			3(c) Name of Lot Line Adjustment
			3(d) Owner's with deed references
			3(e) Sheet Number Noted
			3(f) Street Location
			3(g) Tax Map and Lot Number (**Original number to stay with parent parcel for taxation**)

Rec'd	Open	N/A	Section 4 - Site and Lot Characteristic Details – Include all these and any others, which may be applicable.
			4(a) Area of each lot in acre and square feet
			4(b) Minimum lot size
			4(c) Frontage requirements
			4(d) Flood Elevations
			4(e) Setback requirements
			4(f) Zoning District
			4(g) Ledge
			4(h) Minimum contiguous buildable area
			4(i) Minimum lot size
			4(j) Natural Features & Environmental constraints

Rec'd	Open	N/A	Section 4 (cont.) - Site and Lot Characteristic Details – Include all these and any others, which may be applicable.	
			4(k)	Open Space calculation
			4(l)	Other requirements (if applicable) such as shoreline protection etc.
			4(m)	Percolation test results
			4(n)	Setback requirements
			4(o)	Slopes in excess of 30 percent
			4(p)	Soil details for each soil type on the lot including name and abbreviation for soil type, what percentage of the lot is represented by this soil type, including all soil groups.
			4(q)	Soil boundaries
			4(r)	Test pit data & locations
			4(s)	Wetlands

Rec'd	Open	N/A	Section 5 - Permits & Other Documentation - as applicable to each respective application. A copy of the application submitted to the local, state or federal agency from which the permit may be issued shall be submitted with the subdivision application.	
			5(a)	Any and all other applicable permits that may apply (please specify)
			5(b)	Articles of incorporation of a Homeowners Association
			5(c)	Conditional Use permit by Planning Board
			5(d)	Condominium declaration as filed with the N.H. Attorney General's Office
			5(e)	Conservation Commission comments
			5(f)	Deeds, deeds of easement or right-of-way, covenants and agreements as endorsed and registered in the Merrimack Registry of Deeds.
			5(g)	Driveway permit (local and state, if applies)
			5(h)	NHDES Sewer Discharge Permit
			5(i)	Certification (Multi-Town) RSA 676:18. "I certify that this survey plat is not a subdivision pursuant to this title and that the lines of streets and ways shown are those of public or private streets or ways already established and that no new ways are shown." Date: _____ Licensed Land Surveyor _____ SEAL"

Rec'd	Open	N/A	Section 6 - Surveying and Topographical Details	
			6(a)	Benchmark & Datum sources
			6(b)	Boundary monumentation, existing and proposed, labeled accordingly. Type, location, date set or when it will be set.
			6(c)	Error of Closure
			6(d)	Existing & proposed contours, labeled accordingly
			6(e)	Metes and bounds description of existing and proposed lots, all easements, right-of-ways, street lines, tract boundaries, natural features and other relevant points on the property.

Covered on 4/14/15
Amended 12/1/14

