



Epsom Planning Board  
 1598 Dover Road  
 Epsom, NH 03234  
 (603)736-9002  
 www.epsomnh.org



**APPLICATION FOR LOT LINE ADJUSTMENT**

Date: \_\_\_\_\_

Lot #1 \_\_\_\_\_  
 Tax Map & Lot  
 Owner: \_\_\_\_\_

Lot #2 \_\_\_\_\_  
 Tax Map & Lot  
 Owner: \_\_\_\_\_

**APPLICANT'S INFORMATION**

Applicant's Name(s): \_\_\_\_\_

Applicant's Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

**SURVEYOR'S INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DESIGNEE**

Mr./Ms. \_\_\_\_\_ of \_\_\_\_\_ is hereby designated as the person to whom all communications to the lot line adjustment may be addressed and the person on whom legal process may be served in connection with any proceedings arising out of the agreement herein. He/She may represent the lot line adjustment for me at Public Hearing.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PROPOSED LOT LINE ADJUSTMENT INFORMATION**

Lot Line Location: \_\_\_\_\_

Tax Map# \_\_\_\_\_ Lot #'s \_\_\_\_\_

Tax Map# \_\_\_\_\_ Lot #'s \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_

Names and addresses of abutting property owners. (Please attach supplementary sheet if necessary).

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**PRELIMINARY LAYOUT**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Maps and supporting data received by: \_\_\_\_\_ Date: \_\_\_\_\_

All Fees received by: \_\_\_\_\_ Date: \_\_\_\_\_

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**FINAL PLAT**

Map & Lots: \_\_\_\_\_ Date: \_\_\_\_\_

Maps and supporting data received by: \_\_\_\_\_ Date: \_\_\_\_\_

Deadline for Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

Final approval by Board: \_\_\_\_\_ Date: \_\_\_\_\_

90 day statutory deadline for Planning Board action begins on the latest of the above dates, all submission items and agency approvals having been received.

**PRIMARY PLAT CHECK LIST**

**Submission and Drawing Requirements**

Section 1

**#3 (22x34)** \_\_\_\_\_ Copies of preliminary layout containing;  
**and 10 copies of 11x17**

YES

NO

- |   |       |       |
|---|-------|-------|
| a) Name of owner of record #1   | _____ | _____ |
| b) Name of owner of record #2   | _____ | _____ |
| c) Name of surveyor   | _____ | _____ |
| d) Boundaries of lots   | _____ | _____ |
| e) North point  | _____ | _____ |
| f) Scale: 1" = 100' or less   | _____ | _____ |
| g) Total area to nearest tenth of acre  | _____ | _____ |
| h) Existing features to be shown:   |       |       |
| a. Existing street system   | _____ | _____ |
| b. Existing town services   | _____ | _____ |
| c. Names of abutters  | _____ | _____ |
| i) Proposed lot line adjustments  | _____ | _____ |
| j) Area of each lot in square feet  | _____ | _____ |
| k) Lot numbers  | _____ | _____ |
| l) Streets and street names   | _____ | _____ |
| m) Curbs, water courses, location of street signs                                 | _____ | _____ |
| n) Location of monuments  | _____ | _____ |
| o) Land to be dedicated to Town to be used for<br>other than residential purposes | _____ | _____ |
| p) Plantings  | _____ | _____ |
| q) Proposed topography  | _____ | _____ |
| r) Vicinity maps (no scale)   | _____ | _____ |
| s) Other features   | _____ | _____ |

Section 2

**#3 (22x34)** \_\_\_\_\_ Copies of existing topographic map containing;  
**and 10 copies of 11x17**

- |                             |       |       |
|-----------------------------|-------|-------|
| a) Scale: 1" = 100' or less | _____ | _____ |
| b) 5 foot counters          | _____ | _____ |

**PRIMARY PLAT CHECK LIST -CONTINUED**

Section 3			
#3 (22x34)	Copies of existing conditions containing;	YES	NO
<b>and 10 copies of 11x17</b>			
a) Scale: 1" = 100' or less		_____	_____
b) Existing lot lines		_____	_____
c) Soil types and boundaries		_____	_____
d) Rock foundations		_____	_____
e) Wooded areas		_____	_____
f) Streams or natural drainage courses		_____	_____
g) 100-year flood-plain		_____	_____
h) Other natural or scenic features		_____	_____

Section 4			
#3 (22x34)	Copies of street profiles containing;	YES	NO
<b>and 10 copies of 11x17</b>			
a) Proposed centerline profile of all proposed streets		_____	_____
b) Existing grade of land with a horizontal scale of 1" = 100'		_____	_____
c) Existing grade of land with a vertical scale of 1" = 100'		_____	_____

Section 5			
#3 (22x34)	Copies of utility plan containing;	YES	NO
<b>and 10 copies of 11x17</b>			
a) Scale: 1" = 100' or less		_____	_____
b) Proposed location of water and sewer lines, storm drains, manholes, catch basins and special structures		_____	_____
c) NH Water Supply and Pollution Control Commission approval for on-lot water and sewer services		_____	_____

Section 6	Copies of Deed restrictions	_____	_____
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**DESIGN REQUIREMENTS**

Section 1	<b>Street Layout</b>	YES	NO
	a) Minimum of 50' Right-of-way	_____	_____
	b) Minimum paved width of 22'	_____	_____
	c) Cul-de-sacs	_____	_____
	d) Maximum length of 1,000'	_____	_____
	e) ROW radius at turn-around minimum of 50'	_____	_____
	f) Paved radius at turn-around minimum of 22'	_____	_____
	g) Street layout permits extension or connection for future development	_____	_____
	h) Street grades are a minimum of 0.5% but less than 10%	_____	_____
	i) Intersections are at right angles	_____	_____
	j) Intersections have curved radius of 30'	_____	_____
Section 2	<b>Block Layout</b>	YES	NO
	a) Maximum length of 1,000'	_____	_____
	b) Minimum length of 400'	_____	_____
Section 3	<b>Lot Design</b>	YES	NO
	a) Minimum of 200' frontage on existing or or proposed street	_____	_____
	b) Side lot and street lines at right angles	_____	_____
	c) No lots other than corner lots have frontage	_____	_____
Section 4	<b>Landscaping Planting</b>	YES	NO
	c) Installation and preservation of natural and scenic features	_____	_____

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**FINAL PLAN CHECK LIST**

Section 1	Final Plat	YES	NO
	a) Mylar _____	_____	_____
	b) Paper Copies _____	_____	_____
	c) Scales: 1" = _____ 100' or less	_____	_____
	d) Proposed lot lines	_____	_____
	e) Area of each lot (square feet)	_____	_____
	f) Street and curb lines	_____	_____
	g) Accurate dimensions	_____	_____
	h) Street names and location of street signs	_____	_____
	i) Monuments	_____	_____
	j) Radii, arcs and central angles of all curves	_____	_____
	k) Topographic contours at five (5) foot intervals Max. _____	_____	_____
	l) Location of land to be used for other than residential purposes	_____	_____
	m) Location & topographic contours & grade of all natural or manmade features (wetlands, marshes, ponds etc.)	_____	_____
	n) Sign location, size and general description	_____	_____
	o) Town engineer comments	_____	_____

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**TOWN DEPARTMENT APPROVALS (AS REQUIRED)**

Road agent	_____	_____
Fire Department	_____	_____
Police Department	_____	_____
Board of Selectmen	_____	_____
Zoning Compliance Officer	_____	_____
Conservation Commission	_____	_____
Epsom Village Water District Commission	_____	_____
School District	_____	_____