

**CANDIA PLANNING BOARD**  
**INSTRUCTIONS FOR MAKING APPLICATION FOR EXPEDITED REVIEW OF**  
**BOUNDARY OR LOT LINE ADJUSTMENT**

- I. **DEFINITION:** A boundary agreement is an agreement between adjoining owners of real estate for the purpose of establishing a common boundary (reference RSA 472 for example). A lot line adjustment is an exchange of land or the transfer of part of one lot to the adjoining landowner where such exchange does not convey an area of land equal to the minimum lot size.
- II. **SUBMISSION REQUIREMENTS:** The subdivider shall file a complete application for final plat approval, 30 days prior to the public meeting at which time the application is to be considered for acceptance by the Planning Board.
- III. **PROCEDURE:** 1) The plat shall be drawn in permanent blue/black ink on permanent reproducible polyester film (mylar). It shall be submitted in 1 mylar copy and 4 blue/black line paper prints. Sheet size shall be in accordance with the requirements of the Rockingham County Register of Deeds. Space shall be reserved on the plat for endorsement by the Chairman and at least 3 other board members. The final plat shall contain the following statement: *“This plan shows a division of land for the purpose of Boundary Agreement/Lot Line Adjustment as defined by the Subdivision Regulations of the Town of Candia and does not require the Approval of the Candia Planning Board as a subdivision.”* 2) Complete attached application for subdivision. Provide necessary supporting statements, and pay required application fees. Submit the above to the Land Use Secretary during office hours, Monday, Wednesday, Friday 8:30 am to 1:30 pm and Tuesday and Thursday 8:30 am to 2:00 pm.
- IV. **STANDARDS:** All Boundary Agreements/Lot Line Adjustments shall conform to Article III of the Candia Subdivision Regulations.
- V. **ACTION OF THE BOARD:** After acceptance of the application by the assistant, within 30 days the Board shall begin formal consideration of the application at a noticed public hearing. The Board shall act to approve, disapprove or approve with modifications the application within 90 days of the date of submission. The Board may apply to the Board of Selectmen prior to the expiration of the 90 day period for an extension of time not to exceed 90 days before action to approve or disapprove the application. The subdivider may consent to an extension of time for the Board to act beyond the initial 90 day period on the condition that such consent be in writing and shall be made part of the Board’s records.

**APPROVAL:** The board shall notify the subdivider, by notice in writing signed by the Chair, of its actions on the final plat.

**DISAPPROVAL:** In cases of disapproval, the grounds for such shall be set forth in the written notice which shall become part of the records of the Board.

The applicant shall acknowledge receipt of the notice and acceptance of all provisions set forth therein and shall return a signed copy of same to the board for its records. Until such acknowledgement and acceptance has been filed with the Board, no further action shall be taken with regard to the final plat. Failure to acknowledge receipt of the notice of decision and acceptance within 90 days of mailing such will cause approval to lapse.

**APPLICATION FOR LOT LINE ADJUSTMENT OR BOUNDARY AGREEMENT**

1. Name and street address of property owner \_\_\_\_\_  
\_\_\_\_\_ phone # \_\_\_\_\_
  2. Name and street address of property owner \_\_\_\_\_  
\_\_\_\_\_ phone # \_\_\_\_\_
  3. Name and street address of authorized agent (if any) \_\_\_\_\_  
\_\_\_\_\_ phone # \_\_\_\_\_
  4. Name and street address of land surveyor \_\_\_\_\_  
\_\_\_\_\_ phone # \_\_\_\_\_
  5. Location of subdivision: Street \_\_\_\_\_  
Tax Map and Lot # \_\_\_\_\_  
Total number of acres in parcel \_\_\_\_\_
  6. Intended use: Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Industrial \_\_\_\_\_
  7. Name and street address of abutters – complete attached abutters list and include on plat.
  8. Statement of intent \_\_\_\_\_
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**THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING**

- A. Plat – 4 blue/line/blackline paper prints
- B. Completed abutters list
- C. Approval from Department of Public Works and Highways if needed for driveways (if land abuts state highway) or driveway permit from Road Agent if needed.
- D. Notarized statement authorizing agent to represent owner at hearings\*
- E. Payment to the Town of Candia for the following application fees:
  1. application fee \$50.00
  2. abutter notices (\$7.56 per abutter) \*Postal rates plus \$1 \$
  3. legal notice fee \$100.00
  4. total all fees \$
- ❖ IF AN APPLICANT IS NOT THE OWNER OF THE LAND UNDER CONSIDERATION, A NOTARIZED STATEMENT GIVING AUTHORITY TO THE APPLICANT MUST BE SUBMITTED WITH THIS APPLICATION. THIS STATEMENT MUST INCLUDE ANY CONDITIONS OR RESTRICTIONS SET FORTH BY THE OWNER, AND AN EXPIRATION DATE, IF ANY.
9. Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_
10. Date of receipt of application with all required information \_\_\_\_\_
11. Application classified as \_\_\_\_\_

**PLANNING BOARD-TOWN OF CANDIA  
SUBMISSION REQUIREMENTS FOR EXPEDITED REVIEW OF BOUNDARY  
AGREEMENT OR LOT LINE ADJUSTMENT**

- 3.02a\_\_\_\_\_ Name and street addresses of owners of record of the site and of the abutting landowners to be shown on the plat in addition to the submission of such as the abutters' list.
- 3.02c\_\_\_\_\_ Site location map showing the original boundaries of the adjacent parcels.
- 3.02d\_\_\_\_\_ A detailed plan showing the new property line or lines created as a result of the Boundary Agreement/Lot Line Adjustment-please include Tax Map and lot numbers of all lots involved.
- 3.02e\_\_\_\_\_ A statement shall be placed on the plan as follows:
- “This plan shows a division of land for the purpose of Boundary Agreement/Lot Line Adjustment as defined by the Subdivision Regulations of the Town of Candia and does not require the approval of the Candia Planning Board as a subdivision.”
- \_\_\_\_\_ A copy of the agreement between adjoining owners of real estate for the purpose of establishing a common boundary.

NOTE            Article 12.04 requires that all new lot corners are to be marked with granite blocks and adjacent iron detection pins, unless a written waiver is granted by the Planning Board.

**ABUTTERS LIST**

**\* Include property owner, agent and surveyor/engineer on the abutters list\***

Subdivider/applicant \_\_\_\_\_

Property owner \_\_\_\_\_

Property Tax Map and Lot No. \_\_\_\_\_

ABUTTER NAME AND STREET ADDRESS	LOT#	ABUTTER NAME AND STREET ADDRESS	LOT#
1. _____	_____	10. _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
2. _____	_____	11. _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
3. _____	_____	12. _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
4. _____	_____	13. _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
5. _____	_____	14. _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
6. _____	_____	15. _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
7. _____	_____	16. _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
8. _____	_____	17. _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
9. _____	_____	18. _____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicant bears full responsibility that all required abutters notices were given. The Planning Board reserves the right to continue the hearing if proper notice was not given. For a definition of an abutter refer to New Hampshire RSA 672:3.