

SECTION 10. LOT LINE (or BOUNDARY LINE) ADJUSTMENT

10.01 Procedure

- (1) The applicant shall be responsible for payment of a filing fee according to a fee schedule set at Section 6.01 and 6.02.
- (2) The applicant shall submit a plat containing all information required for a Completed Lot Line Application, as listed at Section 7.01 (1) through (6) and all applicable parts of Section 7.01 (7) through (12).
- (3) The Completed Application shall be accompanied by a marked Lot Line Adjustment Checklist (supplied by the Jackson Planning Board) indicating submission of all items and materials required by the Board.
- (4) A list will be submitted with the Completed Application containing the names, mailing addresses and property tax map and lot numbers of all owners of the properties involved, all abutters (as indicated in town records not more than five (5) days before the day of filing), and the names and mailing addresses of all other persons to whom a Notice (as stated in Section 10.02) is to be sent.
- (5) The Completed Application shall be submitted with labels (approximately 1" x 2.5") consisting of 3 copies of names and addresses for all persons to whom a Notice is to be sent, as listed in Section 10.02.
- (6) All current and proposed lot lines of the involved lots must be shown on the plat along with all pertinent survey data. The surveyor must certify that all involved lot lines are accurate and close in accordance with Section 7.01(5)(h).
- (1) The plat must contain, for all involved lots, minimum lot size calculations as required by Section 7.01(7)(o).
- (2) The plat must contain an ownership chart (example included below) containing:
 - (a) The Tax Map and Parcel Number of each involved lot;
 - (b) The printed name of ALL OWNERS for each involved lot;
 - (c) The before adjustment and after adjustment parcel acreages for each involved lot;
 - (d) The amount of acreage actually being exchanged in acres and square feet.

Ownership Chart Example				
Tax Map & Parcel #	Names of Parcel Owner(s)	Before Acreage	After Acreage	Total Land Exchange in Ac. & Sq. Ft.
Tax Map 8 Parcel 4	John T. Smith	5.03 Acres	5.50 Acres	+0.47 Ac. (+20,464 Sq. Ft.)
	Mary Smith			
Tax Map 5 Parcel 5	Jane Doe	10.43 Acres	9.96 Acres	-0.47 Ac. (-20,464 Sq. Ft.)
	Elizabeth Doe			
	Mary Doe			

10.02 Notice to Abutters

Prior to the approval of a Lot (or Boundary) Line Adjustment, notice of the submission of a Completed Application shall be sent by certified mail to the abutters and holders of conservation, preservation, or agricultural preservation restrictions in accordance with RSA 676:4 I (e)(1), mailed at least ten (10) days prior to the meeting, and to the public at the same time by posting in at least two public places in Town or publication in a newspaper of general circulation. The notice shall give the date, time, and place of the Board meeting at which the Application or other item(s) will be formally submitted to the Board, and

shall include a general description of the proposal which is the subject of the Application or of the item to be considered and shall identify the applicant and location of the proposed lot line adjustment. A Public Hearing is not required.