



TOWN OF
PETERBOROUGH
OFFICE OF
COMMUNITY DEVELOPMENT

1 Grove Street
Peterborough, NH 03458
(603) 924-8000 x104
www.townofpeterborough.com

Notice of Voluntary Merger of Pre-Existing Lots
Pursuant to RSA 674:39-a

(This Form Must Be Typed or Printed in Black Ink)

Property Owner Name(s): _____

Mailing Address: _____

Telephone Number: _____

Street Location of Parcels Affected by this Merger: _____

The Parcels Being Merged Are:

	<u>Existing Number</u>	<u>New Number</u>	<u>Registry of Deeds</u>
Parcel Identification #	_____		Book/Page # _____
Parcel Identification #	_____		Book/Page # _____
Parcel Identification #	_____		Book/Page # _____
Parcel Identification #	_____		Book/Page # _____
		For Office Use Only	

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 Peterborough Planning Board.

Signature(s) of Property Owners(s):

Signature: _____ Name: _____

Signature: _____ Name: _____

Signature: _____ Name: _____

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Date Received: _____ Date Reviewed: _____

Endorsed by: _____ Date: _____
Office of Community Development Designee

Instructions for “Notice of Voluntary Merger of Pre-Existing Lots” application:

1. Please fill out the *Notice of Voluntary Merger of Pre-Existing Lots Pursuant to RSA 674:39-a¹* form. The existing Parcel Identification Numbers and Book and Page Numbers from the Hillsborough County Registry of Deeds are required. **PLEASE LEAVE THE “New Number” AREA BLANK and DO NOT SIGN the form yet.** If you need additional space, please attach another sheet. The information **MUST BE TYPED** or you can use the fillable PDF form on-line and print it.
2. Submit the form along with any surveys you may have for the lots being merged to the Office of Community Development. The survey is not required but is helpful in the review process. If you are submitting any deeds that are to go to the registry (new or unregistered deeds for example), please type “Exhibit A,” “Exhibit B,” et cetera on them, otherwise HCRD will not record them. When OCD receives the application we will copy it onto the correct size paper for the HCRD and then you can sign it here in the office. The reason we do it this way is because there needs to be a 3” blank space at the top of the form (8.5” x 14” paper) and it must have an original signature.
3. The Planning Board has designated the Office of Community Development to be their designee for processing these requests. The Staff in the office will review the information submitted and determine if the resulting lot is in compliance with the current land use regulations. If the resulting lot does not meet the lot area, frontage, or setback requirements, then the request will not be approved. If the Office of Community Development is unable to determine if the deeds match the Town’s tax maps, then they will request additional information from the applicant. In some cases a survey may be necessary if any of the lots being merged have never been surveyed and filed at the Registry of Deeds. An alternative may be to obtain a letter from a surveyor stating that the deeds correspond to the tax map lots.
4. In some situations it may be necessary for the Office of Community Development to consult with the Planning Board if the circumstances of the request warrant attention by the Board.
5. Once the request is approved and signed by the Planning Board’s designee, a copy of it will be forwarded to the assessing department and the original will be recorded with the Hillsborough County Registry of Deeds.
6. It should be noted that if you or a subsequent owner of the parcels being merged ever decide to sell one of the original lots, then a new subdivision plan will have to be approved by the Planning Board. The lots being created by such subdivision will have to comply with the zoning and subdivision regulations in effect at that time.
7. The following fees apply and may be subject to changes by the HCRD:
 - a. Town application fee of \$25.00
 - b. HCRD recording fee of \$10.00 (first page)
 - c. HCRD document surcharge of \$2.00
 - d. HCRD postage of \$0.49

Total of \$37.49 payable to the Town of Peterborough, we will then pay the HCRD fees.

If you have questions, please contact the Office of Community Development at 924-8000 x104.

¹ A copy of the State Law (RSA 674:39-a) is on file in the Office of Community Development