

**TOWN OF WEBSTER
945 BATTLE STREET
WEBSTER, NH 03303**

SUBDIVISION PROCEDURES

Selectmen's Office Hours: Monday, Wednesday and Friday 9:00 A.M. - 12:00 noon, 1:00 P.M. to 4:00 P.M.

1. Applicant may schedule a pre-application consultation meeting by the Planning Board at no expense.
2. Applications must be filed with the Board on or before the filing deadline (separate page). Applications must be in hand on due date no later than 3:00 P.M. Applications are received through the Selectmen's Office. Please allow sufficient time to research abutters list; office closes sharply at 4:00 P.M.
3. If owner is represented by a designated agent, a letter of authorization is required at the time of application.
4. Three copies of the preliminary layout of the proposed subdivision by a Licensed Surveyor must be submitted with application.
5. Two Mylars of final plat will be needed for the public hearing.
6. Applicant should obtain all necessary State approvals. Procedures for State approval can be obtained from the New Hampshire Water Supply and Pollution Control Commission, Health and Welfare Building, Hazen Drive, Concord, New Hampshire 03301.
7. Under RSA 676:4, a list of the names, addresses, and lot numbers of the applicant(s), owner(s) and all abutters as indicated in Town records not more than 5 days before the day of filing, shall be included with the application.
8. **Please include two sets of mailing labels to the abutters with the abutter list.**
9. Abutters shall be identified on any plat submitted to the Board.
10. Copies of Town Zoning and Subdivision Regulations may be obtained from the Selectmen's Office. It is your responsibility to adhere to all provisions of the Subdivision Regulations not covered in these procedures.

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11. Initial costs of acceptance of formal application are due and payable by check to the Town of Webster at time of filing. Costs include:

- \$250.00 application fee;
- \$100.00 lot line adjustment/annexation;
- \$50.00 for each new lot created;
- \$10.00 for each abutter, owner or applicant;
- \$30.00 for recording each 17 x 22 Mylar at Merrimack County Registry of Deeds;
- \$30.00 for recording each 22 x 34 Mylar at Merrimack County Registry of Deeds.
- Any additional costs incurred by the Board will be paid by the applicant upon billing.
- **EFFECTIVE. JULY 1, 2008. THE STATE OF NH HAS INSTITUTED A SURCHARGE FEE OF \$25.00 ON EACH DISCHARGE OF MORTGAGE, DEED, MORTGAGE AND PLAN RECORDED AT THE REGISTRY. THIS NEW STATE FEE IS FOR FUNDING THE LAND & COMMUNITY HERITAGE INVESTMENT PROGRAM (LCHIP).**

**PLEASE MAKE CHECK PAYABLE TO:
MERRIMACK COUNTY REGISTRY OF DEEDS**

12. Incomplete applications will not be scheduled for board action.

Amended September 9, 2013

OFFICE USE ONLY

TIME RECEIVED _____

DATE RECEIVED FOR SUBMISSION: _____

SIGNATURE _____

TOWN OF WEBSTER, NEW HAMPSHIRE
SUBDIVISION/LOT LINE ADJUSTMENT APPLICATION

1. I HEREBY REQUEST

A. Submission of Formal Application for _____ PB Meeting
(month/day)

B. Public Hearing for _____ PB Meeting
(month/day)

NAME OF SUBDIVISION (if applicable) _____

2. OWNER'S NAME _____

ADDRESS/STREET & NUMBER _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER _____
(area)

OWNER'S SIGNATURE _____

3. AGENT'S NAME (if any) _____

ADDRESS/STREET & NUMBER _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER _____
(area)

AGENT'S SIGNATURE _____

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PLAT INFORMATION

- 4. ASSESSOR'S MAP NUMBER _____ ASSESSOR'S LOT NUMBER _____
- 5. TOTAL ACREAGE INCLUDING PARENT PARCEL _____
- 6. NUMBER OF APPLICANTS _____ NUMBER OF ABUTTERS _____
- 7. NUMBER OF LOTS TO BE CREATED INCLUDING REMAINING PARENT PARCEL

8. DESCRIPTION OF APPLICANT'S INTENTIONS:

9. NAME OF SURVEYOR _____
ADDRESS _____ TELEPHONE _____

10. LOCATION OF LAND _____
SIDE OF STREET N - E - S - W

11. STATE OR TOWN APPROVALS REQUIRED

WSPCC _____	DATE RECEIVED _____
WETLANDS BOARD _____	DATE RECEIVED _____
DRIVEWAY APPROVAL _____	DATE RECEIVED _____
OTHER(S) _____	DATE RECEIVED _____

PLANS/DOCUMENTS HEREWITH SUBMITTED:

TOWN OF WEBSTER PLANNING BOARD ABUTTER'S LIST

MAP #	LOT#	NAME	STREET ADDRESS	CITY	STATE & ZIP
Applicant/ Owner					
Applicant/ Agent					
Abutters: 1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Date Submitted: _____ Applicant's Signature: _____