

**Jefferson, NH – Office of the Planning Board
Boundary Line Adjustment Application Review Checklist**

A complete boundary line adjustment (BLA) application must be filed with the Planning Board at least fifteen (15) days prior to a Planning Board meeting.

Please be aware that other issues may arise that is particular to any given BLA proposal. The Planning Board strongly recommends a consultation with the Board be scheduled before an application is submitted to avoid having an application delayed or an applicant incurring costs unnecessarily.

It is the applicant's responsibility to ensure any property deeds reflect changes in the property if and when they have been approved.

The application will include the following:

1. _____ A completed and signed application form
 2. _____ Four (4) copies of 22" x 34" plats
 3. _____ Payment to town for fees and charges
 4. _____ Payment to Register of Deeds for filing and for additional LCHIP surcharge
 5. _____ Copy of most recent deed and associated covenants or restrictions
 6. _____ One (1) 22" x 34" mylar copy of plat to be filed
 7. _____ A complete list of abutters (as defined in Section 2.1 of the Subdivision Procedures and Regulations)
 8. _____ NH Department of Environmental approval of septic systems for lots under five (5) acres
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The 22" x 34" subdivision plat(s) shall include information as follows:

1. _____ Name of Boundary Line Adjustment
2. _____ Name and address of the property owner(s)
3. _____ Name and address of surveyor or professional engineer registered in NH
4. _____ Seal and signature of surveyor or professional engineer
5. _____ Date of survey
6. _____ Tax map page and parcel number; deed reference
7. _____ Scale of BLA plan with bar scale (1" = 50' desirable)
8. _____ Chart showing number of lots in BLA, acreage for each lot and total acreage of BLA
9. _____ Acreage of individual lots and lot numbers noted on respective lots
10. _____ Proposed driveway location(s)
11. _____ Metes and bounds of the area where boundaries are to be changed and of the individual lots
12. _____ Orientation of the BLA plat with north arrow

13. _____ Small scale location map to same orientation (for accurate field location)
 14. _____ Location of all existing and/or proposed permanent monuments
 15. _____ Topography of the subdivision in five (5') contours of elevation (at the Planning Board's discretion)
 16. _____ Easements and right-of-ways, located and dimensioned
 17. _____ Water courses, seasonal or year round
 18. _____ Any land within the jurisdiction of the Comprehensive Shoreline Protection Act
 19. _____ Wetlands
 20. _____ Major vegetation boundaries
 21. _____ Other natural features
 22. _____ Existing springs, wells, and water lines
 23. _____ Names of abutters indicated on BLA boundaries where their properties abut, plus names of owners within 200'
 24. _____ Soils information from the USDA Soil Conservation Service on plat overlay (may be on separate print)
 25. _____ Notation on plat with regard to existence, location, and extent of hydric soils
 26. _____ Existing septic systems
 27. _____ Location of test pits for proposed septic systems with percolation data as required by the NH Department of Environmental Services for lots less than 5 acres
 28. _____ Structures on the BLA to remain, to be relocated, or to be removed
 29. _____ Structures within 200' of the BLA boundaries
 30. _____ Zoning, if any
 31. _____ Existing and proposed streets (names, location, and details to meet standards for street design as outlined in the Subdivision Procedures and Regulations)
 32. _____ Existing and proposed surface water drainage
 33. _____ Proposed public areas, if any, with acreage
 34. _____ BLA involves land designated as "Special Flood Hazard Area" by National Flood Insurance Program
 - a. _____ All necessary permits required have been received
 - b. _____ Base Flood Elevation Data included for proposals over 5 acres
 - c. _____ Sufficient evidence submitted (construction drawings, grading, and land treatment plans) to allow determination damage from flooding will be minimized.
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