

**Town of Greenfield**  
**Procedure for Lot Line Adjustment (LLA)**

Revised 12/27/2021

PLEASE COMPLETE AND RETURN THE ENTIRE PACKET

1. Both parties must appear before the Planning Board at the hearing or present a signed, notarized agreement of adjusted boundaries by parties. (See “**Property Owner’s Acknowledgement**” form).
2. Contract with a State of New Hampshire licensed land surveyor to prepare the Lot Line Adjustment (LLA) plan. The Planning Board will not grant Final Approval unless a New Hampshire land surveyor signs and stamps the plan.
3. File application (including abutter list\*), copies of any required State and Town permits or pending applications, supporting documents, six (6) paper copies of the plan and necessary fees to the Planning Board no less than twenty-one (21) days before the scheduled public hearing. All submitted documents must include the property address, property tax map and lot number.
4. Before your lot line adjustment plan is signed by the Planning Board, all fees must be paid according to the State and Town regulations.
5. **In addition, you must also submit an assent from any mortgage holder upon the land that is to be transferred. You are encouraged to seek your mortgage holder’s assent early in the process, as such assent may take time to obtain.**

I have read the Procedures for the Lot Line Adjustment for the Town of Greenfield and I understand them.

Signature of Applicant	Date
Co-Applicant’s Signature	Date
Co-Applicant’s Signature	Date
Co-Applicant’s Signature	Date

\*The “abutters” list includes the names and addresses of all abutters to the property as indicated in Town records. Additionally, the “abutters” list includes other parties that require notification. The names and addresses of the following must be provided (if applicable): Applicants; holders of conservation, preservation or agricultural preservation restrictions (as defined in RSA 477:45); any upstream dam owners, the NHDES Dam Bureau; any engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted to the Board. RSA 676:4.

**Town of Greenfield, NH**

## Procedure for Lot Line Adjustment (LLA)

**Lot Line Adjustment Standards** (According to the Town of Greenfield, Subdivision Regulations, Section VI. General Provisions for the Subdivision of Land; letter “P”)

Approval of a completed application for a lot line adjustment shall be dependent upon the following standards being met.

- 1) An additional parcel is not created by the lot line adjustment. Furthermore, the existing parcel reduces in size by the adjustment is not reduced below the minimum lot size established by the zoning district;
- 2) By adjusting the lot line, the resulting lots or structure(s) on the lots will not be in violation of the ordinances, regulations or the dimensional standards of the zoning district;
- 3) The resulting parcel shall conform to the subdivision regulations and the expressed vision and intent of the Town’s Master Plan;
- 4) The design should be well thought through, easy to understand and demonstrate orderly growth. Whenever possible, lot corners should be square. Proposed adjustments shall not cause degradation to existing lots;
- 5) There is no genuine dispute as to ownership of the proposed lot line adjustment. Where a genuine issue of ownership arises, the application may be denied or stayed until the issue is resolved by the parties. The Planning Board does not determine property rights.

**Property Owner's Acknowledgment\***

(To be completed when the Applicant is not the Property owner)

This document **must** be notarized if the Property Owner is unable to attend the Public Hearing for the review of the proposal.

- \_\_\_\_\_  
Property Owner(s) Name (Printed) \_\_\_\_\_  
Property Owner(s) Name (Printed)  
  
\_\_\_\_\_  
Property Address \_\_\_\_\_  
Mailing Address  
  
\_\_\_\_\_  
Property Tax Map and Lot Number
- \_\_\_\_\_  
Property Owner(s) Name (Printed) \_\_\_\_\_  
Property Owner(s) Name (Printed)  
  
\_\_\_\_\_  
Property Address \_\_\_\_\_  
Mailing Address  
  
\_\_\_\_\_  
Property Tax Map and Lot Number
- \_\_\_\_\_  
Property Owner(s) Name (Printed) \_\_\_\_\_  
Property Owner(s) Name (Printed)  
  
\_\_\_\_\_  
Property Address \_\_\_\_\_  
Mailing Address  
  
\_\_\_\_\_  
Property Tax Map and Lot Number

I am aware of, and support, the Lot Line Adjustment (LLA) proposal being submitted to the Greenfield Planning Board by

\_\_\_\_\_  
(Applicant's Name)

\_\_\_\_\_  
(Property Owner's Signature)

\_\_\_\_\_  
(Date)

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\*This form must be signed by all property owners of the affected property (i.e. spouses, business partners, etc.) If you are unable to attend the Planning Board hearing for this Lot Line Adjustment, this form or other Letter of Authorization MUST BE NOTARIZED.

**Town of Greenfield, NH**  
Application for Lot Line Adjustment (LLA)

**Note:** Lot line adjustments or boundary agreements are those applications which do not create a new buildable lot(s).  
Print or type clearly.

**Tax Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

Name(s) of Owner of Record: \_\_\_\_\_

Mailing Address of Owner of Record: \_\_\_\_\_

Telephone Number of Owner of Record: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address of Owner of Record: \_\_\_\_\_

**Tax Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

Name(s) of Owner of Record: \_\_\_\_\_

Mailing Address of Owner of Record: \_\_\_\_\_

Telephone Number of Owner of Record: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address of Owner of Record: \_\_\_\_\_

**Tax Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

Name(s) of Owner of Record: \_\_\_\_\_

Mailing Address of Owner of Record: \_\_\_\_\_

Telephone Number of Owner of Record: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address of Owner of Record: \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_

Mailing Address of Surveyor: \_\_\_\_\_

Telephone Number of Surveyor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location (address) of proposed Lot Line Adjustment: \_\_\_\_\_

Purpose of proposed LLA: \_\_\_\_\_

**Town of Greenfield, NH**

Lot Line Adjustment Application Checklist

Date: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Name of Mortgage Holder (if any): \_\_\_\_\_

Location of Property: \_\_\_\_\_

Tax Map and Lot Number (1<sup>st</sup> property): \_\_\_\_\_

Tax Map and Lot Number (2<sup>nd</sup> property): \_\_\_\_\_

Tax Map and Lot Number (3<sup>rd</sup> property): \_\_\_\_\_

**Note:** In order to complete, an LLA application shall contain the following when applicable:

\_\_\_\_\_ Town Fees and LCHIP Fees paid

\_\_\_\_\_ Property Owners Acknowledgement Form

\_\_\_\_\_ Complete list of abutters and 3 sets of mailing labels for all abutters

\_\_\_\_\_ Six (6) Copies of the plats (plan) showing the following, when applicable:

Current owner's name and address & option holder's name and address

Surveyor's name, address, sign stamp and error of closure certification

North Arrow & Date

Scale (not more than 100' to the inch)

Location (Locus) map

Tax map and parcel number

Location and dimension of property lines including entire undivided lot

Each lot must be numbered according to the tax map numbering system

Old and new lot lines; old and new land area per lot

Abutting subdivision names, street easements, building lines, parks and public places, similar facts regarding abutting properties

**FOR ALL LOT LINE CHANGES:**

After approval of a Lot Line Adjustments newly created deeds must be filed with Hillsborough Registry of Deeds by the applicant. The Board of Selectmen’s office requires that all property owners have updated deeds for any Lot Line Adjustments. Changes to the Town’s Official Tax Map may not occur otherwise.

If you have any questions, please contact the Town of Greenfield Board of Selectmen. Assessor’s Department.  
Before an approved plan is signed the following must be provided to the Planning Board.

\_\_\_\_\_A PDF copy of the entire approved plan set in electronic format.

\_\_\_\_\_One (1) 11”x17” paper copy and one (1) Mylar of approved plan.

\_\_\_\_\_All associated fees must be received.

\_\_\_\_\_A completed Certificate of Monumentation.

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**For Planning Board Use Only**

<b>Application:</b>	Approved	_____	Date: _____
	Conditionally Approved	_____	Date: _____
	Disapproved	_____	Date: _____

**Conditions/Comments:**

**Town Fees**

**Application Fee:** ..... \$200.00

Abutter Notification: ..... \$ \_\_\_\_\_  
(\$15/each abutter – Incurred Per Notification)

Advertising Fee(s): ..... \$ \_\_\_\_\_  
(Newspaper, etc – Incurred Per Advertisement)

Technical Review, Legal, Professional Services Fees Incurred..... \$ \_\_\_\_\_

Registry Recording Plan Fees: ..... \$ \_\_\_\_\_

**Total Amount Due:** ..... \$ \_\_\_\_\_

Make checks payable to: **Town of Greenfield**

\*There is an additional L-CHIP Fee for the amount of \$25.00. This should be paid by a separate check payable to: **Hillsborough County Registry of Deed**

The applicant, owner and/or agent certifies that this application is correctly completed with all required attachments and requirements and that any additional costs incurred by the Greenfield Planning Board or the Town of Greenfield for engineering or professional (including legal) services in processing this LLA application shall be paid by the applicant, owner and/or agent.

Signature of Applicant and/or owner: \_\_\_\_\_

Date: \_\_\_\_\_

Agent: \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Greenfield, NH**  
**Certificate of Monumentation Installation Form**

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Tax Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Approved Plan #: \_\_\_\_\_ Date of Plan: \_\_\_\_\_

Date of Planning Board Approval or Conditional Approval: \_\_\_\_\_

Surveyor of Approved Plan: \_\_\_\_\_

Number of concrete or granite monuments required by approved plan: \_\_\_\_\_

Number of iron pipe monumentation required by approved plan: \_\_\_\_\_

**Surveyor's Statement:**

"I hereby certify that the monumentation required on the above reference plan has been accurately installed under my supervision and said monumentation complies with Section VI-L of the Greenfield, NH Subdivision Regulations."

Number of concrete or granite monuments installed: \_\_\_\_\_

Number of iron pipe monuments installed: \_\_\_\_\_

Number of other approved monumentations installed: \_\_\_\_\_

Signature of Surveyor: \_\_\_\_\_ Date: \_\_\_\_\_

Surveyor Company: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**Seal of Surveyor**

**For Planning Board Use Only:**

Date of Receipt: \_\_\_\_\_ Received By: \_\_\_\_\_