



TOWN OF GILFORD
DEPARTMENT OF PLANNING AND LAND USE
47 Cherry Valley Road, Gilford, NH 03249 Phone: (603) 527-4727 Fax: (603) 527-4731

INSTRUCTIONS FOR VOLUNTARY LOT MERGERS

Note* Any lots proposed for a Voluntary Lot Merger must be contiguous and under common ownership in order for the merger to be approved. No such merged parcel shall thereafter be separately transferred without subdivision approval.

1. Fill out the *Notice of Voluntary Merger of Pre-Existing Lots* form. You must include the town's tax map & lot number information, as well as the recording information from the Belknap County Registry of Deeds. If you need more space, please attach another sheet. If possible, please type the information. Otherwise use black ink and print all information so it is legible and able to be reproduced or the Registry will not accept the paperwork.
2. Submit the form and a copy of the deeds for the parcels being merged to the Department of Planning and Land Use. You must identify which Tax Map and Lot number and street address will be used to identify the merged lot.
3. The Planning Board will review the information submitted and determine if the resulting lot complies with current zoning requirements and other applicable land use regulations. No public notice or hearing is required for a lot merger request.
4. Once the request is approved, it will be recorded at the Belknap County Registry of Deeds. The property owner is responsible for the fees. The fees are \$16.00 for two (2) pages to be recorded. Add \$4.00 for each additional page to be recorded, i.e. a three (3) page document would cost \$20.00. Effective July 1, 2008, there is a \$25.00 LCHIP fee that is required to be paid at the time of recording.
5. The original will remain on file at the Registry. A copy will be mailed back the Department of Planning and Land Use for distribution to the Assessing Department and the property owner.

If you have any questions, please contact the Department of Planning and Land Use at (603) 527-4727.

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 Gilford Planning Board.

Signature(s) of property owner(s)

Property Owner: _____ Date: _____

FOR PLANNING BOARD USE ONLY

Date Received: _____

Date Approved: _____

Authorized by: _____
Signature

Printed Name

Title: _____