

**PLANNING BOARD
OF
SUGAR HILL, NH 03586
P.O. Box 574
Fax # 603-823-8446**

The following procedure shall apply to applications for **Minor Lot Line Adjustments or Boundary Agreements**. Unless otherwise ordered by the Board, an application for a Minor Lot Line Adjustment or Boundary Agreement shall be considered and acted upon at a public meeting without a public hearing. Notice to abutters is required and the application should be submitted to the Secretary no later than twenty (20) days before the next regularly scheduled meeting. The Board shall review the application and determine if the proposal is a Minor Lot Line Adjustment or Boundary Agreement. Any abutter may be heard on the application and if deemed necessary, the Board may adjourn its consideration to another date and time to allow further abutter participation. A statement shall be placed on the plat stating as follows:

“This plan shows the (Minor Lot Line Adjustment or Boundary Agreement) and does not require the approval of the Sugar Hill Planning Board as a subdivision.”

Three (3) paper copies and two (2) Mylar’s are required on 22 x 34 inch standard sheets measured from the cutting edge.

_____ Final Plat shall identify itself as a “minor lot line adjustment” or “boundary agreement.”

_____ Final Plat shall be based on an “on the ground” boundary survey certified by a professional engineer or land surveyor registered or licensed in the State of New Hampshire.

_____ Names and addresses of all owners of land involved.

_____ Names of all butters (as indicated in the Town records not more than 5 days before the day of filing.)

_____ Name, address and seal of surveyor or engineer.

_____ A small location map indicating parcels in relation to major streets and intersections and the name of roads.

_____ Tax map and lot numbers

_____ North Arrow

_____ Pre stamped seal for signature of the Planning Board’s Chairman and Secretary