



PLANNING DEPARTMENT

Town of Durham

8 Newmarket Road

Durham, NH 03824-2898

Phone (603) 868-8064

www.ci.durham.nh.us

MEMORANDUM

TO: Applicants for review of a **LOT LINE ADJUSTMENT**

FROM: Michael Behrendt, Durham Town Planner

DATE: September 2023

SUBJ: **Submission Requirements and Review Process**

We would like to make the application process as simple and pleasant for you as possible. Please review this memorandum carefully and feel free to contact our office with any questions or comments. You can reach Tracey Cutler, Administrative Assistant, at (603) 868-8064 or at tcutler@ci.durham.nh.us and Michael Behrendt, Durham Town Planner, at (603) 868-8064 or at mbehrendt@ci.durham.nh.us. The forms can be accessed online at this link: https://www.ci.durham.nh.us/boc_planning/lot-line-adjustment

Application Package

The applicant must submit all of the following items in order for the application to be accepted as complete. Please include 15 sets of items 1), 2), 3), 5), and 8) with each set clipped together.

- 1) **Application**. Completed application form.
- 2) **Narrative**. Short written narrative explaining the proposal.
- 3) **Small Drawings**. Complete set of drawings on 11" x 17" sheets (paper only) – folded in half.
- 4) **Large Drawings**. Complete set of full-size drawings on 24" x 36" sheets (paper only) – 2 sets
- 5) **Checklist**. Complete and submit the checklist. All items specified on the Lot Line Adjustment Checklist must be submitted unless they are not applicable, or a waiver is requested and approved. Please feel free to use your judgment – in marking items as not applicable or applying for a waiver - if you do not think particular items are

necessary for a reasonable review. We do not want applicants to spend money preparing items that are not really needed. Feel free to contact the Town Planner with any questions.

- 6) Fees. Application fee of \$150 and fees to cover notices. One check or two separate checks may be used. Checks should be made out to “Town of Durham”. Check with Tracey Cutler about the notice fees.
- 7) Abutter’s List. Coordinate with Tracey Cutler on preparing the list. All parcels of land which are contiguous to the subject property at any point or which would be contiguous if not for an intervening road or stream must be listed. The list may not be filled out more than 5 days prior to the application deadline. Please note that holders of conservation or preservation easements must also be notified. If there are any, they must be included on the abutter’s list.
- 8) Waivers. Requests for waivers, if any, using the waiver form. Waivers are granted by the Planning Board at its discretion. If you believe that obtaining a waiver is warranted, then we encourage you to apply for it.
- 9) Digital version. Include a digital version of all documents in this section via email.

Review Process

- 1) Schedule. See the schedule of Planning Board meetings and submission deadlines. The submission deadline is 21 days prior to the Planning Board meeting. Applications may be submitted for any meeting except Planning Board workshops.
- 2) Planning Board meeting. The applicant or agent must attend all Planning Board meetings at which the project is discussed.
- 3) Public Hearing. A public hearing will be held on the application, generally at the meeting immediately following when the application is accepted as complete. The Planning Board may continue the hearing or close it at any time.
- 4) Site Walk. The Planning Board may schedule a meeting on site but usually does not for a lot line adjustment unless there is something particular worth looking at closely. The site walk is considered a public meeting and the public is welcome to attend.
- 5) Regulations. The application must be in compliance with the Town of Durham Subdivision Regulations unless a waiver is obtained and the Town of Durham Zoning Ordinance, unless a variance is obtained. Applicants are encouraged to review these documents online. Hard copies are also available for purchase.

- 6) Tax Implications. It is recommended that the applicant contact Jim Rice, Durham Tax Assessor, to learn about any tax implications of your lot line adjustment. You can contact Mr. Rice at (603) 868-8064 or jrice@ci.durham.nh.us
- 7) Conditions of Approval. Any proposed conditions will be delineated on a draft Notice of Decision presented for consideration by the Planning Board at a final meeting. Such conditions may include, but are not limited to, modifying plans. If the applicant does not think any of these conditions are appropriate, they may certainly point out concerns to the staff and/or Planning Board prior to approval by the board.

Process after Approval

- 1) Execution. The project must be built and executed exactly as specified in the approved application package unless modifications are subsequently approved. All of the documentation submitted in the application package will be considered part of the approval unless otherwise updated, revised, or superseded.
- 2) Modifications. If you seek to make changes in the plans after approval, please notify the Planning Department. Modifications/amendments must be approved. We have a fairly quick administrative process for reviewing simple changes.
- 3) Precedent Conditions. On project approvals there are generally some precedent conditions, which typically include some modifications to the plans. The precedent conditions must be addressed by the applicant prior to the Town Planner signing the plans and the applicant recording the plans.

Staff Contacts

Feel free to contact any Town of Durham staff members at any time with any questions or concerns.

- Planning Department 868-8064
Michael Behrendt, Town Planner - mbehrendt@ci.durham.nh.us
Tracey Cutler, Administrative Assistant – tcutler@ci.durham.nh.us
- Assessing Department 868-8064
Jim Rice, Town Assessor – jrice@ci.durham.nh.us
Tracey Cutler, Administrative Assistant – tcutler@ci.durham.nh.us
- Building/Code Enforcement Department 868-8064
Audrey Cline, Code Enforcement Officer - acline@ci.durham.nh.us
Tracey Cutler, Administrative Assistant – tcutler@ci.durham.nh.us
- Public Works Department 868-5578
Rich Reine, Director – rreine@ci.durham.nh.us
April Talon, Town Engineer - atalon@ci.durham.nh.us