

## **Lot Line Adjustment Timeline – Armstrong/Guy**

2022 – Feb 1 - Email notifying of potential lot line adjustment went to ZBA Chair and forwarded to C. Robidoux. Shared at PB meeting on February 1<sup>st</sup>.

2022 – Feb 15 – From the PB Minutes:

Nancy Armstrong: 91 Cutter Road Nancy and Shelly Guy (attending by telephone) explained the lot line change they are considering and the 4-lot subdivision Shelley is considering on her property. Both Shelley and Nancy want to learn of any red flags the Board may have regarding both their plans for lot line changes and subdivisions. The plan adds 1.3 acres to Nancy's 4.7 acres to give her 6 acres in total. The Board reminded Shelley that she needs to be sure she has 300 feet of frontage for each potential new lot. No major issues were noted by the Board for either the lot line adjustment or subdivision.

2022 – May 26 – Email received from Sam Ingram with Meridian Land Services, Inc notifying of Lot Line Adjustment Application being submitted on behalf of Nancy Armstrong. Placed on PB Agenda for June 7<sup>th</sup>.

2022 – June 6 – Application with supporting documents received via email, with the exception of the survey plat.

2022 – June 7 – Sam Ingram from Meridian Land Services delivered application, address labels, and survey documents to the Planning Board members in person at the public meeting.

From the PB *DRAFT* minutes:

1. Lot Line Adjustment – Armstrong/Guy (Tax Map 5B, Lots 83 & 84-1) Sam Ingram of Meridian, representing Nancy Armstrong and Shelley Guy presented hard copies of their application for a lot line adjustment with a list of abutters, abutter address labels, and the appropriate number of mylars.

Mr. Ingram explained that Nancy & Cordes Armstrong own lot 5B-83, currently 4.8 acres. Shelley Guy owns lots 5B-84 and 5B-84-1. The purpose of the adjustment is to allow Nancy Armstrong to have the 6 acres in total required for an ADU to be constructed on that property. Adjusting the

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common lot lines would not change the number of parcels (3). 1.2 acres would be added to the Armstrong property to bring that property up to 6 acres. Stakes to mark the adjustment have not yet been set. They can be added to the plat as “to be set.”

The Board requested total frontage be added to the plat, and frontage for each lot.

The final plan was shared with Planning Board. Sam will email a copy to Christine tomorrow morning.

The Armstrongs have existing dwellings on the 4.8-acre lot; there are no dwellings on the 1.2- acre parcel to be added.

Bruce observed that nothing jumps out at him as being of concern. Shelley Guy may be proposing 4 additional lot subdivisions on lot 5B-84 while maintaining the two dwellings currently there, yielding a total of 6 lots.

Keith volunteered to go to the office on Thursday if Christine can send the letter to Carole.

Bruce moved to hold the lot line hearing on June 21<sup>st</sup>. George seconded the motion, which passed with Christine abstaining since she had not seen what was presented.

2022 - June 9 - Abutters were notified of the hearing via certified mail, sent June 9<sup>th</sup> and received between June 9<sup>th</sup> and 14<sup>th</sup> (within the required 5 days of the hearing). Three abutters did not pick up their certified letter: Mason, Cabana, & Swain.

Applicants were notified of the hearing via certified mail, sent June 9<sup>th</sup>. The Armstrongs received their notice on June 11<sup>th</sup>, Meridian Land Services received their notice on June 13<sup>th</sup> (within the required 5 days of the hearing). We do not have a record of Shelley Guy receiving notice of the hearing as of the date of the

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hearing (6/21/22), however she attended the hearing in person and confirmed receipt of the documents and her approval of the application verbally.

The Hearing was posted in the Monadnock Ledger (June 9<sup>th</sup> edition), on the home page of the town website (June 9<sup>th</sup>), and paper versions were posted at the town office and the store.

2022 – June 21<sup>st</sup> - The Planning Board votes on the completeness of the application prior to the public hearing.

Checks to cover the fees are due prior to the Board accepting the application as complete. Nancy Armstrong delivered them to the Town Office on 06/09/2022.

Once the application is accepted as complete, the Planning Board has 65 days to make a decision on the application (August 25<sup>th</sup>).

### *Public Hearing*

### *Board Deliberation*

- Motion to approve the application (with conditions if appropriate)

Once approved,

- A written notice of decision will be provided to the applicant;
- Survey plats must be signed per regulations;
- The Planning Board will file the mylar with the Hillsborough County Register of Deeds.
- A conveyance must occur. The owner of the lots must transfer, by deed, the part of the two parcels to the other. The documents showing the conveyance must be filed with the registry of deeds along with the plan. The planning board is not involved in this process.

The limited job of the Planning Board is to review the configuration of the proposed new lots and lines to determine whether they are in conformance with the regulations and zoning ordinance. The notice of decision will reflect this.

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The Planning Board will keep a record of the change to update the Official Tax Map.

The Planning Board will create a file to be kept in the town municipal office.