

NOTICE OF MERGER APPLICATION

Planning & Community Development Department • City of Manchester, New Hampshire

Please print legibly. Please note that this form must be signed by the property owner.

Submission Date:	Property Owner (For additional owners, please submit separate forms.)	
Number of Lots to be Merged:	Name:	
	Address:	
	Phone:	
Lot Numbers: Map/Lot #: _____ Map/Lot #: _____ Map/Lot #: _____ Map/Lot #: _____ Map/Lot #: _____	E-mail address:	
	Agent	
	Name:	
	Title and company, if any:	
	Address:	
Location/Address of Lots:	Phone:	
	E- mail address:	
	Have all required application fees been submitted? (Refer to Appendix A) ☐ Yes ☐ No Have all required application materials been submitted? (Refer to Appendix G) ☐ Yes ☐ No Have written requests been submitted for all waivers sought? ☐ Yes ☐ No	
Zoning District:	Certification, Permission, and Authorization: <i>As the owner of the property that is the subject of this application, I hereby certify that the above information is correct and that I have submitted herewith all documentation required by Appendices A and G or requested a waiver in writing for any documentation not submitted. I hereby permit City of Manchester officials and staff to enter onto the property to inspect it as part of this application. I hereby authorize the person or entity listed herein as the Agent to represent my interests before the City in connection with this application.</i>	
Ward:		
Is this Merger being submitted as a result of any action taken, or to be taken, by the Board of Mayor and Aldermen, Zoning Board of Adjustment, or Planning Board? ☐ Yes - Date _____ ☐ No		
Signature of Property Owner, Trustee, or Officer (Not Agent)		
Printed Name and Title, if any		

DO NOT WRITE BELOW THIS LINE - for Planning and Community Development use only.

Materials submitted: ☐ Plans ☐ Reduced Plans ☐ Signed & Notarized Merger For Recording ☐ Application Fee ☐ Deeds ☐ Other _____	Fees: Application Fee: _____	Receipt Stamp: 	
	Date of HCRD Recording:		
	Date of Notice to Assessors:		
	Merger Project Number:		

APPENDIX A**PLANNING BOARD APPLICATION FEES****I. NOTIFICATION FEES**

Postage fees for notification of a public hearing to abutters and other legally required parties shall be \$10.00 per recipient. The one exception to this fee shall be voluntary lot mergers, as these do not require public hearings.

II. APPLICATION FEE

All applications shall be subject to a nonrefundable \$300 fee to cover administrative expenses. The one exception to this fee shall be voluntary lot mergers.

III. SUBDIVISIONS

In addition to the Notification and Application fees, applicants for subdivisions shall also submit fees according to the requirements listed below. These fees may be refunded if an applicant withdraws a proposal prior to the plans being distributed to City agencies like the Highway Division, the Fire Department, and the Water Works Department.

(A) Subdivisions with a New Street Proposed

Planning and Interdepartmental Review Fee: \$325 for each lot created, including the parent lot.

(B) Subdivisions with No Streets Proposed

Planning and Interdepartmental Review Fee: \$200 for each lot created, including the parent lot.

(C) Lot-Line Adjustments

A lot-line adjustment in which one or more lot lines between two or more lots is moved and no new building lots are created shall be charged the Notification and Application fees, but no additional subdivision fees.

(D) Voluntary Lot Mergers

The Notification, Application, and Subdivision fees shall not apply to lot mergers. The fee for a lot merger shall be \$100.

IV. RESIDENTIAL SITE PLANS AND PLANNED DEVELOPMENTS

In addition to the Notification and Application fees, applicants for residential site plans and planned developments shall also submit fees according to the requirements listed below. These fees may be refunded if an applicant withdraws a proposal, depending upon the amount of time that staff from Planning, DPW, Fire, Water, and other departments has spent reviewing the proposal.

(A) Up to and Including the First Fifteen Dwelling Units

Planning and Interdepartmental Review Fee: \$300 for each dwelling unit

(B) For All Additional Dwelling Units in Excess of the First Fifteen

Planning and Interdepartmental Review Fee: \$100 for each dwelling unit

V. NON-RESIDENTIAL SITE PLANS AND PLANNED DEVELOPMENTS

In addition to the Notification and Application fees, applicants for non-residential site plans and planned developments shall also submit fees according to the requirements listed below. These fees may be refunded if an applicant withdraws a proposal, depending upon the amount of time that staff from Planning, DPW, Fire, Water, and other departments has spent reviewing the proposal.

(A) Up to and Including the First 10,000 Gross Square Feet of New or Renovated Building Area

Planning and Interdepartmental Review Fee: \$300 per 1,000 SF, or fraction thereof

(B) For All Additional Gross Square Feet of New or Renovated Building Area in Excess of 10,000

Planning and Interdepartmental Review Fee: \$100 per 1,000 SF, or fraction thereof

VI. CONDITIONAL USE PERMITS

The fee for Conditional Use Permits shall be charged the Notification and Application fees.

VII. AMENDMENTS

Amendments to conditions of approval of a conditionally approved or finally approved plan shall be subject to the Notification and Application fees.

All other amendments to finally approved plans, such as further subdivision of lots or additional construction, shall be subject to the same fees as comparable, new applications.

VIII. RE-INSPECTIONS

The fees charged for all applications include the cost of one site inspection by planning staff. If additional inspections are necessary, the planning staff may impose an additional fee of \$100 for each subsequent inspection.

IX. EXTENSIONS OF APPROVAL

The fee for any extension of the Planning Board's approval shall be \$100.

X. COMPLIANCE HEARINGS

The fee for holding a public hearing to determine compliance with a condition of approval shall be \$100.

X. FEE REVISIONS

The Planning Board may revise all fees listed above as necessary, but should review the fees no less than every two years to assess their effectiveness in covering the costs of plan

review to the Planning and Community Development Department, the Highway Division, the Fire Department, and the Water Works Department.

APPENDIX G**APPLICATION CHECKLIST FOR REVIEW OF VOLUNTARY MERGERS****SUBMISSION ITEMS**

- ☐ An application form signed by the applicant and owner of record of the property;
- ☐ A check or cash to include all fees required by Appendix A;
- ☐ 1 copy of each recorded subdivision plan for the property, if applicable;
- ☐ 1 copy of the most recent deed with description of lot. (Deed prior to 1980 if a new building or a subdivision);
- ☐ 1 copy of the tax map and a current property card, which may be purchased from the Assessor's Office, located at One City Hall Plaza-West Wing, Manchester, NH 03101;
- ☐ 1 signed affidavit from the owner, if the owner is not the applicant and the agent;
- ☐ 1 original, executed, typed "Notice of Merger," based on an example available in the Planning and Community Development Department.

AFFIDAVIT

PROPERTY OWNER'S STATEMENT OF MORTGAGES

As required by RSA 674:39-a

I (includes "we"), _____,

hereby attest to the following:

1. I own, or am an authorized agent of a legal entity that owns, property located in the City of Manchester, New Hampshire at the following locations:
Address: _____, Tax Map _____, Lot _____;
Address: _____, Tax Map _____, Lot _____;
Address: _____, Tax Map _____, Lot _____;
Address: _____, Tax Map _____, Lot _____
(hereinafter "PROPERTY");
2. I am submitting an application to the City of Manchester to merge the PROPERTY; and
3. There are no mortgages on the PROPERTY (Initial _____)

or

There are one or more mortgages on the PROPERTY, all of which are held by the mortgagees (mortgage holders) listed by name and address below:

I hereby declare that the statements made in this affidavit are true and correct.

Printed Name

Entity Name (if any)

Signature

Date

Sworn to and subscribed before me this ____ day of _____, 20__ in the
County of Hillsborough, State of New Hampshire.

Notary Public / Justice of the Peace

My Commission Expires:

AFFIDAVIT

MORTGAGEE’S CONSENT TO LOT MERGER

As required by RSA 674:39-a

I, _____, hereby declare that I am an officer or
duly authorized agent of _____, having an address
or principal place of business at _____
_____ (hereinafter “MORTGAGEE”), which
holds a mortgage on property in the City of Manchester, New Hampshire owned by
_____ and located at the
following address(es):

Address: _____ ; Tax Map _____ ; Lot _____ ;

Address: _____ ; Tax Map _____ ; Lot _____ ;

Address: _____ ; Tax Map _____ ; Lot _____ ;

Address: _____ ; Tax Map _____ ; Lot _____ ;

(hereinafter “PROPERTY”).

I hereby declare that I have actual authority, and am duly authorized, to consent on the MORTGAGEE's behalf to the merger of the PROPERTY, and I hereby so consent.

Printed Name

Title

Signature

Date

Sworn to and subscribed before me this ____ day of _____, 20__ in the County of Hillsborough, State of New Hampshire.

Notary Public / Justice of the Peace

My Commission Expires:

**TOP, LEFT, RIGHT & BOTTOM MARGINS MUST BE AT LEAST ONE
(1) INCH ON PAGE 2 TO COMPLY WITH REGISTRY OF DEEDS
REQUIREMENTS**

IN WITNESS WHEREOF, the Owner has executed this Notice of Merger as of the date stated above.

WITNESS:

(Print)

(Signature)

OWNER:

(Print)

(Signature)

The foregoing instrument was acknowledged before me this _____ day of _____
20____, by _____.

Notary Public/Justice of the Peace
(Seal)

The above Application for Voluntary Merger of Existing Lots is endorsed by the authorized designee of the Planning Board of the City of Manchester, New Hampshire.

Nicola Strong
Deputy Director - Planning & Zoning

Date