

APPLICATION PROCEDURE TO VOLUNTARILY MERGE PROPERTY

The City of Lebanon Planning Office has the authority to provide a service to the Citizens of Lebanon who wish to legally merge their adjoining properties. A change in the State Law now permits the City Planner (acting as the Planning Board's Designee) to review, approve, and record a voluntary merger with the Grafton County Registry of Deeds in accordance with the following:

NH RSA 674:39-a VOLUNTARY MERGER. Any owner of 2 or more contiguous preexisting approved or subdivided lots or parcels who wishes to merge them for municipal regulation and taxation purposes may do so by applying to the Planning Board or its designee. Except where such merger would create a violation of then-current ordinances or regulations, all such requests shall be approved, and no public hearing or notice shall be required. No new survey plat need to be recorded, but a notice of the merger, sufficient to identify the relevant parcels and endorsed in writing by the Planning Board or its designee, shall be filed for recording in the Registry of Deeds, and a copy mailed to the municipality's assessing officials. No such merged parcel shall thereafter be separately transferred without subdivision approval.

PROCEDURE

1. The property owner provides the Planning Office with an application for Voluntary Merger (attached), an excerpt of the City's Tax Map showing the removal of the property line(s), and a money order or certified bank check in the amount of \$20.32 made payable to the **GRAFTON COUNTY REGISTRY OF DEEDS**.
2. The Planning Office conducts research, reviews a report from the Zoning Administrator, and prepares a notice of action by the City Planner approving the merger.
3. The Planning Office then forwards the notice of action, excerpt of the Tax Map, and the check to the Grafton County Registry of Deeds with a request for recordation. The recorded materials are normally returned to the Planning Office within a couple of weeks.
4. Once the recorded merger is received by the Planning Office, it will be copied for our records and forwarded to the Property Owner.