



TOWN OF GRANTHAM NEW HAMPSHIRE
PLANNING BOARD
 300 Route 10 South, Grantham, NH 03753
 Phone: 603-863-6021
 www.granthamnh.net

PROPERTY OWNER (APPLICANT):	
NAME:	TEL.#:
MAILING ADDRESS:	
EMAIL ADDRESS:	
CO-APPLICANT, AGENT, OR LESSEE:	
NAME:	TEL.#:
MAILING ADDRESS:	
EMAIL ADDRESS:	
SIGNATURE BLOCK:	
_____ <div style="text-align: center;"><i>PROPERTY OWNER</i></div>	DATE: _____

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 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 Board with an application for Annexation, a copy of the Town's Tax Map showing the lots to be merged and a check made payable to the SCRCD or SULLIVAN COUNTY REGISTRY OF DEEDS (see attached checklist for fee schedule). The applicant is advised of the meeting date and must attend the meeting to present the application to the Board or in writing appoint an agent to act on your behalf.
2. The Planning Board, upon approval, will send the original approved signed application and the check to the SULLIVAN COUNTY REGISTRY OF DEEDS (SCRCD) with a request for recordation.
3. Once the recorded merger is received by the Planning Board, it will be copied for our records and forwarded to the Property Owner.

TOWN OF GRANTHAM CHECKLIST FOR ANNEXATION

_____ General map showing original boundaries of the adjacent parcels, including Tax Map Number and Lot Number (*this is available at the Town Office and reduction copies may be made*).

_____ The Application shall be delivered to the designated agent of the Planning Board at least twenty one (21) days prior to the regularly scheduled meeting of the Planning Board.

_____ An application fee shall be made payable to the **Town of Grantham**.

_____ A filing fee for the first page, **PLUS** an additional fee for each additional page thereafter, **PLUS the cost of postage** shall be made payable to the **Sullivan County Registry of Deeds or SCRD**. Please check with the Town Office for current rates.

_____ Signature(s) of Applicant(s) must be signed and **the entire Merger Form filled out in BLACK INK**. The name(s) must be printed below each signature. These are requirements of the Sullivan County Registry of Deeds.

IMPORTANT NOTE: On the Merger Form, the last sentence of each parcel listing where it is stated: *"This parcel is also known as Lot #_____ on Tax Map #_____ of the Town of Grantham"* - refers to the Town of Grantham Property Tax Maps. These Map and Lot numbers may be obtained by visiting granthamnh.net select Departments and then Assessing & GSI/Tax Map Information. Select the first page option, Tax Maps Online and then select the Search icon on the left-hand side. Search by physical address and the following numbers will appear 111-222-333. The first set of numbers (111) is the Tax Map #, the second set of numbers (222) is the Lot #, and the third set of numbers (333) references multiple units in the same building. Step-by-step directions with pictures can be found at granthamnh.net under Permits, Licenses, & Forms, select Planning and Zoning, and Direction to Locate Tax Map and Lot Numbers is listed.

For updated fees please visit granthamnh.net under Permits, Licenses, & Forms and select Planning and Zoning, the Planning Board Fee Schedule is listed.

**Town of Grantham
Merger of Abutting Lots**

The undersigned, being the owner(s) of certain lots or parcels of land situated in Grantham, in the County of Sullivan, and the State of New Hampshire, as described below, hereby apply to the Grantham Planning Board for the merger of said lots into a single lot of record, in accord with the provisions of RSA 674:39-a. It is my/our understanding that:

- A. the newly merged tract of land will be treated as a single lot or parcel for all purposes, including taxation;
- B. this merger shall bind the undersigned owner(s), and their heirs, successors and assigns, and shall be recorded forthwith in the Sullivan County Registry of Deeds; and,
- C. the said parcels of land cannot be separately sold, alienated or conveyed without a lawful subdivision as required by the statutes of New Hampshire and the ordinances of the Town of Grantham.

Description of parcels to be merged:

Parcel One is all and the same premises as were conveyed to _____, by deed dated _____, and recorded at Volume _____, Page _____ of the Sullivan County Registry of Deeds, and described as Lot _____ on the Plan entitled " _____," and recorded at Folder _____, Pocket _____, Number _____ of Plan file _____ in the Sullivan County Registry of Deeds. This parcel is also known as **Lot #** ___ ___ ___ on **Tax Map** ___ ___ ___ of the Town of Grantham.

Parcel Two is all and the same premises as were conveyed to _____, by deed dated _____, and recorded at Volume _____, Page _____ of the Sullivan County Registry of Deeds, and described as Lot _____ on the Plan entitled " _____," and recorded at Folder _____, Pocket _____, Number _____ of Plan file _____ in the Sullivan County Registry of Deeds. This parcel is also known as **Lot #** ___ ___ ___ on **Tax Map** ___ ___ ___ of the Town of Grantham.

Applicant(s) Signed: _____
 Printed Name: _____
 Signed: _____
 Printed Name: _____
 Dated: _____

The above merger is hereby approved by the Grantham Planning Board, this _____ day of _____, 20__.

Planning Board Chairman