



# Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

OFFICE OF THE PLANNING BOARD

## VOLUNTARY MERGER CHECKLIST

Please use attached application.

- \$50 fee payable to the Town of Middleton.
- Proof of payment of real estate taxes from Tax Collector on all lots to be merged.
- Deed(s) showing same owner(s) of all lots. All lots to be merged must be contiguous.
- Completed application.

### The Law

**RSA 674:39-a** 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 the 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. No city, town, county, or village district may merge preexisting subdivided lots or parcels except upon the consent of the owner. Source: **Source**. 1995, 291:9, eff. Aug. 20, 1995. 2010, 345:1, eff. Sept. 18, 2010

### Completing the Application

1. This form is a legal document to be completed by the applicant. Please **print neatly** all information, keeping the paper **clean, unfolded and uncreased**. **Use of correction fluid is prohibited. The Registry of Deeds may refuse to accept any document not meeting these standards.** Print the names of all the owners and **signatures must be witnessed at the time of signing**.
2. The following must be submitted at the time the application is filed: (1) a photocopy of each recorded deed for each lot, (2) the Tax Collector's written confirmation that all taxes are current, and (3) a check payable to the Town of Middleton for the \$50 fee.
3. The Planning Board will complete the bottom portion of the form after approving the completed application and will file it at the Strafford County Registry of Deeds in Dover.
4. The Planning Board reserves the right to require the applicant(s) to provide a survey of the lots when, in their opinion, the property boundaries are not clear.
5. The completed application may be left at the Municipal Building or mailed to the Planning Board at the above address. Additional Voluntary Merger Application Forms are available at the Selectmen's Office.