

**FORM H TO, AND FORMING A PART OF,  
THE CORNISH SUBDIVISION REGULATIONS**

**CORNISH PLANNING BOARD**

**Application for Boundary Line Adjustment and Annexation**

(Required by NH Statutes 676:4)

Anyone who would like to annex property must first receive Planning Board approval of the proposed annexation or boundary line adjustment. This application should be used for the annexation of land. It should be completed and delivered to the designated agent of the Board

Formal submission of the application at a public meeting shall be noticed by the Board. Notice will be posted and mailed to neighboring landowners so that all interested parties will have an opportunity to attend and comment. All members of the Board are available to help the applicant complete this application.

If the Board finds that the application is complete and all filing fees have been paid, the application will be accepted for review and the Board will give the applicant a receipt certifying such acceptance.

The Board will probably act on a routine application at the same meeting at which the application is submitted. In any event, the Board must begin formal consideration of the application within thirty (30) days of acceptance for review and will act to approve or disapprove within ninety (90) days. Upon request by the Planning board, the time for action may be extended by the Selectmen by an additional ninety days.

**1. Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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2. **Agent of Applicant:** (If the applicant appoints an agent, all communications between the Board and the applicant will be through the agent.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

3. **Description of Project:**

4. I, \_\_\_\_\_, agree to have the formal submission of my application scheduled for the first available time slot on the Planning Board's regular business agenda following a satisfactory review of the completeness of this application.

\_\_\_\_\_  
signature of landowner

5. **Fees:** The application will not be accepted for review until the fees set forth in the Board's current fee schedule are paid. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board including engineers, surveyors, lawyers, and community planners.

**Plan and Documents to be Submitted**

**Information for Annexation or Boundary Line Adjustment.** A complete application for and Annexation, Minor Lot Line Adjustment or Boundary Agreement shall include the application fee and three copies of the following items:

- \_\_\_\_\_ 1. A completed application form;
- \_\_\_\_\_ 2. Written authorization from the landowner of record for any agent(s) to represent the owner;
- \_\_\_\_\_ 3. A plat drawn to a scale of (1) one inch equals one hundred (100) feet in permanent black ink on permanent reproducible material on the size and type of material specified by the Sullivan County Register of Deeds to include:
  - \_\_\_\_\_ (a) Signature and seal by a bonded NH Registered Surveyor or Engineer;
  - \_\_\_\_\_ (b) Name of the Town and Project;
  - \_\_\_\_\_ (c) Names and addresses of property owners;
  - \_\_\_\_\_ (d) Names and addressed of all abutters as they appear in the Town records not more than five (5) days before the date of filing the application;
  - \_\_\_\_\_ (e) Complete boundary survey of each of the properties involved in the annexation showing the boundary line to be moved as a dashed line and the boundary line as a solid line;
  - \_\_\_\_\_ (f) Include a notation which explains the parcels and sizes as they exist and the parcels and sizes which would result with approval of the annexation;
  - \_\_\_\_\_ (g) North point, bar scale, date of preparation, and dates of any revision, and tax map(s) and lot number(s) of property included in annexation application.
  - \_\_\_\_\_ (h) Show location of existing or proposed easements and areas affected by existing and proposed covenants, reservations and restrictions benefitting or bordering the property;
  - \_\_\_\_\_ (i) Include a notation on the annexation plat stating: “The property conveyed as a result of this annexation shall not be deemed or considered a separate lot of record, but shall be regarded as merged into and made an integral part of the contiguous lot of land previously owned by the grantee(s) so that the same shall hereafter be one confirmed single lot of record.”

**FOR OFFICIAL USE ONLY**

Date Received by the Secretary or Chairman: \_\_\_\_\_

Fees Paid: \$\_\_\_\_\_

Date of Planning Board Meeting at which application will be submitted: \_\_\_\_\_

\_\_\_\_\_  
Signature of Secretary/Chairman

Date(s) of Public Hearing(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments Received From	Requested	Received
Selectmen	_____	_____
Fire Department	_____	_____
Police Chief	_____	_____
Road Agent	_____	_____
Conservation Commission	_____	_____
School Board	_____	_____

Recording Date: \_\_\_\_\_

Plan #: \_\_\_\_\_

Recording Fee Paid: \_\_\_\_\_