

TOWN OF ORFORD, NEW HAMPSHIRE  
**APPLICATION FOR VOLUNTARY MERGER  
OF LOTS OF RECORD**

The undersigned, being the owner(s) of two certain parcels of land situate in Orford, in the County of Grafton and State of New Hampshire. If applicable, also known as lots \_\_\_ and \_\_\_ on a plan of lots in the \_\_\_\_\_ Subdivision, which plan was recorded in the Grafton County Registry of Deeds on \_\_\_\_\_, \_\_\_\_\_ as Plan Number \_\_\_\_\_, to which reference is made, and having requested approval by the Planning Board of the Town of Orford to declare the land described on said referenced plan to be, in fact, a single lot of record, in consideration of mutual agreements, does hereby covenant, grant and agree to and with the Town of Orford, its successors, and assigns, as follows:

- A. On behalf of her/himself, and her/his successors in title of this tract of land, agrees that those portions of this tract cannot be sold separately without lawful subdivision from the Orford Planning Board.
- B. On behalf of her/himself, and her/his successors in title of this tract of land, understands and agrees that this tract will be treated as a single lot of land for tax and other purposes.
- C. This Covenant shall run with and be binding upon the forgoing tract of land and every part thereof and shall be recorded in the Grafton County Registry of Deeds as evidence thereof. In each and every Deed to this tract the owner will undertake to insert a clause referring to this Covenant and binding the Grantee to it.

Current Tax Map & Lot Numbers for properties referenced above:

TAX MAP # \_\_\_\_\_ Lot # \_\_\_\_\_ Street Address \_\_\_\_\_

TAX MAP # \_\_\_\_\_ Lot # \_\_\_\_\_ Street Address \_\_\_\_\_

Name of Property Owner(s): \_\_\_\_\_  
(Please type or print)

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

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**A recording fee of \$25 payable to the Town of Orford must be provided with this application.**

Approved by the Orford Planning Board per NH RSA 674:39-a on \_\_\_\_\_, 20\_\_\_\_.

Planning Board Chair (print): \_\_\_\_\_

Chair Signature: \_\_\_\_\_

SEE INSTRUCTIONS ON REVERSE SIDE OF THIS DOCUMENT.  
THIS SIDE ONLY TO BE RECORDED AT THE REGISTRY OF DEEDS BY THE TOWN.

## **I. What is a Voluntary Merger?**

As provided in RSA 674:39-a, any owner of two or more contiguous pre-existing approved or subdivided lots or parcels may apply to the Planning Board to merge the lots for municipal regulation and taxation purposes.

## **II. What are the steps in applying for a Voluntary Merger?**

Section 3.04 of the Orford Subdivision Regulations outlines the application procedures for a Voluntary Merger of Lots. These are summarized as follows:

### **1. Filing of Application:**

The applicant shall complete and sign the appropriate Voluntary Merger form (reverse side) and submit it to the Planning Board.

### **2. Approval and Signing by the Planning Board:**

The Planning Board shall approve and sign the Voluntary Merger form, except where such voluntary merger would create a violation of the current ordinances or regulations. No public hearing or notice to abutters is required.

### **3. Recording the Voluntary Merger Form:**

The signed Voluntary Merger of Lots of Record form is transmitted to the Register of Deeds. The applicant must submit the \$25 fee payable to the Town of Orford with the application to pay for the recording.

## **III. What are the application materials needed for a Voluntary Merger?**

A complete application for a Voluntary Merger consists simply of completing and signing a Voluntary Merger form and submitting it to the Planning Board for their signatures and recording.

## **IV. Who should I contact to schedule a meeting with the Orford Planning Board to discuss an application for a Voluntary Merger of Lot of Record?**

Anyone desiring to meet with the Orford Planning Board to discuss an application should contact the **Planning Assistant for the Planning Board** at **(603) 448-1680** at the Upper Valley Lake Sunapee Regional Planning Commission. Three (3) copies of the application are to be provided to the Town and one (1) copy must be sent to the UVLSRPC at 10 Water Street, Lebanon, NH 03766.