

# TOWN OF BRISTOL PLANNING BOARD LOT LINE ADJUSTMENT- MEMO

## APPLICATION PROCESSING STEPS

### STEP 1:

**CRITERIA: CHECK WITH THE PLANNING BOARD OR LAND USE OFFICE** – who will explain the process to you. An application for a Lot Line Adjustment must include a Site plan and may be accepted only if the following apply:

- **NUMBER OF LOTS**            Application approval will not result in more lots than currently exist.\*  
Application approval will not result in the creation of any buildable parcel for which Subdivision approval is required.
- **FRONTAGE**                Parcels that have frontage on a subdivision, county, town or state roadway must continue to have the required frontage after the adjustment.
- **ZONING MINIMUMS**        The original properties are not reduced in size below the minimum lot size requirement; the lot line adjustment will not create a non-conformity or increase in non-conformance.
- **NON-BUILD PARCELS**        The lot line adjustment will not result in any new non-buildable parcels.
- **RECORDING**                Lots are not legally reconfigured until they have been recorded with the Grafton County Registry of Deeds (RSA 674:37).

**Minor lot line adjustments or boundary agreements which do not create buildable lots and where the original properties are not reduced in size below the minimum lot size requirement shall be exempted from this process, but not RSA 674:37 Recording of Plats.**

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### STEP 2:

**SUBMIT YOUR APPLICATION** – with all of the following:

- **FEES**                        The **application fee is \$100**  
**Abutter Notification is \$10 per abutter** (as verified by the Town Assessing Office).  
Please make checks payable to “Town of Bristol”
- **FORM**                        10 copies of the completed application (attached) which all owners must sign

If you have any questions regarding the lot line adjustment process, please contact the Planning Board Office or the Land Use Office via phone (603-744-3354) or in person Monday through Friday, generally, between the hours of 8:00 am – 4:00 pm.

Please note that there is no requirement for publication of Lot Line Adjustments in a local newspaper.