

## APPLICATION PROCEDURE FOR VOLUNTARY LOT MERGER

The City of Lebanon Planning and Development Office has the authority to provide a service to the Citizens of Lebanon who wish to legally merge their adjoining properties. A change in the State Law now permits the City Planner (acting as the Planning Board's Designee) to review, approve, and record a voluntary merger with the Grafton County Registry of Deeds in accordance with the following:

### **NH RSA 674:39-a VOLUNTARY MERGER**

- I. 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 as set forth in paragraphs II and III, 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.
- II. If there is any mortgage on any of the lots, the applicant **shall give written notice to each mortgage holder at the time of the submission of the application**. The written consent of each mortgage holder shall be required as a condition of approval of the merger, and shall be recorded with the notice of the merger pursuant to paragraph I. Upon recordation of the notice and each consent, the mortgage or mortgages shall be deemed by operation of law to apply to all lots involved in the merger. The municipality shall not be liable for any deficiency in the notice to mortgage holders.
- III. No merger shall be approved that would create a violation of then-current ordinances or regulations.

No such merged parcel shall thereafter be separately transferred without subdivision approval.

### **PROCEDURE**

1. The property owner provides the Planning and Development Office with the following:
  - application for Voluntary Merger
  - copies of recorded deed(s) identifying the subject properties
  - an excerpt of the City's Tax Map showing the removal of the property line(s)
  - written consent from the mortgage holder (if applicable/see RSA above)
  - **MONEY ORDER or CERTIFIED BANK CHECK** made payable to **GRAFTON COUNTY REGISTRY OF DEEDS**
  - **Please see next page for fees**
2. The Planning and Development Office conducts research, reviews a report from the Zoning Administrator, and prepares a notice of action by the City Planner approving the merger.
3. The Planning and Development Office then forwards the notice of action, excerpt of the Tax Map, letter of consent from the mortgage company (if applicable) and the check to the Grafton County Registry of Deeds with a request for recordation. The recorded materials are normally returned to the Planning Office within a month.
4. Once the recorded merger is received by the Planning and Development Office, it will be copied for our records and forwarded to the Property Owner.

## **CITY OF LEBANON PROCEDURE TO RECORD VOLUNTARY LOT MERGERS**

In order to finalize the approval by the City of Lebanon Planning and Development Office of your application for a Voluntary Lot Merger, you must submit the following to the Planning and Development Office:

-A money order, business check, or certified bank check, made payable to the Grafton County Registry of Deeds. **(NO cash or personal check)**

-For recording the Voluntary Lot Merger -\$12.00 for the 1 page Notice of Action and then \$4.00 for every page after. The additional pages include the map and the written consent of the mortgage holder (if applicable).

Postage for GCRD to mail back NOA-see list below

**Effective July 5, 2023 the following postage rates will apply for return postage:**

1-3 pages-\$ .66

4-6 pages \$ .90

7-10 pages \$1.59

Please be sure to verify your fees are correct. Please call the Planning and Development Office with any questions. 603-448-1457

Revised:  
07/05/2023