

Application Procedure for Voluntary Lot Merger

The Town of Farmington Planning and Community Development Department, hereafter referred to as the Planning Office, has the authority to provide a service to the residents of Farmington who wish to legally merge their adjoining properties. Pursuant to RSA 674:39-a (I), the Director of Planning and Community Development OR the Code Enforcement Officer (acting as the Planning Board's Designee) is permitted to review, approve, and record a voluntary merger with the Strafford County Registry of Deeds in accordance with the following:

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 needs to be recorded, but notice of the merger, sufficient to identify the relevant parcels and endorsed in writing by Planning Board or its designee, shall be filed for recording at the Registry of Deeds, and a copy provided to the Assessing Office. 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 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.

Procedure:

- I. The property owner provided the Planning Office with the following:
 - Application for Voluntary Merger (see attached)
 - Copies of recorded deed(s) identifying the subject properties
 - An excerpt of the Town's Tax Map showing the removal of the property line(s)
 - Money order or Certified Bank Check in the appropriate amount made payable to the Town of Farmington
- II. The Planning Office in coordination with the Assessing Clerk conducts any necessary research and prepares a notice of action by the Director of Planning and Community Development OR the Code Enforcement Officer approving the merger.
- III. The Planning Office will forward the notice of action, excerpt of the Tax Map, and the check to the Strafford County Registry of Deeds with a request for recordation.
- IV. Once the recorded merger is received by the Planning Office, it will be copied for our records and forwarded to the Property Owner. The Assessing Clerk will assign the merged lot a tax map and lot number.

Town of Farmington Voluntary Merger Application

Property Owner (Applicant):														
Name:				Tel.#										
Mailing Address:														
E-mail Address:														
Tax Map#:		Lot#:		Zoning District:										
Lots or Parcels to be Merged:														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Tax Map and Lot #</th> <th style="width: 33%;">Recorded Deed Book & Page # identifying parcels to be merged</th> <th style="width: 33%;">Recorded Plan # (if applicable)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Tax Map and Lot #	Recorded Deed Book & Page # identifying parcels to be merged	Recorded Plan # (if applicable)						
Tax Map and Lot #	Recorded Deed Book & Page # identifying parcels to be merged	Recorded Plan # (if applicable)												
<p>I am the legal owner of the Farmington land parcels listed above. These lots are my deeded preexisting, contiguous lots that I wish to merge for municipal regulations and taxation purposes (note RSA 674:39-a). I understand upon approval of this merger, none of the parcels that have been merged shall thereafter be transferred as separate lots or parcels without first receiving subdivision approval from the Town of Farmington Planning Board.</p> <p>Per RSA674:39-a(II) If there is any mortgage on any of the lots, the applicant <u>shall give written notice to each mortgage holder at the time of the submission of the application</u> (see last page of 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. 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.</p>														
Type of Occupancy:														
Existing Use:	<input type="checkbox"/> Vacant	<input type="checkbox"/> One Family	<input type="checkbox"/> Duplex	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Commercial/Ind									
Proposed Use:	<input type="checkbox"/> Vacant	<input type="checkbox"/> One Family	<input type="checkbox"/> Duplex	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Commercial/Ind									
If the use is Commercial or Industrial, please note the specific use: _____														

Signature Block:														
Property Owner: _____				Date: _____										
<p>NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.</p>														
Property Owner: _____				Date: _____										

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(For municipal use only)

By signature below, the application has been reviewed and approved by the Farmington Planning Office and the lot merger shall not result in a violation of the current zoning ordinance or subdivision regulations.

Date: _____

Planning Director OR Code Enforcement Officer

Assessing verification of ownership and deed, and assignment of new lot number:

Tax Map# _____ Lot# _____.

Date: _____

Assessing Clerk

Consent by Mortgagees

The undersigned hold mortgages or other interests in one or more of the parcels and consent to the merger of the parcels:

Mortgage 1:

A. Name of mortgagee: _____

Address: _____

B. Tax Map and Lot of parcel subject to mortgage: _____

C. Title reference of mortgage: Book _____, Page _____.

Signature of mortgagee representative

Printed name of mortgagee representative

Mortgage 2:

A. Name of mortgagee: _____

Address: _____

B. Tax Map and Lot of parcel subject to mortgage: _____

C. Title reference of mortgage: Book _____, Page _____.

Signature of mortgagee representative

Printed name of mortgagee representative
(Attach additional sheet if necessary)