

**Town of Fremont New Hampshire  
APPLICATION CHECKLIST  
SUBDIVISION OR LOT LINE ADJUSTMENT**

**This checklist form must accompany each lot line adjustment application and must be signed by the property owner or legal representative making the application.**

**Processing of this application will be delayed if not complete.**

Initial or check as included in your application as indicated below.

- \_\_\_\_\_ Application
- \_\_\_\_\_ Letter of intent
- \_\_\_\_\_ Owner/Applicant name, address, email address, contact number(s)
- \_\_\_\_\_ Two (2) full size color and ten (10) 11" x 17" sets of plans.
- \_\_\_\_\_ Full sized plans will be colored according to Appendix C of the Subdivision Regulations: Green - wetlands; Blue – water; Gray – pavement; Brown - road shoulders/dirt drives; Red - proposed changes; Orange - existing lot lines; Yellow - setbacks (to side & rear lot lines); Purple - well radius & septic location.
- \_\_\_\_\_ Copy of this "Checklist for Preparing Conditional Use Application" signed by the owner or legal representative.
- \_\_\_\_\_ A digital copy of the plan set(s) and complete signed application.
- \_\_\_\_\_ A spreadsheet (or typed list) of current abutters report (checked by Applicant at the Town Office). The Abutters list shall include the actual owner, anyone whose stamp or seal appears on the plan, anyone whose property physically abuts or is directly across a street or river from the subject property) (see NH RSA 672:3). Format must include Map and Lot Number, First Name, Last Name, Company Name, Address, City, State, Zip.
- \_\_\_\_\_ The proper check amount for fees consistent with the current Town of Fremont Fee Schedule
  - \$350.00 per lot
  - \$15.65 (\$6.00 plus current applicable mailing fee).
  - \$150.00 Current Advertising Cost (\$150.00 minimum). Note there is no advertising fee for a legal notice for a simple lot line adjustment application.
- \_\_\_\_\_ Your list of requested waivers
- \_\_\_\_\_ Check for minimum escrowed fees to cover reasonable professional fees and administrative costs to cover special investigative studies, review of documents and other matters which may be required by particular applications in accordance with NH RSA 676:4,1(g). See Land Use Office for current fee estimates and policies.

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\_\_\_\_\_ (Initial) I do hereby certify that this application meets all Fremont Zoning Regulations.

\_\_\_\_\_ (Initial) I do hereby agree that I am responsible for all costs for engineering assistance and /or all consulting costs regarding this application as per NH RSA 676:4,1(g)

\_\_\_\_\_ (Initial) A copy of the plan has been submitted to the Town Engineer.

\_\_\_\_\_ (Initial) A copy of the plan has been submitted to the Rockingham Planning Commission.

\_\_\_\_\_  
**Owner Name:**

\_\_\_\_\_  
**Owner Signature**

**Submittal Requirements:** The application, including this checklist signed by the actual owner, must be sent to the Fremont Planning Board via verified mail to: PO Box 120, Fremont NH 03044 OR sent via courier to Fremont Planning Board at 295 Main Street, Fremont NH OR delivered by hand to Land Use Staff with acknowledgement of receipt.