



**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**Community Development Department**

**Voluntary Lot Merger  
 Application**

<b>Reviewed By: (for internal use only)</b>	<input type="checkbox"/> City Planner
<input type="checkbox"/> City Surveyor	<input type="checkbox"/> City Assessor
<input type="checkbox"/> City Zoning Administrator	<input type="checkbox"/> City Treasurer

***Applicant Information***

<b>Owner's Name</b> _____ <i>(Name of record owner(s) must be identical for all lots consolidated. In addition, if ownership is that of a trust, all trustees shall sign the application; additional pages may be attached, if needed.)</i>
<b>Agent's Name</b> _____
<b>Mailing Address</b> _____
<b>Property Address (es)</b> _____
<b>City</b> _____ <b>State</b> _____ <b>Zip</b> _____ - _____
<b>Telephone ( )</b> _____ <b>Email</b> _____ @ _____

***Parcel Information***

	Parcel 1	Parcel 2	Parcel 3
<b>Assessor's Map/Block/Lot</b>			
<b>Assessor's Tract Number(s)</b>			
<b>Street Address or Address Range</b>			
<b>Deed Reference Book/Page</b>			

Please attach a copy of the deed for each parcel. Use additional sheets if more than three parcels are involved. An application fee of \$75.00 is required at the time of filing this application.

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The undersigned applicant(s) request(s) that the City of Concord, New Hampshire, hereby merges the aforementioned parcels of land for the purposes of being assessed and treated for regulatory purposes as a single tract or parcel of land in accordance with the City of Concord Subdivision Regulations, Section 11 (please see attached).

**Owner's Signature** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_

**Final Approval of Application granted by** \_\_\_\_\_ **on** \_\_\_\_\_

**(City Planner)**

## SECTION 11 – Voluntary Merger Procedures and Requirements

**11.01 Procedure for Voluntary Merger:** Applications for voluntary lot merger shall be processed in the following fashion:

- (1) An owner of two (2) or more contiguous existing lots or parcels who wishes to merge them may do so by applying to the Planning Division.
- (2) Such requests shall be filed on the official form entitled “Planning Board Application for Voluntary Merger” available in the Planning Division or on the City’s website: [www.concordnh.gov](http://www.concordnh.gov)
- (3) The application for merger shall be accompanied by a copy of the relevant portion of the City of Concord Tax Map, annotating the lots to be merged and the lot lines to be eliminated. Applicants shall also attach copies of the deeds which are referred to in the application.
- (4) The application for merger shall be accompanied by a check made payable to the City of Concord in the amount noted on the Planning Board Application for Voluntary Merger.
- (5) The Planning Division shall process such merger requests for compliance with the provisions herein and upon review by appropriate divisions or departments, shall either (i) approve the request in writing by endorsement on the lot merger application, or (ii) deny the request by sending notice in writing to the applicant. Such action shall be taken within thirty (30) days of filing of the application.
- (6) If an application is approved, a Notice of Voluntary Lot Merger will be forwarded to the Merrimack County Registry of Deeds for recording. Upon recording, the City will forward all applicable documents to the property owner.
- (7) Planning Division Staff will forward along the recorded document to City departments or divisions as necessary. The Assessor’s office will assign the merged lot a tax map and lot number.
- (8) No such merged parcel shall thereafter be separately transferred without subdivision approval.

**11.02 Delegation:** The Planning Board on July 17, 1997, pursuant to RSA 674:39-a, delegated the review and approval for Voluntary Mergers to the Clerk of the Planning Board.

**11.03 Application Requirements:** The applicant shall file with the Planning Division a request for Voluntary Merger. A complete application is one which shall include the following:

- (1) *Application Form:* An application form containing the following information:
  - (a) Owner’s name, mailing address, email address, and telephone number;
  - (b) Tax Assessor’s Map-Block-Lot number for each parcel;
  - (c) Tax Assessor’s Tract number(s) for each parcel;
  - (d) Title reference by Book & Page number in the Merrimack County Registry of Deeds for each parcel;

- (e) Street address or address range for each parcel; and
- (f) Owner(s') signature(s) or signature(s) of each Trustee for any parcel(s) held in ownership by a Trust.

**11.04 Standards:** The decision to approve a voluntary lot merger shall be governed by the following standards:

- (1) Mergers shall be permitted only on lots currently shown on the City of Concord Tax Map;
- (2) The property ownership for the parcels must be the same for all parcels. The Clerk of the Planning Board shall verify with the City Assessor that the legal owner(s) of all of the lots submitted for merger is (are) identical for all of the lots;
- (3) Except as set forth in paragraphs 11.04(4), 11.04(5), and 11.04(6) all such requests shall be approved, and no public hearing or notice shall be required.
- (4) No lots shall be merged unless all real estate taxes on all lots are current;
- (5) Pursuant to RSA 674:39-a, 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. 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 City of Concord shall not be liable for any deficiency in the notice to mortgage holders;
- (6) No merger shall be approved that would create a violation of then-current ordinances or regulations of the City of Concord;
- (7) No city, town, county, or village district may merge pre-existing subdivided lots or parcels except upon the consent of the owner.

**11.05 Survey Drawings:** If a boundary survey is to be recorded at the request of the applicant, the survey drawing shall conform to the requirements of the Merrimack County Registry of Deeds.