

**TOWN OF MANCHESTER
PLANNING DEPARTMENT**

TO: All Interested Parties
FROM: Planning Department
DATE: July 6, 2007
RE: Lot Line Revisions

The Planning and Zoning Commission's Policy Statement regarding lot line revisions, adopted May 18, 1992 and revised January 6, 1997, allows the Planning Director or his/her designee to approve lot line revisions to approved subdivisions subsequent to a review by appropriate town or Eighth District staff. The following shall serve as a guide to those requesting lot line revisions:

- 1) A letter requesting a lot line revision should be submitted to the planning department accompanied by five (5) paper copies of a plot plan on 24" x 36" sheets with the title block indicating lot line revision. The plans should reference the original subdivision plan, include a key map and note the name of the subdivision. Show dimensions and lot areas of existing and proposed lots, easements, utilities, any existing structures, required yard (setbacks) and property address(es).
- 2) The planning department will distribute the plans to appropriate town staff. Allow for a one or two week review period.
- 3) We will advise the applicant of staff comments and the applicant should revise plans accordingly.
- 4) A decision letter approving the requested lot line revision will be prepared when the planning department has received plans, which appropriately address staff comments. The decision letter will state that two (2) wash off mylars and five (5) paper copies of the plans, signed and sealed, should be submitted for stamping along with an electronic file of the lot line revision sheet and a check for \$50.00.
- 5) Upon receipt of the mylars and paper copies for stamping, the Director of Planning or his/her designee will stamp the plans approved.
- 6) One mylar and five (5) paper copies will be distributed to appropriate town staff. The applicant will be notified to pick up the second mylar for filing on the land records in the Town Clerk's office. If the electronic file is accepted your check will be returned to you with your mylar.
- 7) The planning department will notify the Planning and Zoning Commission of the lot line revision.