



CITY OF ROCHESTER LOT COMBINATION POLICY

Pursuant to RSA 674:39-a Voluntary Merger, any owner of two or more lawfully established pre-existing lots (lots shall generally be considered to have been lawfully established unless there are indications to the contrary) who wishes to combine them for municipal regulation, taxation, or other purposes may do so in accordance with the RSA and this policy statement.

***Please note:** All applicants are encouraged to consult with the Planning Department for confirmation that the proposed merger complies with applicable requirements prior to commencing the lot combination process. Also, unless the combination is completed (i.e. approved, recorded, copy of deed delivered to Rochester Assessing Department) by April 1, the combination will not be reflected in the tax bills until the *following* year.

Procedure for applicant

Landowners seeking to combine two or more contiguous lots of land into one lot shall follow these procedures:

- 1) *Prepare deed.* At a minimum the deed shall contain all of the following information:
 - a) City of Rochester map and lot number for each lot to be combined;
 - b) Title references for each lot;
 - c) Description of the external boundaries of the new, combined lot (no new survey or plat need be prepared);
 - d) The following statement or equivalent: "The lots referred to herein are hereby combined into one single lot by the creation and recording of this deed. All lot lines which had been located at the juncture of these lots are hereby abandoned.";
 - e) The following statement or equivalent: "These lots which are herein combined cannot be sold individually and will be considered as one lot under the City's ordinances. Any proposed future subdivision of the newly combined lot must be carried out in accordance with the City of Rochester Subdivision Regulations";
 - f) Any conditions, covenants, easements, and restrictions applicable to the individual lots, which are appropriate for inclusion in this deed;
 - g) Names of grantor(s) and grantee(s) which shall be identical on this deed; and
 - h) Notarized signature of grantor(s)/grantee(s) and date.
- 2) *Complete lot combination application form* (attached)

- 3) *Obtain approval of City of Rochester Chief of Planning or designee on application form.* Approval shall be automatically granted provided that the applicant has followed the procedures described herein and the proposed lot combination is in compliance with all New Hampshire statutes and City of Rochester ordinances, regulations, and policies. (In cases where the Chief of Planning or designee is uncertain whether or not the application complies with these requirements or where there are particular concerns about the application it shall be referred to the City of Rochester Minor Site Review Committee for review. If any members of that committee or the Planning Board's representative on that committee deem it appropriate the application may be referred to the City of Rochester Planning Board for review.)
- 4) *Record both deed and approved application form at Strafford Registry of Deeds.*

Procedure for public agencies

- 1) Once the Planning Department signs the Lot Combination Application the original application and deed shall be given back to the applicant for recording. Then the Planning Department shall write or stamp "Preliminary - Not Yet Recorded" on two copies of the application and deed. These copies shall be distributed to: a) Planning Department file; and b) Assessing Department for that department's records. These two preliminary copies should be discarded once the recorded copies are sent to the City and distributed to those three departments.
- 2) The Strafford County Registry of Deeds will forward copies of the recorded documents to the City of Rochester Assessor's Office. At his option, in order to expedite the process, the landowner may hand deliver a copy of the documents to the Assessor.
- 3) The Assessor's Office will make appropriate changes to tax records and forward a copy of the documents to the Management Information Systems Coordinator.
- 4) The Director of Management Information Systems will make appropriate changes to the tax maps and forward copies of all documents to the Planning Department.
- 5) The Planning Department shall forward copies of all documents to the Planning Board for members' records.

(This policy was endorsed by the City of Rochester Planning Board on September 23, 1996; procedure 1), immediately above was added April 12, 1999.)



City of Rochester
LOT COMBINATION APPLICATION

(to be recorded with deed at Strafford County Registry of Deeds once approved)

Property owner: _____

Mailing address of property owner: _____

Telephone number: _____ **Email Address:** _____

Address (or location) of lots/properties to be combined: _____

City of Rochester map and lot numbers for lots to be combined into a single lot (use a separate application for each combined lot which will be result):

map # _____ lot # _____ ; map # _____ lot # _____

map # _____ lot # _____ ; map # _____ lot # _____

Purpose of lot combination: _____

Signature of property owner

Date

Printed Name of Property Owner

This application is approved when the signature of the City of Rochester Director of Planning & Development or his/her designee appears below

**Director of Planning & Development
or Designee**

Date

Printed Name of Planning Director or Designee

*** NOTICE TO ALL PARTIES *: The attached deed and this approved application *once recorded* serve to combine the lots described herein into one single lot. All lot lines located at the juncture(s) of the formerly separate lots are thereby abandoned. The formerly separate lots cannot be sold individually and will be considered as one lot under the City's ordinances, and any proposed future subdivision of the newly combined lot must be in accordance with the City of Rochester Subdivision Regulations.**