

**TOWN OF PEMBROKE, NEW HAMPSHIRE**  
**NOTICE OF VOLUNTARY MERGER OF PRE-EXISTING LOTS**  
Pursuant to RSA 674:39-a

Property Owner Name(s) \_\_\_\_\_  
\_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

<u>Parcels Being Merged</u>	<u>Map</u>	<u>Lot</u>	<u>Street Address</u>	<u>Book/Page</u>
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Parcel #1 \_\_\_\_\_

Parcel #2 \_\_\_\_\_

Parcel #3 \_\_\_\_\_

Parcel#4 \_\_\_\_\_

The parcel created by this merger shall be referred to in the Town Tax Records as:

Map \_\_\_\_\_ Lot \_\_\_\_\_ Street Address \_\_\_\_\_

By executing this notice, the undersigned certifies that the merger of these parcels will not create a violation of any Town ordinance or regulation, that the lots are in common ownership and contiguous, and that none of the parcels shall hereafter be separately transferred without subdivision approval from the Pembroke Planning Board.

Property Owner Signature \_\_\_\_\_

Property Owner Print Name \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Property Owner Print Name \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Property Owner Print Name \_\_\_\_\_

For the Town of Pembroke-

Planning Board Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Planning Board Chair Print Name \_\_\_\_\_ Date \_\_\_\_\_

## **INSTRUCTIONS FOR VOLUNTARY MERGER OF PRE-EXISTING LOTS**

- 1) Fill out the Notice of Voluntary Merger of Pre-Existing Lots form. You must include the Map and Lot information for the Town as well as the Book and Page number information from the Merrimack Country Registry of Deeds. If you need additional space, please attach another sheet. Please **TYPE or PRINT LEGIBLY** this information because the Merrimack Country Registry of Deeds will not accept it for recording otherwise.

**\*\*\*\*\*Original owner signature and original owner printed name are required on the Merger Form presented to the MCRD.\*\*\*\*\***

- 2) Submit the form along with copies of the deeds, assessing cards, and any surveys you may have for the lots being merged to the Planning and Land Use Department at the Town Hall. The survey is not required but is helpful in the review process. The form will be signed at the next available Planning Board meeting.
- 3) A \$25 fee per lot plus a \$25.00 administrative fee must be paid to the **Town of Pembroke** at the time of submission to cover the costs of recording the merger, i.e. the fees required for a two-lot merger request will be \$75.00.
- 4) Once the request is approved and signed by the Planning Board, Planning Staff will record the original. The MCRD mails the original back to the Town, which is kept on file in our records.. We provide a copy of it to the owner and to the Assessing Department.

If you have any questions, please contact the Planning and Land Use Department at 485-4747.