

**FRANCONIA PLANNING BOARD**  
**Checklist for Completed Application**  
**For Lot Line/Boundary Line Adjustment**

A completed application for lot line/boundary line adjustment shall consist of the following:

- Planning Board Application Form
- Letter of Authorization from the owner if represented by an agent
- List of names and addresses of abutters
- Application and notice fees in a check payable to “Town of Franconia”
- Final Mylar and four paper copies of the plat to include:
  - Names and addresses of all owners of lands involved
  - Date of plan
  - North arrow
  - Bar scale
  - Names of abutting property owners
  - Existing buildings, streets, utilities, rights-of-ways, streams and easements
  - Lot areas and dimensions
  - Natural features in the vicinity of the affected land including contour lines at 10-foot intervals
  - Name, address and seal of NH licensed land surveyor or firm
  - A small location map indication parcels in relation to major streets and intersections, the tax sheet and parcel numbers and the zoning district.

Note: This checklist is for application purposes only and does not constitute an approval checklist.