



TOWN OF WAKEFIELD, NEW HAMPSHIRE

ASSESSING DEPARTMENT

2 HIGH STREET
SANBORNVILLE, NEW HAMPSHIRE 03872
TELEPHONE (603) 522-6205 x300 FAX (603) 522-2295
ASSESSINGDEPT@WAKEFIELDNH.COM

Application for Restoration of Involuntarily Merged Lots
Pursuant to RSA 674:39-aa

The undersigned applicant requests that the Town of Wakefield, New Hampshire, hereby restore the following parcels of land to their pre-merger status for the purposes of being assessed and treated for regulatory purposes as separate tracts or parcels of land.

Property Location/Address _____

Existing Tax Map Number (Map – Lot) _____

Property Owner(s) _____

Property Owner Mailing Address _____

Property Owner Phone: _____ Property Owner Email: _____

If you plan to use an agent, please complete the following:

Agent's Name _____

Agent Mailing Address _____

Agent Phone: _____ Agent Fax: _____

Agent Email: _____

Acknowledgment: By submitting this application, the Owner(s) acknowledges they wish to have an existing parcel on the Wakefield Tax Map divided into two (2) or more previously existing parcels. Such action will be effective for tax purposes following approval of this Application. Such action may result in increased tax assessed value or supplemental tax liability for the current tax year. In addition, the Owner(s) understands that the separate lots may not conform to existing zoning requirements, and that if any subsequent request for zoning variance is made by the Applicant or a subsequent owner, the fact that the parcel was previously part of other premises may affect one or more factors which are considered when considering a variance.

If granted by the Town, the Notice of Decision will be recorded at the Carroll County Registry of Deeds.

► Signature of Property Owner (s): _____

Date

For Official Use Only	
<input type="checkbox"/> Approved	_____
<input type="checkbox"/> Denied	_____
_____	_____
Selectman, Duly-Authorized	Date

Date

Instructions & General Information for Submitting Application

In accordance with NH RSA 674:39-aa, any owner of lots merged by municipal action for zoning, assessing or taxation purposes prior to September 18, 2010 and without the consent of the owner may request that the lots be restored to their pre-merger status and all zoning and tax maps shall be updated to identify the pre-merger boundaries of said lots or parcels, provided:

- a. The request is submitted to the Wakefield Board of Assessors prior to December 31, 2021.
- b. No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners are prohibited from using this process. The town has the burden of proof to show that any previous owner voluntarily merged his or her lots.
- c. All decisions of the Board of Assessors may be appealed in accordance with the provisions of RSA Chapter 676.
- d. The restoration of the lots to their pre-merger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

The procedure for requesting the Restoration of Involuntarily Merged Lots is as follows:

1. Complete the **Application for Restoration of Involuntarily Merged Lots per RSA 674:39-aa**.
2. Include copies of the following documents:
 - a. Most current deed(s) for the lot(s).
 - b. If property was obtained from an estate (inherited), attach copy of the statutory “Notice to Cities and Towns.”
 - c. Plans or surveys (if any) which may depict the “pre-merger” configuration of the lots.
 - d. Unless such information already exists in the town records, if any part of the existing lot is improved by a structure, the Applicant must provide a signed & stamped as-built survey which reflects (at a minimum) the following features:
 - (i) The location of all structures, including buildings, pools, fences, etc.
 - (ii) The location of all driveways, walkways and associated features.
 - (iii) The location of all water supply wells.
 - (iv) The approximate location of all septic tanks, leach beds or cesspools.
 - (v) The superimposed lines of the pre-merger lot lines being requested by the Applicant.
 - e. A list of the names and addresses of abutting lot owners in similar manner as required under RSA Chapter 676.
 - f. Any other documentation deemed relevant.
 - g. If the applicant is someone other than the property owner(s), a letter from the property owner(s) authorizing the owner(s) agent to submit this application and make the request to restore the property to pre-merger status.

Please direct your questions to:

Cindy Bickford
Assessing Technician
603-522-6205 ext. 300
assessingdept@wakefieldnh.com

Submit the completed Application to:

Town of Wakefield
Board of Assessors
2 High Street
Sanbornville, NH 03872