



CARROLL COUNTY REGISTRY OF DEEDS
ADMINISTRATION BUILDING—ROUTE 171—P. O. BOX 163
OSSISPEE, NEW HAMPSHIRE 03864-0163

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BY: _____

ANN P. AITON
REGISTER OF DEEDS

TELEPHONE: (603) 539-4872
539-4265
FAX: (603) 539-5239

December 2013

Dear Planning Board Members:

The NH Register of Deeds Association had Dave Collier from the Land Surveyors Association at our meeting on November 19, 2013 for an informal discussion on plan recording issues that can be avoided. We do not take any pleasure in rejecting plans.

It was decided that the Registers would send the enclosed "Recording Subdivision and Site Plans" sheet attached as a checklist of what is required of the surveyors. This makes a one page check list when you are reviewing the plans for your town requirements. We have also included the Registry of Deeds plat law statute 478: 1-a and a list of contact information for each County Registry for your convenience.

Also note: *Carroll County Registry does accept 24" x 36" plans.
Carroll County Registry does not accept 8.5" x 11" plans, they will
be acceptable as an "exhibit" to a document only.
Carroll County Registry's policy for recording space is 3" x 3" in
the upper right hand corner with NO border interference.*

Mr. Collier will be communicating with the surveyors to emphasize the important role they play in insuring the plan does not get rejected when it reaches the Registry of Deeds.

It is my hope your board will find this helpful. Please do not hesitate contacting this office should you have any questions or require further clarification.

Sincerely,

Ann P. Aiton
Register of Deeds

Recording Subdivision and Site Plans

What is the Plat Law?

The recording of plats is governed by NH RSA 478:1-a under the Registers of Deeds and is generally referred to as the Plat Law. A 'plat' is defined as a map of a specific land area whose boundaries are defined by metes and bounds.

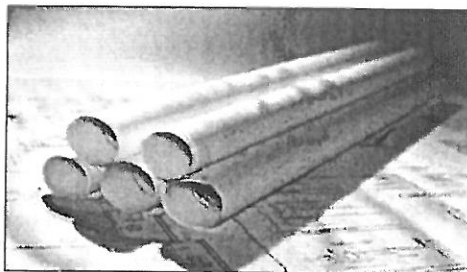
A plat may show:

1. Newly created parcels, streets, alleys and easements as in a subdivision; or
2. A lot-line adjustment or site plan depicting existing parcels defined by legal descriptions contained in deeds, grants or other legal documents.

The standards of the Plat Law are designed to ensure that all plats or plans recorded at the state's 10 registry of deeds are clear and reproducible. The Registry's responsibility is to keep a record of information which defines the limits or extent of legal rights or interest in land. Construction plans, construction details and maps that do not define the limits or extent of legal rights or interest in land shall not be recorded per the plat law.

Do's and Don't of Recording

- * **Do** contact your Register of Deeds for guidance. Invite him or her to a work session.
- * **Do** use multiple sheets rather than layering too much info.
- * **Do** add a note to a recorded page stating the complete plan set is located at the Town.
- * **Do** keep all topographical plans at the Town level.
- * **Do Not** hesitate to bring plan to Registry for review or pre-approval.
- * **Do Not** require information beyond the scope of the plat law to be on recorded plans.



Outline of Plat Law Standards

Your plan will not be recorded unless it complies.

- ♦ Check with your local registry for their policy on the required space for the registry plan number and recording information.
- ♦ Sizes: 8.5" x 11", 11" x 17", 17" x 22" or 22" x 34" (acceptable sizes vary by registry).
- ♦ Minimum 1/2" margin on all sides.
- ♦ Text sizes no smaller than 0.08 of an inch and legible for reproduction.
- ♦ Certifications, seals, and approval blocks with original dates and signatures in legible, permanent black ink.
- ♦ Scale both as a written and graphic representation.
- ♦ North arrow labeled with reference direction.
- ♦ Shading, hatching or coloring over text is not permitted.
- ♦ Title blocks located in lower right corner (when possible), indicating the following:
 - * Type of survey
 - * Owner of record
 - * Title of plat or development
 - * Tax Map number
 - * Name of Town in which parcel is located
 - * Plat and revision date

TITLE XLVIII

CONVEYANCES AND MORTGAGES OF REALTY

CHAPTER 478

REGISTERS OF DEEDS

Section 478:1

478:1 Duties. – The register of deeds shall carefully keep in the office provided by the county at all times, except when he may be required by a court to produce them as evidence or when the same may be removed for the purposes of repair, all books, records, files and papers belonging thereto, and when not in use shall keep them in a safe location where their protection from fire, theft, water and the elements is insured, and he shall permit no paper there deposited for record to be taken from his office before it is recorded. Whenever any of the volumes of records in his office shall be in need of repair, he shall seasonably cause them to be suitably repaired at the expense of the county, and, if necessary, he may allow such volumes to be taken out of his office for a reasonable time for that purpose.

Source. RS 22:4. CS 23:4. GS 26:3. GL 23:15; 27:3. PS 29:1. 1911, 80:1. PL 40:1. RL 49:1. RSA 478:1. 1975, 149:2, eff. May 26, 1975.

Section 478:1-a

478:1-a Recording of Plats. –

I. No register of deeds shall file or record a plat of a subdivision, or a plat prepared for the purpose of showing existing property lines, if such plat has not been prepared and certified by a licensed land surveyor, since July 1, 1981, or by a registered land surveyor between January 1, 1970 and June 30, 1981, and any such filing or recording shall be void. For the purposes of this section the definition of the word "subdivision" shall be that contained in RSA 672:14. A "plat" for the purpose of this section shall be a map of a specific land area whose boundaries are defined by metes and bounds. A plat may show:

- (a) Newly created parcels, streets, alleys, and easements as in a subdivision; or
- (b) A lot-line-adjustment or site plan depicting existing parcels defined by legal descriptions contained in deeds, grants, or other legal documents.

II. Each register of deeds shall establish a policy for providing adequate space, on the plat, for recording the registry plan number and recording information.

III. The register of deeds shall refuse for recording any map that does not meet the definition of a plat under paragraph I and any plat that does not contain the information or meet the specifications required by this section. Construction plans, construction details, and maps that do not define the limits or extent of legal rights or interest in land shall not be recorded.

IV. All plats shall be drawn with the following sizes: 8.5" x 11," 11" x 17," 17" x 22," 22" x 34," or such specifications and sizes as may be required by the register of deeds. The material composition of the plats shall be suitable for electronic scanning and archiving by the register of deeds.

- V. All plats shall have a minimum of 1/2 inch margins on all sides.
- VI. All text and dimensions shall be legible for reproduction, and the text sizes shall be no smaller than .08 of an inch for mechanical drafting and 1/8 inch for hand drafting.
- VII. All certifications, seals, and approval blocks shall have original dates and signatures in a legible, permanent black ink.
- VIII. All title blocks shall be located in the lower right hand corner, when possible, and shall indicate the following:
- (a) Type of survey, such as a boundary survey, subdivision, American Land Title Association (ALTA) survey, or lot line adjustment.
 - (b) Owner of record.
 - (c) Title of plat or development.
 - (d) Tax map number.
 - (e) Name of the town in which the parcel is located.
 - (f) Plat and revision dates.
- IX. All plats shall have a scale both as a written and graphic representation.
- X. All plats shall have a north arrow with reference to magnetic grid or astronomic north, as applicable. The north arrow shall be labeled with its reference direction.
- XI. Shading over any text shall not be permitted on any plat. Cross hatching or other hatching at a scale large enough not to interfere with text legibility, before and after reproduction, may be permitted.
- XII. No lines, whether hatching, boundary lines, or topographic contours shall obstruct or interfere with the legibility, either before or after reproduction, of any bearings, dimensions, or text.
- XIII. The minimum line widths on plats shall not be smaller than .01 inches.

Source. 1988, 233:3. 1995, 303:1, eff. Jan. 1, 1996. 2004, 103:1, eff. Jan. 1, 2005.

Registry Contact Information

Belknap County Registry

64 Court Street - P.O. Box 1343, Laconia, NH 03247-1343

Tel. 527-5420 <http://www.nhdeeds.com/belknap/BeHome.html>

Carroll County Registry

Route 171 - P.O. Box 163, Ossipee, NH 03864

Tel. 539-4872 (no website or online records available)

Cheshire County Registry

33 West Street - P.O. Box 584, Keene, NH 03431

Tel. 352-0403 <http://www.nhdeeds.com/cheshire/ChHome.html>

Coos County Registry

55 School Street, Suite 103, Lancaster, NH 03584

Tel. 788-2392 <http://www.nhdeeds.com/coos/CoHome.html>

Grafton County Registry

3855 Dartmouth College Hgwy-Box 4, N. Haverhill, NH 03774

Tel 787-6921 <http://www.nhdeeds.com/graffton/GrHome.html>

Hillsborough County Registry

19 Temple Street - P.O. Box 370, Nashua, NH 03061-0370

Tel. 882-6933 <http://www.nhdeeds.com/hillsborough/HiHome.html>

Merrimack County Registry

163 North Main Street - P.O. Box 248, Concord, NH 03302-0248

Tel. 228-0101 <http://www.merrimackcounty.nh.us/landata.com/>

Rockingham County Registry

10 Route 125 Brentwood, NH or P.O. Box 896 Kingston, NH 03848

Tel. 642-5526 <http://www.nhdeeds.com/rockingham/RoHome.html>

Strafford County Registry

259 County Farm Road - P.O. Box 799, Dover, NH 03820

Tel. 742-1741 <http://www.nhdeeds.com/strafford/StHome.html>

Sullivan County Registry

14 Main Street - P.O. Box 448, Newport, NH 03773-0448

Tel. 863-2110 <http://www.nhdeeds.com/sullivan/start.htm>



This factsheet was compiled in a joint effort by the NH Register of Deeds Association (NHRDA), the NH Land Surveyors Association (NHLA) and the NH Planners Association (NHPA).



For more information on the recording of plans please refer to NH RSA 478:1-a or contact your local Registry of Deeds.