

Applicant name: _____
Email address: _____
Phone number: _____

Date received: _____
Received by: _____
VM number: _____

Voluntary Merger Application Instructions & Internal Tracking Form

Parcels To Be Merged (to be filled in by applicant)

	ADDRESS and CITY	CURRENT DEED VOLUME, PAGE #, AND DATE	TAX MAP NO.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

- 1) Fill out "Notice of Voluntary Merger" form with owner(s) information (page 1) or "Corporate Acknowledgement" (page 2, businesses only).
- 2) Notarize the form.
- 3) Provide a map of the lots being merged.
- 4) Return the original of both forms to the Community Development Department.
- 5) Provide 2 separate checks
 - i. Application Fee - \$50.00 made out to the City of Keene.
 - ii. Recording Fee - \$16.00 made out to the Cheshire County Registry of Deeds.

FOR INTERNAL OFFICE USE ONLY

To Zoning: _____ date _____ time

Zoning Administrator Verification

Signature & Date

Zone

To Assessing: _____ date _____ time

Assessing verification of common ownership & deed #

Signature & Date

Tax Map Number (TMP) of merged lot: _____

Alt ID # _____

Please return the original Voluntary Merger to:

City of Keene
Community Development Department
3 Washington Street
Keene, New Hampshire 03431



NOTICE OF VOLUNTARY MERGER

(RSA 674:39-A)

State of New Hampshire, Cheshire County, City of Keene

Pursuant to RSA 674:39-a, we the undersigned being common owners of the lots described below do voluntarily merge the described lots into a single lot. No merged parcel shall hereafter be separately transferred without subdivision approval.

PARCELS TO BE MERGED

	ADDRESS and CITY	CURRENT DEED VOLUME, PAGE #, AND DATE	TAX MAP NO.
1.			
2.			
3.			
4.			

On this the _____ day of _____, 20____, before me, the undersigned, personally appeared _____, known to me (or satisfactorily proven) to be the person described in the above notice of merger, and acknowledged that she/he executed the same in the capacity therein stated and for the purposes therein contained.

Owner 1 Signature

Print Name

Notary Public/Justice of the Peace

Commission expires _____

On this the _____ day of _____, 20____, before me, the undersigned, personally appeared _____, known to me (or satisfactorily proven) to be the person described in the above notice of merger, and acknowledged that she/he executed the same in the capacity therein stated and for the purposes therein contained.

Owner 2 Signature

Print Name

Notary Public/Justice of the Peace

Commission expires _____

Company Name

Signature of Owner and Title

Print Owner Name

CORPORATE ACKNOWLEDGEMENT:

On this _____ day of _____, 20____, before me, the undersigned officer, personally appeared _____, who acknowledged himself/herself to be the _____ of the _____ a New Hampshire corporation, and that he/she, as such _____, being authorized so to do executed the foregoing instrument for the purposes therein contained by signing the instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as _____.

Notary Public/Justice of the Peace

Commission Expires _____

.....
Approved by the City of Keene Planning Board designee:
Dated, Keene, New Hampshire,

_____, 20____

John Rogers, Building & Health Official