

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ VM Number: \_\_\_\_\_  
 Received From: \_\_\_\_\_

## 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 Planning Department.
- 5) Provide 2 separate checks
  - i. Application Fee - \$25.00 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  
Planning 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**

\_\_\_\_\_  
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**

\_\_\_\_\_  
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 \_\_\_\_\_

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

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
John Rogers, Acting Health Director