



**TOWN OF JOHNSTON  
PLANNING BOARD**

100 IRONS AVENUE, JOHNSTON, RI 02919  
TEL: (401) 231-4000 ♦ FAX: (401) 231-4181

**Administrative Merger**

	PLAT	LOT	AREA±	RECORD DEEDS			STREET ADDRESS
				BOOK #	PAGE #	DATE	
Existing Lots							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

**Owner of record**

NAME(s) \_\_\_\_\_ TELEPHONE \_\_\_\_\_

SIGNATURE(s) \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_ COMMISSION EXPIRATION \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

*The undersigned hereby authorizes and approves the merger of the lots specified herein into a single lot.*

**Authorization** SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

**Record data** BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ TIME \_\_\_\_\_ TOWN CLERK: \_\_\_\_\_

**Proposed lot #** \_\_\_\_\_ **Metes & bounds verification:** \_\_\_\_\_

COMPLETE	INCOMPLETE	CHECKLIST	NUMBER OF COPIES
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fees</b> — \$610 for first lot plus \$150 for each additional lot.	—
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application</b> — Notarized, with <u>original</u> signature(s) of owner(s).	3
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plan (for review)</b> — Stamped and certified Class I survey including: TITLE (Administrative Merger), LOCATION, OWNER NAME(S) & ADDRESS, ZONING DISTRICT, DATE, GRAPHIC SCALE, & NORTH ARROW	3
<input type="checkbox"/>	<input type="checkbox"/>	<b>Record map</b> — Copy of plat map recorded when lots were created (from Town Clerk).	3
<input type="checkbox"/>	<input type="checkbox"/>	<b>Tax certificates</b> — Current 60-day <i>municipal lien certificate</i> for each lot (from Tax Collector).	3
<input type="checkbox"/>	<input type="checkbox"/>	<b>Legal instruments</b> — Draft deeds with metes and bounds description.	3
II. <input type="checkbox"/>	<input type="checkbox"/>	<b>Plan for recording</b> — 1 mylar & 3 bond copies.	4