

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

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/grafton/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 (NHLSA) 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.