

August 19, 2024

Portsmouth Technical Advisory Committee
Attn: Peter Stith
1 Junkins Avenue, Suite 3rd Floor
Portsmouth, NH 03801

RE: Lot Line Adjustment – 100 Borthwick Ave, Portsmouth, NH

Dear Mr. Peter Stith:

On behalf of the Applicant, Stonefish, LLC, Apex Design Build respectfully submits an application to the adjust of the Lot-Line between the existing neighbor (Liberty Mutual) to the north and 100 Borthwick Ave, Portsmouth, NH. The Applicant is proposing this adjustment as part of the sale of an existing parking lot which features an addition of (264) parking spots for Liberty Mutual. This parking lot was previously designed, permitted, and constructed by Liberty Mutual as part of an agreement between NECU and Liberty Mutual. Now that NECU is relocating their corporate headquarters to Dover, NH, this presents a viable opportunity to Liberty Mutual to purchase the aforementioned parking lot which has been leased back to them for 5+ years. As a result of this lot-line adjustment, there will be no change in usage, no change in surface drainage, and the existing infrastructure complies with required runoff rates employed by Portsmouth. Additionally, all current needs of the site remain in compliance for the intended mixed-use tenancy at 100 Borthwick Ave and associated parking requirements.

This Lot-Line Adjustment will ensure that Liberty Mutual continues to provide a strong presence in Portsmouth for their Corporate Headquarters, and will also be a strong advocate for continuing that presence for the foreseeable future. This, in turn, will continue to solidify thousands of local employment opportunities for the Portsmouth, NH area.

Should there be any questions or concerns about the aforementioned application, please feel free to contact me directly.

Sincerely,

Jeff Kilburg



Project Director

Encl: Application Materials

Authorization Form

This Authorization Form (this "Authorization"), effective upon the date of signature below (the "Effective Date"), is by and among Northeast Credit Union dba Lighthouse Credit Union and its successors or assigns ("Lighthouse"), Apex Design Build ("Apex") and Allen & Major Associates, Inc. (collectively with Apex, the "ATDG Borthwick Team"), to act as an agent on behalf of Lighthouse for the purposes and upon the limitations listed herein:

Effective upon the Effective Date, this Authorization, relative strictly to Lighthouse's property located at 100 Borthwick Avenue, Portsmouth, New Hampshire 03801 (the "Property") and the ATDG Borthwick Team's ongoing project on behalf of ATDG, LLC at the Property (the "Project"), is limited to: 1) permitting and land use matters relative to the Project that are before governing boards, committees or other authority bodies or individuals authorized and acting on behalf of the City of Portsmouth, New Hampshire or the State of New Hampshire (collectively, the "Project Governmental Bodies") and 2) authorizes the ATDG Borthwick Team to: a) apply for and sign permits and ancillary documents relative to the Project as needed from the Project Governmental Bodies and to b) speak with and appear before Project Governmental Bodies and individuals working on behalf of the same, as representative of Lighthouse in conjunction with the Project. This Authorization is contingent upon copy of all applications and submissions relative to the Project that are submitted to the Project Governmental Bodies being sent to Lighthouse, contemporaneously with or before their time of submission, as follows:

Lighthouse Credit Union
Attn: Lee Schafer, SVP, General Counsel & Chief Operating Officer
Via email to: lschafer@lighthousecu.org &
Neil Gordon, SVP & Chief Financial Officer
Via email to: ngordon@lighthousecu.org

With a copy to

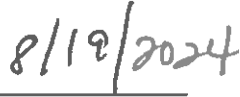
Sheehan Phinney Bass & Green, PA
Attn: Eric T. Kilchenstein, Esq.
Via email to: ckilchenstein@sheehan.com

This Authorization is fully revocable without cause and upon written notice from Lighthouse.

[Signature Page Follows]

Northeast Credit Union dba Lighthouse Credit Union





By: Neil Gordon,
Title: SVP and Chief Financial Officer
Duly Authorized

Date:

[Signature Page to Authorization Form]

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input checked="" type="checkbox"/>	Preliminary Plat Names and addresses of all adjoining property owners. (Section IV.2) Final Plat Names and addresses of all abutting property owners, locations of buildings within one hundred (100) feet of the parcel, and any new house numbers within the subdivision. (Section V.2)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	North point, date, and bar scale. (Section IV.3/V3)	Required on all Plan Sheets	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Zoning classification and minimum yard dimensions required. (Section IV.4/V.4)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Preliminary Plat Scale (not to be smaller than one hundred (100) feet = 1 inch) and location map (at a scale of 1" = 1000'). (Section IV.5) Final Plat Scale (not to be smaller than 1"=100'), Location map (at a scale of 1"=1,000') showing the property being subdivided and its relation to the surrounding area within a radius of 2,000 feet. Said location map shall delineate all streets and other major physical features that may either affect or be affected by the proposed development. (Section V.5)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Location and approximate dimensions of all existing and proposed property lines including the entire area proposed to be subdivided, the areas of proposed lots, and any adjacent parcels in the same ownership. (Section IV.6)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input checked="" type="checkbox"/>	Dimensions and areas of all lots and any and all property to be dedicated or reserved for schools, parks, playgrounds, or other public purpose. Dimensions shall include radii and length of all arcs and calculated bearing for all straight lines. (Section V.6/ IV.7)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Location, names, and present widths of all adjacent streets, with a designation as to whether public or private and approximate location of existing utilities to be used. Curbs and sidewalks shall be shown. (Section IV.8/V.7)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input checked="" type="checkbox"/>	Location of significant physical features, including bodies of water, watercourses, wetlands, railroads, important vegetation, stone walls and soils types that may influence the design of the subdivision. (Section IV.9/V.8)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input checked="" type="checkbox"/>	Preliminary Plat Proposed locations, widths and other dimensions of all new streets and utilities, including water mains, storm and sanitary sewer mains, catch basins and culverts, street lights, fire hydrants, sewerage pump stations, etc. (Section IV.10) Final Plat Proposed locations and profiles of all proposed streets and utilities, including water mains, storm and sanitary sewer mains, catchbasins and culverts, together with typical cross sections. Profiles shall be drawn to a horizontal scale of 1"=50' and a vertical scale of 1"=5', showing existing centerline grade, existing left and right sideline grades, and proposed centerline grade. (Section V.9)	No proposed new streets / utilities.	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input checked="" type="checkbox"/>	When required by the Board, the plat shall be accompanied by profiles of proposed street grades, including extensions for a reasonable distance beyond the subject land; also grades and sizes of proposed utilities. (Section IV.10)	No proposed new streets / utilities	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input checked="" type="checkbox"/>	Base flood elevation (BFE) for subdivisions involving greater than five (5) acres or fifty (50) lots. (Section IV.11)	No BFE within the parcel or vicinity.	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input checked="" type="checkbox"/>	For subdivisions of five (5) lots or more, or at the discretion of the Board otherwise, the preliminary plat shall show contours at intervals no greater than two (2) feet. Contours shall be shown in dotted lines for existing natural surface and in solid lines for proposed final grade, together with the final grade elevations shown in figures at all lot corners. If existing grades are not to be changed, then the contours in these areas shall be solid lines. (Section IV.12/ V.12)	Not applicable. This is a two lot subdivision.	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input type="checkbox"/>	Dates and permit numbers of all necessary permits from governmental agencies from which approval is required by Federal or State law. (Section V.10)	N/A	<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input checked="" type="checkbox"/>	For subdivisions involving greater than five (5) acres or fifty (50) lots, the final plat shall show hazard zones and shall include elevation data for flood hazard zones. (Section V.11)	No BFE within the parcel or vicinity	<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input checked="" type="checkbox"/>	Location of all permanent monuments. (Section V.12)		<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

General Requirements¹

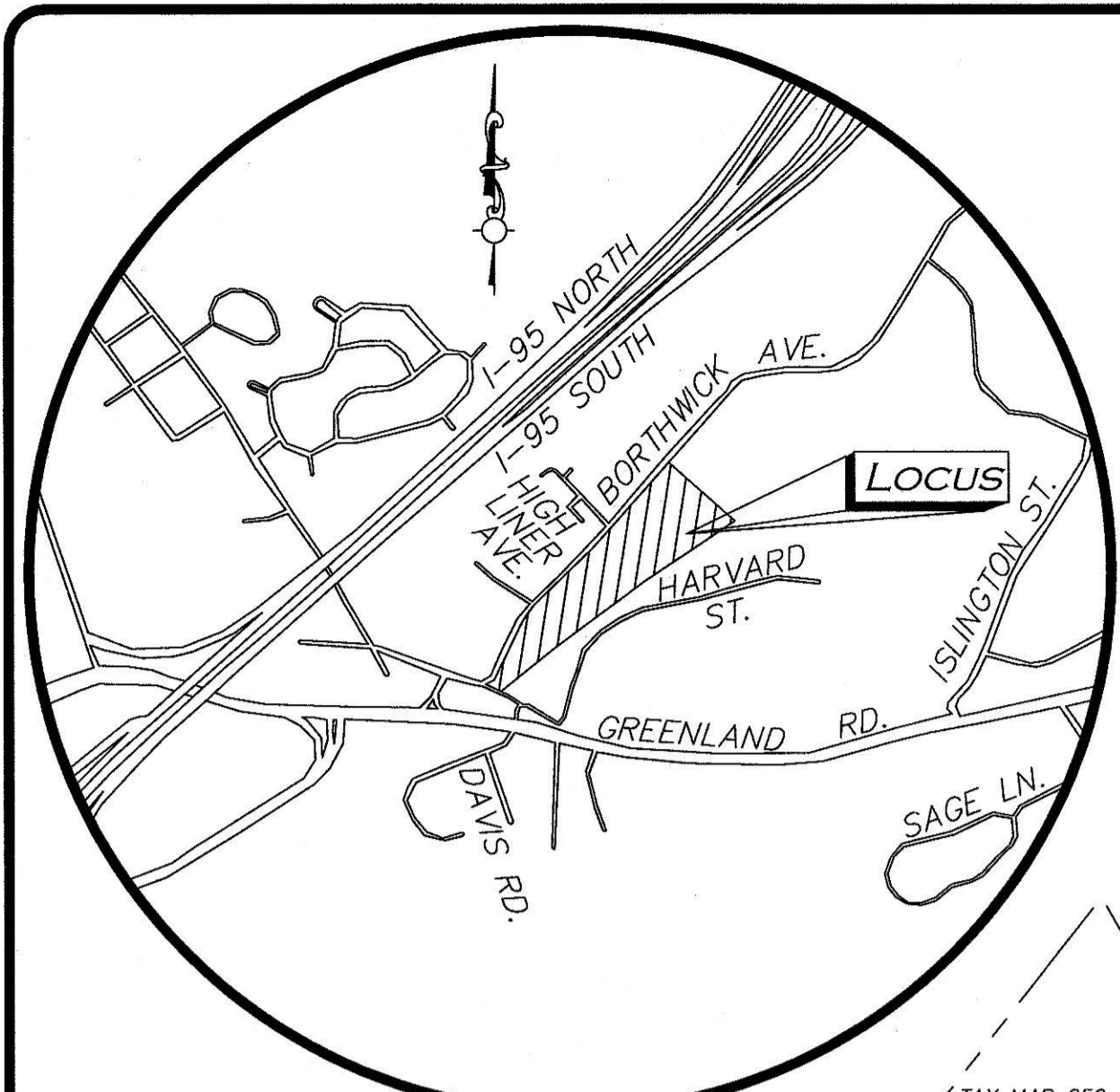
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	1. Basic Requirements: (VI.1) a. Conformity to Official Plan or Map b. Hazards c. Relation to Topography d. Planned Unit Development	Not applicable, this is a two lot subdivision of previously developed area using existing frontage.	
<input checked="" type="checkbox"/>	2. Lots: (VI.2) a. Lot Arrangement b. Lot sizes c. Commercial and Industrial Lots		
<input checked="" type="checkbox"/>	3. Streets: (VI.3) a. Relation to adjoining Street System b. Street Rights-of-Way c. Access d. Parallel Service Roads e. Street Intersection Angles f. Merging Streets g. Street Deflections and Vertical Alignment h. Marginal Access Streets i. Cul-de-Sacs j. Rounding Street Corners k. Street Name Signs l. Street Names m. Block Lengths n. Block Widths o. Grade of Streets p. Grass Strips	Some items are not applicable. No new right-of-way is proposed. Lots will use existing frontage.	
<input type="checkbox"/>	4. Curbing: (VI.4)	Not applicable, no new street proposed	
<input type="checkbox"/>	5. Driveways: (VI.5)	Existing driveways are maintained	
<input type="checkbox"/>	6. Drainage Improvements: (VI.6)	Existing drainage to remain.	
<input type="checkbox"/>	7. Municipal Water Service: (VI.7)	Existing water service to remain	
<input type="checkbox"/>	8. Municipal Sewer Service: (VI.8)	Existing sewer service to remain	
<input type="checkbox"/>	9. Installation of Utilities: (VI.9) a. All Districts b. Indicator Tape	No new utilities proposed	
<input type="checkbox"/>	10. On-Site Water Supply: (VI.10)	No new on-site water supply proposed.	
<input type="checkbox"/>	11. On-Site Sewage Disposal Systems: (VI.11)	No on-site sewage disposal proposed/required	
<input type="checkbox"/>	12. Open Space: (VI.12) a. Natural Features b. Buffer Strips c. Parks d. Tree Planting	No changes proposed to existing site	
<input type="checkbox"/>	13. Flood Hazard Areas: (VI.13) a. Permits b. Minimization of Flood Damage c. Elevation and Flood-Proofing Records d. Alteration of Watercourses	No BFE on the parcel or within the vicinity	
<input type="checkbox"/>	14. Erosion and Sedimentation Control (VI.14)	No site work proposed	

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input checked="" type="checkbox"/>	15. Easements (VI.15)	Existing easements are shown. Proposed access easement is	
<input type="checkbox"/>	a. Utilities		
<input type="checkbox"/>	b. Drainage		
<input checked="" type="checkbox"/>	16. Monuments: (VI.16)		
<input type="checkbox"/>	17. Benchmarks: (VI.17)	No site work is proposed	
<input checked="" type="checkbox"/>	18. House Numbers (VI.18)	Existing address to remain.	

Design Standards			
	Required Items for Submittal	Indicate compliance and/or provide explanation as to alternative design	Waiver Requested
<input type="checkbox"/>	1. Streets have been designed according to the design standards required under Section (VII.1). a. Clearing b. Excavation c. Rough Grade and Preparation of Sub-Grade d. Base Course e. Street Paving f. Side Slopes g. Approval Specifications h. Curbing i. Sidewalks j. Inspection and Methods	No new streets are proposed.	
<input type="checkbox"/>	2. Storm water Sewers and Other Drainage Appurtenances have been designed according to the design standards required under Section (VII.2). a. Design b. Standards of Construction	No new storm water or drainage work is proposed. Existing drainage is to remain.	
<input type="checkbox"/>	3. Sanitary Sewers have been designed according to the design standards required under Section (VII.3). a. Design b. Lift Stations c. Materials d. Construction Standards	No new sanitary sewer work is proposed. Existing sewer is to remain.	
<input type="checkbox"/>	4. Water Mains and Fire Hydrants have been designed according to the design standards required under Section (VII.4). a. Connections to Lots b. Design and Construction c. Materials d. Notification Prior to Construction	No new water mains or hydrants are proposed. Existing water is to remain.	

Applicant's/Representative's Signature:  Date: 08/19/2024

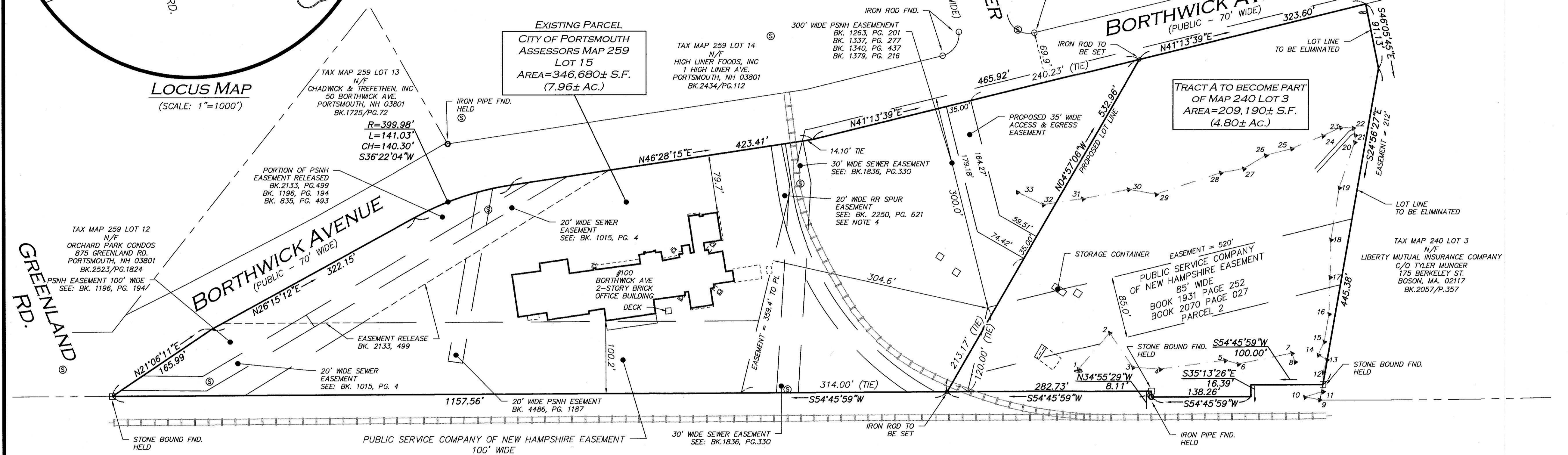
¹ See City of Portsmouth, NH Subdivision Rules and Regulations for details.
Subdivision Application Checklist/January 2018



LOCUS MAP
(SCALE: 1"=1000')

LEGEND	
STONE BOUND FND.	□
IRON PIPE (IP)	○
IRON ROD (IR)	●
WETLAND FLAG	▲A31
PROPERTY LINE	---
ABUTTERS LINE	---
STONE BOUND W/DRILL HOLE	SB/DH
CONC. BOUND W/DRILL HOLE	CB/DH
FOUND	FND
NOW OR FORMERLY	N/F
BOOK	BK.
PAGE	PG.
BUILDING HEIGHT	BH
SEWER MAN HOLE	⊙

ZONING TABLE - OFFICE/RESEARCH DISTRICT			
ITEM	REQUIRED	EXISTING	PROPOSED 259-15
LOT AREA (MIN)	3 Ac.	12.76	7.96 AC.
LOT FRONTAGE (MIN)	300'	1842.10'	1518.5'
LOT DEPTH (MIN)	300'	337' AVG.	337' AVG.
FRONT YARD SETBACK (MIN)	50'	79.7'	79.7'
SIDE YARD SETBACK (MIN)	75'	829'	332'
REAR YARD SETBACK (MIN)	50'	100.2'	100.2'
OPEN SPACE (MIN)	30%	48%	45%
BUILDING COVERAGE (MAX)	30%	4%	4%
BUILDING HEIGHT (MAX)	60'	72'	72'



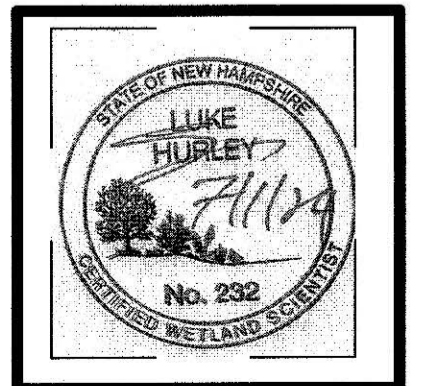
EXISTING PARCEL
CITY OF PORTSMOUTH
ASSESSORS MAP 259
LOT 15
AREA=346,680± S.F.
(7.96± AC.)

TRACT A TO BECOME PART OF MAP 240 LOT 3
AREA=209,190± S.F.
(4.80± AC.)

BOSTON & MAINE RAILROAD

PLAN REFERENCES

- PLAN ENTITLED, "PLAN OF A PORTION OF BORTHWICK INDUSTRIAL PARK PORTSMOUTH, N.H.", SCALE 1"=60', DATED DECEMBER 1975, PREPARED BY JOHN W. DURGIN, AND ON FILE AT THE R.C.R.D. AS PLAN NO. D-5695.
- PLAN ENTITLED, "SITE PLAN OF ORCHARD PARK CONDOMINIUMS", SCALE 1"=40', DATED OCTOBER 10, 1985, PREPARED BY KIMBALL CHASE COMPANY, INC. AND ON FILE AT THE R.C.R.D. AS PLAN NO. D-14238.
- PLAN ENTITLED, "PLAN OF LAND MAP 240, LOTS 1 & 3 PORTSMOUTH, NEW HAMPSHIRE", SCALE 1"=60', DATED JUNE 13, 2005, PREPARED BY VHB, AND ON FILE AT THE R.C.R.D. AS PLAN NO. D-33833.
- PLAN ENTITLED, "SUBDIVISION PLAN FOR NATIONAL SEA PRODUCTS INCORPORATED HIGHLINER AVENUE/ BORTHWICK AVENUE COUNTY OF ROCKINGHAM PORTSMOUTH, N.H.", SCALE 1"=100', DATED OCTOBER 25, 1997, PREPARED BY RICHARD P. MILLETTE AND ASSOCIATES, AND ON FILE AT THE R.C.R.D. AS PLAN NO. D-25842.
- PLAN ENTITLED, "REVISED PLAN OF BORTHWICK INDUSTRIAL PARK PORTSMOUTH, N.H.", SCALE 1"=60', DATED AUGUST 31, 1966, PREPARED BY JOHN W. DURGIN AND ON FILE AT THE R.C.R.D. AS PLAN #770.
- PLAN ENTITLED, "PLAN OF BORTHWICK INDUSTRIAL PARK PORTSMOUTH, N.H.", SCALE 1"=60', DATED JANUARY, 1964, PREPARED BY JOHN W. DURGIN AND ON FILE AT THE R.C.R.D. AS PLAN NO. 282.
- PLAN ENTITLED, "STANDARD BOUNDARY SURVEY" DATED JUNE 2004, PREPARED BY AMBIT ENGINEERING, INC. CIVIL ENGINEERS & LAND SURVEYORS AND RECEIVED ON JUNE 17, 2024.
- PLAN ENTITLED, "EASEMENT PLAN MAP 259-LOT 15 NORTHEAST CREDIT UNION TO PSNH" DATED MARCH 2005, PREPARED BY AMBIT ENGINEERING, INC. CIVIL ENGINEERS & LAND SURVEYORS AND ON FILE AT R.C.R.D. AS PLAN NO. D-32670.



HURLEY ENVIRONMENTAL & LAND PLANNING, LLC
P.O. BOX 356
EPSOM, NH 03234
(603) 583-1745

THE WETLAND DELINEATION WAS PERFORMED BY HURLEY ENVIRONMENTAL & LAND PLANNING, LLC, JUNE 2024, UTILIZING THE FOLLOWING STANDARDS:

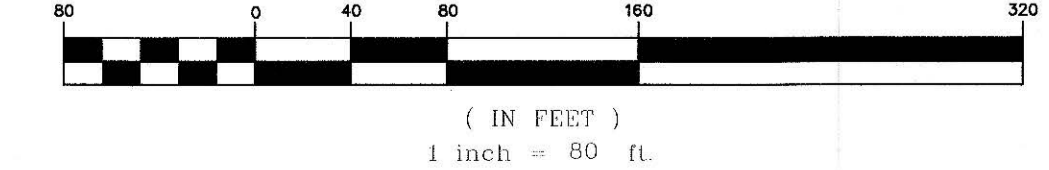
- REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS MANUAL: NORTH CENTRAL AND NORTHEAST REGION, (VERSION 2.0) JANUARY 2012, U.S. ARMY CORPS OF ENGINEERS.
- FIELD INDICATORS OF HYDRIC SOILS IN THE UNITED STATES, A GUIDE FOR IDENTIFYING AND DELINEATING HYDRIC SOILS, VERSION 8.2, UNITED STATES DEPARTMENT OF AGRICULTURE(2018).
- NEW ENGLAND HYDRIC SOILS TECHNICAL COMMITTEE, 2019 VERSION 4, FIELD INDICATORS FOR IDENTIFYING HYDRIC SOILS IN NEW ENGLAND. NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION, LOWELL, MA.
- NATIONAL WETLAND PLANT LIST, VERSIONS 3.5 (2020).

LOCUS REFERENCES

- CITY OF PORTSMOUTH TAX MAP 259, LOT 15
- R.C.R.D. BOOK 2270, PAGE 345

NOTES

- THE PURPOSE OF THIS PLAN IS TO ADJUST THE LOT LINE BETWEEN MAP 259 LOT 15 AND MAP 240 LOT 3. PROPOSED TRACT A WILL BE ANNEXED AND COMBINED WITH MAP 240 LOT 3. NO SURVEY WORK WAS COMPLETED AT THIS TIME BY THIS OFFICE, FOR MAP 240 LOT 3.
- NORTH ARROW IS BASED ON NEW HAMPSHIRE GRID COORDINATE SYSTEM (NAD 83).
- BOOK/PAGE AND PLAN REFERENCES ARE TAKEN FROM THE ROCKINGHAM COUNTY REGISTRY OF DEEDS IN BRENTWOOD, NH
- WETLANDS DELINEATED BY LUKE HURLEY, NH WETLAND SCIENTIST.
- RAILROAD SPUR WAS CONSTRUCTED OUTSIDE OF RECORD EASEMENT.
- PROPOSED NEW PARCEL MAP 259 LOT 15-A IS CURRENTLY USED AS A PARKING AREA.
- SEE EXISTING CONDITIONS PLAN SET, PREPARED BY ALLEN & MAJOR ASSOCIATES, INC. WITH THE SAME DATE. ONLY THIS PLAN TO BE USED FOR SUBDIVISION RECORDING PURPOSES.
- SEE: BK. 4486, PG. 2595 EASEMENT TO CITY OF PORTSMOUTH FOR GROUNDWATER MONITORING.
- SEE: BK. 1374, PG. 142 35' WIDE EASEMENT TO ALLIED NH GAS COMPANY. SPECIFIC LOCATION NOT IDENTIFIED, BLANKET IN NATURE.
- SEE: BK. 835, PG. 493 FOR EASEMENT TO NH GAS & ELECTRIC COMPANY. BELIEVED TO BE AN OVERLAPPING EASEMENT THAT WAS DISCONTINUED IN BK. 2133, PG. 499.



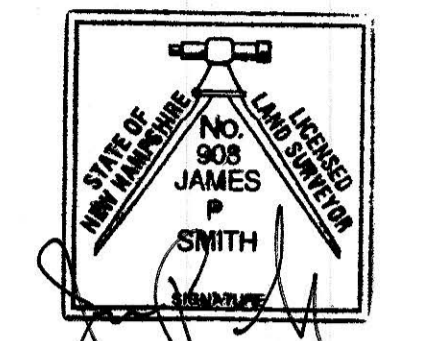
R:\PROJECTS\3250-02\SURVE\DRAWINGS\CURRENT\S-3250-02-LOT LINE ADJUSTMENT.DWG

CITY OF PORTSMOUTH, NH PLANNING BOARD APPROVAL

CHAIRMAN	DATE

THIS PLAN IS THE RESULT OF AN ACTUAL ON THE GROUND SURVEY PERFORMED ON OR BETWEEN JUNE 14, 2024 AND JULY 2, 2024 AND HAD AN ERROR OF CLOSURE OF NO GREATER THAN 1/10,000.
THE SUBJECT PREMISES IS LOCATED IN FLOOD ZONE X - "AREA OF MINIMAL FLOOD HAZARD" AS SHOWN ON THE FLOOD INSURANCE RATE MAP FOR THE CITY OF PORTSMOUTH NEW HAMPSHIRE ROCKINGHAM COUNTY COMMUNITY PANEL NUMBER 33015C0270F HAVING AN EFFECTIVE DATE OF JANUARY 1, 2021.

ALLEN & MAJOR ASSOCIATES, INC.



JAMES P. SMITH NH L.S. #908 DATE 8-19-24

REV	DATE	DESCRIPTION

APPLICANT:

STONEFISH, LLC
875 GREENLAND RD. UNIT C8
PORTSMOUTH, NH 03801

OWNER:

NORTH EAST CREDIT UNION
PO BOX 1240
PORTSMOUTH, NH 03802

PROJECT:

TM 259 LOT 15
100 BORTHWICK AVE.
PORTSMOUTH, NH

PROJECT NO.	3250-02	DATE:	08-19-2024
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SCALE: 1" = 80'	DWG. NAME: S-3250-02-LLA
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DRAFTED BY:	CTP	CHECKED BY:	JPS
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PREPARED BY:

ALLEN & MAJOR ASSOCIATES, INC.
civil engineering • land surveying
environmental consulting • landscape architecture
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DRAWING TITLE:	SHEET No.
LOT LINE ADJUSTMENT PLAN	1