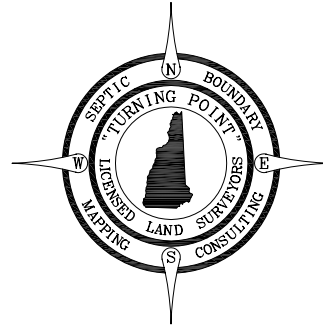


# Turning Point Land Surveyors and Land Planners

217 Cotton Hill Rd.  
Gilford, NH 03249  
(603)528-3734



## New Project Checklist

### Client Information:

<b>Billing Information</b>	Name	
	Company	
	Mailing Address	
	Mailing City	
	Mailing State & Zip	
	Email address	
	Telephone	
	FAX number	

### Project Location:

Parcel Town	
Parcel Tax Map & Lot	
Parcel Street Address	
County	
Current Deed (Book & Page)	

### Parcel (Lot) Owner Information:

<b>Legal Owner Information</b>	Name	
	Company	
	Mailing Address	
	Mailing City	
	Mailing State & Zip	
	Email address	
	Telephone	
	FAX number	

### Project type:

Briefly Describe:	
Additional info:	

Documents, Information needed to begin:

Abutters form	Please fill out the abutters form at the town/city hall Tax Assessors office. <b>Abutters form will be forwarded to you by this office.</b> “Abutter” = all parcels of land which are adjacent (touching) the subject lot <i>or lots</i> . Also include in the abutters list lots which are opposite the subject lot or lots, across the road. Some towns/cities also require all lots within a certain distance from the subject lot or lots. Please check with a town official for confirmation of definition of abutter.
Tax Map Sketch	Make a photocopy of the tax map indicating the parcels of land which are included in the project, as well as all abutters. If a “full size” sheet is available, this is desirable. A legible reduced copy is also fine. If no photocopy is available, a tracing of the tax map is fine.
Plans	Any plans, boundary surveys, or other plans that you have are very helpful. The town may have some plans on file for your parcel, as well as abutters.

Before we can begin

Contract for services	If you have decided to utilize a written contract, please sign the contract and return to this office with the retainer.
Retainer	Please forward the requested retainer. Once the retainer is received, work may begin on your project.
Schedule	Please indicate any scheduling you are working towards.

Forward all this to us

You can send all the documents and information to us via the US Mail:  
Turning Point Land Surveyors  
217 Cotton Hill Rd.  
Gilford, NH 03249

**OR:** Simply FAX all the information to us: (603)528-3734 (during business hours)

**OR:**

Utilize the web:

[www.bailey-associates.com](http://www.bailey-associates.com)

email contacts:

Bryan L. Bailey, LLS: [blbailey@bailey-associates.com](mailto:blbailey@bailey-associates.com)

Craig T. Bailey, PE: [ctbailey@bailey-associates.com](mailto:ctbailey@bailey-associates.com)