



TOWN OF HOOKSETT  
PLANNING BOARD  
ADMINISTRATIVE FEES  
(EFFECTIVE July 1, 2008)

**SITE PLAN APPLICATION FEES**

- 1 to 5 acres:** \$500 plus \$2,500 engineering escrow  
**Over 5 acres up to 15 acres:** \$1,000 plus \$2,500 engineering escrow  
**Over 15 acres:** \$1,500 plus \$2,500 engineering escrow  
**Amended Site Plans:** \$250 plus \$500 engineering escrow

In addition to the above fees, all applicants must provide:

**Certified mail:** \$10 per abutter, owner, applicant, engineer and surveyor with envelopes, certified mail cards and slips and 3 sets of address labels.

**Site plans are no longer recorded with the Merrimack County Registry of Deeds**

**For WAIVERS,** only certified mail requirements are due

**SUBDIVISION (minor & major) & CONDOMINIUM CONVERSION APPLICATION FEES**

- 1-3 lots:** \$250 plus \$1,000 engineering escrow fee without roads  
\$2,500 engineering escrow fee with roads  
**4-10 lots:** \$500 plus \$2,500 engineering escrow  
**10-20 lots:** \$1,000 plus \$2,500 engineering escrow  
**20-40 lots:** \$1,500 plus \$2,500 engineering escrow  
**Over 40 lots:** \$2,500 plus \$2,500 engineering escrow

In addition to the above fees, all applicants must provide:

**Certified mail:** \$10 per abutter, owner, applicant, engineer and surveyor with envelopes, certified mail cards and slips and 3 sets of labels.

**Recording fees:** \$30 per applicant and \$30 per page of plan set

**\*Recording fees to be paid when final approved plan sets are delivered to the Town for signature and recording**

**Phasing plans:** Certified mail and recording fees plus \$500 engineering escrow

**LOT LINE ADJUSTMENT APPLICATION FEES**

No additional lots created: \$250

In addition to the above fee, all applicants must provide:

**Certified mail:** \$10 per abutter, owner, applicant, engineer and surveyor with envelopes, certified mail cards and slips and 3 sets of address labels

**Recording fees:** \$30 per applicant and \$30 per page of plan set

**\*Recording fees to be paid when final approved plan sets are delivered to the Town for signature and recording**

**STEWARDSHIP FEE CALCULATION** (adopted 3/16/15)

Required for conservation land acquired by the Town as a result of development

**1. Deed Restrictions**

- a. 1% of assessed value of protected acreage at the time the land is donated
- b. Not to exceed \$40,000

**2. Conservation Easements**

- a. 3.5% of assessed value of protected acreage at the time the land is donated
  - b. Not to exceed \$40,000
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As applicable, additional fees due by applicant upon Planning Board approval may include:

- Town Attorney review fee-based on document/item reviewed
- **Condominium/Homeowner's Association Declaration/By-Laws, Deeds and Easements Recording fees:** \$12 first page, \$4 each page thereafter, \$1.99 postage return
- **LCHIP (Land & Community Heritage Program) fee:** \$25.00 per document surcharge assessed on recording of plan or plan sets (floor plans are an additional \$25.00 fee) and deeds (no LCHIP fee is deeded to the Town of Hooksett or State of NH)

**Check payable to the MERRIMACK COUNTY REGISTRY OF DEEDS**

*Revised 12/27/2017*