



TOWN OF HOOKSETT

APPLICATION # _____

DATE _____

CONDOMINIUM CONVERSION & LOT LINE ADJUSTMENT APPLICATION

Application for: _____ Completeness _____ Map and Lot No. _____

_____ Public Hearing _____
No. of Lots _____

LOCATION: _____
(Specify Street Address)

OWNER: _____ APPLICANT: _____

ADDRESS: _____ ADDRESS: _____

TEL: _____ TEL: _____

FAX: _____ FAX: _____

E-MAIL: _____ E-MAIL: _____

SIGNATURE: _____ SIGNATURE: _____

LAND SURVEYOR/ENGINEER/ARCHITECT: _____

ADDRESS: _____ TEL: _____

FAX: _____ EMAIL: _____

AFFIRMATION BY OWNER OR AUTHORIZED AGENT:

I, _____, do hereby depose, affirm and say under oath to the best of my knowledge and belief, that this application and all related materials attached hereto conform in each and every respect with all laws, ordinances and regulations; that I have personally completed the applicable checklist attached hereto (recognizing that the checklist is merely a summary of the highlights of some of the applicable regulations and is not intended to be all-inclusive); that this application and all related materials and information have been prepared in accordance with the recognized professional standards; and that all information called for in the ordinances, regulations and checklist is attached hereto. I recognize that failure to comply with these application procedures and/or failure to comply with all applicable laws, ordinances and regulations shall be grounds for summary disapproval of the application.

Date:

Signature

State of New Hampshire
County of Merrimack SS

On this the _____ day of _____, 20____ personally appeared before me _____ who under oath administered by me did execute, of his own free will, the foregoing affirmation.

My commission expires:

Notary Public

**CHECKLIST FOR CONDOMINIUM CONVERSION AND
LOT LINE ADJUSTMENT REVIEW**

This checklist is to be used as a guide for complying with the Town of Hooksett Subdivision Regulations. It is to be used for each individual condominium conversion or lot line adjustment plan review application submitted. The items included in the following check lists shall be considered part of the regulations. The following information shall be required for a **complete application**. The Hooksett Subdivision Regulations and Zoning Ordinance are available at Hooksett Town Hall or to download at: www.hooksett.org.

Plan Requirements

- | <u>Y</u> <u>N</u> | | |
|-------------------|---|--|
| 1. | <input type="checkbox"/> <input type="checkbox"/> | Eleven (11) full size copies and twenty (20) 11" x 17" reduced size plans prepared by a registered Land Surveyor or registered NH Professional Engineer. |
| 2. | <input type="checkbox"/> <input type="checkbox"/> | Scale is not more than one (1) inch per one hundred (100) feet. |
| 3. | <input type="checkbox"/> <input type="checkbox"/> | Parcel tax map(s) and lot number(s) and total acreage. |
| 4. | <input type="checkbox"/> <input type="checkbox"/> | Boundaries of the tract with their true bearings and distances, and references to Town Tax Parcel Maps by map and lot numbers. |
| 5. | <input type="checkbox"/> <input type="checkbox"/> | Zoning classifications on and adjacent to the tract, and notation of required setbacks. |
| 6. | <input type="checkbox"/> <input type="checkbox"/> | Name and address of the owner of record. |
| 7. | <input type="checkbox"/> <input type="checkbox"/> | Name and address of abutting landowners |
| 8. | <input type="checkbox"/> <input type="checkbox"/> | Name and address of the applicant. |
| 9. | <input type="checkbox"/> <input type="checkbox"/> | Deed reference(s) and copies of existing and proposed deed(s) |
| 10. | <input type="checkbox"/> <input type="checkbox"/> | Existing and proposed dimensioned easements shown on the plans and copies of written deeds submitted. |
| 11. | <input type="checkbox"/> <input type="checkbox"/> | Names, addresses and signature of every Engineer, Architect, Land Surveyor, Wetland Scientist, or Soil Scientist whose professional seal appears on any subdivision plan submitted to the Board. |
| 12. | <input type="checkbox"/> <input type="checkbox"/> | North arrow and geographic scale. |
| 13. | <input type="checkbox"/> <input type="checkbox"/> | Location map (locus) at the scale of the municipal base map. |
| 14. | <input type="checkbox"/> <input type="checkbox"/> | Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the revision block. The revision block is to be placed on the mylar originals of the revised sheets. Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted. |

Y N

15. Required on the plan shall be the following statement: “Approval of this plan shall expire four (4) years from the date of Planning Board approval, as recorded in the Planning Board minutes, unless the right to develop has vested.”
16. Fees paid to Town of Hooksett.
17. Properly completed application form.
18. Condominium Documents, including floor plans.

Existing/Proposed Conditions Plan and Abutting Property Information

19. The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions and the lot area.
20. A vicinity sketch (suggested scale 1 inch equals 500 feet) showing the location of the site in relation to the surrounding public street system. The Zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown. One hundred year flood elevation line shall be included where applicable.
21. The names and addresses of all abutting property owners (with three sets of prepared envelopes, certified mail receipts and certified mail cards) as indicated in the Town records not more than five (5) days before the date of filing.
22. Site drawing of existing and proposed conditions
23. Locus map showing property boundaries
24. North arrow, scale (1" = 100' or greater), date
25. Structures, utilities, roads, and other paved areas
26. Location of any permanent monuments found, set or proposed.
27. Location of all building setback lines.
28. Location and description of any zoning district and municipal boundaries.
29. Sufficient, acceptable information to readily determine the location, bearing, and length of every street line, lot line, and property boundary line and to reproduce such lines on the ground. Dimensions shall be shown to hundredths of a foot and bearings to the nearest second. The error of closure shall not exceed 1 to 15,000.
30. Location, dimensions, and height of all existing buildings.

31. The signature block shall appear on the lower right hand corner of the plan, under the title block. The plan will not be signed if the signature block is not provided, generally as shown below:

Y N

Approved: Town of Hooksett Planning Board

_____ **Chairman/Vice Chairman**

_____ **Date Approved**

_____ **Date Signed**

32. Location of Special Flood Hazard Areas (SFHA) designated by the National Flood Insurance Program (NFIP), the location of the one hundred (100) year flood elevation line, and the source of this information. Subdivisions with any development within a SFHA shall submit evidence (construction drawings, grading and land treatment plans) so as to allow determination that (i) all such proposals are consistent with the need to minimize flood damage (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage and (iii) adequate drainage is provided so as to reduce exposure to flood hazards.