

whenever possible.

NOTE: The State of New Hampshire requires mutual consent of both owners when a property line stone wall is disturbed.

The Planning Board may require that a proposed development plan preserve such natural features as trees, streams, watercourses, and scenic views. The street and lot layout shall be adapted to the topography. Extensive grading and filling shall be avoided as far as possible.

(end of Section 6)

7. Completeness Criteria

- 1) Application requirements for subdivision plans are included in Part II and Appendix II of these regulations.
- 2) Application requirements for site plans are included in Part III and Appendix II of these regulations.

(end of Section 7)

8. Preliminary Discussions

8.01 Preliminary Discussion with the Town Planner and Planning Board

Applicants are required to meet with the Town Planner, prior to ~~its~~ submittal of a completed application and final plan for development, for the purpose of preliminary consultation. This step will be limited to discussion of the contemplated proposal in conceptual form. Issues such as access, densities of development, responsibilities of the applicant, contour interval, etc. may be discussed. No notification of abutters will be required for this stage.

8.02 Joint Preliminary Discussions

An applicant may meet with the Planning Board and the Zoning Board at a joint meeting for a project where input is needed from both Boards.

8.03 Technical Review Committee (TRC)

~~All applications~~Applications, as determined by the Town staff, must come before the TRC ~~for two meetings. Meeting 1 is for conceptual design review and meeting 2 is~~The TRC meeting shall take place prior to the applicant applying to the Planning Board and prior to the Planning Board meeting for completeness review. ~~If conditions warrant, as determined by the Town Planner, a second TRC may not be required.~~ This may not apply to minor revisions to an existing site plan, as determined by the Town staff.

- 1) ~~All applications subject to Planning Board approval, and plan review shall first appear before the TRC.~~ Exceptions to a TRC meeting include: lot line adjustments, lot mergers, condominium conversions, minor site plans, and minor changes to an approved site plan~~and waiver of site plans.~~

- 2) Application for TRC shall be obtained and submitted to the Town Planner on the form provided. Each application shall be submitted with a check made

payable to the Town of Hooksett in the minimum amount of ~~\$500~~250.00 for preliminary engineering review fees, depending on the complexity of the proposal. Two (2) full size sets (22"x 34") ~~and fifteen-seven (157)~~ copies, no larger than 11" x 17", shall be provided with the application for distribution to the TRC. A digital copy of the plan and associated documents shall be submitted to the Town Planner. Additionally, one complete set of plans and application must be delivered directly to the Town's Consulting Engineer.

- 3) Upon ~~notification by the Town Planner to the Town's Consulting Engineer~~receipt of a complete TRC application, the applicant's representative shall be notified of the appearance date and time. ~~Regular meetings will be scheduled beginning 9:00 a.m. on the first Thursday of every month. Meetings shall be held on demand on Monday. Submittals are to be received no later than two Mondays in advance of the scheduled TRC to allow staff sufficient time to review and comment on the project plans. or subsequent~~ Subsequent TRC meetings may be needed ~~required~~ at the ~~discretion of the Town Planner. The applicant's representative must send a full set of scaled drawings directly to the Town's Consulting Engineer for review, at that time. If the Town's Consulting Engineer does not receive the plans by noon the last Friday of the month prior to the scheduled meeting, the application will be removed from the TRC agenda.~~
- 4) The agenda will be set by the Town Planner. No more than three (3) applications will be accepted for each agenda. Applications will be accepted on a first come, first served basis. No application will be accepted if received after the last Thursday of the month prior to the scheduled TRC meeting. No incomplete applications will be accepted.

4)5) No application requiring TRC review will be accepted for Planning Board review until such time as all TRC comments are addressed to satisfaction of the various departments involved in the TRC review.

8.04 Conservation Commission Review

- 1) A digital copy of all TRC and Final Submittal applications shall be sent to the Conservation Commission Chair. Attendance at TRC meetings is optional for the Conservation Commission Chair; however, the Chair will be provided the opportunity to review the plan submission and provide comments to the Town Planner.
- 2) For plans requiring Conservation Commission review, the applicant should become familiar with the Conservation Commission meeting schedule. For some applications, the Commission will require a site walk prior to providing final comment to the Planning Board.
- 3) Applications within the Wetland Conservation Overlay District (WCOD)

shall be reviewed to determine if a Compensatory Mitigation Fee is applicable (see Zoning Ordinance, Article 19, Section G (5)).

- 4) Applications with projects occurring adjacent to Prime Wetlands, requiring a NH Wetland Permit, Wetland Crossing Permit, with wetlands on or immediately adjacent to the property, or with wetland buffers on the property, shall be reviewed by the Conservation Commission.
- 5) Projects on existing sites that do not change drainage patterns, site plan amendments that do not impact wetlands beyond the originally approved impact, and changes of use are not required to go before the Conservation Commission.

(end of Section 8)

9. Application for Final Plan Approval

9.01 Application Filing

The paper application must be filed with the Planning Board through the Town Planner. An application shall consist of three (3) copies of the application form (properly and completely filled out). Three (3) copies of all information, data and permits required by the Board, as outlined in these Regulations unless specifically waived by the Board, must be shown on or included with the plan for the application to be considered complete. ~~One copy is to be delivered to the Town Planner and two copies are to be delivered, by the applicant, directly to the Town's Consulting Engineer.~~

9.02 Plan Filing Requirements

The paper filing shall be completed and submitted to the Board through the Town Planner. The paper filing shall consist of:

Initial-Final Submittal

- 1) Site Plan – ~~Eleven-Three (13)~~ paper print sets of the proposed development, folded to 8½ by 11 inches (or rolled if too large to fold) ~~for remote review locations.~~
- 2) Subdivision (Major and Minor) – ~~Eleven-Three (13)~~ paper print sets of the proposed development, folded to 8½ by 11 inches (or rolled if too large to fold). ~~for remote review locations.~~
- 3) Both – Twenty (20) paper sets of the plan at 11 by 17 inch format (folded in half) for Board members.
- 4) Both – ~~Two complete~~The application package ~~shall include~~ing, an abutter's lists, 2 sets of abutter labels, certified mailing slips, and notifications, written waiver requests, letter of authorization, drainage, traffic, and wildlife studies, as well as copies of any third party applications. See the submittal Checklist for other requirements.

~~**Two additional sets of the above (items 1-4) directly to the Town's Consulting Engineer.*~~

~~**Progress Submittals (During Review Process)**~~

- ~~1) Both Two set of plans, reports, studies, **response letter, and other necessary supporting correspondence.~~

~~**Two additional sets of the complete, revised plans and reports (drainage, traffic, wildlife, etc.) shall be delivered, by the applicant, directly to the Town's Consulting Engineer.*~~

~~***The applicant shall be required to provide a response letter, indicating all revisions to the plans and where each revision is located within the plans or studies.*~~

~~**Final Submittal**~~

- ~~1) Site Plan Eleven (11) paper print sets of the proposed development, folded to 8½ by 11 inches (or rolled if too large to fold) for remote review locations.~~
- ~~2) Subdivision (Major and Minor) Eleven (11) paper print sets of the proposed development, folded to 8½ by 11 inches (or rolled if too large to fold) for remote review locations.~~
- ~~3) Both One (1) paper set of the plan at 11 by 17 inch format (folded in half).~~
- ~~4) Both One complete application package including, abutter's lists and notifications, written waiver requests, letter of authorization, etc.~~

~~**Two additional sets of the final plans and reports (drainage, traffic, wildlife, etc.) shall be delivered, by the applicant, directly to the Town's Consulting Engineer with a transmittal and a copy of the transmittal delivered to the Town Planner.*~~

9.03 Distribution to Town Departments

Upon receipt of an application, the Town Planner will distribute the application materials to the appropriate departments/committees/commissions (Fire, Police, DPW, DPW-Building, Assessing, Sewer Commission, Conservation Commission, Water Precincts, , and NHDOT).

- 1) A cover memo requesting a reply to the office of the Town Planner shall accompany distribution; the reply should be made by the Thursday prior to the Planning Board meeting at which completeness and/or public hearing will be considered. If the above entities detect an incomplete issue, the Town Planner shall forward a copy of their comments to the applicant.
- 2) The above entities shall comment on each application with regards to specific concerns represented by that department. These individual departments/committees/commissions will not assume liability regarding the general project's design.

9.04 Notices and Hearings

- 1) The Board will notify the applicant, abutters, engineer, architect, land

surveyor, soil and wetland scientist and the public of the date of the completeness and public hearing at which the application will be considered at least ten (10) days before the meeting. Notice of the required Public Hearing may be given at the same time, and in the same notice as used for the completeness review hearing and Determination of Regional Impact.

- 2) At the next regular meeting or within thirty (30) days following the delivery of the application for which notice can be given in accordance with RSA 676:4, I(b), the Board shall vote to determine if a submitted application is complete according to the Board's regulations.
- 3) Public notice will be given by posting in two (2) public places in the Town (Town Hall and Library) and will appear on the Town's website – www.hooksett.org.

9.05 Costs and Fees

- 1) **Prior to Public Hearing** - All costs of notifications (certified mail, posting, etc.) must be paid by the applicant prior to the required Public Hearing.
- 2) **Summary of Cost and Fees** - In addition, the Board may impose other reasonable fees to cover administrative expenses, costs of special investigative studies, review of plans and documents, and other matters such as engineering evaluations, which may be required by virtue of the nature, or size of the particular proposal.

The administrative fee table can be obtained through the Town Planner and at the Town's website.

All fees shall be paid at the time of submission, except for the recording fees which shall be paid with the submission of the final plans and mylars. If the registry rejects the recordable mylar plans, an additional \$30 fee will be collected for the additional travel expense incurred by the Town.

- 3) **Postponement Fee** – If an applicant requests a postponement of the hearing, the expense to re-notify abutters shall be paid by the applicant.
- 4) ~~**Town Consulting Engineer Review Fees** – All expenses incurred having the Town's Consulting Engineer review proposed development plans shall be borne by the applicant. *The Plan Review fee table can be obtained through the Town Planner and DPW Director.* (Retain for future use)~~
- a) ~~The amounts deposited under this Section shall be held by the Town Treasurer for the purpose of paying the Town's Consulting Engineer:~~
 1. ~~To review proposed development plans and supporting documentation to determine their conformance with the applicable regulations;~~
 2. ~~To determine the overall feasibility of the proposed development; and~~
 - 3.4) ~~To determine the estimated cost of construction of all improvements.~~ Section removed and retained for future use.
- 5) **Unused Fees** - Any amount deposited under this Section, and not used for

the purposes stated herein, shall be returned to the applicant upon approval or disapproval of the Final Plan by the Board.

- 6) **Excess Engineering Review Fees** - ~~Whenever the actual amount required to review proposed plans exceeds the amounts deposited under this Section, such amount in excess of the deposited amounts shall be paid to the Town Planner prior to the taking of any action on the Final Plan by the Board. (Retain for future use.)~~
- 7) **Other Review Fees** – All expenses incurred by the Board in having the proposed plans reviewed by the Town’s ~~Consulting~~ Engineer or other planning consultant; in making environmental impact hydrological impact, groundwater quality impact, school impact and other special studies; and in preparing or reviewing surety estimates, deeds and other documents shall be borne by the applicant. All plan reviews, impact studies and document reviews shall be made by surveyors, engineers, consultants, lawyers and other professionals retained by the Board. All work performed and all opinions rendered by these professionals shall be solely for the use and benefit of the board. No employment or other contractual relationship shall exist between the professional and the applicant.
- 8) **Construction Monitoring Fees** – The Planning Board shall require that the applicant of any site or subdivision plan, approved by the Board, provide funds for construction monitoring; all professional fees and expenses associated with the work shall be borne by the applicant. Such monitoring may include construction on the site, according to the approved plan, the construction of any off-site improvement approved as part of the plan and review of revised plans, as-built plans, and applicable field changes. Such monitoring may include the construction of buildings, utilities, roads, and/or any other construction that in the opinion of the Board requires monitoring to ensure that the construction is done according to the standards established by the Town, and in accordance with the approved plan. The construction monitoring shall be provided by the Town DPW Director or designee after funds have been made available by the applicant. Any judgment as to the adequacy of such construction shall be made by the Town. *The Plan Compliance Monitoring fee table can be obtained through the ~~DPW Director~~ Town Engineer and Town Planner.*
- 9) **Construction Monitoring Account** - A separate account must be established with the Finance Director for inspection of construction work in progress, and for compliance with the approved plan. If at any point during the construction process the escrow is depleted all monitoring will cease until additional escrow is provided.

9.06 Electronic Filing

The required form for the submittal of the approved plans, foundation plans, and as-built plans shall be in electronic format. All plans shall be submitted to the Town Planner in both of the two (2) electronic formats noted below, ~~each on a separate CD or DVD on a USB drive or via a digital link. The first part of each format is the preferred submission~~

method.

- 1) **An Image File.** The required form shall be an image file with a .pdf format (Adobe Acrobat). A digital copy of ~~each the plan sheet set~~ must be provided on ~~a compact disc (floppy disks will not be accepted)~~ on a USB drive or via a digital link.
- 2) **A Drawing File.** Two forms shall be submitted, a .dxf (drawing exchange file) and .dwg (AutoCAD drawing format). These drawing files must contain all data shown in both paper space and model space layouts.
- 3) ~~The approved, signed plan set must be scanned to a pdf file and provided to the Town Planner on a separate CD.~~

9.07 Electronic Filing Requirements

The above shall be accomplished with the following guidelines:

- 1) Horizontal and vertical features shall be tied to the New Hampshire State Plane Coordinate System – NAD-83 Feet.
- 2) All digital files shall ~~be submitted on a CD. The following information shall be labeled on the CD:~~ include the following
 - a) The file name,
 - b) The property owner name,
 - c) The parcel identification number (tax map and lot number)
 - d) The name of the submitting consultant.
- 3) Entities and their DXF layer properties shall correspond to the following:
 - a) The digital file shall have a layer named “NHSPCS.” NAD83 referenced points and the easting, northing, and vertical descriptions of the required points shall be annotated on this layer. The NHSPCS layer shall be MAGENTA in color.

(end of Section 9)

11. General Requirements and Design Standards

General requirements and design standards for development plans can be found in the Town’s “Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure,” otherwise known as The Blue Book, published under separate cover. Book. They include, but may not be limited to:

11.18 Wetland Buffer Delineation Markers

All wetland and conservation buffers adjacent to proposed lot development must be marked, every fifty (50) feet with wetland conservation type markers. The markers must be permanently attached to a steel post and must be 36” to 48” in height. ~~The applicant is encouraged to purchase the required markers from the~~

~~Hooksett Conservation Commission, if available.~~

(End of Part I)

PART II – SUBDIVISION REGULATIONS

1. General Provisions

All requirements of the Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure, otherwise called “Hooksett, NH Standard Specifications for Construction , or “The Blue Book”, published under separate cover must be met. Copies of the Blue Book,” are available for purchase through the Code Enforcement Officer.

1.01 Approval by Planning Board

No plan of a subdivision of land within the municipal boundaries which would constitute a subdivision as herein defined shall hereafter be filed or recorded in the Registry of Deeds until a final plan thereof shall have been approved by the Planning Board in accordance with the requirements, design standards, and construction specifications set forth elsewhere in these regulations, nor until such approval shall have been entered on each final plan by the Planning Board.

1.02 Application Submittal

As to any subdivision of land within the municipal boundaries, which would constitute a subdivision as above defined, there shall be submitted to the Board, by the applicant, a completed application for plan approval, to be made on a form provided by the Board, accompanied by all appropriate exhibits and information as required by the Board and these Subdivision Regulations.

(End of Section 1)

2. Completeness Criteria

~~The plan must contain the following information for the submission to be accepted as complete. ALSO SEE APPENDIX II FOR THE CHECKLIST FOR SUBDIVISION REVIEW COMPLETENESS REQUIREMENTS.~~ In order for the Planning Board to accept jurisdiction of a plan and deem it complete, the plan must conform to the Town of Hooksett Development Regulations, the “Blue Book”, and the most recently adopted Submittal Checklist, which may be found in Appendix II.

2.01 Application Requirements for Subdivision Plans

~~The Cover Sheet shall contain the following information:~~

- 1) Name and title of the development.
- ~~1)2) and the tax~~ Tax map, ~~and~~ lot number and acreage to be subdivided
~~The 5-Year approval expiration statement~~
- ~~2)3) Name~~ Name ~~and~~, address, ~~and phone numbers~~ of the applicant and property owner
- ~~3)4) Names, addresses, phone numbers, stamps, and signatures of all professionals responsible for the information within the plans~~
- ~~4)5) Date of original submission and a revision block with a date and descriptions of all revisions made to the plan set~~
- ~~5)6) Sheet index with corresponding numbers and titles for each sheet~~
- ~~6)7) All required federal, state, and local permit approval numbers~~
- ~~7)8) List of all waivers granted by the Planning Board~~
- ~~8)9) Locus, showing the project location and all zoning boundaries within 1,000 feet of the parcel.~~
- 10) Planning Board Signature Block
- ~~9) The 5-Year approval expiration statement~~

~~The following sheets shall contain the following information:~~

- ~~10) 11) Names and address of the owners of the abutting properties as shown in Town records not more than five (5) days before the day of the filing of the application.~~
- ~~11) 12) Name and seal of registered land surveyor certifying to the accuracy of the survey and the plan, with the error of closure (shall not exceed 1 in 10,000), and the name and seal of a registered professional engineer to certify the accuracy of road design features, structural, and drainage calculations. Whenever wetlands and soils data are present, each plan shall be signed and sealed by the responsible certified wetland/soil scientist.~~
- ~~12) 13) ~~Date, graphic~~ Graphic scale, ~~revision block~~, and north arrow.~~
- ~~13) 14) Boundaries of the tract with their true bearings and distances, and references to Town Tax Parcel Maps by map and lot numbers.~~
- ~~14) 15) Zoning classifications on and adjacent to the tract, and notation of required setbacks.~~
- ~~15) 16) Streets, existing and proposed, showing:
 - a) Name (to be approved by Town Council and processed through the Code Enforcement Officer) and dimensions
 - b) Location
 - c) Widths of right-of-way and pavement
 - d) Profiles of centerline and sidelines, all elevations based on a permanent~~

benchmark established by the design engineer referenced to the United States Geodetic Survey. Such profiles and cross-sections shall be prepared in accordance with the Construction Plans Section of these Regulations.

- e) Radii and tangent length of all curves.
- f) Landscaping with details (see Section 11.10 Street System, Street Trees.)
- g) Applications for State roadway permits must be made to qualify for completeness; these applications must be in-hand for final approval.

~~16)~~ 17) Purpose, location, width, and distances of existing and proposed easements.

~~17)~~ 18) Lots, lines, dimensions, easements and areas with appropriate Map and Lot numbers which shall conform to the system of numbering used on Town Tax Parcel Maps.

~~18)~~ 19) Topographic map of the tract, based on a permanent benchmark established by the design engineer referenced to the United States Geodetic Survey. For land that slopes less than approximately two (2) percent show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than approximately two (2) percent *either* show contours with an interval of not more than five (5) feet if necessary because of irregular land, *or* demonstrate the need for more detailed data for preparing plans and construction drawings. The proposed street plan and proposed contours shall be shown by solid lines, existing streets and contours by broken lines.

~~19)~~ 20) Drainage, existing and proposed:

- a) Kind (material and size)
- b) Location
- c) Profile, cross-sections and invert elevations

~~20)~~ 21) Sanitation, existing and proposed:

- a) For municipal sanitary sewers, show data per requirements of the Hooksett Sewer Commission;
- b) All proposed residential lots, not serviced by municipal sewer, shall provide two suitable test pits and their associated percolation data inside an area of 4,000 square feet. Both test pits must have an estimated seasonal high water table no less than eighteen (18) inches and must be separated by at least 50 feet. This area is to be free of all proposed buildings, well radii, wetlands, wetland buffers, slopes steeper than 25%, and exposed ledge and must be at least 25' from all property lines.
- c) Provide description, plan, location, and dimensions of other means of sewage disposal, with evidence of soil suitability, including percolation tests, test pits, and classification of soil types suitable for on-site sewerage disposal. (Driveway, well, septic field or sewer finish flow, etc.)

~~21)~~ 22) Existing water and sewer lines on and adjacent to the tract showing location, type, and size. If water mains and sewers are not on or adjacent to the tract, the direction and distance to the nearest lines with their sizes and invert elevations

shall be shown.

- ~~22)~~ 23) All existing and proposed utilities, buried or overhead.
- ~~23)~~ 24) Existing wells and septic areas within 200 feet of the proposed development.
- ~~24)~~ 25) In areas not served by public water supply with adequate fire flow for the proposed development as determined by current ISO criteria, buildings shall be served with sprinklers in accordance with N.F.P.A. standards. In addition, cisterns with approved hydrants conforming to N.F.P.A. standards shall be provided or available within one thousand (1,000) feet of the building envelope on proposed roads.
- ~~25)~~ 26) Location of special feature, natural and man made, affecting the development or giving it character, such as bodies of water, streams and water courses, swamps and marshes, wooded areas, specimen preservable trees one (1) foot or more in diameter, houses, barns, shacks, rock outcrops, and other significant features. The location of preservable trees in the open space is not required.
- ~~26)~~ 27) Subsurface conditions of the tract, location and results of tests made to ascertain subsurface soil, rock and groundwater conditions and results of soil percolation tests for the purpose of designing individual sewerage disposal systems and determining the need for roadway under drains.
- ~~27)~~ 28) Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses.
- ~~28)~~ 29) Sites, if any, for multifamily dwellings, shopping centers, churches, industry, or other non-public uses exclusive of single-family dwellings.
- ~~29)~~ 30) Proposed public improvements, highway or other major public improvements planned by public authorities for future construction on or near the site.
- ~~30)~~ 31) Minimum building setback lines.
- ~~31)~~ 32) Photographs, if required by the Planning Board, camera locations, and directions of view and key numbers.
- ~~32)~~ 33) ~~Locus plan showing locations of the tract relative to natural and man made features sufficient to easily locate the site.~~
- ~~33)~~ Location of all property monuments properly identified as to whether existing or proposed.
- ~~34)~~ 34) ~~One print of the development plan shall be submitted at the same scale as the Town of Hooksett Tax Map. This is for information only and not for signature.~~
- ~~35)~~ 34) Required on the plan shall be the following statement: "Approval of this plan shall expire five (5) years from the date of Planning Board approval, as recorded in the Planning Board minutes, unless the right to develop has vested pursuant to RSA 674:39."
- ~~36)~~ 35) 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:

Approved: Town of Hooksett Planning Board

_____ Chairman/Vice Chairman

_____ Date Approved

_____ Date Signed

37) 36) Location and design of driveways, including grading.

38) 37) State and Federal Permits Required – Complete copies of other applications for permits and all supporting data as required for each permit filed with the Town, State, or Federal government shall be submitted with the application. Such agencies to include, but not be limited to:

NHDES Subsurface Bureau

NHDES Wetlands Bureau

NHDES Site Specific

NHDES Bureau of Water Supply

NHDES Alteration of Terrain and ~~(Other)~~

US Army Corp of Engineers, Section 404 Permits

NH DOT Driveway and Trench Permit

39) 38) Other Studies to be Made When Required

40) 39) Landscaping – All subdivision entrances and public areas shall be landscaped to create a neat, clean, and attractive setting as seen from the street and to enhance the rural character of the Town of Hooksett.

When required by the Planning Board, Water Precinct and/or Sewer Commission, when such are involved, the final plan shall be accompanied by any other studies deemed necessary or desirable to protect and assure the health and safety of the citizens of Hooksett, including the future occupants of such development, whether residential, commercial, or industrial in nature:

40) Structures, roads, utilities, earth stockpiles, equipment storage, and stump disposal;

41) Within the project area, and within 400 feet of the project boundary, surface waters, wetlands, drainage patterns, and watershed boundaries

42) Vegetation

43) Extent of the 100-year flood plain boundaries, if published or determined

44) Soils information delineated by a Licensed Soil Scientist utilizing the most recent criteria governing “Site Specific Soil Mapping”. Soils mapping is not required in open space areas. Wetlands shall still be delineated as poorly or very poorly drained

45) Areas of cut and fill

46) Areas of poorly, very poorly or somewhat poorly drained soils, including

any portion to be disturbed or filled, shall be consistent with wetland setback requirements

47) Location of all structural, non-structural and vegetative erosion and sediment control BMPs

48) Identification of all permanent control BMPs

49) Tabulated sequence of construction

50) Other plan requirements

1. Construction schedule;

2. Earth movement schedule;

3. Proposed schedule for the inspection and maintenance of all BMPs;

4. Description of temporary and permanent vegetative BMPs, including seeding specifications;

5. Description of all structural and non-structural BMPs with details drawings of each, as appropriate;

6. Driveway locations for all subdivision lots, including grading, and maximum slope.

51) Report section, including

1. Design calculations for all temporary and permanent structural controls BMPs;

2. A proposed schedule for the inspection and maintenance of all BMPs;

3. Identification of all permanent control measures and responsibility for continued maintenance;

4. A stormwater drainage report with calculations showing the volume, peaks discharge and velocity of present and future runoff;

4.5. When retention or detention structures are planned to reduce future condition peak discharge, the soil cover complex method shall be used to compute runoff volume and peak discharge for designing the structure. The design will conform to the criteria outlines for those types of structures given in the NHDES Alteration of Terrain Design Manuals.

52) Title Block

53) Agent Authorization

54) State Plane Coordinates, tied to two boundary corners

2.02 Minor Subdivision

A minor subdivision includes all subdivisions wherein three (3) lots or less are created, and no roadway construction or right-of-way creation is proposed.

1) ~~—Minimum Requirements~~

The following minimum requirements apply to all projects, regardless of size, meeting the above criteria:—

a) ~~Site drawing of existing and proposed conditions:—~~

- ~~1. Locus map showing property boundaries~~
- ~~2. North arrow, scale (1"=100' or greater), date~~
- ~~3. Property lines~~
- ~~4. Easements~~
- ~~5. Structures, utilities, roads, and other paved areas~~
- ~~6. Topographic contours (2-foot intervals)~~
- ~~7. Critical areas~~
- ~~8. Surface water, wetlands, drainage patterns, and watershed boundaries~~
- ~~9. Vegetation~~
- ~~10. Soils information for design purposes or for determining highly erosive soils shall be determined from a National Cooperative Soil Survey soil series map~~
- ~~11. Temporary and permanent erosion and sediment control Best Management Practices (BMP's)~~
- ~~12. Areas and timing of applicable soil disturbance~~
- ~~13. A schedule for the inspection and maintenance of all BMP's~~
- ~~14. Driveway locations for all subdivision lots, including grading, and maximum slope—~~

b) ~~A narrative section including discussion of each measure, its purpose, a construction sequence and installation timing as they apply to the site.—~~

2.03 Major Subdivision

A major subdivision includes all subdivisions wherein more than three (3) lots are created, and/or the construction of a roadway or the creation of a right-of-way is proposed.

1) ~~Completed Application Requirements—The Planning Board shall require each of the following in the final plan unless the project is deemed of sufficiently minimal impact to qualify for the minimum requirements specified in Section 2.02 of this Regulation.~~

a) ~~Existing and Proposed Conditions:~~

- ~~1. Locus map showing property boundaries;~~
- ~~2. North arrow, scale (1"=100' or greater), date;~~
- ~~3. Property lines;~~

- ~~4. Easements;~~
 - ~~5. Structures, roads, utilities, earth stockpiles, equipment storage, and stump disposal;~~
 - ~~6. Topographic contours (2-foot intervals);~~
 - ~~7. Critical areas;~~
 - ~~8. Within the project area, and within 400 feet of the project boundary, surface waters, wetlands, drainage patterns, and watershed boundaries;~~
 - ~~9. Vegetation;~~
 - ~~10. Extent of the 100 year flood plain boundaries, if published or determined;~~
 - ~~11. Soils information delineated by a Licensed Soil Scientist utilizing the most recent criteria governing "Site Specific Soil Mapping". Soils mapping is not required in open space areas. Wetlands shall still be delineated as poorly or very poorly drained.~~
 - ~~12. Easements;~~
 - ~~13. Areas of cut and fill;~~
 - ~~14. Areas of poorly, very poorly or somewhat poorly drained soils, including any portion to be disturbed or filled, shall be consistent with wetland setback requirements;~~
 - ~~15. Location of all structural, non structural and vegetative erosion and sediment control BMPs;~~
 - ~~16. Identification of all permanent control BMPs~~
 - ~~17. Tabulated sequence of construction~~
- ~~b) **Other Plan Requirements:**~~
- ~~1. Construction schedule;~~
 - ~~2. Earth movement schedule;~~
 - ~~3. Proposed schedule for the inspection and maintenance of all BMPs;~~
 - ~~4. Description of temporary and permanent vegetative BMPs, including seeding specifications;~~
 - ~~5. Description of all structural and non structural BMPs with details drawings of each, as appropriate;~~
 - ~~6. Driveway locations for all subdivision lots, including grading, and maximum slope.~~
- ~~e) **Report section, including:**~~
- ~~1. Design calculations for all temporary and permanent structural controls BMPs;~~
 - ~~2. A proposed schedule for the inspection and maintenance of all BMPs;~~
 - ~~3. Identification of all permanent control measures and responsibility for~~

~~continued maintenance;~~

- ~~4. A stormwater drainage report with calculations showing the volume, peaks discharge and velocity of present and future runoff;~~
- ~~5. When retention or detention structures are planned to reduce future condition peak discharge, the soil cover complex method shall be used to compute runoff volume and peak discharge for designing the structure. The design will conform to the criteria outlines for those types of structures given in the NHDES Alteration of Terrain Design Manuals.~~

(end of Section 2)

3. Subdivision General Requirements and Design Standards

The construction plans shall contain the following information:

3.01 Plans

- 1) Plans of all areas to be disturbed for construction of streets, drainage ways, and structures.
- 2) Sewer, water and electric lines.
- 3) Erosion and sediment control structures.
- 4) The other areas to be disturbed for the construction of improvements shall be made showing existing topography shown in dashed lines and proposed contours shown in solid lines at a contour level no greater than two (2) feet plus spot elevations.
- 5) Soil types and boundaries shown in dotted lines.
- 6) Existing tree lines and proposed trees and all other plantings.
- 7) Existing and proposed information, such as drainage, utilities, edge of pavement, property lines, etc. must be drawn with different line types.
- 8) The edge of all paved areas.
- 9) The location and size of all structures.
- 10) Piping and other materials.
- 11) Center line stationing of all adjacent lot lines with lot numbers of each lot taken from the final plan.
- 12) Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet, or as approved by the Planning Board or the Town's Consulting Engineer.
- 13) The required details may be shown on a single set of plans of separate sets each showing different features (i.e. construction detail plan; grading, drainage, and erosion control features; etc.)
- 14) Site cross-sections are required at a 1:1 scale. The number of cuts and locations shall be determined by the Town's Consulting Engineer.

3.02 Profiles

- 1) Profiles of all proposed streets, showing existing and proposed elevations along

centerlines of all proposed streets.

- 2) All structures, and piping and other materials.
- 3) Profiles of the proposed drainage pipe systems shall be required showing proposed pipe invert elevations, size of pipe, and pipe slope.
- 4) Profiles shall be drawn at the same horizontal scale as the plans and one (1) inch equals five (5) feet or ten (10) feet vertical scale.

3.03 Cross-Sections

- 1) Cross-sections of all proposed streets and site access drives at fifty (50) foot stations and at all catch basins or culverts showing the streets and all areas to be disturbed for the construction of all proposed streets.
- 2) Existing grades, proposed subgrades, proposed final grades, and all utilities and other structures.
- 3) The proposed side slopes of each cut or fill shall be noted on the cross section (i.e. 4:1, 2:1, etc.) as well as the proposed pavement cross slope rate, expressed in terms of a percent slope (i.e. 2%, 4%, etc.).
- 4) Cross-sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet; both the horizontal and vertical scales shall be the same.

Site cross-sections are required at a 1:1 scale. The number of cuts and locations shall be determined by the Planning Board and the Town's Consulting Engineer.

3.04 Details

Construction details of all streets, driveways, curbing, guardrail (including terminal treatment), sidewalks, drainage structures, landscaping, water, sewer, sediment and erosion control structures, and any other required improvements shall be shown at a convenient scale. Reference to NHDOT Standard Plan details is acceptable for appropriate items.

3.05 Erosion Control Plan

Refer to Part 1, Section 14.

Plans and other information, including a stormwater management or drainage report, indicating how increased runoff, sedimentation, and erosion shall be controlled during and after construction of required improvements shall be addressed in accordance with the provisions of Part 1, Section 14.

3.06 State and Federal Permits Required

- 1) Complete copies of other applications for permits and all supporting data as required for each permit filed with the Town, State, or Federal government shall be submitted with the application. Such agencies to include, but not be limited to:
 - a) NHDES Subsurface Bureau
 - b) NHDES Wetlands Bureau
 - c) NHDES Site Specific

- d) NHDES Bureau of Water Supply
- e) NHDES
- f) US Army Corp of Engineers, Section 404 Permits
- g) NHDOT Driveway and Trench Permit
- h) EPA SWPPP/NOI

3.07 Other Studies

When required by the Planning Board, Water Department, or Sewer Commission, when such are involved, the final plan shall be accompanied by any other studies deemed necessary or desirable to protect and assure the health and safety of the citizens of Hooksett, including the future occupants of such subdivision, whether residential, commercial, or industrial in nature.

3.08 As-Built Plan Requirements – Individual, Residential Lots

Prior to the issuance of the Certificate of Occupancy for an individual, residential lot, an “As-Built” plan must be provided for review by Code Enforcement Officer and approval and must meet the criteria per the definition found in Part I, Section I.5 for “**Subdivision and/or Individual Lot(s) As-Built Plans**”.

(End of Section 3)

4. Condominium Requirements

All proposed condominium projects must meet the following requirements:

4.01 Declarations, by-laws, and articles

- 1) All declarations, by-laws, and articles must be provided to the Town for review and approval prior to the Planning Board approving the condominium.

4.02 Condominium Recording

- 1) All original signed condominium declarations, by-laws, articles, site/subdivision plans, and condominium floor plans are to be reviewed, approved, and recorded at the Registry of Deeds, by the Town Planner, at the Applicant’s expense.
- 2) All documents reviewed and approved by the Town’s Attorney at applicant’s expense.

(End of Section 4)

PART III – SITE PLAN REGULATIONS

1. Applicability

This section incorporates by reference Part I and Part II and further incorporates by reference the Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure, otherwise called The Blue Book, published under separate cover.

1.01 Site Activity

This chapter shall apply to the development of all or any part of any tract of land in Hooksett for residential and non-residential uses. All site development, except for 1 or 2-family dwelling units not incidental to the development of a site for a one or two family dwelling, shall constitute a site development.

All requirements of the Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure,” otherwise known as The Blue Book, published under separate cover. ~~Book~~”, and Part I of this Regulation apply to this section. Copies of the The Blue Book, are available for purchase, through the Code Enforcement Officer.

Without limiting the general application of previous sections, this chapter shall apply to the following specific site development activities:

- 1) The construction, reconstruction, expansion, contraction, demolition requiring alteration of surrounding land, or relocations of any building or structure used or to be used for any one of the following types of occupancies: assembly, business, educational, high hazard, industrial, institutional, mercantile and storage. The definition of the foregoing occupancy types provided by the Hooksett building standards shall apply to this chapter.
- 2) The construction, reconstruction, expansion, contraction, demolition requiring alteration of surrounding land or relocation of a multifamily house, hotel or motel.
- 3) The construction, reconstruction, expansion, contraction, elimination, relocation or alteration of any site entrances, site exits, driveways, sidewalks, loading docks or parking areas located on a site used for residential or non-residential purposes.
- 4) The installation, alteration, relocation or elimination of any exterior light used to illuminate any portion of a site, including entrances, exists, driveways, loading docks, sidewalks, parking areas, signs and buildings.
- 5) The construction, reconstruction, expansion, contraction, elimination, alteration or relocation of any drainage facility or structure used to service a site.
- 6) The construction, reconstruction, installation, expansion, contraction, elimination, alteration or relocation of any sign, other than a sign which merely states the name and address of the occupants of a one or two family dwelling.
- 7) The clearing, stumping, grubbing, leveling, excavating, stockpiling, grading, filling, dredging or draining of a site for present or future site development. The foregoing sentence shall not apply to the clearing, stumping or grubbing of land for the purpose of creating pasture land or land which will be used to grow crops, provided that the clearing, stumping or grubbing is not accompanied by

the removal of sand, gravel, fill, loam or other similar material from the parcel of land that is being cleared, stumped or grubbed.

- 8) The construction, reconstruction, alteration, elimination, installation, relocation or repair of all or any portion of any on site sewage disposal system used for residential or non-residential purposes.
- 9) The development of any parcel of land for use as a landfill and/or dump. This chapter shall apply to all new landfill/dumps and to any proposed expansion or permit renewal of any existing landfill/dump.
- 10) Whenever a site contains a one or two family home and is also used to carry out an income producing activity, all site development that relates to the income producing activity shall be within the scope of this chapter. The temporary or permanent storage or parking, including overnight storage or parking of trucks, tractors, trailers and other equipment or materials used in a trade or business other income producing activity constitutes a use, and the development of a site for such non-residential use shall not apply to the overnight parking of a single motor vehicle which has a gross vehicle weight of under ten thousand (10,000) pounds, provided that this vehicle is used by a permanent resident of the premises to commute back and forth to that place of employment.

(End of Section 1)

2. Completeness Criteria

In order for the Planning Board to accept jurisdiction of a plan and deem it complete, the plan must conform to the Town of Hooksett Development Regulations, the “Blue Book”, and the most recently adopted Submittal Checklist, which may be found in Appendix II.

~~The plan must contain the following information for the submission to be accepted as complete. SEE APPENDIX II FOR THE CHECKLIST FOR SITE PLAN REVIEW COMPLETENESS REQUIREMENTS.~~

2.01 Additional Information

The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.

(End of Section 2)

3. Site Plan General Requirements and Design Standards

3.01 Plan Requirements

~~The Cover Sheet shall contain the following information:~~

- 1) Name and title of the development.
- 1)2) ~~and the acreage and tax map and lot number of the parcel.~~ Tax map, lot number and acreage of the parcel.
- 2)3) The 5-Year approval expiration statement

- 3)4) Name and ; address, ~~and phone numbers~~ of the applicant and property owner
- 4)5) Names, addresses, phone numbers, stamps, and signatures of all professionals responsible for the information within the plans
- 5)6) Date of original submission and a revision block with a date and descriptions of all revisions made to the plan set
- 6)7) Sheet index with corresponding numbers and titles for each sheet
- 7)8) All required federal, state, and local permit approval numbers
- 8)9) List of all waivers granted by the Planning Board
- 9)10) Locus, showing the project location and all zoning boundaries within 1,000 feet of the parcel.
- 10)11) Planning Board signature block
- 11)12) A rendering of the proposed development from the street view, highlighting architectural style and the proposed color scheme
- 12)13) A color rendering of proposed signage, if applicable

~~The recordable Site Plan Sheet shall contain the minimum following information:~~

~~a) — The 5-Year approval expiration statement~~

~~b) — Planning Board signature block~~

e)14) Proposed site information to include, but not limited to:

1. Buildings with finish floor elevation, height, and floor area noted
2. Sidewalks with dimensions
3. Paved areas
4. Outer limits of drainage basins or underground infiltration systems
5. Outer limits of landscaping areas
6. Snow Storage areas
7. Drainage structures (catch basins, drain manholes, culverts, etc.)
8. Applicable underground utilities (water, sewer, gas, electric, etc.)
9. Parking lot striping and dimensions
10. Parking lot, curbing and access road radii
11. Retaining walls, if applicable
12. Dumpster pad location
13. Easements, existing and proposed
14. Setbacks
15. Buffers
16. Bearings and distances on all property lines
17. Proposed business sign with dimensions and areas

3.02 Drainage

See Part I.

3.03 Landscaping Requirements

All sites shall be landscaped so as to create neat, attractive businesses and industries that will be compatible with their surroundings and in keeping with the rural character of the Town of Hooksett.

- 1) **General Requirements** - All areas where the natural vegetation will be disturbed by the development process shall be loamed and seeded, paved, planted with approved ground cover or otherwise restored in accordance with approved by the Board.
- 2) **Loam Removal** - No fill, loam or other topsoil shall be removed from a site as part of the site development without the prior express written approval of the Board. The mere approval of the site plan by the Board shall not constitute approval by the Board for the removal of fill, loam or other topsoil from the site.
- 3) **Slopes** - All slopes shall be appropriately stabilized with loam and seed, ground cover, bark mulch or crushed rock as approved by the Board. All slopes steeper than 3:1 shall be protected with stabilization matting or rip rap, or other approved application. All slopes steeper than 2:1 must be designed by a geotechnical engineer. These designs, with all required supporting calculations must be submitted for review and approval prior to the construction of such slopes.

Appendix II

Check Lists

(Remainder of Page Left Blank)



APPLICATION CHECKLIST

All applications/plans shall contain the following:

<input type="checkbox"/> Fees	<input type="checkbox"/> 3 (23 x 36 rolled), 20 (11 x 17)	<input type="checkbox"/> 2 sets abutter labels, plus list
<input type="checkbox"/> Digital copy of application	<input type="checkbox"/> Name/Title of development	<input type="checkbox"/> Owner information, deed reference
<input type="checkbox"/> Applicant information	<input type="checkbox"/> Representative information	<input type="checkbox"/> Agent authorization
<input type="checkbox"/> Plan date	<input type="checkbox"/> Locus	<input type="checkbox"/> North arrow
<input type="checkbox"/> Scale	<input type="checkbox"/> Revision block	<input type="checkbox"/> Title block (lower right-hand corner)
<input type="checkbox"/> Parcel boundaries (bearing & distance)	<input type="checkbox"/> Lot boundaries	<input type="checkbox"/> Lot Numbers (see Assessor)
<input type="checkbox"/> Monumentation	<input type="checkbox"/> House numbers (see Fire Dept)	<input type="checkbox"/> Planning Board approval block
<input type="checkbox"/> Surveyor's Cert/Seal	<input type="checkbox"/> Other Professional certs	<input type="checkbox"/> Zone and setbacks
<input type="checkbox"/> Error of Closure	<input type="checkbox"/> State plane coordinates	<input type="checkbox"/> Waiver list
<input type="checkbox"/> Sheet index	<input type="checkbox"/> Buildings & Easements (abutters)	<input type="checkbox"/> Special features
<input type="checkbox"/> Existing vegetation	<input type="checkbox"/> Stormwater Mgt Plan	<input type="checkbox"/> 5-year expiration statement
<input type="checkbox"/> Tax/Map numbers, name, address and use (abutting properties)	<input type="checkbox"/> Fire suppression/flow/hydrant location	<input type="checkbox"/> Required Federal, State, local permit approval list (approval date/permit number)
<input type="checkbox"/> Soil type boundaries certified by Soil Scientist	<input type="checkbox"/> Legend	<input type="checkbox"/> Wetland Delineation
<input type="checkbox"/> Tax map and lot number, acreage	<input type="checkbox"/> Sight Distance Profiles	

Subdivision Application

STREETS	<input checked="" type="checkbox"/> Street Names	<input type="checkbox"/> Landscaping (street trees)
	<input type="checkbox"/> Road Profile (proposed/new)	<input type="checkbox"/> Road Class
	<input type="checkbox"/> Road Profile (existing)	<input type="checkbox"/> PE Stamp
	<input type="checkbox"/> Driveway Locations	<input type="checkbox"/> Crosswalks
	<input type="checkbox"/> Curbs/Sidewalks	
	<input type="checkbox"/> Easements with dimensions	
LOTS	<input checked="" type="checkbox"/> Lot Area (sq. ft. and acreage)	<input type="checkbox"/> Existing buildings, dimensions & height
	<input type="checkbox"/> Min. buildable area, frontage, lot area, setbacks	<input type="checkbox"/> Percolation Test Locations/Data
	<input type="checkbox"/> Bearings and Radii	<input type="checkbox"/> Well with radius – including abutters
	<input type="checkbox"/> Septic with radius – including abutters	<input type="checkbox"/> Topography
DRAINAGE	<input type="checkbox"/> Drainage Calcs	<input type="checkbox"/> Wetland Delineation
	<input type="checkbox"/> Water & Sewer Mains	<input type="checkbox"/> Bridge & Culverts Designs
	<input type="checkbox"/> Catch Basin locations	<input type="checkbox"/> Erosion Control
	<input type="checkbox"/> Easements with dimensions	<input type="checkbox"/> Structural Designs
	<input type="checkbox"/> Flood Plain/Conservation Corridor	
MISC	<input type="checkbox"/> Public dedication of lands	<input type="checkbox"/> Waivers
	<input type="checkbox"/> Copy of all 3 rd party applications	<input type="checkbox"/> Impact reports
	<input type="checkbox"/> Other utilities	<input type="checkbox"/> Traffic analysis
	<input type="checkbox"/> Condominium Documents, floor plans	

Site Plan Application

STREETS	<input type="checkbox"/>	Proposed Use	<input type="checkbox"/>	Zoning Classification
	<input type="checkbox"/>	Street Width	<input type="checkbox"/>	Rights of Way
	<input type="checkbox"/>	Road Profile	<input type="checkbox"/>	Existing Classification
	<input type="checkbox"/>	Driveway Location(s)	<input type="checkbox"/>	Proposed Contours
	<input type="checkbox"/>	Parking & Paving	<input type="checkbox"/>	Curbs and Sidewalks
	<input type="checkbox"/>	Easements with dimensions	<input type="checkbox"/>	On site traffic flow
SITE	<input type="checkbox"/>	Lot Area (sq. ft. and acreage)	<input type="checkbox"/>	Existing buildings, dimensions & height
	<input type="checkbox"/>	Existing/Proposed Buildings	<input type="checkbox"/>	Setbacks
	<input type="checkbox"/>	Signage	<input type="checkbox"/>	Bearing and radii
	<input type="checkbox"/>	Exterior Lighting	<input type="checkbox"/>	Topography
	<input type="checkbox"/>	Landscaping (existing/proposed)	<input type="checkbox"/>	Building Elevations
	<input type="checkbox"/>	Lot Coverage	<input type="checkbox"/>	Dumpster location
DRAINAGE	<input type="checkbox"/>	Drainage Calcs	<input type="checkbox"/>	Wetland Delineation
	<input type="checkbox"/>	Water & Sewer Mains	<input type="checkbox"/>	Culvert location/design
	<input type="checkbox"/>	Catch Basin locations	<input type="checkbox"/>	Erosion Control
	<input type="checkbox"/>	Easements with dimensions	<input type="checkbox"/>	Structural Designs
	<input type="checkbox"/>	Flood Plain/Conservation Corridor	<input type="checkbox"/>	Snow Storage
MISC	<input type="checkbox"/>	Waivers	<input type="checkbox"/>	Other utilities
	<input type="checkbox"/>	Copy of all 3 rd party applications	<input type="checkbox"/>	Impact reports
	<input type="checkbox"/>	Architectural Design Package	<input type="checkbox"/>	Traffic analysis
	<input type="checkbox"/>	Condominium Documents, floor plans		

Prepared by: _____ Date: _____

Appendix V

Standard Letter of Credit Document

STANDARD FORM LETTER OF CREDIT

Re:

Dear Town Officials:

By this document the _____ Bank (hereinafter "Issuer") hereby issues an irrevocable Letter of Credit in the amount of \$_____ to the Town of Hooksett on behalf of _____ (hereinafter "Developer"). This irrevocable Letter of Credit is issued to guarantee completion of all improvements required by the Hooksett Planning Board and the Town of Hooksett _____ subdivision regulations in conjunction with a subdivision plan entitled "_____", " dated _____, prepared by _____ and approved by the Planning Board on _____.

It is understood that the improvements guaranteed by this irrevocable Letter of Credit include, but are not limited to the following:

1. Construction of _____ linear feet of roadway along with all associated utilities. Said roadway being shown on the above referenced plan as _____.
2. Restoration of the site and control of erosion.
3. Compliance with all ordinances and regulations of the Town applicable to the development.

It is agreed and understood by the issuer of this Letter of Credit that it shall be issued for a period of 48 months. If all improvements guaranteed by this Letter of Credit are not completed by and if a certificate indicating completion of all improvements has not been issued by the Town Planner, or other appropriate official, then ~~this Letter of Credit shall be automatically considered to have been called and without further action of demand for payment under this Letter of Credit may be made prior to its expiration at any time during the Issuer's business hours on a day which the Issuer's main office is open to the public for the purpose of carrying on substantially all of its banking functions (Business Day). Any demand for payment as authorized~~

by the Town of Hooksett or its Planning Board and all communications to the Issuer related to this Letter of Credit shall be in writing and presented to, the _____ Bank. The Issuer shall forthwith forward a check in the amount of \$_____ to the Treasurer of the Town of Hooksett. The funds so forwarded to the Town treasurer shall be used exclusively for the purpose of completing the improvements which are guaranteed by this Letter of Credit. Any funds not needed by the Town to complete improvements required by the subdivision plan referred to above shall be returned to the _____ Bank.

Upon receipt of written approval of the Town, the issuer may reduce (“draw down”) the amount of this Letter of Credit in accordance with the authorization of the Town. Provided, however, that 10% of the principal amount held for the constructed portion of the project shall be retained for one year after completion of the improvements to cover any latent defects appearing during the year and shall thereafter be returned to the issuer or become the property of the Town of Hooksett, if necessary to remedy any such latent defects.

Dated: _____

Signature of Bank Official

I have read this Letter of Credit and agree to its terms.

Dated: _____

Signature of Developer



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)

PURPOSE OF PLAN: _____

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 checklist 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.



APPLICATION CHECKLIST

All applications/plans shall contain the following:

Lot Line Adjustment/Condominium Conversion

<input type="checkbox"/> Fees	<input type="checkbox"/> 3 (23 x 36 rolled), 20 (11 x 17)	<input type="checkbox"/> 2 sets abutter labels, plus list
<input type="checkbox"/> Digital copy of application	<input type="checkbox"/> Name/Title of development	<input type="checkbox"/> Owner information, deed reference
<input type="checkbox"/> Applicant information	<input type="checkbox"/> Representative information	<input type="checkbox"/> Agent authorization
<input type="checkbox"/> Plan date	<input type="checkbox"/> Locus	<input type="checkbox"/> North arrow
<input type="checkbox"/> Scale	<input type="checkbox"/> Revision block	<input type="checkbox"/> Title block (lower right-hand corner)
<input type="checkbox"/> Parcel boundaries (bearing & distance)	<input type="checkbox"/> Proposed Deeds	<input type="checkbox"/> Condominium documents (floor plans)
<input type="checkbox"/> Monumentation	<input type="checkbox"/> House numbers (see Fire Dept)	<input type="checkbox"/> Planning Board approval block
<input type="checkbox"/> Surveyor's Cert/Seal	<input type="checkbox"/> Other Professional certs	<input type="checkbox"/> Zone and setbacks
<input type="checkbox"/> Error of Closure	<input type="checkbox"/> State plane coordinates	<input type="checkbox"/> Waiver list
<input type="checkbox"/> Sheet index	<input type="checkbox"/> Structures, Utilities, Roads	<input type="checkbox"/> Special features/Existing Vegetation
<input type="checkbox"/> Floodplain/Conservation Corridor	<input type="checkbox"/> Stormwater Mgt Plan	<input type="checkbox"/> 5-year expiration statement
<input type="checkbox"/> Tax/Map numbers, name, address and use (abutting properties)	<input type="checkbox"/> Fire suppression/flow/hydrant location	<input type="checkbox"/> Required Federal, State, local permit approval list (approval date/permit number)
<input type="checkbox"/> Soil type boundaries certified by Soil Scientist	<input type="checkbox"/> Legend	<input type="checkbox"/> Wetland Delineation
<input type="checkbox"/> Tax map and lot number, acreage	<input type="checkbox"/> Sight Distance Profiles	<input type="checkbox"/> Proposed Easements and deed language

Prepared by: _____

Date: _____



TOWN OF HOOKSETT

APPLICATION # _____

DATE _____

SITE PLAN APPLICATION

Application for: _____ Completeness

Map and Lot No. _____

_____ Public Hearing

No. of Lots _____

LOCATION: _____

(Specify Street Address)

PURPOSE OF PLAN: _____

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 SITE PLAN REVIEW

This checklist is to be used as a guide for complying with the Town of Hooksett Site Plan Regulations. It is to be used for each individual site plan review application submitted. The items included in the following checklist shall be considered part of the regulations.

The following information shall be required for a **complete application**. The Hooksett Site Plan Regulations and Zoning Ordinance are available at Hooksett Town Hall or to download at: www.hooksett.org.



APPLICATION CHECKLIST

All site plan applications/plans shall contain the following:

<input type="checkbox"/> Fees	<input type="checkbox"/> 3 (23 x 36 rolled), 20 (11 x 17)	<input type="checkbox"/> 2 sets abutter labels, plus list
<input type="checkbox"/> Digital copy of application	<input type="checkbox"/> Name/Title of development	<input type="checkbox"/> Owner information, deed reference
<input type="checkbox"/> Applicant information	<input type="checkbox"/> Representative information	<input type="checkbox"/> Agent authorization
<input type="checkbox"/> Plan date	<input type="checkbox"/> Locus	<input type="checkbox"/> North arrow
<input type="checkbox"/> Scale	<input type="checkbox"/> Revision block	<input type="checkbox"/> Title block (lower right-hand corner)
<input type="checkbox"/> Parcel boundaries (bearing & distance)	<input type="checkbox"/> Lot boundaries	<input type="checkbox"/> Lot Numbers (see Assessor)
<input type="checkbox"/> Monumentation	<input type="checkbox"/> House numbers (see Fire Dept)	<input type="checkbox"/> Planning Board approval block
<input type="checkbox"/> Surveyor's Cert/Seal	<input type="checkbox"/> Other Professional certs	<input type="checkbox"/> Zone and setbacks
<input type="checkbox"/> Error of Closure	<input type="checkbox"/> State plane coordinates	<input type="checkbox"/> Waiver list
<input type="checkbox"/> Sheet index	<input type="checkbox"/> Buildings & Easements (abutters)	<input type="checkbox"/> Special features
<input type="checkbox"/> Existing vegetation	<input type="checkbox"/> Stormwater Mgt Plan	<input type="checkbox"/> 5-year expiration statement
<input type="checkbox"/> Tax/Map numbers, name, address and use (abutting properties)	<input type="checkbox"/> Fire suppression/flow/hydrant location	<input type="checkbox"/> Required Federal, State, local permit approval list (approval date/permit number)
<input type="checkbox"/> Soil type boundaries certified by Soil Scientist	<input type="checkbox"/> Legend	<input type="checkbox"/> Wetland Delineation
<input type="checkbox"/> Tax map and lot number, acreage	<input type="checkbox"/> Sight Distance Profiles	
STREETS	<input type="checkbox"/> Proposed Use	<input type="checkbox"/> Zoning Classification
	<input type="checkbox"/> Street Width	<input type="checkbox"/> Rights of Way
	<input type="checkbox"/> Road Profile	<input type="checkbox"/> Existing Classification
	<input type="checkbox"/> Driveway Location(s)	<input type="checkbox"/> Proposed Contours
	<input type="checkbox"/> Parking & Paving	<input type="checkbox"/> Curbs and Sidewalks
	<input type="checkbox"/> Easements with dimensions	<input type="checkbox"/> On site traffic flow
SITE	<input type="checkbox"/> Lot Area (sq. ft. and acreage)	<input type="checkbox"/> Existing buildings, dimensions & height
	<input type="checkbox"/> Existing/Proposed Buildings	<input type="checkbox"/> Setbacks
	<input type="checkbox"/> Signage	<input type="checkbox"/> Bearing and radii
	<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Topography
	<input type="checkbox"/> Landscaping (existing/proposed)	<input type="checkbox"/> Building Elevations
	<input type="checkbox"/> Lot Coverage	<input type="checkbox"/> Dumpster location
DRAINAGE	<input type="checkbox"/> Drainage Calcs	<input type="checkbox"/> Wetland Delineation
	<input type="checkbox"/> Water & Sewer Mains	<input type="checkbox"/> Culvert location/design
	<input type="checkbox"/> Catch Basin locations	<input type="checkbox"/> Erosion Control
	<input type="checkbox"/> Easements with dimensions	<input type="checkbox"/> Structural Designs
	<input type="checkbox"/> Flood Plain/Conservation Corridor	<input type="checkbox"/> Snow Storage
MISC	<input type="checkbox"/> Waivers	<input type="checkbox"/> Other utilities
	<input type="checkbox"/> Copy of all 3 rd party applications	<input type="checkbox"/> Impact reports
	<input type="checkbox"/> Architectural Design Package	<input type="checkbox"/> Traffic analysis
	<input type="checkbox"/> Condominium Documents, floor plans	

Prepared by: _____

Date: _____



TOWN OF HOOKSETT

APPLICATION # _____

DATE _____

MINOR & MAJOR SUBDIVISION APPLICATION

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

_____ Public Hearing

Proposed No. of Lots _____

LOCATION: _____
(Specify Street Address)

PURPOSE OF PLAN: _____

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 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 subdivision plan review application submitted. The items included in the following checklist 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.



APPLICATION CHECKLIST

All subdivision applications/plans shall contain the following:

<input type="checkbox"/> Fees	<input type="checkbox"/> 3 (23 x 36 rolled), 20 (11 x 17)	<input type="checkbox"/> 2 sets abutter labels, plus list
<input type="checkbox"/> Digital copy of application	<input type="checkbox"/> Name/Title of development	<input type="checkbox"/> Owner information, deed reference
<input type="checkbox"/> Applicant information	<input type="checkbox"/> Representative information	<input type="checkbox"/> Agent authorization
<input type="checkbox"/> Plan date	<input type="checkbox"/> Locus	<input type="checkbox"/> North arrow
<input type="checkbox"/> Scale	<input type="checkbox"/> Revision block	<input type="checkbox"/> Title block (lower right-hand corner)
<input type="checkbox"/> Parcel boundaries (bearing & distance)	<input type="checkbox"/> Lot boundaries	<input type="checkbox"/> Lot Numbers (see Assessor)
<input type="checkbox"/> Monumentation	<input type="checkbox"/> House numbers (see Fire Dept)	<input type="checkbox"/> Planning Board approval block
<input type="checkbox"/> Surveyor's Cert/Seal	<input type="checkbox"/> Other Professional certs	<input type="checkbox"/> Zone and setbacks
<input type="checkbox"/> Error of Closure	<input type="checkbox"/> State plane coordinates	<input type="checkbox"/> Waiver list
<input type="checkbox"/> Sheet index	<input type="checkbox"/> Buildings & Easements (abutters)	<input type="checkbox"/> Special features
<input type="checkbox"/> Existing vegetation	<input type="checkbox"/> Stormwater Mgt Plan	<input type="checkbox"/> 5-year expiration statement
<input type="checkbox"/> Tax/Map numbers, name, address and use (abutting properties)	<input type="checkbox"/> Fire suppression/flow/hydrant location	<input type="checkbox"/> Required Federal, State, local permit approval list (approval date/permit number)
<input type="checkbox"/> Soil type boundaries certified by Soil Scientist	<input type="checkbox"/> Legend	<input type="checkbox"/> Wetland Delineation
<input type="checkbox"/> Tax map and lot number, acreage	<input type="checkbox"/> Sight Distance Profiles	
STREETS	<input checked="" type="checkbox"/> Street Names <input type="checkbox"/> Road Profile (proposed/new) <input type="checkbox"/> Road Profile (existing) <input type="checkbox"/> Driveway Locations <input type="checkbox"/> Curbs/Sidewalks <input type="checkbox"/> Easements with dimensions	<input type="checkbox"/> Landscaping (street trees) <input type="checkbox"/> Road Class <input type="checkbox"/> PE Stamp <input type="checkbox"/> Crosswalks
LOTS	<input checked="" type="checkbox"/> Lot Area (sq. ft. and acreage) <input type="checkbox"/> Min. buildable area, frontage, lot area, setbacks <input type="checkbox"/> Bearings and Radii <input type="checkbox"/> Septic with radius – including abutters	<input type="checkbox"/> Existing buildings, dimensions & height <input type="checkbox"/> Percolation Test Locations/Data <input type="checkbox"/> Well with radius – including abutters <input type="checkbox"/> Topography
DRAINAGE	<input type="checkbox"/> Drainage Calcs <input type="checkbox"/> Water & Sewer Mains <input type="checkbox"/> Catch Basin locations <input type="checkbox"/> Easements with dimensions <input type="checkbox"/> Flood Plain/Conservation Corridor	<input type="checkbox"/> Wetland Delineation <input type="checkbox"/> Bridge & Culverts Designs <input type="checkbox"/> Erosion Control <input type="checkbox"/> Structural Designs
MISC	<input type="checkbox"/> Public dedication of lands <input type="checkbox"/> Copy of all 3 rd party applications <input type="checkbox"/> Other utilities <input type="checkbox"/> Condominium Documents, floor plans	<input type="checkbox"/> Waivers <input type="checkbox"/> Impact reports <input type="checkbox"/> Traffic analysis

Prepared by: _____

Date: _____