



TOWN OF HOOKSETT Technical Review Committee Rules & Regulations

- All applications subject to Planning Board approval, and requiring review and oversight by the Town Planner and the Town Engineer, shall first appear before the Technical Review Committee as **determined by the Town staff.**
- Applications for TRC shall be obtained and submitted to the Community Development Department on the form provided. Applications may be obtained on the Technical Review Committee page of the Town website.
- Projects requiring approval from Hooksett Wastewater or one of the Water utilities will not be accepted for TRC review without written confirmation from the utility that the utility plan has been reviewed and meets their requirements for approval.
- Each application shall be submitted with a check payable to the Town of Hooksett in the amount of \$250.00. Fees may be reevaluated depending upon the project.
- Seven (7) sets of reduced size drawings, 11"x 17", two (2)** sets of full-size drawings, and a digital copy of the plan (USB, shared digital file), shall be provided with the application to the Town Planner for distribution to the Technical Review Committee, and shall include all details the Planning Board would expect to review, including but not limited to: topographic detail, drainage, pavement, building dimensions, wetland locations, lighting information, utility locations, fire provisions, fencing, retaining walls, general landscaping, and design renderings of all proposed structures, in color, including any proposed signage. Incomplete applications will not be accepted. Any variation or omission of the above information may only be submitted with prior approval of the Town Planner.
****An additional full-size set will be needed if connecting to Town sewer infrastructure, totaling three (3) sets of full-size drawings.**
- Meetings are scheduled for Mondays starting at 1:00pm, as needed. In the event of a holiday, the meeting date will be determined and disclosed by Town staff. The submission deadline for TRC meetings is **Monday, 2:00 PM, two weeks prior to the meeting date.** Please contact the Community Development Department for clarification if needed.
- The TRC agenda will be set by the Town Planner. Applications will be accepted on a first come, first served basis. No more than **three (3)** applications will be accepted for each agenda. Once a third application is received, the agenda will be closed. Subsequent applications will be placed on the following month's agenda. **Exceptions shall be made only by the authority of the Town Planner.**
- The applicant's representative shall be notified of the appearance date and time.
- All comments from the meeting need to be addressed before final submission to the Planning Board. Applicants are requested to supply written confirmation (email is sufficient) that the comments were addressed satisfactorily.

Please contact the Community Development Department for further information at (603) 485-4117 or by email at bgrotheer@hooksett.org.