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 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*

**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

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