



**TOWN OF HOOKSETT**  
**Technical Review Committee (TRC)**  
**Rules & Regulations**

- All applications subject to Planning Board approval, and requiring review and oversight by the Town's Engineer, shall first appear before the Technical Review Committee.
- Applications for TRC shall be obtained and submitted to the Community Development Department on the form provided. No incomplete applications will be accepted. Applications are located on our website.  
([http://www.hooksett.org/sites/hooksettnh/files/uploads/trc\\_application\\_0.pdf](http://www.hooksett.org/sites/hooksettnh/files/uploads/trc_application_0.pdf))
- Each application shall be submitted with a check payable to the Town of Hooksett in the amount of \$250.00 for engineering review fees. Fees may be reevaluated depending on the project.
- Fifteen (15) sets of drawings, no larger than 11"x 17", shall be provided with the application to the Planning Department for distribution to the TRC that includes: topographic, drainage, pavement, building dimensions, wetland locations, lighting information, utility locations, fire provisions, fencing, retaining walls, general landscaping and any other pertinent information.
- The applicant's representative must also submit a full-size set of scaled drawings directly to the Town Planner and Town Engineer at 35 Main Street Hooksett, NH for review at time of the TRC application.
- Regular meetings are scheduled for the first Monday of each month starting at 1:00pm. The deadline to submit for these meetings is by 4:30pm on the last Monday of the month prior. No application will be accepted if received after this deadline for that month's meeting.
- The applicant's representative shall be notified of the appearance date and time.
- The TRC agenda will be set by the Town Planner, or his/her assigns. Applications will be accepted on a first come, first serve basis. No more than **three (3)** applications will be accepted for each agenda. After the third application has been received, the agenda is closed. Subsequent applications will be placed on the following month's agenda. Exceptions shall be made only by the authority of the Town Planner.

Please contact the Community Development Department for further information at (603) 268-0279 or by email at [fuller@hooksett.org](mailto:fuller@hooksett.org).