



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.
- Applications for TRC shall be obtained and submitted to the Community Development Department on the form provided. Applications may be obtained in hardcopy or on the Town Website at 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 upon the project.
- Fifteen (15) sets of drawings, 11"x 17", shall be provided with the application to the Town Planner for distribution to the Technical Review Committee, and shall include: 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.
- The applicant's representative must also submit a full-size set of scaled drawings directly to the Town Planner and Town Engineer for review at time of the TRC application.
- Regular meetings are scheduled for the first Monday of each month starting at 1:00pm. The submission deadline for these meetings is **4:30pm on the last Monday of the month prior**. 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.

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