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## PROJECT APPLICANT CHECKLIST

Proposed water works projects in the Village area require approval by the Hooksett Village Water Precinct (HVWP), which is a municipal agency related to but separate and distinct from the Town of Hooksett. Within HVWP's jurisdiction, the owner (or his/her duly authorized agent) of a proposed water works project shall be responsible for completion of the following tasks:

- 1) As early in the project timeline as possible, obtain required paperwork and fee schedule from HVWP. Submit HVWP *Water Service Application* and application fee when ready to proceed.
- 2) Set up **plan review escrow** with HVWP. Provide (A) copies (paper/PDF, one ea.) of **conceptual design/site plan** (including all utilities) and (B) documentation supporting average total daily **flow rate** in GPD and total peak flow rate in GPM, including both septic/sewer and irrigation design flows. Complete **water availability study** if required by HVWP.
- 3) Complete an **initial meeting** with HVWP for preliminary questions and comments. This meeting is NOT the same as the Technical Review Committee (TRC) meeting with the Town of Hooksett.
- 4) Provide three paper copies and one electronic copy (PDF format) of **proposed design plans** (stamped by PE) for HVWP engineering/legal review. These plans shall include **fire sprinkler system, irrigation system** and **cross-connection control** (backflow prevention) design.
- 5) Respond to HVWP plan review comments, make **modifications** to design drawings as required by HVWP and submit copies (paper/PDF, one ea.) to HVWP. HVWP **approval** of the water utility design is required PRIOR to the project's public hearing by the Town's Planning Board. HVWP approval of the water utility plan is required in addition to the Town's site plan approval.
- 6) Upon final approval of design plans (stamped by HVWP), set up **construction escrow** with HVWP; sign/submit HVWP **construction agreements**; and provide **bond(s) / certificate(s) of insurance**.
- 7) *Water Service Application* reviewed and signed by HVWP.
- 8) Attend **pre-construction meeting** with HVWP to identify outstanding items required prior to construction and review construction methods, materials, schedule and inspections. This meeting may or may not be held in conjunction with the Town's pre-construction meeting.
- 9) Complete **construction** in accordance with approved plans and HVWP rules/specifications. Prior to water turn-on, all disinfection/flushing/sampling required by HVWP shall be completed. All connection and source development fees and other accounts due HVWP, its representatives and/or consultants must be paid in full before water the is turned on.
- 10) Prior to release of any funds held in escrow by HVWP, (A) Provide copies (paper/PDF, one ea.) of **as-built plans** and **swing-tie measurements** as approved by HVWP's engineer and (B) An HVWP water system map update must be completed by HVWP's engineer. HVWP costs associated with (A) and (B) will be deducted from the escrow account.