

# **Procedures for Accepting Septic Plans**

## **Procedure for applications to be Mailed/Hand delivered**

- 3 Copies of Septic Plans
- Town of Hollis Checklist completed
- Check in the amount of \$225.00 – made out to the Town of Hollis
- Signed State Septic Application form
- Check in the amount of \$300.00 – made out to NHDES (NH Department of Environmental Services)

Note if applicant is picking up plans the State check is not required

If applicant would like Town of Hollis to mail documents they need to supply the following:

- Large envelope addressed to State
- \$3.00 for postage

Note: If a waiver is required it is up to the contractor to supply a copy of this waiver for the files

## **Procedure for On-line applications**

- 3 Copies of Septic Plans if new build
- 3 Copies of Septic Plan if re-build
- Town of Hollis Checklist completed
- State online form completed \*\*
- Check in the amount of \$225.00 – made out to the Town of Hollis\*

\* State Application fee will be paid for by the contractor on-line

\*\* The State online form must be included with the septic plans

Note: If a waiver is required it is up to the contractor to supply a copy of this waiver for the files