

PLANNING BOARD NOTICE TO SITE PLAN APPLICANTS

The following information is required to be filed with the Community Development Department at the time of site plan application.

Note: An appointment is required to file applications.

1. One original and one copy of the completed application.
2. Submission of eight (8) full sets of Site Plans (sheet size: 22" x 34") shall be submitted at the time of application filing, followed by the submission of seventeen (17) 11" X 17" plan sets (revised if applicable) to the Community Development Department no later than 10:00 A.M. Tuesday the week prior to the scheduled public hearing.
3. One (1) copy of the project narrative, describing the project, shall be attached to each submitted plan set.
4. All plans shall be folded and all pertinent data shall be attached to the plans with an elastic band.
5. All plan revisions and supporting documentation must be submitted to the Community Development Department no later than 10:00 A.M., Tuesday the week prior to the scheduled Planning meeting.
6. Five (5) 22" x 34" copies of the plan shall be brought to the Planning Board meeting and distributed to the Planning Board members at the meeting.
7. Three (3) sets of mailing labels for abutter notifications.
8. Applications and plans shall be made in writing and by electronic filing (in pdf format).
9. **Applications shall include the submission of a Zoning Determination prepared by the Zoning Administrator.**

2012 SITE PLAN APPLICATION FEES

FEE TYPE	AMOUNT	ACCOUNT
Consultant Review	\$600.00/acre of total lot area* or \$1,250.00 (whichever is greater)* *Estimated cost, billing based on actual hours expended multiplied by hourly rates, plus expenses	1350-***
Town General Review Fees/Application Fee		
Multi-Family	\$105.00/unit for 3-50units;	GEN 4313
Commercial/Semi-Public/Civic/Recreational	\$157.00/1,000 sf. for first 100,000 sf of bldg. area; \$78.50/1,000 sf thereafter	
Industrial	\$150.00/1,000 sf for first 100,000 sf of bldg. area; 78.50/1,000 sf thereafter	
No-Buildings	\$30.00 per 1,000 sf of proposed developed area	
Conceptual Review	\$100.00	GEN 4313
ZBA Input	\$100.00	GEN 4313
On Site Signs	\$15.00	GEN 4313
Advertising	\$40.00 (flat fee)	GEN 4313
Tax Map Updating	\$275.00 (flat fee)	1312-505
Postage	USPS Current Rates	GEN 4313
Recording Fees		
Plan	\$24.00/sheet + \$2.00 surcharge	GEN 4313
Easements	\$10.00/ first sheet \$4.00 thereafter+ \$2.00 surcharge + first class postage (fees dictated by HCRD) \$25.00 Land & Community Heritage Investment Program (LCHIP) fee	

**PRELIMINARY & FINAL SITE PLAN APPLICATION
FOR PLAN REVIEW (Also for Wireless)
TOWN OF HUDSON, NEW HAMPSHIRE**

Date of Application: _____ Tax Map # _____ Lot # _____

Name of Project: _____

Zoning District: _____ General SP# _____
(For Town Use) (For Town Use)

ZBA Action: _____

PROPERTY OWNER:

DEVELOPER:

Name: _____

Address: _____

Address: _____

Telephone # _____

Fax # _____

Email: _____

PROJECT ENGINEER

SURVEYOR

Name: _____

Address: _____

Address: _____

Telephone # _____

Fax # _____

Email: _____

PURPOSE OF PLAN:

For Town Use

Plan Routing Date: _____ Sub/Site Date: _____

_____ I have no comments _____ I have comments (attach to form)

_____ Title: _____ Date: _____

(Initials)

DEPT:

_____ Zoning _____ Engineering _____ Assessor _____ Police _____ Fire _____ Planning
_____ Consultant _____ Highway Department

Fees Paid: _____

SITE DATA SHEET

PLAN NAME: _____

PLAN TYPE: SITE PLAN

LEGAL DESCRIPTION: MAP _____ LOT _____

DATE: _____

Location by Street _____

Zoning: _____

Proposed Land Use: _____

Existing Use: _____

Surrounding Land Use(s): _____

Number of Lots Occupied: _____

Existing Area Covered by Building: _____

Existing Buildings to be removed: _____

Proposed Area Covered by Building: _____

Open Space Proposed: _____

Open Space Required: _____

Total Area: S.F.: _____ Acres: _____

Area in Wetland: _____ Area Steep Slopes: _____

Required Lot Size: _____

Existing Frontage: _____

Required Frontage: _____

Building Setbacks:	<u>Required*</u>	<u>Proposed</u>
Front:	_____	_____
Side:	_____	_____
Rear:	_____	_____

**SITE PLAN DATA SHEET
(Continued)**

Flood Zone Reference: _____

Width of Driveways: _____

Number of Curb Cuts: _____

Proposed Parking Spaces: _____

Required Parking Spaces: _____

Basis of Required Parking (Use): _____

Dates/Case #/Description/Stipulations
of ZBA, Conservation Commission,
NH Wetlands Board Actions: _____
(Attach stipulations on separate sheet)

Hudson Town Code		
<u>Waivers Requested:</u>	<u>Reference</u>	<u>Regulation Description</u>
	1. _____	_____
	2. _____	_____
	3. _____	_____
	4. _____	_____
	5. _____	_____
	6. _____	_____
	7. _____	_____
	8. _____	_____

(Left column for Town Use)

Impact Fees:
C.A.P Fee: _____

Development Agreement
Proposed: _____

<i>For Town Use</i>	
Data Sheet Checked By: _____	Date: _____

**APPLICATION FOR SITE PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

Thirty (30) days prior to Planning Board Meeting, a complete site plan to include all supporting materials/documents must be submitted in final form. The site plan shall comply with the following specifications/requirements:

Applicant Initials		Staff Initials
_____	a) Submission of nine (9) full sets of Site Plans (sheet size: 22" x 34") shall be submitted at the time of application filing, followed by the submission of seventeen (17) 11" X 17" plan sets (revised if applicable) to the Community Development Department no later than 10:00 A.M., Tuesday the week prior to the scheduled public hearing/conceptual review date.	_____
_____	b) A Site Plan narrative, describing the purpose, locations, long-range plans, impacts on traffic, schools, and utilities	_____
_____	c) Plan scale at not less the one inch equals fifty feet (1" = 50')	_____
_____	d) Locus plan with 1,000' minimum radius of site to surrounding area	_____
_____	e) Plan date by day/month/year	_____
_____	f) Revision block inscribed on the plan	_____
_____	g) Planning Board approval block inscribed on the plan	_____
_____	h) Title of project inscribed on the plan	_____
_____	i) Names and addresses of property owners and their signatures inscribed on the plan	_____
_____	j) North point inscribed on the plan	_____
_____	k) Property lines: exact locations and dimensions	_____
_____	l) Square feet and acreage of site	_____
_____	m) Square feet of each building (existing and proposed)	_____
_____	n) Names and addresses of bordering abutters, as shown on Tax Assessor's records not more than five (5) days prior to application date to be listed on the plan.	_____

Applicant
Initials

Staff
Initials

- | | | |
|-----------|--|-------|
| _____ o) | Location of all structures, roads, wetlands, hydrants, wells, septic systems, 4k reserve areas, floodways/floodplains, driveways, travel areas, parking areas and natural features within 200 feet of the tract | _____ |
| _____ p) | Locations of existing and proposed permanent monuments and bench marks within 200 feet of the development tract | _____ |
| _____ q) | Pertinent highway projects | _____ |
| _____ r) | Assessor's Map and Lot number(s) | _____ |
| _____ s) | Waiver application form shall be submitted with the site plan application, note on plan listing waivers requested/granted; and all waivers granted to the site plan regulations shall be listed on the final plan; waivers to checklist shall be reduced to writing and be signed by the Planning Board Chairman and Planning Board Secretary and recorded with the plan | _____ |
| _____ t) | Delineate zoning district on the plan | _____ |
| _____ u) | Storm water drainage plan | _____ |
| _____ v) | Topographical elevations at 2-foot intervals contours: existing and proposed | _____ |
| _____ w) | Utilities: existing and proposed | _____ |
| _____ x) | Parking: existing and proposed | _____ |
| _____ y) | Parking space: length and width | _____ |
| _____ z) | Aisle width/maneuvering space | _____ |
| _____ aa) | Landscaping: existing and proposed | _____ |
| _____ ab) | Building and wetland setback lines | _____ |
| _____ ac) | Curb cuts | _____ |
| _____ ad) | Rights of way: existing and proposed | _____ |
| _____ ae) | Sidewalks: existing and proposed | _____ |
| _____ af) | Exterior lighting plan | _____ |
| _____ ag) | Sign locations: size and design | _____ |
| _____ ah) | Water mains and sewerage lines | _____ |
| _____ ai) | Location of dumpsters on concrete pads | _____ |
| _____ aj) | All notes from plats | _____ |

Applicant Initials		Staff Initials
_____ ak)	Buffer as required by site plan regulations	_____
_____ al)	Green and open space requirements met with both types of spaces inscribed on the plan	_____
_____ am)	Soil types and boundaries, Note: If site contains marginal or questionable soils, a High Intensity Soil, Survey (HISS) may be deemed necessary to submit as part of the application. Said HISS, if required, shall be performed by a State of New Hampshire Certified Soil Scientist, who shall affix his/her stamp and signature shall be inscribed on the plan.	_____
_____ an)	Wetlands (and poorly-drained and very poorly-drained soils, also identified as Class 5 and Class 6 High Intensity Soil Survey (HISS soils), and permanent and seasonal wetlands shall be identified on the plan by a New Hampshire certified wetland or soil scientist, who shall affix his/her stamp and signature to the respective plan.	_____
_____ ao)	“Valid for one year after approval” statement inscribed on the plan.	_____
_____ ap)	Loading bays/docks	_____
_____ aq)	State of New Hampshire engineer’s stamp, signature, surveyor’s stamp, and signature	_____
_____ ar)	Error of closure (1 in 10,000 or better)	_____
_____ as)	Drafting errors/omissions	_____
_____ at)	Developer names, addresses, telephone numbers and signatures	_____
_____ au)	Photographs, electronic/digital display or video of site and area	_____
_____ av)	Attach one (1) copy of the building elevations	_____
_____ aw)	Fiscal impact study	_____
_____ ax)	Traffic study	_____
_____ ay)	Noise study	_____

Applicant
Initials

Staff
Initials

_____ az) Copies of any proposed or existing easements, covenants, deed restrictions,
right of way agreements or other similar documents _____

_____ ba) Copy of applicable Town, State, Federal approval/permits to include but
not limited to the following: _____

- industrial discharge application
- sewer application
- flood plain permit
- wetlands special exception
- variance
- erosion control permit (149:8a)
- septic construction approval
- dredge and fill permit
- curb cut permit
- shore-land protection certification in
in accordance with RSA483-B
- if applicable, review application with Lower Merrimack River Local
Advisory Committee (LMRLAC) and attach LMRLAC project
comments hereto.

_____ bb) Presentation plan (colored, with color-coded bar chart) _____

_____ bc) Fees paid to clerk _____

_____ bd) Five (5) 22" x 34" copies of the plan shall be brought to the Planning
Board meeting and distributed to the Planning Board members at the
meeting. Note: for all subsequent meetings involving revised plans,
five 22" x 34" copies of said plan shall be brought to the meeting for
distribution to the board members. _____

*Under the purview of the Planning Board, any and all items may be waived.

**APPLICATION FOR SITE PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

I hereby apply for Site Plan Review and acknowledge I will comply with all of the Ordinances of the Town of Hudson, New Hampshire State Laws, as well as any stipulations of the Planning Board, in development and construction of this project. I understand that if any of the items listed under the Site Plan specifications or application form are incomplete, the application will be considered rejected.

Pursuant to RSA 674:1-IV, the owner(s) by the filing of this application as indicated above, hereby given permission for any member of the Hudson Planning Board, the Town Engineer, the Conservation Commission and such agents or employees of the Town or other persons as the Planning Board may authorize, to enter upon the property which is the subject of this application at all reasonable times for the purpose of such examinations, surveys, tests and inspections as may be appropriate. The owner(s) release(s) any claim to or right he/she (they) may now or hereafter possess against any of the above individuals as a result of any examinations, surveys, tests and/or inspections conducted on his/her (their) property in connection with this applications.

Signature of Owner: _____

- ❖ If other than an individual, indicate name of organization and its principal owner, partners, or corporate officers.

Signature of Developer: _____

- ❖ The developer/individual in charge must have control over all project work and be available to the Code Enforcement Officer/Building Inspector during the construction phase of the project. The Code Enforcement Officer/Building Inspector must be notified within two (2) working days of any change by the individual in charge of the project.

APPLICATION IS DUE AT NOON 21 days prior to the Planning Board Meeting. (The date the Agenda is CLOSED.) Any applications received after that time will be deferred until the next available meeting.

SUBDIVISION/SITE PLAN WAIVER REQUEST FORM

Name of Subdivision/Site Plan: _____

Street Address: _____

I _____ hereby request that the Planning Board waive the requirements of item _____ of the Subdivision/Site Plan Checklist in reference to a plan presented by _____
_____ (name of surveyor and engineer) dated _____ for property tax map(s) _____ and lot(s) _____ in the Town of Hudson, NH.

As the aforementioned applicant, I, herein, acknowledge that this waiver is requested in accordance with the provisions set forth in RSA 674:36, II (n), i.e., without the Planning Board granting said waiver, it would pose an unnecessary hardship upon me (the applicant), and the granting of this waiver would not be contrary to the spirit and intent of the Subdivision/Site Plan regulations.

Hardship reason(s) for granting this waiver (if additional space is needed please attach the appropriate documentation hereto):

Reason(s) for granting this waiver, relative to not being contrary to the Spirit and Intent of the Subdivision/Site Plan regulations: (if additional space is needed please attach the appropriate documentation hereto):

Signed:

Applicant or Authorized Agent

Planning Board Action:

Waiver Granted: _____

Waiver Not Granted: _____

**APPLICATION FOR SITE PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

FOOTNOTES:

1. In the event of the denial of a plan, the recording fees collected will not be reimbursed, but will instead be used as an additional fee to help defray administrative costs associated with a denial.
2. The "Review Fees" are fees estimated necessary to offset costs incurred to review and/or compile plans, data, or other information relative to the proposal.
3. The "Amount Due" does not include fees for studies or reviews as authorized in Section G-2 of this regulation.
4. Fees must be paid in full prior to the commencement of any formal review by the Town of Hudson.

STATUS:

DATE:

_____ 1.	Application incomplete	_____
_____ 2.	Application complete. Include any applicable requested waivers, fees paid, routing sheet returned	_____
_____ 3.	Application formally accepted or denied by Planning Board (90-day review clock by RSA 674:43 to start upon acceptance granted)	_____
_____ 4.	Final approval granted or denied	_____
_____ 5.	Comments:	

**APPLICATION FOR SITE PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

SCHEDULE OF FEES

A. Review Fees

1. <u>Site Plan Use</u>	<u>Project Size/Fee</u>	\$ _____
Multi-Family	\$105/unit for 3-50 units \$78.50/unit for each additional unit over 50	\$ _____
Commercial/Semi Public/Civic or Recreational	\$157/1,000 sq. ft. for first 100,000 sq.ft. (bldg area): \$78.50/1,000 sq.ft. thereafter.	\$ _____
Industrial	\$150/1,000 sq.ft for first 100,000 sq.ft. (bldg. area);\$78.50/1,000 sq.ft thereafter	\$ _____
No Buildings	\$30.00 per 1,000 sq.ft. of proposed developed area	\$ _____

Plus Consultant Review Fee:

Total _____ acres @ \$600.00
per acre or \$1,250.00, whichever is greater \$ _____

This is an estimate for cost of consultant review. The fee is expected to cover the amount. A complex project may require additional funds. A simple project may result in a refund.

Legal Fee:

The applicant shall be charged attorney costs billed to the Town for the Town's attorney review of any application plan set documents.

2. Conceptual Review Only \$100.00	\$ _____
3. ZBA Input Only \$100.00	\$ _____

**APPLICATION FOR SITE PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

SCHEDULE OF FEES
(Continued)

B. Postage

Current "certified mail" postage rate per abutter to proposed Site Plan and current first class postage rate per property Owner within 200 feet of proposed site plan.

_____ Abutters @\$3.40 (Certified Mail)	\$ _____
_____ Property owners within 200 feet @ .45 (First class)	\$ _____

C. On Site Signs \$ _____ 15.00

D. Advertising (PUBLIC NOTICE) For all site plans \$ _____ 40.00

E. Tax Map Updating Fee (FLAT FEE) \$ _____ 275.00

TOTAL \$ _____

<i>For Town Use</i>	
AMOUNT DUE	\$ _____ DATE RECEIVED _____
AMOUNT RECEIVED	\$ _____ RECEIPT NO. _____
	RECEIVED BY: _____

F. Recording Fees

The applicant shall pay the costs of recording the final site plan layout prior to final site plan approval, in accordance with fees established by the County.

Recording of Plan	@\$24.00/sheet	\$ _____
	+\$2.00/surcharge plan	\$ _____
Land & Community Heritage Investment Program (LCHIP) fee	+25.00	\$ _____
Easements/Agreements (if applicable)	@\$10.00/first sheet @\$ 4.00/each sheet	\$ _____ \$ _____
Thereafter	+\$2.00/surcharge/doc.	\$ _____
	+First Class return postage rate	
TOTAL		\$ _____

**APPLICATION FOR SITE PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

**SCHEDULE OF FEES
(Continued)**

PLEASE NOTE: RECORDING FEES SHALL BE COMPUTED WHEN PLANS ARE FINALIZED FOR RECORDING. RECORDING FEES MUST BE PAID BY THE APPLICANT PRIOR TO RECORDING.

THE APPLICANT SHALL BE RESPONSIBLE FOR ALL FEES INCURRED BY THE TOWN FOR PROCESSING AND REVIEW OF THE APPLICANT'S APPLICATION, PLAN AND RELATED MATERIALS. ALL SUCH FEES MUST BE PAID PRIOR TO RECORDING.

E. COST ALLOCATION PROCEDURE AMOUNT CONTRIBUTION AND OTHER IMPACT FEE PAYMENTS:

TO BE DETERMINED BY VOTE OF THE PLANNING BOARD AND SHALL BE PAID BY THE APPLICANT AT THE TIME OF SUBMITTAL OF CERTIFICATE OF OCCUPANCY PERMIT REQUEST.

LIST OF ABUTTERS

List of all the names and addresses of the owner (s) of record of the property and abutters, as of the time of the last assessment for taxation made by the concerned property by a street(s), public land(s) or stream(s) up to distance of 200 feet from subject tract.

I. ADJACENT PROPERTY OWNERS

MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____

II. PROPERTY OWNERS WITHIN 200 FEET

MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____