NOTICE TO APPLICANTS

CONSERVATION COMMISSION APPLICATION PROCESS

The following documents shall be submitted with all applications for Conservation Commission Wetland Special Exceptions:

- One original and thirteen copies of the completed application and 11' x 17' plans (scaled to read legibly):

- All Conservation Commission Wetland Special Exception recommendation applications shall require submittal of a plot plan with wetland flagging prepared by a licensed land surveyor and certified wetland scientist prior to being scheduled on the meeting agenda. Plans shall be stamped and dated. Any wetland within 50 feet of the proposed project shall be shown whether on or off the subject property. Topograghy shall also be depicted on the plan.

- There shall be a signature block on the plan submitted for the Conservation Commission Chairman to sign.

- Deadline for submittal of completed applications shall be Friday 12:00 noon one week prior to the meeting date. (10 calendar days)

- Conceptual plans shall not be allowed.

- The Commission may wave, at its discretion, any of the above requirements.

Town of Hudson

Conservation Commission

Town Hall, 12 School Street,
Hudson NH 03051-4249

GUIDELINES FOR APPLICATION

1. Please abide by the schedule of meeting and application deadline dates for the Hudson Conservation Commission (HCC). The HCC normally meets once a month on the third Monday at 7:00 p.m. in the Planning Department Room, Lower Level Town Hall. If a holiday falls on the third Monday, the meeting automatically is rescheduled for the fourth Monday. For more information, contact the Engineering Department, Town Hall, (603)886-6008.

2. Requests to be put on the agenda are made through the Engineering Department.

3. You need to submit a completed agenda application and checklist, a narrative description addressing key points as outlined in the checklist, a concept plan, and, if applicable, a copy of the DES Dredge and Fill Application. Please submit colored photos with the documentation. Some of the more detailed information may only be applicable to subdivision and/or larger impact areas.

4. The HCC members and Engineering Department need to receive the required project documentation by the application deadline date listed in the attached schedule. If no documentation is received prior to the meeting, the HCC may request the applicant return to the next scheduled meeting after the documentation has been reviewed.

5. Refer to Code of the Town of Hudson Revised Ordinances, Chapter 334-33 thru 39, Article IX 'Wetland Conservation District [As Amended].

6. For projects subject to the State Wetlands Bureau approval, review the Department of Environmental Services (DES) Guidelines for the Standard Application Process for Wetland Impacts. This information should be included in your application to the HCC. (Contact DES at 6 Hazen Drive, Concord NH 03301, (603)271-3503, www.state.nh.us/des, for further information.)

7. The HCC may request access to the property for a site review.

TOWN OF HUDSON
CONSERVATION COMMISSION
AGENDA APPLICATION

Name of Property Owner: _____ Phone # _____

Address: _____

Engineering by: _____ Phone # _____

Address: _____

Email address: _____

Assessor's Map _____ Lot # _____ Zone _____

Please check the boxes that apply: [It is possible that I, II and III could be checked on a single application]

☐ I. Request for Wetlands Special Exception - Available from Hudson Planning Department
Applies whenever a wetland area is impacted; Wetlands are identified by your Wetland specialist.
For details see Article IX chapter 334-33 thru 39 of the Hudson Zoning Ordinance.

☐ II. State Wetlands Permit Application - www.des.state.nh.us/wetlands/

☐ III. Boat Dock (Requires both Wetlands Special Exception and State Wetlands Bureau Approval)

☐ IV. Other

Description of proposed project: _____

_____

_____

_____

Wetland: Prime ☐ Other ☐ Name(s) _____

Flagged by certified soil scientist (name) _____

Impacts (sq. ft.): **Wetland** ☐ Temporary ____ Permanent ____ **Buffer** ☐ Temporary ____ Permanent ____

Dredge ☐ _____ **Fill** ☐ _____

Proposed mitigation: _____

_____

_____

_____

RECOMMENDATION: HUDSON CONSERVATION COMMISSION

☐ Unfavorable ☐ Favorable ☐ Favorable with Conditions

_____

_____

_____

_____

Signature for HCC: _____ Date: _____

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CHECKLIST

Date Completed _____

Project address _____

Sheet(s) _____ Lot(s) _____ Property _____

Name(s) of wetland/buffer impact _____

Owner _____ Applicant _____

SUPPLY A NARRATIVE REPORT FOR INFORMATION ON THE CHECKLIST
Check off *Yes*, *No*, or *Not Applicable* in the appropriate circle regarding the documentation provided
THIS CHECKLIST IS TO BE ATTACHED TO THE HCC APPLICATION FORM

Yes	*No*	*NA*	*Questions/Information Needed*	*HCC Comments*
			NARRATIVE REPORT	
			Existin g Conditions	
☐	☐	☐	Has a DES Dredge and Fill Permit been issued for any part of this site? If yes, provide number, date, and description.	
☐	☐	☐	Is there evidence of altered wetlands or surface waters on site?	
☐	☐	☐	All prime and other wetlands in the vicinity, plus any wetlands/watersheds past the immediate vicinityaffected bythis project	
☐	☐	☐	• Description of each wetland and associated values	
☐	☐	☐	Wetland mapping results – Including the flagging date and technique plus the name, companyand qualificationsof the wetland scientist	
☐	☐	☐	Was property surveyed? If yes, the date of survey. (Please attach the survey plan)	
			National Wetland Inventory	
☐	☐	☐	• Vegetative cover types	
☐	☐	☐	• Existence of vernal pools and associated habitat	
☐	☐	☐	• Unique geological and cultural features	
☐	☐	☐	• NH Natural Heritage inventory – For list of rare and endangered species, contact the NH Division of Forests and Lands (603)271-3623	
☐	☐	☐	• Wildlife and fauna species, including estimated number and locations (large projects)	

Yes	No	NA	Questions/Information Needed	HCC Comments
			NARRATIVE REPORT	
☐	☐	☐	• Public or private wells located within the vicinity	
☐	☐	☐	• Monitoring well(s) located on site	
☐	☐	☐	• Current land use and zoning district	
☐	☐	☐	Photos of existing area (please use color photos)	
			Proposed Project Description	
☐	☐	☐	Entire project and associated activities	
☐	☐	☐	Time table of project and anticipated phasing	
☐	☐	☐	Land use	
☐	☐	☐	Grading plan	
			Impact to Wetlands and/or Buffers	
☐	☐	☐	• Depending on size and proposed impacts, a report from a biologist may be appropriate	
☐	☐	☐	Removing, filling, dredging, or altering (Area square ft. and locations)	
☐	☐	☐	Intercepting or diverging of ground or surface water (Locations and size)	
☐	☐	☐	• Change in run-off characteristics	
☐	☐	☐	Delineation of drainage area contributing to each discharge point	
☐	☐	☐	Installation of drainage, sewage, and water systems (Locations of impact)	
☐	☐	☐	Estimated water quality characteristics of runoff at each point of discharge for both pre- and post-development	
☐	☐	☐	Erosion control practices	
☐	☐	☐	• If using rip-rap, attach documentation explaining why other erosion control methods are not feasible	
☐	☐	☐	• How storm water runoff will be handled	
☐	☐	☐	If backyards or lots include a buffer area, buffer restriction wording shall be included in each deed (A physical marker may be requested to designate buffer boundaries at site)	
			Mitigation	
☐	☐	☐	Square footage of mitigation – wetland and upland areas	
☐	☐	☐	Wetland or upland plants identified to replace any losses	
☐	☐	☐	• Restoration plan for planting and vegetation	

Yes	No	NA	Questions/Information Needed	HCC Comments
			NARRATIVE REPORT	
☐	☐	☐	Conservation easements, including location and aesthetic, wildlife and vegetative values	
☐	☐	☐	• If easement is on or added to the site(s), a copy of the legal document shall be given to the HCC (HCC conservation easement markers may also be required along the easement)	
			CONCEPTUAL SITE PLAN/DRAWING	
☐	☐	☐	Locus map depicting project site and vicinity within approximately ½ mile and also on a larger scale	
☐	☐	☐	All prime and other wetlands in the vicinity	
☐	☐	☐	Wetland(s) impacted (identified as prime or other) and the wetland boundaries with 50', buffer areas highlighted in color	
☐	☐	☐	Property boundaries and names of abutters	
☐	☐	☐	Project, subdivision and/or owner's name	
☐	☐	☐	Assessor's sheet(s), lot(s), and property account number(s)	
☐	☐	☐	Date of plan	
☐	☐	☐	Roadways, showing street/road name	
☐	☐	☐	Existing and proposed structures	
☐	☐	☐	Square footage listed for temporary and permanent impact	
☐	☐	☐	Erosion control plan (Suggested: Biodegradable silt fences so area won't be disturbed again and no hay to avoid invasive species)	
☐	☐	☐	Topographical map with contours	
☐	☐	☐	Storm water treatment swales and basins highlighted in color if in buffer area	
☐	☐	☐	Conservation and utility easements	
☐	☐	☐	Grading plan	
☐	☐	☐	Culvert, arch, bridge - sizes, material, etc.	
☐	☐	☐	Vegetative cover types	
☐	☐	☐	Vernal pools	
☐	☐	☐	Existing and proposed stone walls, tree lines, and unusually large, rare or beautiful trees, and other notable site features	

QUESTIONS TO CONSIDER BEFORE SUBMITTING

- Will the increased discharge cause erosion and channelization?
- Is there potential for off-site flooding?
- Does the decreased infiltration in the drainage area cause vegetation stress due to reduced or increased ground water or surface water discharge into wetland?
- Will the nutrients in the runoff increase eutrophication potential in downstream water bodies?
- Do you own any adjacent parcels or easements for roadways across adjacent parcels which could be used for access to avoid a wetland crossing
- Does a wetland crossing occur where it will result in the least amount of alteration to a wetland?
- Is preservation of upland areas adjacent to the impacted wetland a priority?
- Can using an alternative crossing design such as a bridge, retaining wall, etc. decrease the width or area of wetland alteration?
- Does a proposed road crossing of a wetland exceed the minimum width acceptable to the Planning Board and can this be negotiated downwards?
- Have you established that no reasonable alternative access from a public way to an upland is possible?
- Can the parking lot spaces be decreased?
- Is the roadway designed in such a way that does not restrict the flow of water?
- Is additional information needed to assess water quality impacts due to runoff?
- Is there an increase in other pollutants (e.g., heavy metals, turbidity, coli form) from streets and parking lots?
- Is there a need to restrict or prohibit the use of pesticides and fertilizers?
- Is there a need to restrict the use of roadway salting?