



*Town of Hudson
12 School Street
Hudson, NH 03501*

SITE PLAN APPLICATION

Revised September 2025

The following information must be filed with the Planning Department *at the time of filing a site plan application*:

1. One (1) original completed application with original signatures.
2. One (1) full plan set *folded* (sheet size: 22" x 34").
3. One (1) original copy of the project narrative.
4. A list of direct abutters and a list of indirect abutters, and two (2) sets of mailing labels for abutter notifications.
5. Site Plan Review Checklist.
6. All of the above application materials, including plans, shall also be submitted in electronic form as a PDF.
7. ***All plans shall be folded*** and all pertinent data shall be attached to the plans with an elastic band or other enclosure.
8. ***Plans requiring third party consultant review*** – Complete submittal must be sent to:
Fuss & O'Neill
c/o Steve Reichert, PE
50 Commercial Street Unit 2S
Manchester, NH 03101

The following information is required to be filed with the Planning Department ***no later than 10:00 A.M., Tuesday ONE WEEK prior to the scheduled Planning meeting. The purpose of these materials is hardcopy distribution to Planning Board members, not review.***

Any plan revisions that require staff review must be submitted no later than 10:00A.M., Tuesday TWO WEEKS prior to the scheduled Planning meeting. Depending on the complexity of changes, more time may be required for review. Please contact the Town Planner if you have any questions on this matter.

1. Submission of fifteen (15) 11" X 17" plan sets *folded*, revised if applicable.
2. Submission of one (1) full plan set *folded* (sheet size: 22" x 34"), if revised.
3. All of the above application materials, including plans, shall also be submitted in electronic form as a PDF.

Note: Prior to filing an application, it is recommended to schedule an appointment with the Town Planner.

SITE PLAN APPLICATION

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

Site Address: _____

Name of Project: _____

Zoning District: _____ General SP#: _____

(For Town Use Only)

Z.B.A. Action: _____

PROPERTY OWNER:

DEVELOPER:

Name: _____

Address: _____

Address: _____

Telephone # _____

Email: _____

PROJECT ENGINEER:

SURVEYOR:

Name: _____

Address: _____

Address: _____

Telephone # _____

Email: _____

PURPOSE OF PLAN:

(For Town Use Only)

Routing Date: _____ Deadline Date: _____ Meeting Date: _____

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

_____ Title: _____ Date: _____

(Initials)

Department:

Zoning: ____ Engineering: ____ Assessor: ____ Police: ____ Fire: ____ DPW: ____ Consultant: ____

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 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)

Waiver Requests

<i>Town Code Reference:</i>	<i>Regulation Description:</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(For Town Use Only)	
Data Sheets Checked By: _____	Date: _____

SITE PLAN APPLICATION AUTHORIZATION

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 Planner, the Town Engineer, 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: _____ Date: _____

Print Name of Owner: _____

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

Signature of Developer: _____ Date: _____

Print Name 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 individual in charge of the project must notify the Code Enforcement Officer/Building Inspector within two (2) working days of any change.

WAIVER REQUEST FORM

Name of Subdivision/Site Plan: _____

Street Address: _____

I _____ hereby request that the Planning Board
waive the requirements of item _____ of the Hudson Land Use Regulations
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 Land Use 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 Land Use Regulations: (if additional space is needed please attach the appropriate documentation hereto):

Signed:

Applicant or Authorized Agent

SCHEDULE OF FEES

A. REVIEW FEES:

<u>1. Site Plan Use</u>	<u>Project Size/Fee</u>	
Multi-Family	\$105.00/unit for 3-50 units \$78.50/unit for each additional unit over 50	\$ _____
Commercial/Semi Public/Civic or Recreational	\$157.00/1,000 sq. ft. for first 100,000 sq.ft. (bldg. area): \$78.50/1,000 sq.ft. thereafter.	\$ _____
Industrial	\$150.00/1,000 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	\$ _____

CONSULTANT REVIEW FEE: (Separate Check)

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.

B. POSTAGE:

_____ Direct Abutters Applicant, Professionals, etc. as required
by RSA 676:4.1.d @\$6.08 (or Current Certified Mail Rate) \$ _____

_____ Indirect Abutters (property owners within 200 feet)
@\$0.78 (or Current First Class Rate) \$ _____

C. TAX MAP UPDATING FEE: (FLAT FEE) \$ 275.00

TOTAL \$ _____

SCHEDULE OF FEES

(Continued)

(For Town Use)

AMOUNT RECEIVED: \$ _____	DATE RECEIVED: _____
RECEIPT NO.: _____	RECEIVED BY: _____

NOTE: fees below apply only upon plan approval, not collected at time of application.

D. RECORDING:

*****The applicant shall be responsible for the recording of the approved plan, and all documents as required by an approval, at the Hillsborough County Registry of Deeds (HCRD), located at 19 Temple Street, Nashua, NH 03061. Additional fees associated with recording can be found at HCRD.*****

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

To be determined by the Planning Board at time of plan approval and shall be paid by the applicant at the time of submittal of the Certificate of Occupancy Permit requests.

*****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.*****

**TOWN OF HUDSON
SITE PLAN REVIEW CHECKLIST**

This checklist is intended to help the applicant and staff to ensure application completeness. Please refer to the regulations on the exact language of each requirement.

Key: Y=Yes P =Pending W=Waiver Request

Relevant Regulations:

§ 276-11.1 General Plan Requirements

§§ 275-8 – 275-9 Site Plan Requirements

- | | <u>Y</u> | <u>P</u> | <u>W</u> | |
|-----|--------------------------|--------------------------|--------------------------|---|
| 1. | ☐ | ☐ | ☐ | - A list of the names and addresses of the owner(s) of the property, the applicant(s), and all abutters as indicated in the office of the Town Assessor records not more than five (5) days prior to the day of filing [§ 276-11.1.A.] |
| 2. | ☐ | ☐ | ☐ | - Sets of plans and copies as indicated on application. |
| 3. | ☐ | ☐ | ☐ | - Scale no smaller than 50 feet to the inch (1" = 50') [§ 276-11.1.B.(2)] |
| 4. | ☐ | ☐ | ☐ | - Title block in the lower right-hand corner of the plan, containing: [§ 276-11.1.B.(3)] |
| 5. | ☐ | ☐ | ☐ | - Title, including the term "site plan" or "subdivision plan" |
| 6. | ☐ | ☐ | ☐ | - The name for whom the plan was prepared |
| 7. | ☐ | ☐ | ☐ | - Preparer of the plan |
| 8. | ☐ | ☐ | ☐ | - The scale(s) of the plan |
| 9. | ☐ | ☐ | ☐ | - Date of the plan |
| 10. | ☐ | ☐ | ☐ | - Appropriate revision block |
| 11. | ☐ | ☐ | ☐ | - Approval block (2"x6") located on the lower left corner of each sheet, with the required language and signature line [§ 276-11.1.B.(4) & § 289-27.A] |
| 12. | ☐ | ☐ | ☐ | - Owner's printed name and address and signature [§ 276-11.1.B.(6)] |
| 13. | ☐ | ☐ | ☐ | - Name and address of all abutting property owners [§ 276-11.1.B.(7)] |
| 14. | ☐ | ☐ | ☐ | - A locus plan at one inch equals 1,000 feet (1" = 1,000') [§ 276-11.1.B.(8)] |

(Continue next page)

Notes

15. ☐ ☐ ☐ - Boundary of the entire parcel held in single ownership with boundary dimensions and bearings
[§ 276-11.1.B.(9)]
16. ☐ ☐ ☐ - Error of closure shown and certified by a licensed land surveyor
17. ☐ ☐ ☐ - North point arrow
18. ☐ ☐ ☐ - Zoning classification note of the tract and location of the zoning district boundaries if the property is located in two or more zoning district
[§ 276-11.1.B.(10)]
19. ☐ ☐ ☐ - The location of all buildings within 50 feet of the tract
[§ 276-11.1.B.(15)]
20. ☐ ☐ ☐ - The location of roadways, driveways, travel areas or parking areas within 200 feet of the tract, in accordance with **§ 276-11.1.B.(16)**
21. ☐ ☐ ☐ - Existing topography at two-foot contour intervals of that portion of the tract being proposed for development from a topographic survey and contours on the remainder of the tract from a reliable plan source **[§ 276-11.1.B.(17)]**
22. ☐ ☐ ☐ - Proposed topography at two-foot contour intervals
[§ 276-11.1.B.(18)]
23. ☐ ☐ ☐ - A note identifying the Tax Map and Lot Number of the tract **[§ 276-11.1.B.(19)]**
24. ☐ ☐ ☐ - The location of all existing buildings (including size and height), driveways, sidewalks, parking spaces, loading area, open spaces, large trees, open drainage courses, signs, exterior lighting, service areas, easements landscaping and other pertinent items. **[§ 276-11.1.B.(20)]**
25. ☐ ☐ ☐ - The location of all proposed construction, buildings, structures, pavement, etc. **[§ 276-11.1.B.(21)]**
26. ☐ ☐ ☐ - A green area shown between the right-of-way line and any pavement, gravel or structure meeting the required minimum width **[§ 276-11.1.B.(22)]**
29. ☐ ☐ ☐ - Note any pertinent highway projects.
[§ 276-11.1.B.(23)]

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Key: Y=Yes P =Pending W=Waiver Request NA=Not Applicable (please explain)

- | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|------------------------------|--------------------------|--------------------------|--------------------------|--|
| 30. ☐ | ☐ | ☐ | | - The location of all building setback lines as required by Chapter 334, Zoning, and setback lines as required by § 276-11.1.B.(12) . |
| 31. ☐ | ☐ | ☐ | | - The location size and character of all signs or a note* stating "All signs are subject to approval by the Hudson Zoning Administrator prior to installation thereof." [§ 276-11.1.B.(13)]

*The discrepancy on the note language is correct – reference to the Planning Board in the regulations is outdated. |
| 32. ☐ | ☐ | ☐ | | - The location, detail and character of all exterior lighting or a note stating: "There will be no exterior lighting." [§ 276-11.1.B.(14)] |
| 33. ☐ | ☐ | ☐ | ☐ | - Required open space, including the calculation showing the requirement is met [§ 276-11.1.B.(24)] |
| 34. ☐ | ☐ | ☐ | ☐ | - Parking space calculation showing and a statement stating the required parking spaces are provided [§ 275-8.C.(2) & (3)] |
| 35. ☐ | ☐ | ☐ | ☐ | - Required dimensions for parking space [§ 275-8.C.(4)] |
| 36. ☐ | ☐ | ☐ | ☐ | - Required dimensions for aisle/access drive [§ 275-8.C.(5)] |
| 37. ☐ | ☐ | ☐ | ☐ | - Required off-street loading spaces [§ 275-8.C.(6)] |
| 38. ☐ | ☐ | ☐ | ☐ | - Required landscaping for the parking lot, including calculation shown the planting requirement is met [§ 275-8.C.(7)] |
| 39. ☐ | ☐ | ☐ | ☐ | - Required screening for visual separation of incompatible uses [§ 275-8.C.(8)] |
| 40. ☐ | ☐ | ☐ | ☐ | - Handicap accessibility provided in accordance with the latest ADA Regulations [§ 275-8.C.(11)] |
| 41. ☐ | ☐ | ☐ | ☐ | - Stormwater Management Plan [§ 275-9.A] |
| 42. ☐ | ☐ | ☐ | ☐ | - Traffic Study, if required [§ 275-9.B] |
| 43. ☐ | ☐ | ☐ | ☐ | - Noise Study, if required [§ 275-9.C] |

Notes

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- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 44. | ☐ | ☐ | ☐ | ☐ | - Fiscal Impact Study, if required [§ 275-9.D] |
| 45. | ☐ | ☐ | ☐ | ☐ | - Utility Study [§ 275-9.E] |
| 46. | ☐ | ☐ | ☐ | ☐ | - Copies of any proposed or existing easements, covenants, deed restrictions or any other similar document pertinent to the Site Plan [§ 275-9.F] |
| 47. | ☐ | ☐ | ☐ | ☐ | - A copy of all applicable Town, state, county or federal approvals or applications [§ 275-9.G] |
| 48. | ☐ | ☐ | ☐ | ☐ | - Environmental Impact Study, if required [§ 275-9.I] |

(End of checklist)

Notes