



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

## **SUBDIVISION APPLICATION**

Revised November 6, 2019

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, and one (1) copy.
2. Three (3) full plan sets (sheet size: 22" x 34").
3. One (1) original copy of the project narrative, and one (1) copy.
4. A list of direct abutters and a list of indirect abutters, and three (3) sets of mailing labels for abutter notifications.
5. All of the above application materials, including plans, shall also be submitted in electronic form as a PDF.
6. All plans shall be folded and all pertinent data shall be attached to the plans with an elastic band or other enclosure.

The following information is required to be filed with the Planning Department *no later than 10:00 A.M., Tuesday the week prior to the scheduled Planning meeting*:

1. Submission of fifteen (15) 11" X 17" plan sets, revised if applicable.
2. Submission of two (2) full plan sets (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.*

**SUBDIVISION APPLICATION**

Date of Application: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Site Address: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Zoning District: \_\_\_\_\_ General SB#: \_\_\_\_\_  
(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)

\_\_\_\_\_  
(Initials) Title: \_\_\_\_\_ Date: \_\_\_\_\_

Department:

Zoning: \_\_\_ Engineering: \_\_\_ Assessor: \_\_\_ Police: \_\_\_ Fire: \_\_\_ DPW: \_\_\_ Consultant: \_\_\_

**SUBDIVISION PLAN DATA SHEET**

PLAN NAME: \_\_\_\_\_

PLAN TYPE: Conventional Subdivision Plan or Open Space Development (Circle One)

LEGAL DESCRIPTION:     MAP \_\_\_\_\_ LOT \_\_\_\_\_

DATE: \_\_\_\_\_

-----  
Address: \_\_\_\_\_

Total Area:                   S.F. \_\_\_\_\_                   Acres: \_\_\_\_\_

Zoning: \_\_\_\_\_

Required Lot Area: \_\_\_\_\_

Required Lot Frontage: \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_

Water and Waste System  
Proposed: \_\_\_\_\_

Area in Wetlands: \_\_\_\_\_

Existing Buildings  
To Be Removed: \_\_\_\_\_

Flood Zone Reference: \_\_\_\_\_

Proposed Linear Feet  
Of New Roadway: \_\_\_\_\_



**SUBDIVISION 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:**

1. \$170.00 per proposed lot \$\_\_\_\_\_

**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 @\$6.85 (or Current Certified Mail Rate) \$\_\_\_\_\_

\_\_\_\_\_ Indirect Abutters (property owners within 200 feet) \$\_\_\_\_\_  
 @\$0.55 (or Current First Class Rate)

**C. ON SITE SIGNAGE:** \$\_\_\_\_\_ 15.00

**D. ADVERTISING: (PUBLIC NOTICE) per notification, per hearing** \$\_\_\_\_\_ 80.00

**E. TAX MAP UPDATING FEE: (FLAT FEE)** \$\_\_\_\_\_ 275.00

**TOTAL** \$\_\_\_\_\_

<b>(For Town Use Only)</b>	
AMOUNT RECEIVED: \$_____	DATE RECEIVED: _____
RECEIPT NO.: _____	RECEIVED BY: _____

*(fees due upon approval on next page)*

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

**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 fees must be paid prior to recording.**

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

**G. 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.\*\*\***