



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

SUBDIVISION 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. Subdivision Plan Review Checklist.
6. All 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

Revised plans and other application material must 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 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)

_____ Title: _____ Date: _____

(Initials)

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 DATA SHEET

Dates/Case #/Description/
Stipulations of ZBA,
Conservation Commission,
NH Wetlands Board Action:

(Attach Stipulations on
Separate Sheet)

List Permits Required:

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

**(Left Column for Town Use)*

(For Town Use Only)

Data Sheets Checked By: _____ Date: _____

SUBDIVISION PLAN APPLICATION AUTHORIZATION

I hereby apply for *Subdivision 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 *Subdivision 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 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 UPDATE FEE

2 to 7 lots (# of lots x \$30.00) + \$25.00 (min. \$85.00) \$ _____
8 lots or more (min. \$325.00) \$ _____

TOTAL \$ _____

(For Town Use Only)

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
SUBDIVISION 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 NA=Not Applicable

§ 276-11.1 General Plan Requirements

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</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. | ☐ | ☐ | ☐ | ☐ | - One (1) set of Plans on size 22" x 34" sheet [§ 276-11.1.B.(1)] |
| 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 located on the lower left corner of each sheet, with the require language and signature lines [§ 276-11.1.B.(4)] |
| 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)] |
| 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 |

Notes

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 building setback lines as required by Chapter 334, Zoning, or as listed under § 276-11.1.B.(12), whichever is more stringent [§ 276-11.1.B.(12)].
20. ☐ ☐ ☐ ☐ - 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.
21. ☐ ☐ ☐ ☐ - The location, detail and character of all exterior lighting or a note stating: “There will be no exterior lighting.” [§ 276-11.1.B.(14)]
22. ☐ ☐ ☐ ☐ - The location of all buildings within 50 feet of the tract [§ 276-11.1.B.(15)]
23. ☐ ☐ ☐ ☐ - The location of roadways, driveways, travel areas or parking areas within 200 feet of the tract, with the use of an additional sheet, aerial photography, or Town topographic mapping as necessary [§ 276-11.1.B.(16)]
24. ☐ ☐ ☐ ☐ - 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)]
25. ☐ ☐ ☐ ☐ - Proposed topography at two-foot contour intervals [§ 276-11.1.B.(18)]
26. ☐ ☐ ☐ ☐ - A note identifying the Tax Map and Lot Number of the tract [§ 276-11.1.B.(19)]
27. ☐ ☐ ☐ ☐ - 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)]

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 28. | ☐ | ☐ | ☐ | ☐ | - The location of all proposed construction, buildings, structures, pavement, etc.
[§ 276-11.1.B.(21)] |
| 29. | ☐ | ☐ | ☐ | ☐ | - 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)] |
| 30. | ☐ | ☐ | ☐ | ☐ | - Highway protects listed on the transportation improvement program adopted by the Nashua Regional Planning Commission, shown in the Hudson Master Plan, or listed in the Corridor Study adopted by the Hudson Planning Board [§ 276-11.1.B.(23)] |
| 31. | ☐ | ☐ | ☐ | ☐ | - Required open space, including the calculation showing the requirement is met
[§ 276-11.1.B.(24)] |

Notes

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

(If this checklist is for a subdivision plan application, skip to the next section on page 5)

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 33. | ☐ | ☐ | ☐ | ☐ | - Parking space calculation showing and a statement stating the required parking spaces are provided
[§ 275-8.C.(2) & (3)] |
| 34. | ☐ | ☐ | ☐ | ☐ | - Required dimensions for parking space
[§ 275-8.C.(4)] |
| 35. | ☐ | ☐ | ☐ | ☐ | - Required dimensions for aisle/access drive
[§ 275-8.C.(5)] |
| 36. | ☐ | ☐ | ☐ | ☐ | - Required off-street loading spaces, including calculation showing the required loading spaces are provided [§ 275-8.C.(6)] |
| 37. | ☐ | ☐ | ☐ | ☐ | - Required landscaping for the parking lot, including calculation shown the planting requirement is met [§ 275-8.C.(7)] |
| 38. | ☐ | ☐ | ☐ | ☐ | - Required screening for visual separation of incompatible uses [§ 275-8.C.(8)] |

Notes

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 39. | ☐ | ☐ | ☐ | ☐ | - Handicap accessibility provided in accordance with the latest ADA Regulations
[§ 275-8.C.(11)] |
| 40. | ☐ | ☐ | ☐ | ☐ | - Stormwater Management Plan [§ 275-9.A] |
| 41. | ☐ | ☐ | ☐ | ☐ | - Traffic Study, if required [§ 275-9.B] |
| 42. | ☐ | ☐ | ☐ | ☐ | - Noise Study, if required [§ 275-9.C] |
| 43. | ☐ | ☐ | ☐ | ☐ | - Fiscal Impact Study, if required [§ 275-9.D] |
| 44. | ☐ | ☐ | ☐ | ☐ | - Utility Study [§ 275-9.E] |
| 45. | ☐ | ☐ | ☐ | ☐ | - Copies of any proposed or existing easements, covenants, deed restrictions or any other similar document pertinent to the Site Plan
[§ 275-9.F] |
| 45. | ☐ | ☐ | ☐ | ☐ | - A copy of all applicable Town, state, county or federal approvals or permits [§ 275-9.G] |
| 46. | ☐ | ☐ | ☐ | ☐ | - Chapter 270, Sewers |
| 47. | ☐ | ☐ | ☐ | ☐ | - Floodplain permit |
| 48. | ☐ | ☐ | ☐ | ☐ | - Special exception to the Wetland Ordinance |
| 49. | ☐ | ☐ | ☐ | ☐ | - Septic system construction approval from the New Hampshire Water Supply and Pollution Control Commission |
| 50. | ☐ | ☐ | ☐ | ☐ | - Approval of the New Hampshire Wetland Bureau for relocation, filling, dredging or rechanneling |
| 51. | ☐ | ☐ | ☐ | ☐ | - Approval of the New Hampshire Department of Public Works and Highways for any required driveway permits or curb cuts |
| 52. | ☐ | ☐ | ☐ | ☐ | - NH RSA 149:9-a Permit |
| 53. | ☐ | ☐ | ☐ | ☐ | - Environmental Impact Study, if required
[§ 275-9.I] |

Notes

(End here if this checklist is for a site plan application).

**TOWN OF HUDSON
SUBDIVISION 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 NA=Not Applicable

§§ 289-26 – 289-27 Subdivision Plan Requirements

(Not applicable if this checklist is for a site plan application)

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 54. | ☐ | ☐ | ☐ | ☐ | - Proposed subdivision name [§ 289-26.B.(1)] |
| 55. | ☐ | ☐ | ☐ | ☐ | - Abutting subdivision names, streets, easements, setbacks, alleys, parks and public open spaces and similar facts regarding abutting property [§ 289-26.B.(2)] |

Notes

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