



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

MINOR 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. Five (5) 11" X 17" plan sets *folded*.
3. One (1) 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. One (1) 22" X 34" plan set *folded* shall be brought to the Special Site Review Committee Meeting.
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.

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

MINOR SITE PLAN APPLICATION

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

Site Address: _____

Name of Project: _____

Zoning District: _____ General MSP#: _____
(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: ____

MINOR SITE PLAN 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:	_____	_____

MINOR 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)

Waiver Requests

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

(For Town Use Only)

Data Sheets Checked By: _____ Date: _____

MINOR SITE PLAN APPLICATION AUTHORIZATION

I hereby apply for *Minor 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 *Minor 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. Minor 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: (If Applicable - 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 if Applicable) \$ 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.

F. RECORDING FEES:

*****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.*****

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.*****