



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

## **MINOR SITE PLAN APPLICATION**

Revised April 3, 2020

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

1. One (1) original completed application with original signatures, and three (3) copies.
2. One (1) original copy of the project narrative, and three (3) copies.
3. One (1) full plan set (sheet size: 22" x 34"), and one (1) 11" x 17" plan set.
4. A letter from the Zoning Department stating that the development site has not had any code violation(s) within the previous twenty-four (24) months. Note: the exception is if the Minor Site Plan application seeks to correct any outstanding violation(s) or any outstanding Site Plan compliance/requirement issues.
5. A list of direct abutters and a list of indirect abutters, and three (3) sets of mailing labels for abutter notifications.
6. All plans shall be folded and all pertinent data shall be attached to the plans with an elastic band or other enclosure. All of the above application materials, including plans, shall also be submitted in electronic form as a PDF.
7. All plan revisions and supporting documentation must be submitted to the Planning *Department no later than 10:00 A.M., Monday, the week prior to the scheduled Planning meeting.*

*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 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: MINOR 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:                      Required\*                      Proposed

    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>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<b>(For Town Use Only)</b>
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 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

