



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

## **CONDITIONAL USE PERMIT APPLICATION: WETLAND CONSERVATION OVERLAY DISTRICT**

Revised March 11, 2020

Applications must be received at least 21 days prior to the Planning Board and Conservation Commission meetings at which the application will be heard. The following information must be filed with the Planning Department *at the time of filing a conditional use permit application.*

1. One (1) original completed application with original signatures, and one (1) copy.
2. One (1) original, and one (1) copy of a project narrative that demonstrates that the proposal meets the conditions of Article IX of the Zoning Ordinance.
3. Three (3) full plan sets (sheet size: 22" x 34") and twenty-five (25) 11" X 17" plan sets. Plans require the stamp of a licensed land surveyor and a certified wetlands scientist. At a minimum, plans must show topography and any wetland within fifty (50) feet of the proposed project.
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.

Revised plans and other application materials must be filed with the Planning Department *no later than 10:00A.M., Tuesday the week prior to the scheduled Planning Board or Conservation Commission meeting, as applicable.*

### PLEASE NOTE:

1. So as to prevent submission of redundant information, submission of a complete Subdivision or Site Plan Application may be used to satisfy some of the requirements for the Conditional Use Permit Application, where applicable.
2. If no subdivision or site plan application is required, fees shall consist of postage for notification purposes. No additional fees are required when submitting with a subdivision or site plan application.
3. Prior to filing an application, it is recommended to schedule an appointment with the Town Planner and Town Engineer.

**APPLICANT INFORMATION**

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

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

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

Zoning District: \_\_\_\_\_ General CUP#: \_\_\_\_\_  
(For Town Use Only)

Z.B.A. Action: \_\_\_\_\_

**PROPERTY OWNER:**

**DEVELOPER:**

Name: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Telephone # \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

**PROJECT ENGINEER or SURVEYOR:**

**CERTIFIED WETLANDS SCIENTIST:**

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, Subdivision, or other) \_\_\_\_\_

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

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



Location by Street: \_\_\_\_\_

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

Proposed Land Use: \_\_\_\_\_

Existing Use: \_\_\_\_\_

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

Total Wetland Area (SF): \_\_\_\_\_

Permanent Wetland Impact Area (SF): \_\_\_\_\_

Permanent Wetland Buffer Impact Area (SF): \_\_\_\_\_

Temporary Wetland Impact Area (SF): \_\_\_\_\_

Temporary Wetland Buffer Impact Area (SF): \_\_\_\_\_

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

Proposed Mitigation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>(For Town Use Only)</b>
Data Sheets Checked By: _____ Date: _____

## WETLAND CONDITIONAL USE PERMIT CHECKLIST

Yes	No	NA	<u>QUESTIONS/INFORMATION NEEDED</u>	<i>HCC Comments</i>
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### **NARRATIVE REPORT**

#### Existing Conditions

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has a DES Dredge and Fill Permit been issued for any part of this site? If yes, provide number, date, and description.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is there evidence of altered wetlands or surface waters on site?	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All prime and other wetlands in the vicinity, plus any wetlands/watersheds past the immediate vicinity affected by this project	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>● Description of each wetland and associated values</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Wetland mapping results – Including the flagging date and technique plus the name, company and qualifications of the wetland scientist	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Was property surveyed? If yes, the date of survey. (Please attach the survey plan)	
			<b>National Wetland Inventory</b>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>● Vegetative cover types</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>● Existence of vernal pools and associated habitat</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>● Unique geological and cultural features</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>● NH Natural Heritage inventory – For list of rare and endangered species, contact the NH Division of Forests and Lands (603)271-3623</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>● Wildlife and fauna species, including estimated number and locations (large projects)</li> </ul>	
			<ul style="list-style-type: none"> <li>● Public or private wells located within the vicinity</li> </ul>	
			<ul style="list-style-type: none"> <li>● Monitoring well(s) located on site</li> </ul>	
			<ul style="list-style-type: none"> <li>● Current land use and zoning district</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Photos of existing area (please use color photos)	
			<b>Proposed Project Description</b>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Entire project and associated activities	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Time table of project and anticipated phasing	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Land use	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Grading plan	
			<b>Impact to Wetlands and/or Buffers</b>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>● Depending on size and proposed impacts, a report from a biologist may be appropriate</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Removing, filling, dredging, or altering (Area square ft. and locations)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intercepting or diverging of ground or surface water (Locations and size)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>● Change in run-off characteristics</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Delineation of drainage area contributing to each discharge point	

Yes	No	NA	Questions/Information Needed	HCC COMMENTS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Estimated water quality characteristics of runoff at each point of discharge for both pre- and post-development	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Erosion control practices	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>If using rip-rap, attach documentation explaining why other erosion control methods are not feasible</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>How storm water runoff will be handled</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If backyards or lots include a buffer area, buffer restriction wording shall be included in each deed (A physical marker may be requested to designate buffer boundaries at site)	

**Mitigation**

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Square footage of mitigation – wetland and upland areas	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Wetland or upland plants identified to replace any losses	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Restoration plan for planting and vegetation</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Conservation easements, including location and aesthetic, wildlife and vegetative values	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>If easement is on or added to the site(s), a copy of the legal document shall be given to the HCC (HCC conservation easement markers may also be required along the easement)</li> </ul>	

**CONCEPTUAL SITE PLAN/DRAWING**

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Locus map depicting project site and vicinity within approximately ½ mile and also on a larger scale	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All prime and other wetlands in the vicinity	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Wetland(s) impacted (identified as prime or other) and the wetland boundaries with 50', buffer areas highlighted in color	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Assessor's sheet(s), lot(s), and property account number(s)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Existing and proposed structures	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Square footage listed for temporary and permanent impact	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Erosion control plan (Suggested: Biodegradable silt fences so area won't be disturbed again and no hay to avoid invasive species)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Topographical map with contours	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Storm water treatment swales and basins highlighted in color if in buffer area	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Conservation and utility easements	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Grading plan	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Culvert, arch, bridge - sizes, material, etc.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vegetative cover types	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vernal pools	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Existing and proposed stone walls, tree lines, and unusually large, rare or beautiful trees, and other notable site features	

## **QUESTIONS TO CONSIDER BEFORE SUBMITTING**

- Will the increased discharge cause erosion and channelization?

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- Is there potential for off-site flooding?

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- Does the decreased infiltration in the drainage area cause vegetation stress due to reduced or increased ground water or surface water discharge into wetland?

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- Will the nutrients in the runoff increase eutrophication potential in downstream water bodies?

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- Do you own any adjacent parcels or easements for roadways across adjacent parcels which could be used for access to avoid a wetland crossing

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- Does a wetland crossing occur where it will result in the least amount of alteration to a wetland?

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- Is preservation of upland areas adjacent to the impacted wetland a priority?

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- Can using an alternative crossing design such as a bridge, retaining wall, etc. decrease the width or area of wetland alteration?

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- Does a proposed road crossing of a wetland exceed the minimum width acceptable to the Planning Board and can this be negotiated downwards?

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- Have you established that no reasonable alternative access from a public way to an upland is possible?

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- Can the parking lot spaces be decreased?

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- Is the roadway designed in such a way that does not restrict the flow of water?

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- Is additional information needed to assess water quality impacts due to runoff?

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- Is there an increase in other pollutants (e.g., heavy metals, turbidity, coli form) from streets and parking lots?

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- Is there a need to restrict or prohibit the use of pesticides and fertilizers?

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- Is there a need to restrict the use of roadway salting?

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**CONDITIONAL USE PERMIT APPLICATION AUTHORIZATION**

I hereby apply for Conditional Use Permit 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 Hudson Conservation Commission, 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.