

**APPLICATION FOR A HOME OCCUPATION  
SPECIAL EXCEPTION**

To: Zoning Board of Adjustment  
Town of Hudson

**Entries in this box are to be filled out by  
Land Use Division personnel**

Case No. \_\_\_\_\_

Date Filed \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Owner \_\_\_\_\_

Location of Property \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Property-Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

By filing this application as indicated above, the owner(s) hereby give permission to the Town of Hudson, it's officials, employees, and agents, including the members of the Zoning Board of Adjustment (ZBA), as well as, abutters and other interested members of the public, to enter upon the property which is the subject of this application during any public meeting conducted at the property, or at such reasonable times as may be authorized by the ZBA, for the purpose of such examinations, surveys, tests and inspections as may be deemed appropriate by the ZBA. The owner(s) release(s) any claim to or right he/she (they) may now or hereafter possess against any of the above identified parties or individuals as a result of any such public meeting, examinations, surveys, tests and/or inspections conducted on his/her (their) property in connection with this application.

If you are not the property owner, you must provide written documentation signed by the property owner(s) to confirm that the property owner(s) are allowing you to speak/represent on his/ her/ their behalf or that you have permission to seek the described Home Occupation Special Exception.

**Items in this box are to be filled out by Land Use Division personnel**

Date received: \_\_\_\_\_

**COST:**

Application fee (processing, advertising & recording) (**non-refundable**): \$ 185.00

Abutter Notice:

\_\_\_\_\_ Direct Abutters x Certified postage rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ Indirect Abutters x First Class postage rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Total amount due: \$ \_\_\_\_\_**

Amt. received: \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Received by: \_\_\_\_\_

By determination of the Zoning Administrator, the following Departmental review is required:

Engineering \_\_\_\_\_ Fire Dept. \_\_\_\_\_ Health Officer \_\_\_\_\_ Planner \_\_\_\_\_ Other \_\_\_\_\_

# TOWN OF HUDSON, NH

## Application Checklist

The following **requirements/checklist** pertain to the Zoning Board of Adjustment applications. Fill in all portions of this Application Form(s) as applicable. This application will not be accepted unless all requirements have been made. Additional information may be supplied on a separate sheet if space provided is inadequate.

Applicant Initials		Staff Initials
	Please review the complete collated application (includes all checklist items) with the Zoning Administrator or staff <b>before making copies in next step.</b>	
	The applicant must provide the original (with wet signatures) of the complete filled-out application form <u>and</u> all required attachments listed below together with thirteen <b>(13) <u>single-sided</u></b> copies of the assembled application packet. (Paper clips, no staples)	
	A separate application shall be submitted for each request, with a separate application fee for each request i.e.: Variance, Special Exception, Home Occupation Special Exception, Appeal from an Administrative Decision, and Equitable Waiver but only one abutter notification fee will be charged for multiple requests. If paying by check, make the check payable to the Town of Hudson.	
	If the applicant is not the property owner(s), the applicant must provide to the Town written authorization, signed and dated by the property owner(s), to allow the applicant or any representative to apply on the behalf of the property owner(s). (NOTE: if such an authorization is required, the Land Use Division will not process the application until this document has been supplied.)	
	Provide two (2) sets of mailing labels from the abutter notification lists (Pages 4 & 5) prepared by applicant, with the proper mailing addresses, must be dated within (30) thirty days of submittal of the application. The abutter lists can be obtained by using the Hudson Geographical Information System (GIS) on the town website: <a href="https://www.hudsonnh.gov/community-development/page/gis-public-use">https://www.hudsonnh.gov/community-development/page/gis-public-use</a> (NOTE: the Land Use Division cannot process your application without the abutter lists. It is the applicant's responsibility to ensure that the abutter lists are complete and correct. If at the time of the hearing any applicable property owner is found not to have been notified because the lists are incomplete or incorrect, the Zoning Board will defer the hearing to a later date, following notification of such abutters.)	
	<b>GIS LOCATION PLAN:</b> Requests pertaining to above-ground pools, sheds, decks and use variances, the application must include a GIS location plan with dimensions pertaining to the subject for ZBA relief. A copy of the GIS map can be obtained by visiting the town website: <a href="https://www.hudsonnh.gov/community-development/page/gis-public-use">https://www.hudsonnh.gov/community-development/page/gis-public-use</a>	
	Provide a copy of all <b>single sided pages</b> of the assessor's card. (NOTE: these copies are available from the Assessor's Office)	
	A copy of the Zoning Administrator's correspondence confirming either that the requested use is not permitted or that action by the Zoning Board of Adjustment is required must be attached to your application.	
	If there is Wetland Conservation District (WCD) Impact, a Conditional Use Permit may be required. WCD Impact? Y or N (circle one). If yes, submit an application to the Planning Board.	

**CERTIFIED PLOT PLAN:**

Requests other than above-ground pools, sheds, decks and use variances, the application must include a copy of a certified plot plan from a NH licensed land surveyor. The required plot plan shall include all of the items listed below. Pictures and construction plans will also be helpful. (NOTE: it is the responsibility of the applicant to make sure that all of the requirements are satisfied. The application may be deferred if all items are not satisfactorily submitted).

- a)\_\_\_\_\_ The plot plan shall be drawn to scale on an 8 ½” x 11” or 11” x 17” sheet with a North \_\_\_\_\_  
pointing arrow shown on the plan.
- b)\_\_\_\_\_ The plot plan shall be up-to date and dated, and shall be no more than three years old. \_\_\_\_\_
- c)\_\_\_\_\_ The plot plan shall have the signature and the name of the preparer, with his/her/their seal. \_\_\_\_\_
- d)\_\_\_\_\_ The plot plan shall include lot dimensions and bearings, with any bounding streets and \_\_\_\_\_  
with any rights-of-way and their widths as a minimum, and shall be accompanied by a  
copy of the GIS map of the property.  
(NOTE: A copy of the GIS map can be obtained by visiting the town website:  
<https://www.hudsonnh.gov/community-development/page/gis-public-use>)
- e)\_\_\_\_\_ The plot plan shall include the area (total square footage), all buffer zones, streams or \_\_\_\_\_  
other wetland bodies, and any easements (drainage, utility, etc.)
- f)\_\_\_\_\_ The plot plan shall include all existing buildings or other structures, together with their \_\_\_\_\_  
dimensions and the distances from the lot lines, as well as any encroachments.
- g)\_\_\_\_\_ The plot plan shall include all proposed buildings, structures, or additions, marked as \_\_\_\_\_  
“PROPOSED,” together with all applicable dimensions and encroachments.
- h)\_\_\_\_\_ The plot plan shall show the building envelope as defined from all the setbacks required \_\_\_\_\_  
by the zoning ordinance.
- i)\_\_\_\_\_ The plot plan shall indicate all parking spaces and lanes, with dimensions. \_\_\_\_\_

**The applicant and owner have signed and dated this form to show his/her awareness of these requirements.**

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Date

### ALL DIRECT ABUTTERS

List name(s) and mailing addresses of the owner(s) of record of the property and all direct abutters as of the time of the last assessment of taxation made by the Town of Hudson, including persons whose property adjoins or is directly across the street or stream from the land under consideration. For abutting properties being under a condominium or other collective form of ownership, list the mailing address of the officers of the collective or association only. If at the time of your hearing, any applicable property owner is found not to have been notified because your lists are incorrect or incomplete, the Zoning Board will defer your hearing to a later date following notification of such abutters.

(Use additional copies of this page if necessary)

MAP	LOT	NAME OF PROPERTY OWNER	MAILING ADDRESS
		*Include Applicant & Owner(s)	

### ALL INDIRECT ABUTTERS WITHIN 200 FEET

List name(s) and mailing addresses of all indirect abutters (those whose property is not contiguous but is within 200 feet from the property in question) as of the time of the last assessment of taxation made by the Town of Hudson. For indirect abutting properties being under a condominium or other collective form of ownership, list the mailing address of the officers of the collective or association only. If at the time of your hearing, any applicable property owner is found not to have been notified because your lists are incorrect or incomplete, the Zoning Board will defer your hearing to a later date following notification of such abutters.

(Use additional copies of this page if necessary)

MAP	LOT	NAME OF PROPERTY OWNER	MAILING ADDRESS

## APPLICATION FOR A HOME OCCUPATION SPECIAL EXCEPTION

A home occupation is a wholesale sales or service operation for goods produced or services provided on-site and is permitted only as a special exception upon approval by the Zoning Board of Adjustment. In granting such an exception, the Board must find the home occupation to be in full compliance with the requirements listed below. Per Hudson Zoning Ordinance Article VI, Special Exceptions; §334-24 F, **On-site retail sales are an expressly prohibited home occupation special exception use.**

Please explain, in detail, the nature of your home business.

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Is the home occupation secondary to the principal use of the home as the business owners' residence? Please explain.

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Will the home occupation business be carried on within the residence and/or within a structure accessory to the residence? Please explain.

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Other than the sign(s) permitted under Article XII, will there be exterior display or other exterior indications of the home occupation? Will there be any variation from the primarily residential character of the principal or accessory building? Please explain.

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APPLICATION FOR A HOME OCCUPATION SPECIAL EXCEPTION (CONTINUED)

Will there be exterior storage and will it be screened from neighboring views by a solid fence or by evergreens of adequate height and bulk at the time of planting to effectively screen the area? In situations where a combination of existing foliage and/or long distances to neighboring views provide screening, the fencing requirements may be waived at the discretion of the Board. Please explain how you will comply.

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Will there be noise, vibrations, dust, smoke, electrical disturbances, odors, heat or glare produced? Please explain, and if there will be electrical disturbances, describe the frequency.

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Will the traffic generated by the home occupation activity be substantially greater in volume than would normally be expected in the neighborhood? Please explain the expected traffic to your business.

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Where will customer/client parking for the home occupation be located? Please explain.

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Who will be conducting the home occupation? Please explain.

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Will there be a vehicle(s) for the home occupation? Please explain the type and number of vehicle(s).

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