

PLANNING BOARD

NOTICE TO SUBDIVISION APPLICANTS

The following information is required to be filed with the Community Development Department at the time of subdivision application.

Note: An appointment is required to file applications.

1. One original and one copy of the completed application.
2. Submission of nine (9) full sets of Site Plans (sheet size: 22" x 34") shall be submitted at the time of application filing, followed by the submission of seventeen (17) 11" X 17" plan sets (revised if applicable) to the Community Development Department no later than 10:00 A.M. Tuesday the week prior to the scheduled public hearing/conceptual review date.
3. Seventeen copies of the project narrative, describing the project.
4. All plans shall be folded and all pertinent data shall be attached to the folded plans with an elastic band.
5. All plan revisions and supporting documentation must be submitted to the Community Development Department no later than 10:00 A.M., Tuesday the week prior to the scheduled Planning meeting.
6. Five (5) 22" x 34" copies of the plan shall be brought to the Planning Board meeting and distributed to the Planning Board members at the meeting.
7. Three sets of mailing labels for abutters notices.

2009 SUBDIVISION APPLICATION FEES

FEE TYPE	AMOUNT	ACCOUNT
Consultant Review	\$1.25 per linear foot of roadway* (including cul-de-sac) \$1,250.00 minimum* *Estimated cost, billing based on actual hours expended multiplied by hourly rates, plus expenses	1350-***
Town General Review Fees/Application Fee Regular Application	\$170.00/lot	GEN 4313
Conceptual Review	\$100.00	GEN 4313
ZBA Input	\$100.00	GEN 4313
Lot Line Relocation	\$340.00 for first two lots \$170.00 for each additional lot	GEN 4313
Advertising	\$40.00 (flat fee)	GEN 4313
Tax Map Updating	\$30.00/lot + \$25.00 Min. \$85.00 for 2-7 lots Min. \$325.00 for 8 lots or more	1312-505
Postage	USPS Current Rates	GEN 4313
Recording Fees Plan Easements/Agreements	\$24.00/sheet + \$2.00 surcharge \$10.00/first sheet \$4.00 thereafter + \$2.00 surcharge + first class postage (fees dictated by HCRD) \$25.00 Land & Community Heritage Investment Program (LCHIP) fee, please make check payable to HCRD	GEN 4313

**SUBDIVISION PLAN APPLICATION FOR PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

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

Name of Project: _____

Zoning District: _____ General SB# _____
(For Town Use) (for Town Use)

ZBA Action: _____

PROPERTY OWNER:

DEVELOPER:

Name: _____

Address: _____

Address: _____

Telephone # _____

Fax # _____

Email: _____

PROJECT ENGINEER

Name: _____

Telephone # _____

Address: _____

Fax # _____

Address: _____

Email: _____

PURPOSE OF PLAN:

(FOR TOWN USE)

Plan Routing Date: _____ Sub/Site Date: _____

_____ I have no comments _____ I have comments (attach to form)

_____ Title: _____ Date: _____

(Initials)

DEPT:

_____ Zoning _____ Engineering _____ Assessor _____ Police _____ Fire _____ Planning

_____ Consultant _____ Highway Department

Fees Paid _____

SITE DATA SHEET

Plan Name: _____

Plan Type: Subdivision Plan

Legal Description: Map _____ Lot _____

 Map _____ Lot _____

Date: _____

=====

Location: _____

Total Area: S.F. _____ Acres: _____

Area in Wetlands: _____

Zoning: _____

Lots Not Meeting
Required Dimensions: _____

Required Area: _____

Required Frontage: _____

Water and Waste System
Proposed: _____

Number of Lots With
Existing Buildings: _____

Existing Buildings
To Be Removed: _____

Flood Zone Reference: _____

Proposed Linear Feet
Of New Roadway: _____

LOT AREA CALCULATION TABLE

LOT #	TOTAL AREA	WETLAND AREA	AREA > 25% SLOPE	BUILDABLE AREA (net contiguous upland useable)	FRONTAGE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Data Sheets Checked By: _____ Date: _____

SUBDIVISION PLAN DATA SHEET

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

(Attach Stipulations on
 Separate Sheet)

List Permits Required:

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

**(Left Column for Town Use)*

	<u>Amount</u>	<u>Account</u>
Impact Fees	_____	_____
	_____	_____
	_____	_____
Cap Fees	_____	_____
	_____	_____

Development Agreement
 Proposed: Yes No
 If Yes Endorsed Yes Date _____ No

**APPLICATION FOR SUBDIVISION PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

Twenty one (21) days prior to Planning Board Meeting, a complete subdivision plan to include all supporting materials/documents must be submitted in final form. The subdivision plan shall comply with the following specifications/requirements:

Applicant Initials		I	Staff Initials
_____ a)	Submission of eight (8) full sets of Site Plans (sheet size: 22" x 34") shall be submitted at the time of application filing, followed by the submission of seventeen (17) 11" X 17" plan sets (revised if applicable) to the Community Development Department no later than 10:00 A.M. Tuesday the week prior to the scheduled public hearing/conceptual review date.		_____
_____ b)	Seventeen (17)-subdivision narrative, describing the project.		_____
_____ c)	Plan scale at not less than one inch equals fifty feet (example: 1" = 50' acceptable).		_____
_____ d)	Locus plan with 1,000 minimum radius of site to surrounding area.		_____
_____ e)	Plan dated by day/month/year.		_____
_____ f)	Revision block.		_____
_____ g)	Planning Board approval block.		_____
_____ h)	Title of project inscribed on plan.		_____
_____ i)	Name(s) and address of property owner(s) and signature(s) shall be inscribed on plan.		_____
_____ j)	North point shall be inscribed on plan.		_____
_____ k)	Property lines-exact locations and dimensions.		_____
_____ l)	Acreage/sq. ft. of entire subdivision.		_____
_____ m)	Proposed lots, with lot numbers and area of each lot. Note: each proposed lot shall be listed on the plan, in chart form, indicating in square feet/acreage the total lot area, wetland, slope area greater than 25% and total net contiguous useable upland area.		_____

Applicant
Initials

Staff
Initials

- _____ n) Certified list of names and addresses of bordering abutters, shown on Tax Assessor's records not more than five (5) days prior to application date to be listed on plan. _____
- _____ o) Location of all structures, roads, wetlands, hydrants, wells, septic systems, 4k reserve area, floodways/floodplains, driveways, travel areas, parking areas, natural features within 200 feet of the tract. _____
- _____ p) Locations of existing and proposed permanent monuments and benchmarks within 200 feet of the tract. _____
- _____ q) Pertinent highway projects. _____
- _____ r) Assessor map and lot number. _____
- _____ s) Waiver application form shall be submitted with subdivision application, note on plan listing waivers requested/granted; and all waivers granted to the subdivision regulations shall be listed on the final plan. _____
- _____ t) Delineate zoning. _____
- _____ u) Storm water drainage plan. _____
- _____ v) Topographical contours at 2-foot intervals existing and proposed. _____
- _____ w) Utilities: existing and proposed. _____
- _____ x) Building and wetland setback lines. _____
- _____ y) Rights of way, existing and proposed. _____
- _____ z) Location of dedicated recreational public use land(s) proposed. _____
- _____ aa) Detailed designs of bridges and culverts. _____
- _____ ab) Typical roadway cross-section, road profile, stationing, and curve data, etc. _____

Applicant Initials		Staff Initials
_____	ac) Proposed location of water supply and sewage disposal systems, including perk test data, test-pit logs and locations; wells, (proposed and existing) 75' protective well radii and attached copies of any required well protection easements.	_____
_____	ad) All notes from plats.	_____
_____	ae) Buffers as required by subdivision regulations.	_____
_____	af) Soil types and boundaries, Note: If site contains marginal or questionable soils, a High Intensity Soil; Survey (HISS) may be deemed necessary to submit as part of the application. Said HISS, if required, shall be performed by a State of New Hampshire certified Soil Scientist, who shall affix his/her stamp and signature and this shall be inscribed on the plan.	_____
_____	ag) Wetlands (and poorly-drained and very poorly-drained soils, also identified as Class 5 and Class 6 High Intensity Soil Survey (HISS soils), and permanent and seasonal wetlands shall be identified on the plan by a New Hampshire certified wetland or soil scientist, who shall affix his/her stamp and signature to the respective plan.	_____
_____	ah) Easements, existing and proposed.	_____
_____	ai) State of New Hampshire Engineer's seal and signature. Surveyor's seal and signature.	_____
_____	aj) Error of closure (1 in 10,000 or better).	_____
_____	ak) Drafting errors/omissions.	_____
_____	al) Note outlining phasing schedule.	_____
_____	am) Narrative description stating the purpose, location, long range plans impacts on traffic, schools, and utilities.	_____
_____	an) Aerial photograph of site and area within 200 feet of the subdivision parcel.	_____
_____	ao) Fiscal impact study.	_____
_____	ap) Traffic study.	_____
_____	aq) Drainage calculations and supporting data.	_____

Applicant
Initials

Staff
Initials

_____ ar) Copies of any proposed or existing easements, covenants, deed restrictions, right of way agreements or other similar documents. _____

_____ as) Copy of applicable town, state, federal approval/permits to include but not limited to the following: _____

- sewer applications
- flood plain permit
- wetlands special exception
- variance
- erosion control permit (149:8a)
- WSPCC subdivision approval (septic)
- dredge and fill permit
- curb cut/driveway permit
- shore land protection certification in accordance with RSA483-B.
- if applicable, review application with Lower Merrimack River Local Advisory Committee (LMRLAC) and attach LMRLAC project comments hereto.

_____ at) Off-site agreement(s). _____

_____ au) Presentation plan (colored, with color-coded bar chart). _____

_____ av) Fees paid to clerk. _____

_____ aw) Plans that include relocation of lot lines shall clearly delineate the former (old) lot lines from proposed (new) lot lines. _____

- Any or all items may be waived under the purview of the Planning Board.

**APPLICATION FOR SUBDIVISION PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

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 give permission for any member of the Hudson Planning Board, the Town Engineer, the Conservation Commission 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 or right her (they) may now or hereafter possess against any of the above individuals as a result of any examinations, surveys, tests and inspections conducted on his (their) property in connection with this applications.

Signature of Owner: _____

- ❖ If other than an individual, indicate name of organization and its principal owner, partners, or corporate officers.

Signature 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 Code Enforcement Officer/Building Inspector must be notified within two (2) working days of any change by the individual in charge of the project.

Technical Review Signature: _____

Planner Approval Signature: _____

SUBDIVISION/SITE PLAN WAIVER REQUEST FORM

Name of Subdivision/Site Plan: _____

Street Address: _____

I _____ hereby request that the Planning Board waive the requirements of item _____ of the Subdivision/Site Plan Checklist 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 Subdivision/Site Plan 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 Subdivision/Site Plan regulations: (if additional space is needed please attach the appropriate documentation hereto):

Signed:

Applicant or Authorized Agent

Planning Board Action:

Waiver Granted _____

Waiver Not Granted _____

**APPLICATION FOR SUBDIVISION PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

SCHEDULE OF FEES

A. REVIEW FEES

1. \$170.00 per lot \$ _____

2. Consultant review fee:(separate check)

Linear feet of roadway (including cul-de-sac).

Length of roadway _____ feet, @ \$1.25 per linear foot or \$1,250.00, whichever is greater.

This is an estimate for the 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 Fees.

The applicant shall be charged attorney costs billed to the Town for Town's attorney review of any application plan set documents.

\$ _____

3. Conceptual Review Only - \$100.00 \$ _____

4. ZBA Input Only - \$100.00 \$ _____

B. POSTAGE

Current "certified mail" postage rate per abutter to proposed site plan and current first class postage rate per property owner within 200 feet of proposed site plan.

_____ abutters @ \$3.24 (certified mail) \$ _____

_____ property owners within 200 feet @\$.44 (first class) \$ _____

C. ADVERTISING

(PUBLIC NOTICE) For all subdivisions \$ 40.00

D. 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 \$ _____

**APPLICATION FOR SUBDIVISION PLAN REVIEW
TOWN OF HUDSON, NEW HAMPSHIRE**

**SCHEDULE OF FEES
(CONTINUED)**

AMOUNT DUE	\$ _____	DATE RECEIVED	_____
AMOUNT RECEIVED	\$ _____	RECEIPT NO.	_____
		RECEIVED BY	_____

E. RECORDING FEES

The applicant shall pay the costs of recording the final plan layout prior to final subdivision recording, in accordance with fees established by the County.

Recording of Plan	@ \$24.00/sheet	\$ _____
	+ \$2.00/surcharge/Plan	
Land & Community Heritage Investment Program (LCHIP) fee	\$25.00	\$ _____
		\$ _____
Easements/Agreements (if applicable)	@ \$10.00/first sheet	\$ _____
	@ 4.00/each sheet thereafter	\$ _____
	+ \$2.00/surcharge/doc.	\$ _____
	+ first class return postage rate	\$ _____
TOTAL		\$ _____

PLEASE NOTE: Recording fees shall be computed when plans are finalized for recording. The applicant must pay recording fees prior to recording.

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. All such fees must be paid prior to recording.

F. COST ALLOCATION PROCEDURE AMOUNT CONTRIBUTION AND OTHER IMPACT FEE PAYMENTS

To be determined by vote of the Planning Board and paid by the applicant prior to the issuance of the Certificate of Occupancy subject to the annual inflation as permitted by the impact fee methodology.

LIST OF ABUTTERS

List of all the names and addresses of the owner (s) of record of the property and abutters, as of the time of the last assessment for taxation made by the concerned property by a street(s), public land(s) or stream(s) up to distance of 200 feet from subject tract.

I. ADJACENT PROPERTY OWNERS

MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____

II. PROPERTY OWNERS WITHIN 200 FEET

MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____
MAP _____	LOT _____	NAME _____	ADDRESS _____