

## **SPECIAL SITE REVIEW COMMITTEE NOTICE TO MINOR SITE PLAN APPLICANTS**

The following information is required to be filed with the Community Development Department at the time of submission of minor site plan applications.

***Note: prior to filing an application, an appointment must be scheduled with the Town Planner.***

1. Five (5) copies of the completed application, five (5) copies of a valid signed site plan and certification from the Community Development Department 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.
2. Submission of one (1) full set of Minor Site Plans (sheet size: 22" x 34") and four 11" X 17" plan sets no later than thirty (30) days prior to the scheduled Special Site Review Committee meeting.
3. One (1) copy of the project narrative, describing the project, shall be attached to each submitted plan set.
4. All plans shall be folded and all pertinent data shall be attached to the 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. on Monday, the week prior to the scheduled meeting.
6. Three (3) 22" x 34" copies of the plan shall be brought to the Special Site Review Committee meeting and distributed to the committee members at the meeting.
7. Three sets of mailing labels for abutters notices.

## 2009 SITE PLAN APPLICATION FEES

FEE TYPE	AMOUNT	ACCOUNT
Consultant Review	\$600.00/acre of total lot area* or \$1,250.00 (whichever is greater)* *Estimated cost, billing based on actual hours expended multiplied by hourly rates, plus expenses	1350-***
<b>Town General Review Fees/Application Fee</b>		
Multi-Family	\$105.00/unit for 3-5 units	GEN 4313
Commercial/Semi-Public/Civic/Recreational	\$157.00/1,000 sf. for first 100,000 sf of bldg. area; \$78.50/1,000 sf	
Industrial	\$150.00/1,000 sf for first 100,000 sf of bldg. area; 78.50/1,000 sf thereafter	
No-Buildings	\$30.00 per 1,000 sf of proposed developed area	
Special Site Review for Minor Site Plans	\$100.00	GEN 4313
Conceptual Review	\$100.00	GEN 4313
ZBA Input	\$100.00	GEN 4313
Advertising	\$40.00 (flat fee)	GEN 4313
Tax Map Updating	\$275.00 (flat fee)	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	GEN 4313

**MINOR SITE PLAN APPLICATION FOR  
SPECIAL SITE REVIEW COMMITTEE  
TOWN OF HUDSON, NEW HAMPSHIRE**

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

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

Zoning District: \_\_\_\_\_ General MSP# \_\_\_\_\_  
(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 Office Use*

Plan Routing Date: \_\_\_\_\_ Sub/Site Date: \_\_\_\_\_

\_\_\_\_\_ I have no comments      \_\_\_\_\_ I have comments (attach to form)

\_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

(Initials)

DEPARTMENT:

\_\_\_\_\_ Zoning    \_\_\_\_\_ Engineering    \_\_\_\_\_ Assessor    \_\_\_\_\_ Police    \_\_\_\_\_ Fire    \_\_\_\_\_ Planning

\_\_\_\_\_ Highway Dept.      \_\_\_\_\_ Consultant Review

-----  
Fees Paid: \_\_\_\_\_

**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:	<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) \_\_\_\_\_  
\_\_\_\_\_

<i>For Office Use</i>	
Data Sheet Checked By: _____	Date: _____

**APPLICATION FOR MINOR SITE PLAN REVIEW  
SPECIAL SITE REVIEW COMMITTEE  
TOWN OF HUDSON, NEW HAMPSHIRE**

Thirty (30) days prior to the Special Site Review Committee Meeting, a complete minor site plan application, to include all supporting materials/documents, must be submitted in final form. The minor site plan shall comply with the following specifications/requirements:

<b>Applicant Initials</b>		<b>Staff Initials</b>
_____ a)	Submission of one (1) full set of Minor Site Plans (sheet size: 22" x 34") and four 11" x 17" plan sets no later than thirty (30) days prior to the scheduled Special Site Review Committee meeting.	_____
_____ b)	A Minor Site Plan narrative, describing the purpose of the project.	_____
_____ c)	Plan scale at not less the one inch equals fifty feet (1" = 50').	_____
_____ d)	Plan date by day/month/year.	_____
_____ e)	Revision block inscribed on the plan	_____
_____ f)	Special Site Review Committee approval block inscribed on the plan.	_____
_____ g)	Title of project inscribed on the plan.	_____
_____ h)	Names and addresses of property owners and their signatures inscribed on the plan.	_____
_____ i)	North point inscribed on the plan.	_____
_____ j)	Property lines: exact locations and dimensions.	_____
_____ k)	Square feet and acreage of site.	_____
_____ l)	Square feet of each building (existing and proposed).	_____
_____ m)	Names and addresses of bordering abutters, as shown on Tax Assessor's records not more than five (5) days prior to application date to be listed on the plan.	_____
_____ n)	Assessor's Map and Lot number(s).	_____
_____ o)	Delineate zoning on the plan.	_____
_____ p)	Storm-water drainage plan.	_____
_____ q)	Topographical elevations at 2-foot intervals contours, of existing and proposed.	_____

Applicant  
Initials

Staff  
Initials

- |           |   |       |
|-----------|---|-------|
| _____ r)  | Utilities: existing and proposed.   | _____ |
| _____ s)  | Parking: existing and proposed.   | _____ |
| _____ t)  | Parking space: length and width.  | _____ |
| _____ u)  | Aisle width/maneuvering space.  | _____ |
| _____ v)  | Landscaping: existing and proposed.   | _____ |
| _____ w)  | Building and wetland setback lines.   | _____ |
| _____ x)  | Curb cuts.  | _____ |
| _____ y)  | Rights of way: existing and proposed.   | _____ |
| _____ z)  | Sidewalks: existing and proposed.   | _____ |
| _____ aa) | Exterior lighting plan.   | _____ |
| _____ ab) | Sign locations: size and design.  | _____ |
| _____ ac) | Water mains and sewerage lines.   | _____ |
| _____ ad) | Location of dumpsters on concrete pads.   | _____ |
| _____ ae) | All notes from plats.   | _____ |
| _____ af) | Buffer as required by site plan regulations.  | _____ |
| _____ ag) | Green and open space requirements met with percentages of both types of spaces inscribed on the plan.                           | _____ |
| _____ ah) | “Valid for one year after approval” statement inscribed on the plan.  | _____ |
| _____ ai) | Loading bays/docks.   | _____ |
| _____ aj) | State of New Hampshire engineer’s stamp and signature and surveyor’s stamp and signature.                                       | _____ |
| _____ ak) | Error of closure (1 in 10,000 or better).   | _____ |
| _____ al) | Drafting errors/omissions.  | _____ |
| _____ am) | Developer names, addresses, telephone numbers and signatures  | _____ |
| _____ an) | Photographs, electronic/digital display or video of site and area.  | _____ |
| _____ ao) | Attach one (1) copy of the building elevations  | _____ |
| _____ bp) | copies of any proposed or existing easements, covenants, deed restrictions, right of way agreements or other similar documents. | _____ |



**APPLICATION FOR MINOR SITE PLAN REVIEW  
TOWN OF HUDSON, NEW HAMPSHIRE**

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 Special Site Review Committee, 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 Special Site Review Committee, 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 to or right he (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.

APPLICATION IS DUE AT 10 A.M. 30 days prior to the Special Site Review Committee Meeting. (The date the Agenda is CLOSED.) Any applications received after that time will be deferred until the next available meeting.

**APPLICATION FOR MINOR SITE PLAN REVIEW  
SPECIAL SITE REVIEW COMMITTEE  
TOWN OF HUDSON, NEW HAMPSHIRE**

FOOTNOTES:

1. In the event of the denial of a plan, the recording fees collected will not be reimbursed, but will instead be used as an additional fee to help defray administrative costs associated with a denial.
2. The “Review Fees” are fees estimated necessary to offset costs incurred to review and/or compile plans, data, or other information relative to the proposal.
3. The “Amount Due” does not include fees for studies or reviews as authorized in Section G-2 of this regulation.
4. Fees must be paid in full prior to the commencement of any formal review by the Town of Hudson.

STATUS:

DATE:

- |          |   |       |
|----------|---|-------|
| _____ 1. | Application incomplete  | _____ |
| _____ 2. | Application complete. Including any applicable requested waivers, fees paid, routing sheet returned   | _____ |
| _____ 3. | Application formally approved or disapproved by the Special Site Review Committee (45-day review clock by RSA 674:43 III to start upon submission of completed application) | _____ |
| _____ 4. | Final approval granted or denied  | _____ |
| _____ 5. | Comments:   |       |
|          | _____   |       |
|          | _____   |       |
|          | _____   |       |
|          | _____   |       |
|          | _____   |       |
|          | _____   |       |
|          | _____   |       |

**APPLICATION FOR MINOR SITE PLAN REVIEW  
SPECIAL SITE REVIEW COMMITTEE  
TOWN OF HUDSON, NEW HAMPSHIRE**

SCHEDULE OF FEES

**A. Review Fees**

1. Minor Site Plan Use      Project Size/Fee      \$ \_\_\_\_\_

**Plus consultant review fee (if applicable):**

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 (if applicable):**

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**

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 minor site plans      \$ \_\_\_\_\_ 40.00**

**D. Tax Map Updating Fee      (FLAT FEE)      \$ \_\_\_\_\_ 275.00**

**TOTAL      \$ \_\_\_\_\_**

<i><b>For Town Use</b></i>			
AMOUNT DUE	\$ _____	DATE RECEIVED	_____
AMOUNT RECEIVED	\$ _____	RECEIPT NO.	_____
		RECEIVED BY:	_____

**APPLICATION FOR MINOR SITE PLAN REVIEW  
SPECIAL SITE REVIEW COMMITTEE  
TOWN OF HUDSON, NEW HAMPSHIRE**

**SCHEDULE OF FEES  
(Continued)**

THE APPLICANT SHALL BE RESPONSIBLE FOR ALL FEES INCURRED BY THE TOWN FOR PROCESSING AND REVIEW OF THE APPLICATION, PLAN AND RELATED MATERIALS.

**E. COST ALLOCATION PROCEDURE AMOUNT CONTRIBUTION AND OTHER IMPACT FEE PAYMENTS:**

TO BE DETERMINED BY VOTE OF THE SPECIAL SITE REVIEW COMMITTEE AND SHALL BE PAID BY THE APPLICANT AT THE TIME OF SUBMITTAL OF CERTIFICATE OF OCCUPANCY PERMIT REQUEST.

**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 \_\_\_\_\_  
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II. PROPERTY OWNERS WITHIN 200 FEET

MAP \_\_\_\_\_ LOT \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
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