

# Frequently Asked Questions (FAQ) Concerning: Subdivision of Undeveloped Land

**Q. If I own an undeveloped parcel and plan to subdivide it into two or more lots, what local permits do I need to acquire and how do I go about preparing for the permit process?**

**A.** If you own an undeveloped parcel that fronts along a town maintained road, and you wish to subdivide the parcel into two or more lots, you will need to submit to the Town of Hudson Planning Board a complete Subdivision application and subdivision plan, showing the proposed lots and roadway layout, if applicable. The subdivision plan must be prepared by a professional surveyor, who is licensed in New Hampshire. If the subdivision includes construction of a road or other infrastructure improvements (i.e., drain manholes, culverts, water and sewer lines, etc.), you will have to hire a professional engineer, licensed to practice in New Hampshire. Both professionals will be required to prepare the plan, and sign and stamp it with their respective stamps as well.

As stated above, in addition to submitting the subdivision plan, you will need to submit a complete Subdivision application. You can acquire a Subdivision application at the Community Development Department at Town Hall, located at 12 School Street. Subdivision applications can also be obtained, via mail, fax, or the Town's website at <http://ci.hudson.nh.us>. If you prefer to have the application mailed or faxed, please call the Community Development Department at (603) 886-6005 and staff will be happy to assist you.

Please note, if your parcel contains wetlands or wetland buffers, it is recommended that you consult with a wetland scientist, licensed in New Hampshire, relative to evaluating and determining the degree of wetland impact involved with the subdivision. If the scientist determines that development activities associated with the subdivision encroach within 50-feet of a wetland, you will have to acquire an approval for a Wetland Special Exception from the Zoning Board of Adjustment, prior to submitting a Subdivision application to the Planning Board.

Note: A Wetland Special Exception also requires submission of a Zoning Board of Adjustment Input application to both the Conservation Commission and Planning Board. In turn, both bodies conduct separate hearings, with the first hearing held by the Conservation Commission. The Planning Board hearing is conducted only after the Conservation Commission forwards their written comments/concerns to the Planning Board. After the Planning Board's Zoning Board of Adjustment (ZBA) Input application hearing, the board forwards their concern(s) on the project to the ZBA. Upon the ZBA's receipt of both the Conservation Commission and Planning Board concerns, the ZBA will schedule a public hearing for the Wetland Special Exception.

**Q. What specific steps are involved with Planning Board’s review of a subdivision plan?**

**A.** The applicant must first develop a set of plans in accordance with town, state and federal laws. Upon completion of the plans, the applicant files an application to be placed on a Planning Board agenda. *The steps described herein are intended to summarize the general process flow, and should not be construed as a complete list of steps required to have an application approved.*

**Step 1 Complete Application**

Applicant to submit a completed application for the proposed subdivision in accordance with all laws and regulations, and may also:

- Submit soil typing by a certified soil scientist, if required.
- Submit a wetland impact study by a certified wetlands scientist, if required.
- Submit a traffic impact study by a certified engineering firm, if required.
- Complete a safety consultation with the Highway Safety Committee, if appropriate.
- Applicant pays all fees for application, abutters’ notices, and consultant fees.

The Town Planner, working with the Town’s consultant engineer, reviews the Subdivision application for completeness, and if determined complete, a public hearing is scheduled for the next available Planning Board meeting (approximately 20 – 30 days).

NOTE: Planning Department uses applicant fees to send certified mail notifications ten (10) days in advance of the public hearing to all abutters and completes formal review for determination of completeness.

**Step 2 – Acceptance for Consideration**

At the Planning Board’s initial public hearing on the application, the board’s chair opens the hearing by first asking the Town Planner: “Is this application ready for acceptance?” If the Town Planner acknowledges that it (the application) is ready, then the board moves to accept the application. If the application is determined not ready for acceptance, the board votes to defer the matter to the next available meeting.

Application acceptance for consideration constitutes that the Planning Board has taken jurisdiction of the plan, and the time clock to make a final decision of approval or disapproval starts. The Planning Board must make a final decision or receive an extension within 65 days of acceptance for consideration in accordance with NH RSA’s.

**Step 3 – Applicant Presents Subdivision Plan**

After application acceptance, the applicant presents the details of the plan to the Planning Board. After the presentation, the Planning Board conducts a Q&A period with the applicant and his/her engineer, attorney and other representatives regarding the plan submission and any requested waivers.

At the completion of the above Q&A period, the Planning Board Chairman opens discussions to the public. This is the first opportunity for abutters to ask questions and provide input. At the completion of all public input, which may occur at this first hearing or extend over a period of several meetings, the Planning Board moves to close the public hearing.

#### **Step 4 – Planning Board Votes to Approve or Disapprove Subdivision Plan and Waivers**

The Planning Board next moves to approve or disapprove the requested waiver(s). The motion may include conditions of waiver approval, if appropriate.

A motion is next made to “approve or disapprove the plan”. Most often the motion to approve includes conditions of approval or stipulations.

#### **Step 5 – Notification of Plan Approval and Recording of Plan**

Upon subdivision plan approval, a “Notice of Approval” is mailed to the applicant and the applicant’s engineer and the 30-day appeal period begins. During the appeal period, the following issues need to be completed prior to the plan being recorded at the Hillsborough County Registry of Deeds (HCRD):

- Town Planner reviews plan for completeness.
- Town Counsel favorably reviews the Development Agreement and recommends same to the Planning Board.
- The Planning Board determines and votes on a surety amount, ensuring completion of the subdivision in its entirety.

After the foregoing matters are complete, the Planning Board endorses the plan and Development Agreement, and both are recorded at the HCRD, together with any other documents as required by the Planning Board.

## FAQ's Concerning Subdivision Abutters

### **Q. What defines an abutter to a subdivision?**

**A.** An abutter to a subdivision is defined in § 289-3. *Definitions, as:*

ABUTTER -- The owner of record of a parcel of land which is contiguous, at any point, to the parcel being subdivided and/or which has frontage on a common road at any point within that portion defined by the perpendicular extensions across the road, from the points of intersection between the edge of the road right-of-way and the property lines of the parcel being subdivided, or any person or persons holding legal title of land within 120 feet of the exterior boundaries of a given lot.

### **Q. How often will an abutter get a certified mail notification of a Public Planning Board Meeting?**

**A.** Abutters are notified **once** in accordance with RSA 676:4 ten (10) days prior to the first public hearing. If a hearing requires a second, third, or subsequent public hearings, an abutter must check the official town postings at (1) Town Hall and (2) The Post Office, and on the Town website at <http://ci.hudson.nh.us> to find out when the next public hearing will occur. If a plan undergoes a significant design change during the process, the Planning Board may deem it necessary to re-notify the list of abutters by certified mail.

### **Q. Will a subdivision plan be approved or denied at the first public hearing?**

**A.** A typical subdivision may be reviewed over the course of 2 to 3 public meetings. This allows the Planning Board, other Town authorities and the Town consultant engineer ample time to review the plan, conduct a site walk, and hear abutter and general public concerns before taking final action on the subdivision plan. For administrative or simple boundary line changes, the entire subdivision/lot line relocation processes may be completed at a single public hearing.

### **Q. What can I do as an abutter to stop a development from going in?**

**A.** Every landowner has a constitutional right allowing them to develop the land that they own. The Planning Board must work within the specific federal, state and town regulations that address growth controls and act accordingly within the law. An abutter has several opportunities during the public hearing process to voice concerns about a given subdivision that may alter the final design of the subdivision or decision of the Planning Board.

### **Q. What resources do I have to become more informed on the town, state, and federal regulations?**

**A.** There is a wealth of information available on the Internet, via state and federal agencies. In addition to the Town's website, start with the Office of Energy and Planning at <http://www.nh.gov/oep> and their library at <http://www.nh.gov/oep/resources.htm> and review the content there. Free Internet access is available at the Hudson Public Library.

**Q. When does the public get to voice their position on a subdivision plan?**

**A.** Public input occurs during public hearings for all land use boards including the Planning Board, Zoning Board of Adjustment, Conservation Commission, and during the site walks. Each respective land use board may review the proposed plan over the course of several public hearings. If you are unable to attend a public hearing, consider writing a letter to the Town Planner prior to the meeting. The Planning Board Chairman will either read or reference your letter into the record.

**Q. As an abutter, what kind of information is the Planning Board interested in hearing about?**

**A.** As an abutter, the Planning Board is interested in hearing your favorable or opposing views, alternative plan options, and questions on issues with respect to the property under development. Often the best alternative plans come from abutters who understand the area.

Some of the most effective things an abutter can do are described below:

- Be prepared for the hearing -- this ensures that important issues are not overlooked or forgotten during the hearing when you are under pressure and time is limited.
- After receiving your certified notification as an abutter, seek out information regarding the project from the Planning Department.
- Develop a list of questions and points that you would like to make at the hearing.
- Review the Town's Zoning Ordinance and Subdivision of Land Regulations, prior to the hearing. By reviewing said documents, you can gain valuable insights to questions you want answered or you may be able to answer some from your reading of these documents. Please note, the Town's Zoning Ordinance, and Subdivision of Land Regulations can be read/downloaded on the Town's website at <http://ci.hudson.nh.us>. Both documents can also be acquired at the Community Development Department at Town Hall, 12 School Street.
- Talk to your neighbors and insure they are informed and get involved
- If you plan to cite references, documents, books or other tangible things, be prepared with backup documentation or references that would allow another person to investigate and verify

If you are unable to attend a hearing and you have a position to express, write a letter to the Planning Board Chairman, c/o Town Planner, Community Development Department, Town Hall, 12 School Street, Hudson, NH 03051. Your letter will be read into the record during the meeting.

## **Documentation**

Consider writing a letter expressing your position on an issue to the Planning Board Chairman, and request that your letter is included in the “Planning Board Meeting Packets”, which are sent to each board member 5 days in advance of the hearing.

Consider taking pictures that show problem areas or areas of concern (i.e., drainage problems, specifically flooding after heavy rains, or water channels, or poorly drained areas, old growth trees, conservation areas and topographical areas of steep slopes).

Internet-based research – If you do said research, please provide the URL links (in writing), and print out the page(s) of interest.

Book or hard copy references – make copies and distribute at the meeting to board members.

Video or DVD – If a video/DVD would help present your concerns, make a short video for presentation at the meeting. Please note, you can email the content of your DVD to the Planning Board, which can then be presented at the hearing. The email address is [jcashell@hudsonnh.gov](mailto:jcashell@hudsonnh.gov)

## **Respect**

Respect others opinion and/or conclusions drawn based on their perspective. It often differs from the opinions and conclusions you have drawn. Remember your goal is to insure the board understands your position and has as much information as possible on a topic, enabling them to make an informed decision.

## **Examples**

Citing specific examples help illustrate to the board and other residents on what you would like or not like to happen. For example, “On Bush Hill Road, the developer for that subdivision used hay bales and silt fences to control erosion. I would like to see similar erosion control techniques used in this development.”

## **Advance Copies**

The Planning Department provides each board member with a meeting preparation package generally 5 days before the meeting. The package includes the meeting agenda, meeting minutes, notes, reports, and any materials the Town Planner deems appropriate for board members to read prior to the meeting.

Highly Recommended - If you prepare a letter or other forms of documentation that you would like the board members to read and review at the meeting, make 17 copies of your letter so that there are enough for all members and staff. If you drop documentation off at the Community Development Department by 10:00 A.M. on Tuesday the week preceding the meeting, the Town Planner will include the information in the meeting packets.

**Q. In the Town of Hudson, what blasting regulations and procedures are in place to protect property owners from loss or damage to their property, resulting from subdivision blasting activities?**

**A.** In regard to the Town of Hudson regulations and procedures on blasting and the use of explosives, please refer to Chapter 202 of the Hudson Town Code, at

<http://ci.hudson.nh.us>. Hard copies of said regulations can also be obtained at the Community Development Department Office at Town Hall, 12 School Street or they can be mailed, faxed, or emailed upon request. Please call (603) 886-6005 for additional information on blasting or to request a copy of Chapter 202 of the Hudson Town Code.

For additional information concerning subdivisions, please review the Town of Hudson *Zoning Ordinance* and the *Planning Board Subdivision of Land Regulations*, which are available online at: <http://ci.hudson.nh.us> or can be viewed/purchased at the Community Development Department, Town Hall, 12 Library Street.

## **Frequently Asked Planning and Development Questions:**

### **Q. When does the Planning Board meet and what are the submission deadlines/requirements?**

**A.** The Planning Board meets on the first, second and fourth Wednesday of each month, at 7:00 PM, in the Community Development Conference Room. at Town Hall, 12 School Street. For information pertaining to Subdivision and Site Plan submission requirements please see Subdivision application and Site Plan application. Both applications can be found on this Community Development Department webpage.

- Prior to preparing plans for Planning Board review, applicants should review the Town's Zoning Ordinance and the Planning Board's Subdivision and Site Plan Regulations. These regulations contain information on permitted uses, dimensional restrictions, application procedures, and specific plan requirements. Copies are available for \$5 from the Community Development Department at the Town Hall or can be viewed/downloaded on the Town's Website. For additional information on Subdivision and Site Plan submission requirements, please contact Community Development Department staff at (603) 886-6005.

### **Q. How can abutters or interested citizens raise concerns about a project to the Planning Board?**

**A.** Abutters often play a crucial role by providing information and helping the Planning Board to evaluate plans. Abutters and other citizens interested in a project are encouraged to call the Community Development Department with concerns or comments, view the plans at Town Hall, submit written comments, attend the Planning Board meeting(s), or watch the meeting on local cable channel 22.

### **Q. Do I need Planning Board approval for my project?**

**A.** Approval from the Planning Board is required for all subdivisions, lot line adjustments, new non-residential development, and expansions or changes of use to non-residential buildings or sites. For additional information, please contact the Community Development Department at Town Hall (603)886-6005.

**Q. Do I need a permit to fill a low spot on my property?**

**A.** No permit is required to fill a low spot unless it is a wetland. Wetlands are designated by wetland or soils scientists based on specific criteria including vegetation, soils, and hydrology. In many cases, a wetland does not contain standing water. Both State and Town regulations require a permit for filling or alteration of wetland areas. For additional information, including a list of soil/wetland scientists, please contact the Community Development Department at Town Hall (603)886-6005.

**Q. Do I need a permit to install/repair my dock or retaining wall on the shoreline?**

**A.** The State requires permits for all docks, wall, piers, and other shoreline structures. For more information, please call the State Wetlands Bureau at (603) 271-2147 or visit their web page at <http://des.nh.gov/organization/divisions/water/wetlands/cspa/index.htm>.

**Q. How do I submit a citizen-zoning petition?**

**A.** The deadline for submitting citizen zoning petitions is in early December each year. Amendments must be written in proper form and signed by at least 25 registered voters. For assistance with drafting zoning amendments, please contact the Community Development Department at Town Hall (603) 886-6005.

## **FAQ's Regarding Building Permit Issues**

**Q. How do I get a building permit?**

**A.** Come to the Community Development Department at Town Hall, 12 School Street or download the building permit application you need on the Community Development Department's website <http://ci.hudson.nh.us/>

**Q. I want to build a house. Can you tell me what I need to do?**

**A.** Come into the Community Development Department and speak with staff. Prior to issuing a permit, staff will make sure that all codes and regulations are met, and also review the plans to make certain they comply with zoning and the applicable building codes. Prior to the issuance of a Building Permit, the plans are then given to the Town Planner, the Town Civil Engineer and the Fire Department for their review and approval. Once the foregoing tasks are complete the Community Development staff will contact you to receive your Building Permit.

**Q. When do I need a building permit?**

**A.** You need to obtain a building permit for new construction or for altering existing construction. You generally do not have to obtain a building permit to make repairs, although there are exceptions to this rule. Additions, finishing an attic or basement, or changing interior walls are examples of alterations that require a building permit. A wood-burning stove or an indoor hot tub may also require a building permit. In addition, exterior additions such as a deck, pool, fence, shed, or garage require a building permit. The following type of work needs a building permit:

- New construction
- Alteration of an existing building
- An addition to an existing building
- Change in use of a building
- Cutting of part or all of a wall or partition
- Removal or cutting of any structural beam or bearing support
- Removal or change of any required means of egress
- Work affecting structural or fire safety
- Work that increases the non conformity of an existing building
- Work that affects public health or safety

**Q. How long does it take to get a permit?**

**A.** By State Law we have 30 days to review a building permit application. Please note; the Community Development Department staff will contact you when the permit is complete and ready for you to pick-up at Town Hall.

**Q. What are the particular permit fees for building?**

**A.** Many different fees apply depending upon what permit you are applying for. Please contact the Community Development Department for further information.

**Q. How many sets of plans are needed when requesting a building permit?**

**A.** Two sets of plans are needed: one for Building and one for Fire.

**Q. What are the hours of operation for the Inspectional Services Supervisor?**

**A.** The Building Inspector is available Monday through Friday 8:00 - 9:00am and 3:00 - 4:00pm. The Town Hall is open at 8:00am and closes at 4:30pm, Monday through Friday.

**Q. Is a permit needed for roofing, windows, siding?**

**A.** Commercial and Industrial uses require a permit for roofing, windows and siding. Residential dwellings do not.

**Q. What are the dates of Zoning Board of Adjustment Meetings?**

**A.** Second and Fourth Thursday of each month.

**Q. What are the setback regulations?**

**A.** Check the Table of Minimum Dimensional Requirements, § 334-27 of the Zoning Ordinance. The Zoning Ordinance, in its entirety, is found on the Town website: click Town Government, then Town Code. Then Chapter 334, Zoning. The Table of Minimum Dimensional Requirements, § 334-27, is on the main page once you click on the Town Code page.

**Q. What zoning district is a property located in?**

**A.** Check the Town Zoning Map, which can be found on the Community Development Department webpage.

**Q. What is the snow load for Hudson?**

**A.** 60lbs roof snow load.

**Q. What is the required height for hand railing?**

**A.** 36in. x 38in. Residential 34in. to 38in. commercial.

**Q. What is the required pool height needed for fence?**

**A.** 48 inches.

**Q. What information is required to receive a building permit?**

1. A plot plan, exempt from this requirement: Aboveground pools, decks, and sheds.
2. Who is the contractor doing the work?
3. What work is going to be done (exactly)?
4. Sketches, drawings, dimensions, plans, size, type of construction (i.e., 2 x 8, etc.)

**Q. How do I arrange for an inspection?**

**A.** Call the Building Department 603-886-6005. You will be able to schedule an inspection within 24 hours after your call. Make sure your site is ready for inspection as a re-inspection fee will be charged to anyone who isn't ready.

**Q. What is the Town of Hudson, New Hampshire Building Code?**

**A.**

- Commercial and Industrial: International Building Code 2006 (IBC)
- Residential: International Residential Code (IRC) 2006
- Electrical: National Electrical Code 2008
- Plumbing: International Plumbing Code 2006 with State Amendments

## FAQ's Regarding Health Related Issues

### **Q. What do I need to apply for a Food Service License?**

#### **A. New Establishment:**

Contact the State of New Hampshire Bureau of Food Protection licenses for all food establishments in Hudson. Said bureau can be reached via their website or by calling (603) 271-4589.

### **Q. What documents do I need to apply for a tattoo and/or body-piercing license in the Town of Hudson?**

#### **A. For all new Tattoo/ Body Piercing, Branding and Permanent Make-up Establishment License:**

1. Contact the Town Planner for Site Plan Review requirements.
2. Contact the Health Officer, to go over establishment design and equipment requirements
3. Obtain a copy of Hudson Chapter 284- Tattoo, Body Piercing, Branding, and Permanent Make-up to become familiar with local regulations.
4. Contact State of NH Department of Health Care Facilities at 271-4592 to submit license application for State license.
5. Contact the Health Officer for the final inspection.
6. File for the Establishment License by submitting an application with Health Officer including copies of the following documents:
  - a. Valid State of NH Tattoo/Body Piercing Establishment License,
  - b. Copy of valid contract with bio-medical waste company for needle, disposal,
  - c. Copy of instruction sheet given to clients for post-tattoo/body piercing care
  - d. License fee of \$50 (Checks made payable to the Town of Hudson)

#### **Existing Establishment License:**

- Establishment must come in January of each year to renew licenses.

#### **New Tattoo/Body Piercing Artist License:**

1. Obtain a copy of Hudson Chapter 284-Tattoo, Body Piercing, Branding and Permanent Make-up and License Application to become familiar with local regulations.
2. Contact State of NH Department of Health Care Facilities at 271-4592 to submit license application for State license
3. Once a State license is obtained, apply to the Town for local license by submitting the following documents:
  - a. Copy of valid State of NH Tattoo/Body Piercing Artist License
  - b. Copy of recent physical exam done by licensed physician
  - c. License fee of \$100 (Checks made payable to the Town of Hudson)

### Previously Licensed Tattoo/Body Piercing Artist

1. Between February 15<sup>th</sup> and March 1<sup>st</sup> of each year, an invoice for the following year's license will be mailed to the artists at the establishments where they operate.
2. Submit payment and copies of the previously listed documentation to the Health Officer prior to April 1st of each year. New license will be mailed to the establishment where the artist is employed.

For any questions, please refer to Hudson Chapter 284 - Tattoo, Body Piercing, Branding, and Permanent Make-up, which can be found on the Homepage of Hudson's website. Click "Town Government", then "Town Code".

### **Q. What guidelines must be followed to install a septic system in the Town of Hudson?**

**A.** The rules and regulations established by the State of New Hampshire, Department of Environmental Services, Subsurface Bureau, and the Water Resource Management Bureau form a part of Hudson Chapter 253- Sewage Disposal Systems and Wells. A copy of the local regulations may be obtained at Town Hall or through our Web Site.

- Applicable State Approvals must be obtained through the appropriate State Department.

### For Septic System Designs, the homeowner shall:

1. Contact a State of NH Licensed Designer through the telephone yellow pages or from a list available at the Community Development Department at Town Hall.
2. The designer must make an appointment with the Health Officer to meet on-site with a backhoe.
3. The designer is required to submit four copies of the septic design plan, including the appropriate fee, to the Town of Hudson for review. The State will not review the plans prior to Town approval.
4. The Town will review and stamp plans, keep one copy for our files and return 3 copies to the designer to be submitted to the State for approval. The State approval period is generally 3-6 weeks.
5. Failed septic systems need a letter from the Health Officer in order to expedite plan review.

### For Septic System Installation, the homeowner shall:

1. State of NH Licensed Installer through the telephone yellow pages or from a list available at the Community Development Department at Town Hall.
2. Installer comes into Town Hall with the approved plans, pays a permit fee and obtains an installation permit.
3. The installer calls the Health Officer with a 24-hour notice for the following:
  - a. Bed bottom inspection
  - b. Final inspection - prior to backfilling

**Q. What well tests are required for private wells prior to issuing a Certificate of Occupancy?**

**A.** EFFECTIVE FEBRUARY 7, 2000 - Pursuant to the Board of Selectmen adoption of revisions to Hudson Chapter - Hudson Disposal Systems and Wells, the following well test results and requirements shall be met prior to the issuance of a Certificate of Occupancy on any building serviced by a well in the Town of Hudson:

1. A permit must be obtained before any drinking well is installed, and must be accompanied by a scaled diagram of the location. Diagram must show existing or proposed subsurface disposal system on that and adjacent lots. The applicable fee, as established by the Board of Selectmen, shall accompany the application. The plan shall be submitted with the site address, map and lot number.
2. In all new construction, prior to issuance of a Certificate of Occupancy and in all well replacements, a well water analysis done by State of NH certified testing lab will be submitted with the following levels analyzed and listed:
  - a. Bacteria
  - b. Chloride
  - c. Sodium
  - d. Iron
  - e. Manganese
  - f. pH
  - g. Hardness
  - h. Fluoride
  - i. Nitrate/Nitrite
  - j. Lead
  - k. Arsenic
  - l. Volatile Organic Compound (VOC) Screen
3. All test results shall be submitted to the Community Development Department and shall meet EPA Maximum Contaminant Level (MCL) Standards prior to the issuance of a Certificate of Occupancy. All VOC's shall be identified and quantified. All parameters that exceed the MCL shall be remediated through the installation of the appropriate filtration system at the well intake.

For your information: VOC Testing

The NH Department of Environmental Services, Water Resource Management Lab at 6 Hazen Drive in Concord (603-271-3445), provides a water analysis test called an EPA Method #524.2. This test is \$100 and requires a special sampling bottle obtainable from the lab. The test provides the lowest detection levels for 60 some odd organic compounds and meets the intent of the requirements. The test quantitates the amount of any volatile organic compound tested. Well testing may be done at any NH Certified Well Testing Lab.

**WELL INSTALLERS AND BUILDERS PLEASE NOTE:**

**IT TAKES APPROXIMATELY TWO (2) WEEKS TO GET VOC TEST RESULTS.  
PLEASE PLAN ACCORDINGLY AS VOC WELL TEST RESULTS ARE REQUIRED  
PRIOR TO ISSUING THE CERTIFICATE OF OCCUPANCY.**

## **FAQ's Regarding Engineering Issues**

**Q. Do I need a permit to for a new water service, septic system, sewer service, or driveway?**

**A.** Yes, a permit is required to install or newly construct any of the above. For the wells and septic systems, a State of New Hampshire licensed Well Water Contractor for wells and a State of New Hampshire licensed Septic System Installer for septic systems are required to obtain the permit prior to starting the work. For water service, sewer service and driveways the Contractor has to be bonded with the Town of Hudson and provide a surety to the Town to obtain the permit prior to starting the work.

**Q. If part of my land is considered wetlands, do I need a permit to fill my land?**

**A.** State of New Hampshire licensed Wetlands Scientist would have to do an investigation on your property to determine if wetlands are present. If wetlands are present and you would like to fill then a State of New Hampshire Dredge and Fill Permit would have to be obtained prior to the filling.

**Q. Does the Town have a Plot Plan for my property?**

**A.** If you come into the Community Development Department at Town Hall staff will check your property file to see if the Town has a copy of a Plot Plan for your lot.

**Q. Is my house in a flood zone and do I need flood insurance?**

**A.** If you come to the Community Development Department at Town Hall you can look at the Flood Insurance Rate Maps and make your own determination. We are not allowed by Federal law to interpret the map for you, but we can help you in understanding how to read the map. Lending institutions are required to make the determination if insurance is needed.

**Q. Does the Town have a Septic Plan for my property?**

**A.** If you come to the Community Development Department at Town Hall staff will check your property file to see if the Town has a copy. Septic design plans were not required until 1967, so if your home and septic system were built prior to 1967 we will not have a plan. Copies may not be available after 1967 in some cases.

**Q. Does the Town have well water test results for my property?**

**A.** If you come to the Community Development Department at Town Hall staff will check your property file to see if the Town has a copy.

**Q. Does the Town have information on where the sewer service is on my property?**

**A.** No, not on your property, if you come to the Community Development Department at Town Hall staff will check Town records to see where the service was left at the street line and provide information on who the contractor may have been and when the service was installed.

**Q. Does the Town have information on where the water service is on my property?**

**A.** No, not on your property, if you come to Community Development Department at Town Hall staff will check Town records to see where the service was left at the street line and if it was installed after 1993. Staff will also check to determine who the contractor was or may have been and when the service was installed. If Town Hall does not have the record for your property, you can check with the Water Utility Clerk at Town Hall to see if they have a water service tie card for your property.

**Q. How do I replace my septic system?**

**A.** The first step is to hire a State of New Hampshire Licensed Septic System Designer. He or she will contact the Health Officer in the Community Development Department to schedule a test pit to determine if the system can be replaced in kind or if a new system needs to be designed.

**Q. How often should I pump my septic tank?**

**A.** It is recommended that the tank be pumped every 2 to 3 years.

**Q. How often should I test my well water?**

**A.** It is recommended to first test soon after a new well is installed, thereafter every 3-5 years, whenever there is a change in property ownership, or whenever there is a noticeable change in the water quality, including changes in taste, odor, or color.