



# Town of Hudson

## Planning and Community Development Department

78 Main Street, Hudson, MA 01749  
Tel: (978) 562-2989 Fax: (978) 568-9641

### Basic Requirements for Application Submittal to the Planning Board

#### **ANR PLAN (Form A)**

- o 1 Application
- o 6 large copies (24 x 36) o 2 Mylar copies
- o 4 reduced copies (11x 17)
- o Digital copy of all submissions
- o **Filing fee - \$10.00**

#### **SITE PLAN**

- o 1 Application
- o 10 large copies (24 x 36)
- o 1 reduced copy (11 x 7)
- o 3 copies of drainage calculations, if submitted o Digital copy of all submissions
- o 3rd Party Billing Form
- o List of abutters certified by Town Assessor
- o **2 sets of mailing labels**
- o **Filing fee**  
\$50 per 1,000 square feet of construction or \$500.00 whichever is greater

Site Plan Modification - \$250.00

Site Plan Approval Extension - \$50.00  
Request for Waiver of Site Plan Review - \$50.00

#### **PRELIMINARY SUBDIVISION (Form B)**

- o 1 Application
- o 12 large copies (24 x 36)
- o 3 reduced copies (11 x 17) o
- o Digital copy of all Submissions
- o **Filing fee**  
\$1.00 per linear foot of roadway or \$500.00 whichever is greater

#### **DEFINITIVE SUBDIVISION (Form C)**

- o 1 Application and
- o 12 large copies (24 x 36)
- o 3 reduced copies (11x 17)
- o Digital copy of all Submissions
- o 3rd Party Billing Form
- o List of abutters certified by Town Assessor
- o 2 sets of mailing labels
- o Filing fee  
\$1.00 per linear foot of roadway or \$500.00 whichever is greater (if Preliminary Plan filed)

\$2.00 per linear foot of roadway or \$1,000.00 whichever is greater (if no Preliminary Plan filed)

**These requirements are meant to be basic and general in nature, and this checklist is in no way a complete list of the Board's requirements. Please refer to the Town of Hudson's Zoning By-laws and the Hudson Planning Board's regulations governing the subdivision of land for more information regarding filings.**



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### Digital Submission Requirements

All plans submitted to the Planning Board for endorsement must be submitted electronically according to the following schedule:

**ANR PLANS** - At the time of application submittal

**SITE PLANS** - As-builts required prior to issuance of occupancy permit

**ALL SUBDIVISIONS** - Final approved plans required prior to issuance of any building permit. As- builts required prior to issuance of last occupancy permit.

### Format

The following formats are required for submission:

1. All geographic data must be submitted in a standard real-world coordinate system. The following coordinate system is strongly preferred:

Projection:	Massachusetts Stateplane
Mainland Datum	NAD83
FIPzone:	2001
Units:	Meters
Spheroid:	GRS1980

2. All digital data must be delivered in Autodesk AutoCAD dxf format.

Please contact the Planning Department with any specific questions regarding digital submissions



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**Date:** \_\_\_\_\_

**To:** Community Newspapers  
Legal Notice Department

I hereby authorize the Community Newspapers to bill me directly for the legal notice to be published relative to the above-referenced petition. This legal notice pertains to a Hudson Planning Board hearing on \_\_\_\_\_.

\_\_\_\_\_  
**Signed: Applicant/Authorized Agent**

\_\_\_\_\_  
**Date**

**Print Name:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_



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**LOCATION OF PROPERTY** \_\_\_\_\_

**NAME OF APPLICANT** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE #** \_\_\_\_\_

**FAX #** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**APPLICANT** OWNER  TENANT  AGENT/ATTORNEY  BUYER   
(check one)

**PROPERTY OWNER'S NAME** \_\_\_\_\_  
(if not applicant)

**CHARACTERISTICS OF PROPERTY:** Map & Parcel # \_\_\_\_\_ Lot Area \_\_\_\_\_

*Present Use:* \_\_\_\_\_ **Zoning District** \_\_\_\_\_

*Proposed Use:* \_\_\_\_\_

Date of Department Heads Site Plan Review: \_\_\_\_\_

I hereby request a hearing before the Hudson Planning Board with reference to the above application.

**SIGNATURE OF APPLICANT/REPRESENTATIVE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**OWNER'S PERMISSION:** \_\_\_\_\_  
(If other than applicant)

Application reviewed and fee in the amount of \$ \_\_\_\_\_

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



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### FORM A

## APPLICATION FOR ENDORSEMENT OF PLAN BELIEVED TO NOT REQUIRE APPROVAL

ADDRESS \_\_\_\_\_ MAP/PARCEL \_\_\_\_\_

DATE: \_\_\_\_\_, 20\_\_\_\_\_

To the Planning Board:

The undersigned, believing that the accompanying plan of his property in the Town of Hudson does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Planning Board Approval under the Subdivision Control Law is not required. (check appropriate box)

- 1) The accompanying plan is not a subdivision because the plan does not show a division of land; if there is a division of land shown, it is not a subdivision because every lot shown on the plan has frontage of at least such distance as is presently required by the zoning bylaw/ordinance under Section \_\_\_\_\_ which requires feet for construction of a building on such lot. Every lot shown on the plan has such frontage on:
  - a. A public way, private way or way shown on plan is either certified by the Town Clerk as maintained and used as a public way or a way endorsed in accordance with the subdivision control law or a private way.
- 2) The division of the tract of land shown on the accompanying plan is not a "subdivision" because it shows a proposed conveyance/other instrument, which adds to/takes away from/changes the size and shape of lots in such a manner so that no lot affected is left without frontage as required by the Town of Hudson Zoning Bylaw.
- 3) The division of the tract of land shown on the accompanying plan is not a subdivision because two or more buildings were standing on the plan prior to the date when the subdivision control law went into effect and one of such buildings remains standing on each of the lots/said buildings as shown and located on the accompanying plan.



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Form A- PAGE 2

4) Other reasons or comment:

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The owner's title to the land is derived under deed from \_\_\_\_\_, dated, \_\_\_\_\_, and recorded in Middlesex Registry of Deeds, Book \_\_\_\_\_ Page, \_\_\_\_\_, or Land Court Certificate of Title No. \_\_\_\_\_ registered in \_\_\_\_\_ District, Book \_\_\_\_\_, Page \_\_\_\_\_

Received by the Town Clerk      Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_      Applicant's Address \_\_\_\_\_

Time \_\_\_\_\_ AM/PM      \_\_\_\_\_

Signature \_\_\_\_\_      Applicant's Tel # \_\_\_\_\_

Owner's signature and address if not the applicant or applicant's authorization

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### Hudson Light and Power Department Authorization

Comments:

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\_\_\_\_\_  
Signature



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### APPLICATION FOR APPROVAL OF PRELIMINARY PLAN

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

To the Planning Board:

The undersigned, being the Applicant as defined under Chapter 41, Section 81L, herewith submits the accompanying Preliminary Plan of property located in the Town of Hudson for approval as a subdivision allowed under the Subdivision Control Law and Regulations governing the subdivision of land of the Hudson Planning Board.

NAME OF SUBDIVIDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME OF ENGINEER OR

SURVERYOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DEED BOOK & PAGE \_\_\_\_\_ LAND COURT CERT# \_\_\_\_\_

PLAN DETAILS (NAME, DATE, DRAWN BY):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION (LAND BOUNDED BY) AND DESCRIPTION OF PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

A Certified List (done by the Assessor's Office) with the names and addresses of the abutters of this subdivision is attached, along with two (2) sets of mailing labels.



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### APPLICATION FOR APPROVAL OF DEFINITIVE PLAN

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

To the Planning Board:

The undersigned, being the applicant as defined under Chapter 41, Section 81-L, herewith submits the accompanying Definitive Plan of property located in the Town of Hudson for approval as a subdivision under the requirements of the Subdivision Control Law and the Regulations governing the Subdivision of Land of the Hudson Planning Board.

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME OF ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME OF SURVEYOR: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DEED BOOK & PAGE \_\_\_\_\_ LAND COURT CERT# \_\_\_\_\_

LOCATION (LAND BOUNDED BY) AND DESCRIPTION OF PROPERTY:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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The following are all the mortgages and other liens or encumbrances on the whole or any part of the above-described property: (List mortgages, etc. here)

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The undersigned hereby applies for the approval of said Definitive Plan by the Board, and in furtherance thereof hereby agrees to abide by the Board's Rules and Regulations. The undersigned further covenants and agrees with the Town of Hudson upon approval of the Definitive Plan:

1. To install utilities in accordance with the Rules and Regulations of the Planning Board, the Department of Public Works, the Board of Health, and all general as well as Zoning By-laws of said Town, as are applicable to installation utilities within the limits of ways and streets.
2. To complete and construct the streets or ways shown thereon in accordance with Section 5 of the Rules and Regulations of the Planning Board and the approved Definitive Plan, profiles and cross sections of the same. Said plan, profiles, cross sections and construction specifications are specifically, by reference, incorporated herein and made a part of this application. This application and the covenants and agreements herein shall be binding upon all heirs, executors, administrators, successors, grantees of the whole or part of said land, and assigns of the undersigned.
3. To complete the aforesaid installations and construction within two (2) years from the date hereof.

This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the undersigned.

SIGNATURE OF OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

A Certified List (done by the Assessor's Office) with the names and addresses of the abutters of this subdivision is attached, along with two (2) sets of mailing labels.



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### Town of Hudson Peer Review Process

All projects submitted to the Planning Board for Site Plan Review, Special Permit and review under Subdivision Control may require peer review unless determined otherwise by a vote of the Hudson Planning Board at the opening of the public hearing. The following process will be adhered to:

1. The Applicant will provide the Planning Director with a full filing package including all plans, calculations, narratives, etc. which will be forwarded to the peer review consultant within 24 hours of receipt.
2. All projects submitted for approval by the Planning Board will be reviewed by the Director of Planning and Community Development prior to the first hearing by the Planning Board. At that time the Director shall make a determination as to whether peer review is necessary. It should be noted notwithstanding the Director's determination the Planning Board may determine Peer review is necessary at any time.
3. Upon receipt of plans, etc. from the Town), the peer review consultant will prepare a scope of work, fee estimate and authorization letter
4. Upon receipt of escrow check from the Applicant, authorization letter signed by the Planning Director and returned to peer review consultant.
5. Peer review consultant to review plans, calculations and prepare comment letter - Assuming average size subdivision or commercial development; subject to modification based on scale of project. If additional time is necessary, the authorization letter will identify the require time.
6. Draft comment letter sent to Planning Director and Planning Board for review and comments and/or questions
7. Questions/Request/Comments/Edits regarding the draft comment letter returned to peer review consultant.
8. Comment letter finalized by peer review consultant.
9. Final comment letter sent to Planning Director for distribution to Applicant.