Basic Requirements for Application Submittal to the Planning Board

<table>
<thead>
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<th>Form A (ANR PLAN)</th>
<th>Form B (PRELIMINARY SUBDIVISION)</th>
<th>Form C (DEFINITIVE SUBDIVISION)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Application</td>
<td>1 Application</td>
<td>1 Application</td>
</tr>
<tr>
<td>6 large copies (24 x 36)</td>
<td>12 large copies (24 x 36)</td>
<td>12 large copies (24 x 36)</td>
</tr>
<tr>
<td>2 Mylar copies</td>
<td>3 reduced copies (11 x 17)</td>
<td>3 reduced copies (11 x 17)</td>
</tr>
<tr>
<td>4 reduced copies (11 x 17)</td>
<td>Digital copy of all Submissions</td>
<td>Digital copy of all Submissions</td>
</tr>
<tr>
<td>Digital copy of all submissions</td>
<td>3rd Party Billing Form</td>
<td>3rd Party Billing Form</td>
</tr>
<tr>
<td>Filing fee - $10.00</td>
<td>Filing fee</td>
<td>Filing fee</td>
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</tbody>
</table>

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

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

Site Plan Modification - $250.00
Site Plan Approval Extension - $50.00
Request for Waiver of Site Plan Review - $50.00

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.
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-builds required prior to issuance of occupancy permit

**ALL SUBDIVISIONS** - Final approved plans required prior to issuance of any building permit. As-builds 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.
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: ___________________________________________________

This application must be completed, signed, and submitted with the filing fee, if applicable, by the
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: ___________________________
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.
4) Other reasons or comment:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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       Applicant’s Tel # __________________________

Signature __________________       Owner’s signature and address if not the applicant or applicant’s authorization

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Hudson Light and Power Department Authorization

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature __________________________

FORM B
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 SURVEYOR: ____________________________________________
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.

FORM C
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:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Form C- PAGE 2
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)


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.
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.