

Subdivision Application

Application#: _____

Major Subdivision []

Minor Subdivision []

Project Street Address: _____ **Assessor's Map #:** _____ **Assessor's Lot #:** _____

Zoning District: (Check all that apply)

- Residential: [] R-30 (Moderate Density) [] R-60 (Low Density) [] R-80 (Very Low Density)
[] Village Residential
Commercial: [] General Commercial [] Neighborhood Commercial [] Harbor Development
[] Village Commercial [] Village Mixed Use
Industrial: [] Village Industrial [] Turnpike Industrial [] Commercial Industrial Park
Other: [] Preservation & Recreation

Other: [] Coastal Area Management (CAM) [] Gateway Conservation Zone

Wetlands: Are there wetlands on property or within 500' of property line? [] Yes [] No [] Not Known

Proposed Project / Use: _____

Telephone:

Applicant: _____ [] Home [] Work [] Cell _____

Mailing Address: _____

Telephone:

Agent: _____ [] Home [] Work [] Cell _____

Mailing Address: _____

Telephone:

Property Owner: _____ [] Home [] Work [] Cell _____

Mailing Address: _____

Signature
Applicant / Agent

Date

Signature
Property Owner

Date

Fee: _____ **Date:** _____ **Check#/Cash:** _____ *Please make checks payable to "Town of Deep River"*

Copies: Ten (10) copies of the application and accompanying Site Plans and supporting documents shall be submitted in accordance with Section 9 and Section 10 of the Zoning Regulations for Deep River, Connecticut.

Fees:

Minor Subdivision - \$300.00 per lot, Plus the State D.E.P. fee.
Major Subdivision - \$400.00 per lot plus \$15 per linear foot of road construction. A \$450.00 fee will be assessed on subdivisions/resubdivisions of three or more lots to cover Attorney's fees plus the State D.E.P. fee.

Statement of Use

Please provide a written statement, signed by the applicant and by the owner if different from the applicant, describing the nature and extent of the proposed use or occupancy including intended operations, equipment, and materials, in sufficient detail to determine compliance with the use provisions of the Zoning Regulations.

This shall serve as an affidavit binding the applicant and his/her heirs and/or assigns to use the property only in the manner approved by the Deep River Planning and Zoning Commission, so as to not create a condition which is offensive or detrimental to the public health, safety, and welfare of the surrounding area.

Applicant

Date

Owner

Date

Planning & Zoning Commission, Chair

Date

SECTION 4 . . . CONTENTS OF FORMAL APPLICATION SUBMISSION

4.1 WRITTEN APPLICATION

A written application, in a form prescribed by the Commission, shall be submitted by the applicant or lawful agent. If the applicant is not the owner of the land to be subdivided, the forms shall also be signed by the owner or lawful agent.

4.2 FEES

The sub-divider shall pay all reasonable fees necessary to cover the cost of processing the subdivision application and inspecting any required improvement. Processing fees and inspection fees shall be paid to the Commission, or the Commission's duly authorized agent, by the sub-divider in accordance with the Schedule of Fees established by the commission.

4.3 REQUIREMENTS FOR MINOR SUBDIVISIONS (*)

When a proposed subdivision has been determined to be a Minor Subdivision under Section 3.1.3, the formal submission of an application shall include, at a minimum, those items in Section 4.5, 4.6, and 4.7 which are designated by an asterisk (*). A waiver of these specific requirements may be requested and granted under Section 4.4. The Commission may require additional information beyond that indicated by an asterisk (*) if necessary to determine compliance with these Subdivision regulations.

4.4 WAIVER OF INFORMATION REQUIREMENTS.

For both Minor and Major Subdivisions, a waiver of specific information requirements of Section 4 may be requested, in writing, prior to or simultaneously with the submission of a formal application. The Commission may grant the waiver request if it finds that the information for which the waiver is requested is not necessary to determine compliance with these subdivision regulations. Requirements of Section 4.5 regarding professional assistance, and for the Key Map, boundary Survey, coastal Site Plan, Water and Sewer Report, and Sedimentation and Erosion Control Plan, where applicable, shall not be waived.

(*) 4.5 PROFESSIONAL ASSISTANCE

All maps and reports required under these Regulations shall be prepared and certified by qualified professional, as follows:

4.5.1 Professional Engineer

The applicant shall employ the services of a Connecticut Licensed Professional Engineer for the design of and preparation of maps and reports relating to the following work items required in the submittal of a subdivision application:

- a. Roads, both horizontal and vertical alignment
- b. Drainage systems including the design and location of structures and pipes.
- c. Sanitary sewer systems and disposal systems.
- d. Water supply and distribution.
- e. Grading of lots and overall grading plans.

All submission of the above items shall bear the name, seal and original signature of a Connecticut Licensed Professional Engineer. Documents other than final reports and maps shall be marked "Draft". A Land Surveyor's seal or Architect's seal alone is not acceptable.

(*) 4.5.2 Land Surveyor

The applicant shall employ the services of a Connecticut Licensed Land Surveyor for the preparation of maps and reports relating to the following work items required in the preparation of a subdivision application.

- a. Land surveys including the delineation of the boundary lines of the outside perimeter and the interior lots of a subdivision.
- b. Topographical surveys including contour delineation and all natural features and constructed facilities on the land.

All submission of the above items shall bear the name, seal and original signature of a Connecticut Licensed Land Surveyor. Documents other than final report and maps shall be marked "Draft". A Professional Engineer's seal or Architect's seal alone is not acceptable.

(*) 4.6 MAPS

(*) The maps and plans required by these Regulations shall show information and shall be prepared in accordance with the standards hereinafter specified.

(*) Information on the proposed subdivision shall be provided on maps with an overall dimension of 24" by 36". Six blue line copies of all maps shall be provided as part of the submission of a completed application. The Commission may require additional copies of plans if referrals to outside parties are indicated.

(*) If more than one map sheet is required, each sheet shall be sequentially numbered in the form "Sheet ___ of ___". An index of all supporting detail map sheets shall be included on the first sheet. For a more efficient presentation, any information required in Section 4.6 may be combined on plan sheets, provided that the information is presented in a clear and understandable manner. Revision dates shall be shown if plans are updated or revised during the review process.

(*) All prints of maps and plans shall be clear and legible and shall be bound along the left side, with required identifying data on each sheet. North arrows shall, to the extent practical, be consistent from one map to another.

(*) All maps shall be prepared by and shall bear the name, seal and original signature of a Connecticut licensed land surveyor or professional engineer, or both, as required under Section 4.5. Final maps presented for endorsement and filing shall include a raised seal and original signature of the land surveyor or engineer, or both, as required, and shall be a fixed line photographic mylar printed on good quality polyester film meeting State requirements for filing with the Town Clerk.

(*) 4.6.1 Key Map:

For Major Subdivision, a Key Map showing the relationship of the proposed subdivision to the surrounding neighborhood shall be provided, and shall show all public streets, lands reserved for special use, and major subdivisions located within on-half mile of the boundaries of the tract to be subdivided. All proposed property lines within the tract to be subdivided shall be shown on the Key Map in sufficient detail to allow for transfer of information to the Commission's base map. The scale of the Key Map shall be 1" - 1000'. The Key Map may be included as an insert to the boundary Survey map.

(*) For Minor Subdivisions, the Key Map shall be drawn to scale and shall show sufficient information for the Commission to determine the location of the proposed subdivision.

(*) 4.6.2 Boundary Survey Map:

A Boundary Survey Map of the entire tract to be subdivided shall be provided, prepared by a registered land surveyor to Class A-2 Standards, as specified in the "Code of Recommended Practice for Standards of Accuracy of Surveys and Maps", or equivalent standards as approved by the State Board of Registration for Professional Engineers and Land Surveyors. The boundary Survey Map shall show names of all abutting land owners and public streets, the layout of all lots and streets within the tract to be subdivided, and all lands to be dedicated as open space, parks playgrounds. The scale of the Boundary Survey Map shall be at 1" - 100'. The Boundary Survey map shall contain the name of the subdivision, the date prepared, north arrow, and graphic scale.

(*) 4.6.3 Detailed Layout Maps:

Detailed Layout Maps shall be at a scale of one inch equals 40 feet (1" = 40') unless otherwise approved by the Commission. Where it is not possible to fit the entire subdivision plan on one sheet, more than one sheet may be used, provided that match lines are indicated. If more than one sheet is used, an index map shall be provided showing the entire subdivision with lots, lot numbers, streets, street names, delineation of areas covered by the section or sheet and match lines between sections.

(*) All Detailed Layout Maps shall show the following information to the extent that the information occurs in, or is applicable to the particular subdivision:

- (*) 1. Title of the subdivision, which shall not duplicate the title of any previous subdivision in the Town of Deep River.
- (*) 2. Date, numerical and graphic scale, north arrow, and the words "Deep River, Connecticut".
- (*) 3. Information on site conditions and land evaluation within the property to be subdivided and within 150 feet thereof, as follows:
 - (*) a. existing contours at an interval not exceeding two (2) feet, based on field or aerial survey, using the bench mark as required for Construction Plans in Section 4.6.4; in areas where there is no significant change in elevation over an extended area, spot elevations will be shown.
 - (*) b. existing man-made features, including buildings and structures, any proposed removal, demolition, relocation or retention of existing man-made features. Major subdivision plans shall also show existing trails, stone walls, fences and dams, and other man-made features.
 - c. location of all known significant archaeological, historical, and natural features. (Contact Deep River Historical Society.)
 - d. location of all exposed ledge outcroppings.
 - (*) e. existing watercourses; exterior limits of inland wetlands, if applicable, which shall be identified and located in the field by a certified soil scientist.
 - (*) f. any areas subject to frequent, periodic or potential flooding; the boundaries of any Special Flood Hazard Areas and floodways and the base flood elevation data therefore; the lowest floor elevations that would be applicable for building on any lot in any Special flood Hazard Area.
 - (*) g. boundaries and classification codes of soil types under the National Cooperative Soils Survey of the U.S.D.A. Soil Conservation Service.
 - (*) h. location and results of all percolation test holes, deep test pits and borings.
 - i. Existing mix of forest tree species, their approximate height, age and density; a description of the cutting or removal activities to be undertaken.
 - (*) j. approximate location of any existing wells on the property and on land within 75 feet of the property.
 - (*) k. location of any drainage discharge points onto the property from any street or other property.
- (*) 4. property ownership information as follows, with all lines (except as noted) drawn with dimensions to the nearest hundredths of a foot, bearings or deflection angles on all straight lines and the central angle, tangent distance and radius of all arcs;

- (*) a. name and address of owner of property
- (*) b. name and address of applicant, if different from owner
- (*) c. a perimeter boundary survey of the entire property, with approximate dimensions and the estimated area of the property to be subdivided; the boundary line shall be a heavy weight line easily distinguishable from other property lines.
- (*) d. approximate location of existing property lines for a distance of 50 feet from the property , except where the property borders a road, where the location of property lines across the road shall be shown.
- (*) e. name of street, both street right-of way lines, and pavement location of any street abutting or within 50 feet of the property.
- (*) f. the survey relationship of the property to the State of Connecticut grid coordinate system;
- (*) g. names of all subdivision or owners of property abutting the property to be subdivided, including those across any street if the proposed subdivision abuts an existing street.
- (*) h. existing property markers and monuments.
- (*) i. the Zoning District in which the property is located and any Zoning District within 50 feet of the property.
- (*) j. any municipal boundary line on or adjacent to the subdivision.
- (*) k. any boundary line of the Lower Connecticut River Gateway conservation Zone and/or the Coastal Boundary.
- (*) l. any building setback lines established by zoning, town ordinance or other law.
- m. existing open space for parks and playgrounds and other open space purposes, and the square footage and acreage thereof
- (*) n. location and dimension of existing easements; notation of all existing restrictions on the use of the land, including easements and covenants.
- o. Any reserved areas for watercourses and wetlands protection or for conservation areas; and
- p. any encroachment lines along river and watercourses.
- (*) 5. Proposals for development of the subdivision as follows:
 - (*) a. proposed lots and lot numbers, and the square footage and acreage of each lot with dimension and areas.

- (*) b. proposed contours at an interval not exceeding two (2) feet, based on field or aerial survey, using the bench mark as required for Construction Plans in Section 4.6.4; in areas where there is no significant change in elevation over an extended area, spot elevations shall be shown.
- c. proposed man-made features, including but not limited to buildings, structures, fences, retaining walls and the like.
- (*) d. the location proposed for a building on each lot and a driveway, including floor elevations and driveway grades where necessary to demonstrate feasibility of use of the lot
- (*) e. proposed property markers and monuments in accordance with Section 6.11.
- (*) f. location and dimension of proposed easements; notation of all proposed restrictions on the use of the land, including easements and covenants
- (*) g. any required or proposed setback lines or buffers.
- h. proposed streets and other rights-of-way, and the width thereof; location and width of street pavement.
- i. existing and proposed storm drains, catch basins, manholes, ditches, headwalls, sidewalks, gutters, curbs and other drainage structures.
- (*) j. the proposed location of any activity that is subject to the Inland Wetlands and Watercourses Regulations of the Town of Deep River, Connecticut , including any relocation or construction for channels or watercourses
- (*) k. any sanitary sewers, treatment facilities and appurtenances
- (*) l. water mains, hydrants and appurtenances; electrical and telephone lines
- (*) m. the location of any proposed on-site wells and sewage disposal systems.
- 6. The following additional information:
 - (*) a. map information as required for a Coastal Site Plan under Section 4.7.4
 - (*) b. map information as required for a Sedimentation and Erosion Control Plan as specified under Section 4.6.5
 - (*) c. a signature block entitled "Soil Erosion and Sediment Control Plan certified by _____" with a place for signature of the certifying agent and date of signing.
 - (*) d. a signature block entitled "Approved by the Deep River Planning and Zoning Commission ", with a designated place for the signature of the Chairman or Secretary and the date of the Commission vote to approve; and the words "Expiration date per Section 8-26c, Connecticut General Statutes", with a designated place for such date.

- (*) e. such additional notes as may be required or approved by the Commission, such as restrictions pertaining to building lines, reserved areas, easements, solar access, fire protection, on-site sewage disposal and water supply and other features on the map.

4.6.4 Construction Plans:

Construction plans shall conform to the standards set forth in Section 5 and 6 and in Appendix A of these Regulations for streets, sidewalks, storm drainage, water and sewer systems, and other improvements, and to any other such design and construction standards as may from time to time be adopted by a formal vote of the Commission, and incorporated into these Regulations.

- a. **Preparation:** Construction plans, including details and specifications, shall be prepared by and shall bear the name and seal of a civil engineer licensed in Connecticut, provided however, that particular elements of the plan, as authorized under Section 4.5, may be prepared by a licensed land surveyor or other qualified professional.
- b. **Scale:** Construction plan drawings shall have a horizontal scale of 1" = 40'; profile drawings shall have a vertical scale of 1" = 4'. Drawings of special structures and details may be prepared in other format acceptable to the Commission or its designated agent. Profile drawings, inverts, existing and proposed contours and key elevations shall be based on official town, State or U. S. Bench marks. The bench marks used shall be consistent among the plan sheets and shown on the plans.
- c. **General Format:** All plans showing construction of subdivision improvements shall include the following elements: (1) an overall view, (2) profiles and cross section, (3) a Grading Plan, according to Section 4.6.5 and (4) Sedimentation and Erosion Control Plan, according to Section 4.6.6.
- d. **Specific Information:** the following information shall be shown on the Construction Plans as applicable to a particular subdivision:
 1. title of the subdivision as in 4.6.3,
 2. date, numeric and graphic scale, north arrow, and the words "Deep River, Connecticut",
 3. existing and proposed contour intervals shown on construction plans shall not exceed two feet, and shall be the result of a topographic survey performed to the standards of Class A-2,
 4. for streets:
 - a. street names; right-of-way lines, the edge and width of pavement; center line radius; stations at 50' intervals, low points, high points, points of curvature, points of tangency and at intersections.
 - b. Existing profile grades at the center line and both right-of-way lines.
 - c. Proposed grades along road centerline elevations, and at the low points, high points,

- point of vertical curvature (pvc), points of vertical intersection (pvi) and points of vertical tangent (pvt),
- d. Pavement radii at corners,
 - e. Length of vertical curves,
 - f. Typical street cross section, cross section at all cross culverts, cross sections where there are to be substantial cuts and fills affecting abutting property.
 - g. The approximate location of lot lines intersection the right-of-way line and the lot numbers of the lots.
 - h. Sidewalks, curbs and gutters,
 - i. Locations for guide rails or posts,
 - j. Location of street lights, road monuments, traffic control devices, and signage...
5. for drainage, sanitary sewers and pipe systems:
 - a. Location, depth, invert, slope, frame and grade elevations, size and type of all pipes, culverts, manholes, headwalls, and catch basins, including offsets from street centerline.
 - b. Cross section, depth, slope and location of all natural and man-made watercourses, ditches and swales,
 - c. Water mains, valves and hydrants; sanitary sewers and appurtenances; house service connections and curb stops.
 6. Detail drawings of bridges, box culverts, deep manholes, retaining walls and other special structures.
 7. provision for control of erosion and sedimentation both during and upon completion of construction, in accordance with Section 4.6.5
 8. at intersections and other locations where there may be sight distance restrictions, a sight line demonstration may be necessary
 9. drainage analysis map and computations to enable the Commission or its agent to review the drainage design and the sufficiency of downstream drainage systems to accommodate runoff from the subdivision; design for any temporary or permanent storm water detention or retention area.
 10. A signature block entitled "Approved by the Deep River Planning and Zoning Commission" with a designated place for the signature of the Chairman or Secretary and the date of signing.

(*) 4.6.5 Sedimentation and Erosion Control Plan:

- (*) A. A soil erosion and sediment control plan shall be submitted with the subdivision application in the following cases:
 - (*) 1) when the disturbed area of such subdivision is cumulatively more than one half acre, or contains inland wetlands or watercourses;
 - (*) 2) for any lot within the Lower Connecticut River Gateway Conservation Zone; or
 - (*) 3) for any lot within a proposed subdivision which is within 50 feet of coastal resources, including rocky shorefront, coastal bluffs and escarpments, beaches, dunes and tidal wetlands, as defined in the Connecticut Coastal Management Act.

- (*) B. The plan shall include a map showing existing and proposed topography; location of any areas proposed to be cleared, stripped of vegetation and/or graded, or otherwise altered; location and design of structural control measures, including diversions, waterways, grade stabilization structures, debris basins and other measures; re-vegetation plans; and a schedule of operations including sequencing of clearing, grading, installation of control measures, and re-vegetation. Design of control measures and operations shall be consistent with principles, methods and practices found in the "Connecticut guidelines for Soil Erosion and Sediment Control "(1985), and amendments thereto.

- (*) C. The applicant shall provide a written narrative describing the project, the schedule of conservation practices, design criteria, construction details and the maintenance program for any erosion and sediment control facilities that are installed.

- (*) D. All development shall comply with the following guidelines:
 - 1) development shall be fitted to the topography and soils so as to create the least erosion hazard;
 - 2) Natural vegetation shall be retained and protected wherever feasible.
 - 3) Only the smallest practical area of land shall be exposed at any one time during development;
 - 4) When land is exposed during development, the exposure shall be kept to the shortest practical period of time;
 - 5) Temporary vegetation and/or mulching shall be used to protect exposed areas during development;
 - 6) Sediment basins (debris basins, de-silting basins or silt traps) shall be installed and maintained to remove sediment from runoff waters and from land undergoing development where feasible and practical;
 - 7) Permanent final vegetation and structural erosion control measures shall be installed as soon as practical in the development.

- (*) E. The soil erosion and sediment control plan may be incorporated on the Detailed Layout Map and/or Construction Plans,
- (*) F. Name of person responsible for implementing the Sedimentation and Erosion Control Plan.

4.6.6 Grading Plan

If not shown on the Construction Plans, a grading plan shall be prepared which shall show proposed new grading of the roadway and any drainage courses, proposed grading of all lots within the subdivision for which substantial topographic alteration is required in order to accommodate the proposed construction, and any other major grading, cuts, fills or soil or rock removal proposed in the subdivision.

- a. The area shown on the grading plan may be limited to the portion of the subdivision affected by the proposed grading, cuts, fills, or soil or rock removal.
- b. The grading plan shall be shown at the same scale as the detailed layout map, and shall be prepared to similar standards of accuracy.
- c. Existing and proposed contours at intervals of two feet are required. If requested by the Commission, cross-sectional drawings of the area to be regarded shall be provided.
- d. The plan shall indicate the total volume and nature of material to be removed or deposited for road construction.