



Please fill out this application completely. If the application is not properly completed with documentation submitted as requested, it will create unnecessary delays. In addition to this application, the following items MUST be provided:

1. Coastal Area Management Application (if applicable.)
2. If improvements are proposed, two (2) copies of bond estimate, certified by a Professional Engineer.
3. Two (2) copies of the drainage calculations including gutter flow analysis. In addition, provide a narrative comparing the runoff from the site before and after the development, and what impact the development will have on downstream properties. In addition, drainage calculations for the proposed road, & provide evidence that pipe sizes for the road and the wetland crossings are adequate to handle the runoff.
4. Ten (10) folded sets of the complete plans
5. Show location of any proposed easements, rights-of-way, etc. Provide unexecuted deeds including deeds including the description.
6. Soil test information for each lot where municipal sewer lines are not available. In addition, test borings in the area of any proposed road.
7. Erosion & sediment control plan.
8. Detail drawings of all improvements.
9. Copy of deed of land to be subdivided.
10. Fee - see schedule below

**SUBDIVISION/RE-SUBDIVISION FEE SCHEDULE**      *Revised July 1, 2009 per Ordinance #1619*

- **\$300.00 AND \$100.00 per lot.**
- If a public hearing is required, an additional fee of \$210 is required (a \$60.00 fee) is included as required by the State of Connecticut
- If Coastal Area Management is required, an additional fee of \$25 is required.

<b>Subdivision or Re-Subdivision?</b>	
<b>Applicant Name:</b>	
Mailing Address:	
Telephone Number:	

<b>Owner Name:</b>	
Mailing Address:	
Telephone Number:	

**Property Location:**

<b>Parcel Information:</b>	Map		Block		Lot	
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<b>Number of Lots:</b>	
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<b>Zoning District:</b>	<b>Lot Size</b>
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<b>A.</b> Is any portion of the property within 500 feet of the Town Boundary?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes please list abutting town: _____
<b>B.</b> Will a significant portion of the traffic to the completed project use streets within the adjoining Municipality to exit or enter the site? _____	
<b>C.</b> Will a significant portion of the sewer or water drainage from the project flow through and significantly impact the drainage or sewage system within the adjoining municipality? _____	
<b>D.</b> Will the run-off from the improved site impact streets or other municipal or private property within the adjoining municipality? _____	
<b>NOTE:</b> According to the Connecticut General Statutes (CGS), if the subdivision is adjacent to another municipality, or meets any of the criteria listed in <b>A-D</b> above, the Commission on the City Plan must notify the adjoining town of a pending application seven (7) days prior to the Commission meeting. If improper information is given on the application, it will cause a delay in processing the application.	
<b>E.</b> Does the site adjoin a municipal boundary? _____	
<b>NOTE:</b> If the site adjoins a municipal boundary, it is required that the Commission on the City Plan notify the regional planning agency of the application. The regional planning agency must be provided 35 days to review the application. The Commission will not conduct a hearing nor act on the application until such time the 35 days expires.	
<b>IF</b> future development is proposed for the remaining land, please provide preliminary layout and phasing of the future development. Please note that the layout is provided to the Commission for informational purposes to illustrate the feasibility for future development of the remaining land. By no means is the preliminary layout approved as the subdivision of the remaining land.	
<b>APPROVALS</b> from the following agencies, commissions, departments, etc. (If Applicable) must be provided with this application. If approval notices are not obtained and are not submitted with this application, the application will be deemed incomplete and will not be accepted:	
1. Inland Wetlands, Water Courses & Conservation Commission - Date of Approval _____ (Simultaneous submission is acceptable.)	
2. Zoning Board of Appeals - Date of Approval _____	
3. Uncas Health District - Date of Approval _____	
4. Review by the Department of Transportation - Letter to be submitted with application.	
5. Other miscellaneous commissions or agencies that may have jurisdiction over this subdivision, i.e. Connecticut Department of Environment Protection (DÉP), State Health Department, Army Corps of Engineers - Date of Approval _____	
6. Review from the Department of Public Works. Letter to be submitted with application.	

