

Instructions and Fee Schedule for:
SUBDIVISION / RESUBDIVISION APPLICATION

Attached, please find the Planning & Zoning Commission's application for a Subdivision and/or Resubdivision. Your submitted application, along with the required maps, plans and related documents are expected to be accurate and in compliance with the Subdivision/Resubdivision Regulations.

Please note that the Regulations are specific as to what is required. Elements such as the "Key Map", the scale drawings, utility plans, sedimentation and erosion control, topography, et cetera ARE NOT discretionary inclusions. Any submission, or any part thereof will be reported to the Commission as either incomplete or substandard, and a DENIAL (without prejudice) will be strongly advocated by the Commission staff.

Also note the **15 individual, complete and collated sets** of the proposal (including a "field card") are required. These individual sets should be folded (by you) to a size of 8 ½" x 11". This office does not do your collating, folding, or make your copies.

Waivers: Our Regulations allow for an applicant to request a "waiver" of certain requirements contained in the regulations; however, the Commission Staff will strongly oppose any requested waiver or modification to the required concrete curbs and sidewalks unless the circumstances are extremely unusual. Any other requested waiver of elements in the Subdivision Regulations will also be critically scrutinized, and only items that are unnecessary or irrelevant to the proposal should even be considered for a waiver request.

The applicant and his/her technical staff should also pay particular attention to the "Sedimentation and Erosion Control and Stormwater Management" sections of the Regulations (Sections 47 and 48) as they may pertain to the proposal. For instance, retention/detention ponds may be the most economical method for you (as the developer) for storm water management; but they might not be the best option for the Town. As Town representatives, the staff's concern is what is best for the Town and not for your financial success.

Fee Schedule:

Subdivision:	\$280.00 (<i>plus \$40.00 for each created lot</i>)
Resubdivision:	\$280.00 (<i>PLUS \$250.00 advertising fee, PLUS \$40.00 for each created lot</i>)

Notification: A public hearing is discretionary for a subdivision; but it is required by law for a Resubdivision. In any instance where a public hearing is to be held, the applicant must supply a complete and accurate description of the land to be divided with the submitted application so that the required advertising can be completed by this office. The applicant is also responsible for determining if the proposed project falls within a "watershed area" and, if so, for notifying the regional water authority (C.G.S. 22a-42f) within seven (7) days of submission. Once again, this is the **applicant's responsibility!**

Inland Wetlands: The Engineering Department reviews all projects for areas of responsibility under the jurisdiction of the Inland Wetlands Commission. State law requires approval from Inland Wetlands before the Planning & Zoning Commission can act on the project, therefore no conditional approvals will be granted.

Coastal Area Management (CAM): Coastal Area Management (CAM) applications are processed through the Office of the Town Engineer. Please be advised there is a 35 day review period for CAM Applications required by the Department of Energy and Environmental Protection (DEEP).

General Permit for the Discharge of StormWater and DeWatering Waste Waters: Developers are advised that the disturbance of one acre or more of land may necessitate a permit from the Department of Energy and Environmental Protection (DEEP).

Informal/Preliminary Consideration: Section 2.1.1 of the Subdivision/Resubdivision Regulations allow for a meeting with the Commission staff to informally your project prior to submission. Appointments are upon request. However, if you choose to exercise this option, the Staff has the right to expect a complete (informal) plan. Please make note, that while informal, your application should be as complete as possible.

Open Space: Our Regulations require a minimum of one (1) acre of open space be dedicated to each approved subdivision. This is NOT OPTIONAL. The Regulations do provide an option (Section 7.16) that allows a developer to “offer” to purchase his Open Space requirement at a formula of payment set by State Law. Please note that the Commission is in no way obligated to accept this offer.

Consequently, your proposal should either show the open space, or you should supply a letter to the Commission indicating your desire to “purchase” your open space requirement. If you opt to offer to purchase, the Town will then contact a LICENCED LAND APPRAISER (of their choosing) for a land appraisal. It will be the responsibility of the applicant to pay for this appraisal and the fee shall be paid prior to any decision.

Sanitary Sewers: Prior to the submission for any type of project **INVOLVING NEW CONSTRUCTION** (ranging from single house construction to a “major project”) the applicant is required to provide this office with written certification from the Greater New Haven Water Pollution Control Authority (GNHWPCA) as to the availability of sanitary sewers. This certification form will be provided to you by the GNHWPCA.

This procedure is mandatory and is implemented to protect the Town and to insure that the developer can proceed with the project in an efficient and cost effective manner.

In the event that the existing sewer lines have to be extended to the property frontage in order to “tie in”, authorization from the Town’s legislative body (Town Council) to extend the sewer line MUST be obtained PRIOR to obtaining GNHWPCA certification.

Any deviations or omissions from the required elements for a subdivision/resubdivision are not acceptable. Any facet of the application, plan, or and related document that is not in compliance with the Regulations will be regarded as either inadequate and/or incomplete and will result in a referral for a denial (without prejudice) for that reason.

**APPLICATION
SUBDIVISION / RESUBDIVISION APPROVAL**

Date: _____

SUBDIVISION [] RESUBDIVISION []

Subdivision/Resubdivision Address: _____

Zoning District: _____ Map #: _____ Block #: _____ Parcel/Lot #: _____

Deed Citation: _____ Volume #: _____ Page #: _____

Applicant Name: _____ Phone: _____

Address: _____

Size of Parcel: _____

Does applicant represent a firm, corporation, LLC, partnership, etc.? YES NO

If so, please provide all information regarding same: _____

Name of Property Owner of Record: _____

Address: _____ Phone: _____

Land Surveyor Information:

Project Engineer Information:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Title of Subdivision Map: _____

Title of Construction Plans: _____

Describe any EASEMENTS and/or DEED RESTRICTIONS which are included in or have an effect on
this project. _____

Identify any ZONING VARIANCES for any portion of this property.: _____

PROPOSAL INFORMATION

Number of proposed lots: _____ Residential: _____ Other: _____

Zone of proposed lots: _____

Does this subdivision/resubdivision propose the creation of new streets? YES NO

Will any created streets be dedicated to the Town? YES NO

The mandated amount of OPEN SPACE for this proposal is: _____ acres.

Does the applicant plan to request the Commission accept payment in lieu of creating open space?

YES NO

Will the created lots be served by:	Public Water	YES	NO
	Sanitary Sewer	YES	NO
	Underground Utilities	YES	NO

Is this application accompanied by a **Proposed Performance Bond**? YES NO

If "YES" what is the proposed amount of the suggested bond? \$_____

This application is accompanied by the following additional APPLICATIONS, MAPS, REPORTS, STUDIES, and/or DOCUMENTS: _____

Does this submission comply with **Sections 6 and 7** of the Town's Subdivision Regulations?

YES NO

Does the applicant wish to request a **waiver** of any of the required elements for a subdivision/resubdivision submission? YES NO

If so, which waivers are being requested? _____

The owner and/or applicant submitting this proposal hereby grants the *East Haven Planning and Zoning Commission* members and it's staff and authorized agents permission to enter upon the property proposed for subdivision/resubdivision under this application for the purpose of inspection, to conduct tests and/or to take any other actions related to the enforcement for the Zoning and Subdivision Regulations of the Town of East Haven, Connecticut.

Applicant Signature: _____ Date: _____

Printed Name: _____

Property Owner's Signature: _____ Date: _____

STAFF USE ONLY

	Required Y/N	Approved Y/N	Date	Signature	Document Attached
CAM Approval					
Inland/Wetlands					
Flood & Erosion					
GNHWPCA					
General Permit for Discharge of Stormwater/ Dewatering Wastewater					

COMMISSION USE ONLY

APPROVED [☐] DENIED [☐] BOND AMOUNT: \$ _____

COMMENTS: _____

CHAIRPERSON: _____ DATE: _____