





## SUBDIVISION / RE-SUBDIVISION APPLICATION CHECKLIST

- \_\_\_\_\_ Original & 1 copy application form
- \_\_\_\_\_ 12 copies 11" x 17" at Assessor's Map scale
- \_\_\_\_\_ Application Fee
- \_\_\_\_\_ Waiver Request, if applicable
- \_\_\_\_\_ Design Report
  - \_\_\_\_\_ Natural & Cultural Resources Map (4-1-4)
  - \_\_\_\_\_ Archaeological Survey (5-11)
  - \_\_\_\_\_ Biological Survey
  - \_\_\_\_\_ Soil Scientist's Report
  - \_\_\_\_\_ Pesticide Report (5-10)
  - \_\_\_\_\_ Yield Plan showing Conventional layout
  - \_\_\_\_\_ Cluster/Conservation Design (for subdivisions > 20 acres)
  - \_\_\_\_\_ Choice of Design Option Report & Narrative
  - \_\_\_\_\_ Open Space Report Narrative
  - \_\_\_\_\_ Zoning Compliance Chart
  - \_\_\_\_\_ Traffic Report (>100 lots & non-residential)
  - \_\_\_\_\_ Sewage Disposal Report ((5-5)
  - \_\_\_\_\_ Water Supply Report ((5-6)
  - \_\_\_\_\_ Hydrological Report (5-7)
    - \_\_\_\_\_ Drainage calcs. W/map showing proposed drainage areas
- \_\_\_\_\_ Record Subdivision Plan (5-1)
- \_\_\_\_\_ Site Development Plan (Grading & E&S)
- \_\_\_\_\_ Road Construction (Plan & Profile)
- \_\_\_\_\_ Construction Plans
- \_\_\_\_\_ CAM application if applicable
- \_\_\_\_\_ Easements and Deeds
- \_\_\_\_\_ Construction Cost Estimate for Public Improvements
- \_\_\_\_\_ List of Adjacent Property Owners
- \_\_\_\_\_ Notification of Adjacent Property Owners (Certificates of Mailing) if public hearing
- \_\_\_\_\_ Post Sign

### **Review By Others:**

- \_\_\_\_\_ Conservation Commission
- \_\_\_\_\_ Regional Planning Commission (abuts or straddles an adjacent municipality)
- \_\_\_\_\_ Environmental Review Team
- \_\_\_\_\_ CT Department of Public Health (if located w/in public water supply aquifer protection area)

***The Commission has the authority to determine whether a submission constitutes a complete application in accordance with the regulation requirements. If after reviewing a submission, the Commission finds the application to be incomplete in any material respects, it may vote to deny the application. Prior to taking this action, the applicant will be given the opportunity to withdraw the incomplete application. No fees shall be refunded upon withdrawal of an incomplete application..***