



APPLICATION FOR SUBDIVISION APPROVAL

Date: _____

Fee: _____

Pursuant to the Subdivision Regulations of the Planning and Zoning Commission of the Town of Thomaston, the following is hereby submitted for review and approval.

*** Applicants are responsible for all costs associated with this application (ie. legal publications, mailings, engineer reviews).**

Subdivision: _____ Re-subdivision: _____

Project Name: _____

Project Location: _____

Number of Acres _____ Number of parcels _____ Zone _____

Is the property located with 500 feet of any town line? Yes _____ No _____

If yes, which towns? ___ Harwinton ___ Litchfield ___ Terryville ___ Waterbury ___ Watertown

Name of Applicant: _____

Name of Owner: _____

Name of Agent: _____

Mailing Address: _____

Email Address: _____

Phone: _____

Section I Required Documentation

In order for this application to be deemed complete, the following documents are required:

- a. Four (4) copies of the Subdivision Map, Construction Plans and the Soil Erosion and Sediment Control Plan.
- b. Sanitation Report prepared by the Torrington Area Health District.
- c. A check made payable to the Town of Thomaston in an amount which is in accordance with the adopted Fee Schedule.
- d. Permits from the Connecticut Department of Transportation, if applicable.
- e. Three (3) copies of the Water Supply and Construction Plans along with a Certificate of Public Convenience, if applicable.

Section II Map Requirements

The following information, documentation and other requirements shall be provided by the applicant and located on the record subdivision map as follows:

- a. The words "Record Subdivision or Resubdivision Map" along with the project name and Section number (if applicable) shall be provided.
- b. The applicant(s) name and address along with the owner(s) name and address.
- c. The date, scale, true north arrow, datum plane and the words "Town of Thomaston, Connecticut."
- d. A signature block containing the words "Approved by the Thomaston Planning and Zoning Commission" with spaces provided for the title and signatures of the Chairman and Secretary.
- e. An embossed seal and signature(s) of the professional engineer and/or the land surveyor registered to practice in the State of Connecticut.
- f. A base index map with "match lines" shall be provided for any proposed subdivision which requires more than one (1) sheet to show all of the property.
- g. The words "The accuracy of the information on this map meets the standards for a Class A-2 Transit Survey of the Connecticut Technical Council" shall be provided.
- h. Total area of the entire tract in acres and in square feet.
- i. The boundary line(s) proposed for division shall be a heavy weight line and clearly distinguishable from the other property lines.
- j. All property lines within two hundred (200) feet.
- k. The location, width and names of all existing streets and proposed roads, rights-of-way, and easements within two hundred (200) feet.
- l. The proposed lot layout with building setback lines as required in each zone.
- m. Linear dimensions of lot lines to the hundredth of a foot including all bearings, deflection or central angles, tangent distances and radius of all arcs.
- n. Square footage for each proposed parcel.
- o. Proposed public lands shall be identified as to potential use and contain the square footage and acreage.
- p. Location of existing and proposed survey monuments.
- q. All existing and proposed buildings and structures, including municipal buildings and public buildings.
- r. The location, extent and alignment of existing and proposed watercourses, ponds, and public buildings.
- s. All existing and proposed easements.
- t. The proposed tract and streets shall be displayed on a locational insert map, drawn to a scale of one (1) inch equals eight hundred (800) feet. Existing roads within one half (1/2) mile of the tract shall be named and further identified as to federal, state, town or private.
- u. Zoning districts and their boundary lines shall be placed upon the subdivision and insert map.
- v. The map shall be drawn in black ink on mylar. Sheet size shall be no more than twenty five (25) inches by thirty seven (37) inches. The scale shall be at least one (1) inch equals forty (40) feet but not more than one hundred (100) feet.

Section III Construction Plans

Construction plans represent an overall view of the proposed development. Plans shall be prepared at the same size, scale, and quality as the record subdivision map. Construction plans may not be required for all subdivisions. If they are required, the following information must be submitted.

- a. The words “Construction Plans” along with the title of the subdivision or phase, if applicable.
- b. The requirements in Section 2, parts c, d, and e.
- c. The location of sidewalks, curbs, gutters and special structures.
- d. The location of lot lines where they intersect street lines.
- e. Lot numbers and street names.
- f. The location, nature, and type of all proposed structures excluding principal use structures or structures accessory to, but including public water lines, sanitary sewers, and storm drains.
- g. The location of all rights-of-way and pavement lines for all proposed streets.
- h. Contour lines indicating the existing and proposed finished topography.
- i. The approximate perimeters for all “cut” and “fill” areas including the estimated volume of material, as expressed in cubic yards, to be relocated.
- j. The location of all underground utilities such as electric, telephone and gas lines.
- k. The location and depth of all sanitary seepage test holes.
- l. The location of all existing or proposed siltation/sediment ponds or basins including any easements to such.
- m. The location, depth, invert, slope and size of all pipes, ditches, culverts, manholes, catch basins, headwalls and watercourses.

Section IV Construction Profiles and Cross Sections

- a. The words “Construction Profiles and Cross Sections” and the title of the subdivision and phase, if applicable.
- b. The requirements in Section 2, parts c, d and e.
- c. Vertical scales shall bear a 1:10 ratio to the horizontal scale.
- d. Cross profiles of the existing and finished grades at the center line and the right-of-way lines for all proposed streets.
- e. Cross section drawings shall be provided for all drainage ditches and other subsurface drainage structures.
- f. Cross section drawings shall indicate the size and location of all sub surface installations within the street right-of-way.
- g. Detailed drawings of any bridges, box culverts, deep manholes and special structures.
- h. Cross section drawings of the street design shall conform to the subdivision regulations.

Section V Erosion and Sediment Control Plan

- a. The words “Erosion and Sediment Control Plan” and title of the subdivision and phase.
- b. The requirements in Section 2, parts c, d and e shall be required.
- c. Contour lines shall indicate existing and proposed finished grade topography, disturbed areas, and proposed area alterations.
- d. Provide location of and detailed information concerning erosion and sediment control measures and facilities.
- e. Detailed narratives shall be provided for the following:
 1. Description of the overall project.
 2. Scheduling of major grading and construction activities
 3. Application of conservation practices.
 4. Design criteria, construction details and maintenance program for the installation of erosion and sedimentation control facilities.

Section VI Municipal/Regional Reviews

One of the following reports, if applicable, must be submitted to the Commission prior to any decision.

- a. Documentation from the Thomaston Water Pollution Control Authority that they have reviewed and approved your application.
- b. Documentation from the Torrington Area Health District that they have reviewed and approved your application.

Section VII Applicant/Owner Signature Block

The applicant and owner consent to permit members of the Planning and Zoning Commission and its agents to enter upon the subject property at reasonable times and upon notice for purposes of inspection.

Signature: _____

Questions concerning this application should be directed to:

Name: _____

Address: _____ Email Address: _____

Phone Number: _____

Section VII Commission Log

- a. Action – Performance Dates

1. Application received in the Land Use Office: _____

2. Applicant, owner and/or agent notified on _____ that the application would be placed on the regular meeting agenda scheduled for _____ and that his/her presence was required for further action.

3. Application deemed to be complete: _____

4. Action deadline (65 days after submission): _____

5. Site inspection held: _____

6. Public hearing held: _____

Extension granted: Yes _____ No _____

Continuance granted to: _____

- b. Additional Submissions:

c. Summary of Additional Meetings:

d. Decision of Commission:

Approved _____ Denied _____

Approved with conditions:

e. Reasons for decision:

f. Legal Notices published on: _____

Thomaston Express _____ Waterbury Republican _____

Other: _____

g. Notification of Applicant by Certified Mail: _____

Land Use Officer

Date

Section VIII Inspection by Town Engineer

The applicant and/or owner shall agree to pay all inspection and review costs incurred by the Town Engineer during the application review process. If additional site inspection and compliance review is necessary after approval is granted and prior to the completion of the project, the applicant and/or owner shall be responsible for all costs incurred by the Town Engineer, as per the fee schedule assessed to the Town of Thomaston in a given year by the Town Engineer.

I hereby acknowledge that I understand my responsibilities to the Planning and Zoning Commission and the Town Engineer with respect to Section VIII of this application.

Authorized Signature: _____