

CITY OF NORWICH
CODE OF ORDINANCES

10/24/2001

SUBDIVISION REGULATIONS

ARTICLE II. SUBDIVISIONS*(1)

Sec. 19-21. Preamble--Authority.

Pursuant to the authority conferred by section 5 of chapter XV of the Charter of the City of Norwich, as amended, the council of the City of Norwich adopts these regulations controlling the subdivision and resubdivision of land in the city.

(Ord. No. 626, § 1.1, 7-10-72)

Sec. 19-21.1. Same--Policy.

It is declared to be the policy of the commission on the city plan to consider land subdivision as a part of a plan for the orderly, efficient and economical development of the city. This means, among other things, that land to be subdivided shall be of such character that it can be used for building purposes without danger to health and safety; that proper provision shall be made for water, drainage and sewerage and in areas contiguous to brooks, rivers or other bodies of water subject to flooding, including tidal flooding, that proper provision shall be made for protective flood control measures; that the proposed streets are in harmony with existing or proposed principal thoroughfares shown in the plan of development, especially in regard to safe intersections with such thoroughfares, and so arranged and of such width as to provide an adequate and convenient system for present and prospective traffic needs; and that, when and in places deemed proper by the commission, open spaces for parks and playgrounds shall be shown on the subdivision plan.

(Ord. No. 626, § 1.2, 7-10-72)

Sec. 19-21.2. Exemption.

- (1) It is declared to be the policy of the City of Norwich that those lands hereinafter described and any lands subsequently added by ordinance be exempt from the provisions of this subdivision article and the requirement of securing subdivision approval from the commission on the city plan, provided the following conditions are satisfied.
 - (a) Said land be designated in an IP zone.
 - (b) Said land be specifically exempted by ordinance of the City of Norwich.
 - (c) No development, construction, site improvement, or other improvement, including additions to existing structures, be commenced or undertaken until such development, construction, site improvement, other improvement or additions have received site plan approval from the commission on the city plan pursuant to the provisions of the zoning ordinance of the City of Norwich.
 - (d) Lands previously divided shall be subject to this exemption.
- (2) The land so exempt by this section is as described in exhibit A, attached hereto by reference.
- (3) The exemptions provided herein may be expanded to other lands by ordinance amending subsection (2), above, provided the provisions of paragraphs (1)(a), (b) and (c), are satisfied, and provided said lands are owned by Norwich Community Development Corporation or similar economic or development agencies affiliated with the city.

(Ord. No. 1184, 8-7-89)

Sec. 19-22. Definitions--General terms.

Unless otherwise expressly stated, the following terms shall, for the purpose of these regulations, have the meaning indicated:

- (1) Words in the singular include the plural and those in the plural include the singular.
- (2) Words used in the present tense include the future tense.
- (3) The words "person," "subdivider," and "owner," include a corporation, unincorporated association, and a partnership or other legal entity, as well as an individual.
- (4) The words "should" and "may" are permissive; the words "shall" and "will" are mandatory and directive.

(Ord. No. 626, § 2.1, 7-10-72)

Sec. 19-22.1. Same--Specific terms.

Other terms or words used herein shall be interpreted or defined as follows:

- (1) *Boundary survey.* A map showing the legal property lines of a lot, parcel or tract, based on the state plane coordinate system, where available, and prepared and certified by a land surveyor registered in the state.
- (2) *Commission.* The commission on the city plan of the City of Norwich.
- (3) *Director of public works.* The director of public works or his authorized representative.
- (4) *Easement.* The authorization by a property owner or his authorized agent of a strip of land granted, but not dedicated, for limited and specific purposes, and within which the owner of the property shall not erect any permanent structures, but shall have the right to make any other use of the land which is not inconsistent with the rights of the grantee.
- (5) *Enforcement officer.* For the purposes of these regulations he shall be the building inspector or his duly authorized representative.
- (6) *Flood hazard areas.* Any area of special flood hazard within the City of Norwich, designated as zone A or zones A1-30 on the flood insurance rate map (FIRM), which map is part of the zoning ordinance.
- (7) *Improvements.* Roads, bridges, curbs, gutters, sewers, culverts, manholes, monuments, and other similar buildings or structures as required by these regulations.
- (8) *Map, location.* A map showing the existing and proposed zoning districts and streets within a one-half mile of the proposed subdivision.
- (9) *Plan, topographic and development.* A map showing existing manmade and natural features and contours of a lot, tract, or parcel.
- (10) *Owner.* The owner of record, as filed in the office of the town clerk.
- (11) *Plan of development.* The adopted plan of development and all the accompanying charts and descriptive matter.
- (12) *Plan, final.* A complete and exact subdivision plan including all required documents prepared for approval and endorsement by the commission and for official recording with the town clerk.

- (13) *Plan, plot.* A map showing the overall street and lot layout of a subdivision.
- (14) *Plan, preliminary.* A tentative subdivision plan prepared for consideration of the commission and designed and intended to clarify existing and proposed conditions of the subdivision prior to preparation of a final plan.
- (15) *Plan, grading.* A map showing the proposed elevations and contours of the land and specified improvements.
- (16) *Profiles and cross sections.* The construction plans of all proposed streets and all required improvements proposed in the subdivision.
- (16.1) *Property line adjustment.* A change in the location of an existing property line in a manner that does not create an additional lot and provided that it does not create a lot or condition that violates the dimensional requirement outlined in section 12.1 of the Norwich Zoning Ordinance or increases an existing lot nonconformities with the dimensional requirements outlined in section 12.1 of the Norwich Zoning Regulations. Such property line adjustment is not considered a subdivision or resubdivision and therefore does not require approval by the commission on the city plan but does require approval by the zoning enforcement officer to determine compliance with the zoning ordinances.
- (17) *Resubdivision.* A change in a map of an approved or recorded subdivision or resubdivision, if such change:
- (a) Affects any street layout shown on such map, or
 - (b) Affects any area reserved thereon for public use, or
 - (c) Diminishes the size of any lot shown thereon and creates an additional building lot, if any of the lots have been conveyed after the approval or recording to such map.
- (18) *Revision of subdivision.* A minor change in size of lot or property lines inside a subdivision provided no street or area reserved for public use is affected and no part of the subdivision has been sold.
- (19) *Right-of-way.* The lines defining the limits of land dedicated, secured, or reserved for public use.
- (20) *Roadway.* That portion of a right-of-way included within the construction limits of the improvements, including the travel path plus the shoulders, curbs, gutters and sidewalks.
- (21) *Steep sloping topography.* A slope of 15 percent or more in any direction on the lot.
- (22) *Street.* Any right-of-way used as a public thoroughfare or any right-of-way duly recorded in the office of the town clerk. Streets are further classified by the following functions:
- (a) *Classification generally.* Within subdivisions, streets are generally classified under one of four headings—light residential street, residential street, collector street or commercial/industrial street.
 - (b) *Light residential streets.* These streets are relatively short and service approximately less than 30 homes and are dead-end cul-de-sacs. In addition, there is no possibility of extension of such roads. No on-street parking is permitted on said streets.
 - (c) *Residential streets.* These streets generally have more activity than light residential streets, approximately 30 homes to 150 homes.
 - (d) *Collector streets.* The purpose of this street classification is to receive all

- of the traffic from within the residential neighborhoods and convey it to the major street system.
- (e) *Commercial/industrial streets.* These streets generally have heavy commercial and industrial traffic. Roads must be designed to handle the weight and size of such commercial or industrial vehicles.
 - (f) *Expandable subdivision streets.* The expandable street is not an actual classification of street but a situation which arises often as subdivisions are developed throughout the state. If the probability exists that a dead-end street will be opened to future development, then it should be designed to accommodate the future traffic. For example, if a light residential street has 20 homes but another 100 units are planned in future phases or the potential exists for future development, then the street falls under the residential street classification. The developer should also review the other streets on the subdivision to assure that they can handle the future volumes.
- (23) *Subdivision.* The division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations by the council of the City of Norwich, for the purpose, whether immediate or future, of sale or building development, expressly excluding development for municipal, conservation or agricultural purposes and includes resubdivision.
 - (24) *Subdivider.* Any person, firm, corporation, partnership, association, or other group, who shall make application for the approval of a proposed subdivision or resubdivision of land.
 - (25) *Watercourses.* All rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs and all other bodies of water, natural or artificial, public or private, which are contained within, flow through, or border the City of Norwich, or any part thereof.
 - (26) *Zoning ordinance.* The adopted zoning ordinance of the City of Norwich, as amended.
 - (27) *Travel path.* That portion of the roadway especially prepared for the use of vehicular traffic, excluding paved shoulders, curbs and gutters.
 - (28) *Wetlands.* All land, including submerged land, which consists of any of the soil types designated as poorly drained, very poorly drained, alluvial and floodplain by the Natural Cooperative Soils Survey, as may be amended from time to time, by the Soil Conservation Service of the United States Department of Agriculture.
 - (29) *Certification.* A signed approval by the commission on the city plan that a soil and erosion control plan complies with the applicable requirements of these regulations.
 - (30) *County soil and water conservation district.* The New London County Soil and Water Conservation District established under G.S. § 22a-315(a).
 - (31) *Designated agent.* An official of the planning or engineering departments.
 - (32) *Disturbed area.* An area where the ground cover is destroyed or removed leaving the land subject to accelerated erosion.
 - (33) *Erosion.* The detachment and movement of soil or rock fragments by water, wind, ice or gravity.
 - (34) *Grading.* The excavating, grubbing, filling (including hydraulic filling) or stockpiling of earth materials or any combination thereof including the land in its excavated or filled condition.
 - (35) *Sediment.* Solid material, either mineral or organic material, that is in

suspension, is transported, or has been moved from its site of origin by erosion.

- (36) *Soil.* Any unconsolidated material or organic material of any origin.
- (37) *Soil erosion and sediment control plan.* A scheme that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative.

(Ord. No. 626, § 2.2, 7-10-72; Ord. No. 801, 12-2-75; Ord. No. 893, § 1, 5-1-78; Ord. No. 910, § 1, 12-4-78; Ord. No. 1054, § A, 5-6-85; Ord. No. 1196, 3-5-90; Ord. No. 1245, 4-6-92)

Sec. 19-23. Preliminary plan submission procedures; preliminary plan option.

Prior to the filing of an official application for approval of a final subdivision plan, any subdivider may, at his option, submit an application, signed by the owner of the subdivision site, to the commission for consideration of a preliminary subdivision plan. Said submission shall also comply with the requirements of section 19-26 of these regulations. The commission shall not be required to consider an application for approval of a subdivision if the same or substantially the same parcel is pending before the commission.

- (1) *Copies, timing and fees.* One copy of the application form and eight copies of the maps, plans, profiles, and other required documents shall be submitted by the subdivider to the secretary of the commission at least 14 days prior to a regularly scheduled commission meeting at which it is to be considered. All applications for approval of preliminary subdivision plans shall be accompanied by a fee of \$100.00 or \$20.00 per lot, whichever is greater.
 - (a) *Referrals.* The secretary of the commission, upon receipt of an application, shall refer one set of plans to the director of public works and city engineer, one set of plans to the building inspector, one set of plans to the director of health, and two sets of plans to the department of public utilities, and shall retain one set of plans for the use of the commission. Within one week of the date of referral to them, the city officials and departments mentioned above shall submit their comments on the plans referred, to the secretary of the commission.
- (2) *Official submission.* The date of official submission of the subdivision plan shall be the date of the next regularly scheduled commission meeting subsequent to the timely receipt of an application by the secretary of the commission, complete and accompanied by all required documents specified in section 19-23(1).
- (3) *Commission review.* The commission shall study the preliminary plan, taking into consideration the requirements as prescribed in these regulations. Particular attention shall be given to the arrangement, location, and width of streets; their relation to the topography of the land; water supply; sewage disposal; surface drainage; lot sizes and arrangement; and the future development of adjoining lands.

The commission shall determine that proposed subdivisions are reasonably safe from flooding and that when a subdivision or part thereof is proposed within any area of special flood hazard, including zones A or A1--30, designated on the flood insurance rate map (FIRM), which map is part of the zoning ordinance, it shall be reviewed to assure that:

- (a) All such proposals are consistent with the need to minimize flood damage within the floodprone area;
- (b) All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage;
- (c) Adequate drainage is provided to reduce exposure to flood hazards;

- (d) New and replacement water supply systems are designed to minimize or eliminate infiltration of floodwaters into the systems;
- (e) New and replacement sanitary sewer systems are designed to minimize or eliminate infiltration of floodwaters into the systems, and discharges from the systems into floodwaters; and
- (f) On-site waste disposal systems are located to avoid impairment of them or contamination from them during flooding.

Whenever a parcel of land is proposed for subdivision which lies wholly or partially in the coastal area of the city, the applicant shall present a coastal site plan as prescribed in section 19-26(3) hereof. A map showing the Norwich coastal area and coastal resources is enclosed with, and is a part of, this subdivision article.

In determining the acceptability of potential adverse impacts of the proposed activity described in the coastal site plan on both the coastal resources and the future water-dependent development opportunities, the commission shall:

- (a) Consider the characteristics of the site, including the location and condition of any coastal resources defined in G.S. § 22a-93;
- (b) Consider the potential effects, both beneficial and adverse, of the proposed activity on coastal resources and future water-dependent development opportunities; and
- (c) Follow all applicable goals and policies stated in G.S. § 22a-92 and identify any conflicts between the proposed activity and any goal or policy.

The commission shall approve, modify, condition or deny the coastal site plan associated with the subdivision proposal on the basis of the criteria listed in G.S. § 22a-106 to ensure that the proposed subdivision is consistent with the coastal policies in G.S. § 22a-92 and that the potential adverse impacts of the proposed activity on both coastal resources and future water-dependent development opportunities are acceptable.

Pursuant to G.S. § 22a-106, the commission shall state in writing the findings and reasons for its action with respect to any coastal site plan approved, conditioned, modified or denied. Further, in approving any coastal site plan, the commission shall make a written finding that:

- (a) The proposed subdivision with any conditions or modifications imposed by the commission is consistent with the coastal policies in G.S. § 22a-92;
- (b) The proposed subdivision incorporates as conditions or modifications all reasonable measures which would mitigate potential adverse impacts on both coastal resources and future water-dependent development activities; and
- (c) The potential adverse impacts of the proposed subdivision on coastal resources and future water-dependent development opportunities with any conditions or modifications imposed by the commission are acceptable.

In accordance with G.S. § 22a-108, any activity undertaken within the coastal boundary without the required coastal site plan review and approval shall be considered a public nuisance and shall be subject to enforcement remedies authorized in that section.

- (4) *Commission action.* Within 65 days from the date of official submission of the

preliminary subdivision plan, the commission shall act to either approve, with or without modifications, or to disapprove the preliminary plan, provided an extension of time not to exceed 65 days may be had with the consent of the applicant. If approved, either as submitted or as modified, the commission shall express its approval in writing as approval and state the conditions of such approval with respect to the specific changes and the character and extent of required improvements. If the preliminary plan is disapproved, the commission shall include the reasons therefor.

- (5) *Records.* One copy of the preliminary plan shall be returned to the subdivider with a statement of the commission's action and one completely documented copy shall be retained for the official records of the commission.
- (6) *Nature of approval.* Approval of a preliminary plan shall not constitute approval of a final subdivision plan, but rather it shall be deemed an expression of approval of the design submitted on the preliminary plan as a guide to the preparation of the final subdivision plan. The approval of preliminary plans shall not create a right of the subdivider to sell, lease, offer to sell or offer to lease, portions of the subdivision.
- (7) *Subsequent submission.* The approval of the preliminary plans shall lapse unless a final subdivision plan based thereon is submitted within five years of the date of such approval. Any changes in subdivision regulations or zoning shall be effective as to any approved preliminary plan 12 months after the adoption of such change.

(Ord. No. 626, § 3.1, 7-10-72; Ord. No. 770, 7-7-75; Ord. No. 801, 12-2-75; Ord. No. 850, 5-2-77; Ord. No. 893, § 2, 5-1-78; Ord. No. 910, § 2, 12-4-78; Ord. No. 1025, § 1, 9-6-83; Ord. No. 1144, 6-6-88)

Sec. 19-24. Final plan submission procedure--General.

Before the sale of any part of a proposed subdivision or resubdivision, and before any permit for the erection of any structure in such proposed subdivision or resubdivision shall be granted, the subdivider shall apply to the commission for approval of such proposed subdivision or resubdivision in accordance with the requirements, and pursuant to the procedures, set forth in these regulations.

(Ord. No. 626, § 4.1, 7-10-72)

Sec. 19-24.1. Same--Final subdivision plan.

The subdivider shall submit an application, signed by the owner of the subdivision site, to the commission for their consideration of a final subdivision plan. If said submission is not timely received after approval of a preliminary plan, the commission's approval shall expire, if applicable. The plan shall generally follow the layout of the approved preliminary plan, plus any recommendations of the commission, if applicable. Said submission shall also comply with the requirements of section 19-26.1 of these regulations. The commission shall not be required to consider an application for approval of a subdivision plan while another application for subdivision of the same or substantially the same parcel is pending before the commission. If an application involves land regulated as an inland wetland or watercourse under the provisions of chapter 11 of the Norwich Code of Ordinances, and the Norwich Inland Wetlands, Watercourses and Conservation Commission has not already reviewed the application, applicant shall file a copy of the application with the commission on the city plan, and the latter commission shall give due consideration to any report filed with it by the said Norwich Inland Wetlands, Watercourses and Conservation Commission prior to rendering a decision on such application.

- (1) *Minor subdivision plan.* Upon written request by the subdivider and written authorization from the commission, the commission shall require the application.

and fee, but may require only the specified submission requirements applicable for approval of a final subdivision plan provided the subdivision:

- (a) Contains no more than three lots;
 - (b) Fronts on an existing public street, and
 - (c) Involves no geophysical conditions as stated in section 19-22.1(21) and (25), hereof.
- (2) *Copies, timing and fees.* One copy of the application form and eight copies of plans, profiles and other required documents shall be submitted by the subdivider to the secretary of the commission at least 14 days prior to a regularly scheduled meeting at which it is to be considered. All applications for approval of final subdivision plans shall be accompanied by a fee of \$100.00 or \$20.00 per lot, whichever is greater. When an application fee has been paid at the time of preliminary plan submission, no fee shall be required to be paid at the time of final plan submission for the same subdivision.
- (3) *Referrals.* The secretary of the commission, upon receipt of an application, shall refer one set of plans to the department of public works and city engineers, one set of plans to the building inspector, one set of plans to the director of health, two sets of plans to the department of public utilities, and shall retain one set of plans for the use of the commission. Within one week of the date of referral to them, the city officials and departments mentioned above shall submit their comments on the plans referred to the secretary of the commission.
- (3.1) *Commission review.* The commission shall study the final plan taking into consideration the requirements as prescribed in these regulations. Particular attention shall be given to the arrangement, location, and width of streets; their relation to the topography of the land; water supply; sewage disposal; surface drainage; lot sizes and arrangements; and the future development of adjoining lands.

The commission shall determine that proposed subdivisions are reasonably safe from flooding and that when a subdivision or part thereof is proposed within any area of special flood hazard, including zones A or A1-30, designated on the flood insurance rate map (FIRM), which map is part of the zoning ordinance, it shall be reviewed to assure that:

- (a) All such proposals are consistent with the need to minimize flood damage within the floodprone area;
 - (b) All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage;
 - (c) Adequate drainage is provided to reduce exposure to flood hazards;
 - (d) New and replacement water supply systems are designed to minimize or eliminate infiltration of floodwaters into the systems;
 - (e) New and replacement sanitary sewer systems are designed to minimize or eliminate infiltration of floodwaters into the systems, and discharges from the systems into floodwaters; and
 - (f) On-site waste disposal systems are located to avoid impairment of them or contamination from them during flooding.
- (3.2) Whenever a parcel of land is proposed for subdivision which lies wholly or partially in the coastal area of the city, the applicant shall present a coastal site plan as prescribed in section 19-26(3), hereof. A map showing the Norwich coastal area and coastal resources is enclosed with, and is a part of, this subdivision article.

In determining the acceptability of potential adverse impacts of the proposed activity described in the coastal site plan on both the coastal resources and the future water-dependent development opportunities, the commission shall:

- (a) Consider the characteristics of the site, including the location and condition of any coastal resources defined in G.S. § 22a-93;
- (b) Consider the potential effects, both beneficial and adverse, of the proposed activity on coastal resources and future water-dependent development opportunities; and
- (c) Follow all applicable goals and policies stated in G.S. § 22a-92 and identify any conflicts between the proposed activity and any goal or policy.

The commission shall approve, modify, condition or deny the coastal site plan associated with the subdivision proposal on the basis of the criteria listed in G.S. § 22a-106 to ensure that the proposed subdivision is consistent with the coastal policies in G.S. § 22a-92 and that the potential adverse impacts of the proposed activity on both coastal resources and future water dependent development opportunities are acceptable.

Pursuant to G.S. § 22a-106, the commission shall state in writing the findings and reasons for its action with respect to any coastal site plan approved, conditioned, modified or denied. Further, in approving any coastal site plan, the commission shall make a written finding that:

- (a) The proposed subdivision with any conditions or modifications imposed by the commission is consistent with the coastal policies in G.S. § 22a-92;
- (b) The proposed subdivision incorporates as conditions or modifications all reasonable measures which would mitigate potential adverse impacts on both coastal resources and future water-dependent development activities; and
- (c) The potential adverse impacts of the proposed subdivision on coastal resources and future water-dependent development opportunities with any conditions or modifications imposed by the commission are acceptable.

In accordance with G.S. § 22a-108, any activity undertaken within the coastal boundary without the required coastal site plan review and approval shall be considered a public nuisance and shall be subject to enforcement remedies authorized in that section.

- (4) *Official submission.* The date of official submission of the subdivision plan shall be the date of the next regularly scheduled commission meeting subsequent to the timely receipt of an application by the secretary of the commission, complete and accompanied by all required documents specified in section 19-24.1(2) or 35 days after such official receipt, whichever is sooner.
- (5) *Public hearings.* Before the commission shall act on any final subdivision plan, it may hold a public hearing if the subdivision contains less than ten lots, and if, in its judgment, the specific circumstances require such action. The commission shall hold a public hearing on any subdivision containing ten or more lots, or on any resubdivision. Notice of the public hearing shall be given not less than seven days before the date of the hearing by publication once in a newspaper of general circulation in the municipality and by sending a copy thereof by registered or certified mail to the applicant. Such public hearing shall commence within 65 days after receipt of such application, and shall be completed within 30 days after such a hearing commences. All decisions on such matters shall be

rendered within 65 days after completion of such hearing. The applicant may consent to an extension of any period specified in this section, provided such extension shall not be for longer than double the period specified, or he may withdraw such application. Any application requiring a public hearing shall be accompanied by a fee of \$150.00.

- (a) At least ten days before the date of the meeting at which the final subdivision plan is to be considered by the commission, the subdivider shall mail, postage prepaid, or deliver a copy of a statement describing the location, size and nature of the proposed subdivision, to all owners of record of lots located adjacent to or abutting on the boundaries of the proposed subdivision, or located on the other side of a street opposite to the proposed subdivision, as such owners appear on the last completed grand list, at the addresses shown thereon.
- (6) *Commission action.* The commission shall within 65 days from the date of official submission of the final subdivision plan, either approve, approve with modification subject to satisfactory compliance with other pertinent sections of these regulations, or disapprove the plan. The commission shall forward notification of said action in writing with the original and one set of plans on paper to the subdivider. The reason for disapproval of any plan shall be stated upon the records of the commission. If the commission takes no action within the 65 days, such plan shall be deemed to have been approved and a certificate to that effect shall be issued by the commission on demand; provided an extension of time not to exceed a further period of time of 65 days may be had with the consent of the applicant.
- (a) No subdivision plan shall be approved, certified, or endorsed by the commission until the subdivider has complied with the provisions of section 19-24.2 of this chapter.
 - (b) Upon completion of the above requirements and notation to that effect upon the original subdivision plan, said plan shall be deemed to have gained final approval, and the plan shall be properly signed by the chairman or the secretary of the commission. The official date of approval shall be the date of the commission meeting at which such subdivision plan received final approval.
 - (c) No subdivision plan shall be approved as long as the subdivider or owner is in willful default on a previously approved subdivision plan, which alleged default is not being contested in court.
 - (d) In riverine situations, the commission shall notify adjacent communities and the Connecticut Department of Environmental Protection, water resources unit, prior to approving any alteration or relocation of a watercourse, and shall submit copies of such notices to the federal insurance administrator.
- (7) *Time for completion.*
- (a) Any person, firm or corporation, making any subdivision of land shall complete all work in connection with such subdivision within five years after the approval of the final plan for such subdivision unless such subdivision projects consist of 400 or more dwelling units, such project shall be completed in accordance with G.S. § 3-26g and within ten years of approval of the plan. The commission's endorsement of approval on the plan shall state the date on which such five-year period expires. In the case of a subdivision plan approved on or after October 1, 1977, failure to complete all work within the five-year period or within any time period established by the commission in accordance with these regulations will result in automatic expiration of the approval of such plan, provided the commission shall file in the land records of the city clerk, and no further

lots shall be conveyed in the subdivision except with the approval by the commission of a new application for subdivision of the subject land. If lots have been conveyed during any such five-year period or any such time period as established by the commission in accordance with these regulations, the city shall call the bond or other surety on said subdivision to the extent necessary to complete the work required to serve those lots. "Work" for purposes of this provision means all physical improvements required by the approval of the plan other than the staking out of lots, and includes but is not limited to the construction of roads, storm drainage facilities and water and sewer lines; the setting aside of open space and recreation areas; installation of telephone and electric services; planting of trees or other landscaping; and installation of retaining walls or other structures.

- (b) Any subdivision approval made under this section on or before October 1, 1989, shall expire not more than seven years from the date of such approval, and the commission may grant one or more extensions of time to complete all or part of the work in connection with such subdivision, provided the time for all extensions under this subsection shall not exceed ten years from the date the subdivision was approved.

(Ord. No. 626, § 4.2, 7-10-72; Ord. No. 770, 7-7-75; Ord. No. 801, 12-2-75; Ord. No. 850, 5-2-77; Ord. No. 860, 6-6-77; Ord. No. 893, § 3, 5-1-78; Ord. No. 910, §§ 3-6, 12-4-78; Ord. No. 1025, § 2, 9-6-83; Ord. No. 1144, 6-6-88; Ord. No. 1326, 11-13-95)

Sec. 19-24.2. Same--Improvement procedure.

The posting of a surety or cash bond covering the cost of construction of all improvements required by these regulations and included in the submissions of final subdivision plans shall be a condition for the approval of subdivision plans requiring physical improvements. However, any subdivider who desires to proceed with the immediate construction of required improvements without posting a surety or cash bond may do so, providing the procedure outlined in section 19-24.2(8) is followed.

- (1) *Bonding company.* Surety bonds submitted to the commission as provided herein shall be accepted by the commission only if said surety bonds have been issued by a bonding company licensed to do business in the State of Connecticut. Surety or cash bonds shall be conditioned upon the completion, within one year from the date of approval of the final subdivision plan, of all improvements shown on said plan. Form, sufficiency and manner of execution of either cash or surety bonds shall be approved by the corporation counsel's office prior to acceptance by the commission, and any such bond shall not expire without written approval of the commission upon satisfactory completion of improvements.
- (2) *Modification of improvements.* If at any time during the construction of the required improvements unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the subdivider shall notify the commission or its duly authorized representative, who shall either approve or disapprove the subdivider's request subject to the approval of the director of public works. If the subdivider does not or cannot notify the commission beforehand, he may, at his own risk, proceed with such modifications, provided that such modifications are within the spirit and intent of the commission's approval of the subdivision plan, and subject to commission ratification at a later date. Such representative, when issuing an authorization under this section, shall notify the commission at its next regular meeting, and such action shall be incorporated into the official minutes.
- (3) *Inspection of improvements.* The commission shall request the director of public works to have inspections made to assure that all specifications and

requirements are met during the construction of any required improvement which the commission feels should be inspected. Such inspection should be performed while said improvements are in the process of construction. It shall be the duty of the subdivider to notify the secretary of the commission at least 48 hours prior to the time when such improvements are to commence and when they are to be completed. Said director of public works shall, after completion of construction, certify to the commission that all required improvements have been constructed as required by the commission. In addition, the subdivider shall furnish a set of "as built" engineering drawings in accordance with section 19-24.2(9), herein.

- (4) *Inspection of streets.* In the case of any new street or change in any existing street, the work shall be inspected at the following stages of construction:
- (a) After necessary erosion and sediment control measures are implemented;
 - (b) After completion of rough grading;
 - (c) After drainage and all other underground facilities, when applicable, have been installed, but prior to backfilling; and
 - (d) After completion of gravel base course.

The subdivider shall not proceed to work on any stage subsequent to stage A above, until such inspection shall have been made and until the preceding stage has been approved by the director of public works.

- (5) *Additional improvement work.* If, during the course of construction of any new street or any other improvements required by the commission in connection with the approval of the subdivision plan, it shall appear that additional work is required owing to unforeseen conditions, such as, but not limited to, springs, ancient drains, wetlands, watercourses, side-hill drainage from cuts, bedrock, or other conditions which were not apparent at the time of the approval by the commission, the commission may require such additional work to be done and may require additional surety.
- (6) *Bond reduction.* When any divisible portion of the required improvements has been satisfactorily completed, the subdivider may apply for a reduction in the amount of the bond, which reduction may be granted by the commission when written certification from the director of public works has been received that the pertinent requirements of these subdivision regulations have been fully satisfied. For each requested reduction after the second one, there shall be an application fee of \$25.00 to defray costs incurred by the city to process such requests.
- (7) *Proper installation of improvements.* If the director of public works (as provided in section 19-24.2(3) of these regulations) shall find, upon inspection of the improvements performed before the expiration date of the surety bond, that any of the required improvements have not been constructed in accordance with plans and specifications submitted by the subdivider as part of the subdivision plan, said director of public works shall so report to the commission. The commission shall then notify the subdivider and, if necessary, the bonding company and take all necessary steps to preserve the city's rights under the terms of the surety bond.
- (8) *Immediate construction of improvements.* Any applicant who desires to proceed with the immediate construction of improvements instead of posting a surety bond shall comply with the following procedures. He shall submit to the commission, in writing, a request that the deadline for commission action be extended for one year from the date of official submission of the subdivision plan, stating therein his desire to proceed forthwith with the construction of the required improvements and stating his intention to comply with the erosion and sediment control requirements established in section 19-27.11 of these

regulations prior to construction (erosion and sediment control requirements include posting a bond for said erosion and sediment control measures), and stating his intention to conform with the final subdivision plan improvements, as approved by the commission, and stating that he will comply with the requirements in these regulations pertaining to the inspection of improvements and that he will comply with the design and construction standards specified in the regulations, and that upon completion of the work he will submit "as built" engineering drawings in accordance with section 19-24.2(9) herein. The commission may thereupon approve said one-year extension of the deadline for action on the application, and upon approval of the final subdivision plan improvements, as proposed by the subdivider, that construction of required improvements only may proceed, but no lots shall be sold until said procedure as required by these regulations is followed and all required materials are received by the commission.

- (9) *"As built" improvements.* Upon completion of the work the subdivider shall submit to the commission "as built" engineering drawings of all improvements actually constructed. Said drawings shall be certified by a civil engineer registered in the State of Connecticut, shall be drawn on reproducible material and shall show all improvements in the same detail as required for the approved subdivision plan including, but not limited to, the following:
- (a) The final plans and profiles of all streets and utilities;
 - (b) The exact location of all storm drainage facilities with the existing inverts and top of frames;
 - (c) The invert elevations of manholes, the "as-built" grades, the wyes, chimneys and/or laterals, ties to cleanouts if installed and any other pertinent information required by the city engineer for all sanitary sewers;
 - (d) The location of all monuments as installed;
 - (e) As-built plans shall make use of final plans as a base. Where changes occur, revised material shall be shown and voided material crossed out. Any unauthorized changes shall require additional work by the contractor at his own expense. In no case shall a street be accepted until as-built drawings are received and found to be acceptable; and
 - (f) Unauthorized changes shown on as-built plans are limited as follows: Grades shall not change by more than 0.2 foot; catchbasins shall be within ten feet of proposed locations and curbs shall be within 0.5 foot of proposed location. Drives shall have a minimum width of ten feet with flares meeting the requirements of standard ramps. Where changes in excess of these amounts occur, the commission shall require reconstruction upon receipt of a written report from the director of public works indicating they would produce a detrimental result.
- (10) *Responsibility of surety.* If the required improvements have not been completed within the required time, the commission shall put the surety on notice that it is the responsibility of the surety to complete the required improvements. The commission shall set a reasonable time for completion upon failure of which the required work may be completed by the city and the surety required to pay for same. The commission shall see to it that improvements are completed as soon as practicable.

(Ord. No. 626, § 4.3, 7-10-72; Ord. No. 801, 12-2-75; Ord. No. 946, 2-4-80; Ord. No. 948, 3-3-80; Ord. No. 1054, §§ A, B, 5-6-85)

Sec. 19-24.3. Same--Filing of approved subdivision plan.

- (a) Within 90 days of the official date of approval, the original subdivision plan shall be filed

by the subdivider at his expense in the office of the town clerk. No such plan may be recorded or filed by the town clerk, without the certificate of approval by the commission or the endorsement of the commission thereon, and the filing or recording of any such plan without such certificate or endorsement shall be void.

- (b) Any plans not filed in the town clerk's office within 90 days following its official approval by the commission or within 90 days of the date on which a subdivision plan is taken as approved by reason of the failure of the commission to act, according to section 19-24.1(6), or in the case of an appeal within 90 days of the termination of such appeal by dismissal, withdrawal or judgment in favor of the applicant, shall become null and void.

(Ord. No. 626, § 4.4, 7-10-72; Ord. No. 1326, 11-13-95)

Sec. 19-24.4. Same--Streets, recreation areas and easements.

The final approval by the commission of a subdivision plan shall not be deemed to constitute or be evidence of any acceptance by the city of any street, recreation area, right-of-way or easement shown on such plan.

- (1) *Recreation and other public uses.* The commission may require open spaces to be dedicated or reserved for parks or playgrounds. Each area dedicated or reserved for such purpose shall be reasonably adaptable for use for park and recreational purposes, taking into consideration such factors as size, shape, topography, geology, access and location of such dedicated or reserved area. The commission may require that the area or areas so dedicated or reserved shall be located and laid out so as to be used in conjunction with similar areas of adjoining subdivisions or of probable future subdivisions. The total amount of area to be dedicated or reserved for parks or playgrounds shall be not less than five percent of the gross area of the subdivision. Where the commission determines that maximum benefit cannot be obtained by a proposed location, the commission may, in lieu of a dedication or reservation for such purposes, require the payment to the city of a sum of money equal to \$100.00 for each lot in the subdivision, said money to be used for the benefit of the specific area or neighborhood in which the subdivision is located.
- (2) *Credit for private open space.* Where private open space for park and recreational purposes is provided in a proposed subdivision and such space is to be privately owned and maintained by the future residents of the subdivision, such areas shall be credited against the requirement of dedication for park and recreation purposes, as set forth in section 19-24.4(1), or the payment of fees in lieu thereof, provided the planning commission finds it is in the public interest to do so, and that the following standards are met:
- (a) That yards, court areas, setbacks and other open areas required to be maintained by the zoning and building regulations shall not be included in the computation of such private open space; and
 - (b) That the private ownership and maintenance of the open space is adequately provided for by written agreement; and
 - (c) That the use of the private open space is restricted for park and recreational purposes by recorded covenants which run with the land in favor of the future owners of property within the tract and which cannot be defeated or eliminated without the consent of the planning commission; and
 - (d) That the proposed private open space is reasonably adaptable for use for park and recreational purposes, taking into consideration such factors as size, shape, topography, geology, access, and location of the private open space land; and

- (e) That facilities proposed for the open space are in substantial accordance with the provisions of the recreational element of the plan of development; and
 - (f) The total area maintained as private open space for park and recreational purposes need not be greater than the area that would be required for public open space for park and recreational purposes.
- (3) *Acceptance of streets and other public uses.* Acceptance of formal offers of cession of streets, open space, rights-of-way, and easements shall rest with the city. The subdivider shall be required to maintain all improvements and provide for snow removal on streets and sidewalks until official acceptance of said improvements by the city. In no case shall a street be accepted until as-built drawings are received and found to be acceptable. As-built plans shall make use of final plans as a base. Where changes occur, revised material shall be shown and voided material crossed out. Any unauthorized changes shall require additional work by the contractor at his own expense. The city clerk shall notify the director of public works when, after acceptance of the street by the city council, the deeds for roads, open space, and all easements have been filed. Only when this is done shall the department of public works participate in maintenance and repairs.
- (a) Upon official acceptance of a street by the city, the subdivider shall post with the city a cash or surety bond guaranteeing the work completed for a period of one year from the date of official acceptance, to be free from material or installation defects arising from faulty materials or workmanship. The form, sufficiency and manner of execution of such bond shall be approved by the corporation counsel's office prior to the acceptance by the city of such a street. The amount of such bond shall be determined by the commission, but in no case shall said amount exceed five percent of the cost of improvements required on the approved subdivision plan. For this one-year period, the subdivider shall, upon written notice from the commission, remedy any defects arising from faulty materials or workmanship. Said remedial action shall be to the satisfaction of the commission.

(Ord. No. 626, § 4.5, 7-10-72; Ord. No. 801, 12-2-75)

Sec. 19-25. Revision of subdivision--Approval.

A revision of a subdivision plan, as defined in section 19-22.1(18) of these regulations may be approved by the commission in accordance with sections 19-24 through 19-24.4, hereof.

(Ord. No. 626, § 5.1, 7-10-72)

Sec. 19-25.1. Same--Application.

An application for revision of a subdivision shall be accompanied by a corrected subdivision plan prepared in accordance with section 19-26.1, hereof.

(Ord. No. 626, § 5.2, 7-10-72)

Sec. 19-26. Contents of submission--Preliminary plans.

Submissions of preliminary plans shall be accompanied by one copy of an application written on the form provided by the commission and six copies of all required documents.

- (1) *Location map.* A location map drawn from the "City of Norwich Map" at a scale of one inch equals 800 feet indicating the property for which the application is

submitted, and all zoning districts, streams, streets, and public uses covering at least the area inside a half-mile radius beyond the property to be subdivided.

- (2) *Topographic and development plan.* A topographic map based on the U.S. Geological Survey Datum if practicable, or else a datum acceptable to the city engineer, prepared and certified by a land surveyor registered in the State of Connecticut, and drawn to a scale of one inch equals 100 feet on sheets 24 by 36 inches, including ruled margins, which map shall show the following:
- (a) A boundary survey.
 - (b) All property lines within the subdivision and 100 feet of the boundary lines and names of all adjoining property owners as listed on the city tax rolls.
 - (c) Location of all existing buildings, structures and utilities within the subdivision and 100 feet of the boundary lines including their proposed removal, demolition, relocation or retention.
 - (d) The locations and widths of all existing rights-of-way and easements within the subdivision and 100 feet of the boundary lines.
 - (e) Existing street names.
 - (f) Wooded areas indicated by foliage lines, recognized landmarks and other significant physical features within the subdivision and 100 feet of the boundary lines.
 - (g) Contours at two-foot intervals with spot elevations at high and low points for relatively level land and five-foot contour intervals for rough or rolling land within the subdivision and 100 feet of the boundary lines.
 - (h) All existing drainage and streams within the limits of the subdivision and within 100 feet outside the boundaries from available information.
 - (i) The total area of the tract in acres.
 - (j) All the information required above in paragraphs (a) to (i) inclusive, within 100 feet of the boundary lines of the subdivision, may be based on the city assessor's maps or other available sources.
 - (k) Location, right-of-way lines and width of pavement for all existing and proposed streets divided into stations at 100-foot intervals.
 - (l) Location of all survey monuments.
 - (m) Corner cutoffs at street intersections.
 - (n) All street names, if available.
 - (o) All lot boundary lines with approximate dimensions and lot areas in square feet, lot numbers and the total area of the subdivision in acres.
 - (p) All building lines in accordance with the zoning regulations.
 - (q) All areas intended to be dedicated or reserved for parks, playgrounds and other public uses.
 - (r) All easements or rights-of-way for utilities, drainage channels, walkways and similar uses.
 - (s) All approved water, gas and power lines and service connections.
 - (t) The location, depth and results of all seepage tests, which shall be certified by a licensed engineer. Seepage tests shall be taken at the rate of one per acre unless sanitary sewers are available. In either case, they may be required for road design where the water table is high. Where

there is a question as to the maximum groundwater level, such tests shall be made during that time of year when groundwater levels are considered to be near their maximum as determined by the director of health.

- (u) The location, nature and extent of all other proposed construction except the buildings which shall be principal uses or accessory thereto.
 - (v) Notations of all existing and proposed restrictions on the use of land, including easements and covenants.
 - (w) A certification by a licensed engineer that the land is suitable for the proposed development.
 - (x) Subdivision plans having an area greater than five acres or containing more than 50 lots, whichever is lesser, shall include base flood (100-year flood) elevation data for that portion of the subdivision located within any area of special flood hazard, including zones A or A1--30, designated on the flood insurance rate map (FIRM), which map is part of the zoning ordinance.
 - (y) An erosion and sediment control plan pursuant to section 19-27.11 for any development when the disturbed area of such development is cumulatively more than one-half acre.
- (3) *Coastal site plan.* In addition to meeting the other requirements of this subdivision article, an applicant for a subdivision located fully or partially within the Norwich coastal area shall submit a coastal site plan which shall accomplish the following:
- (a) Show the location and spatial relationship of coastal resources on and contiguous to the site.
 - (b) Describe the entire project with appropriate plans, indicating project location, design, timing, and methods of construction.
 - (c) Assess the capability of the resources to accommodate the proposed use.
 - (d) Assess the suitability of the project for the proposed site.
 - (e) Evaluate the potential beneficial and adverse impacts of the project and describe methods to mitigate adverse effects on coastal resources.
 - (f) Demonstrate that the adverse impacts of the proposed subdivision are acceptable and demonstrate that such activity is consistent with the goals and policies of G.S. § 22a-92.
- (4) *Profiles and cross sections.* Construction plans of all proposed improvements drawn on plan profile sheets at a scale of one inch equals 100 feet horizontally and one inch equals ten feet vertically prepared and certified by an engineer registered in the State of Connecticut and shall show:
- (a) Profiles of the existing and finished grade along the centerlines and right-of-way lines of all existing and proposed streets coordinated by stations with the plot plan.
 - (b) A typical cross section of the proposed street for the full width of the right-of-way. Cross sections shall indicate the shoulders, curbs, gutters, sidewalks, slopes, and other information in accordance with the appropriate specifications.
 - (c) Profiles, cross sections or detailed drawings of any special structure or other installations, as required by the commission, shall appear as

inserts.

- (d) All elevations must be referenced at least to two permanent or temporary benchmarks per sheet. The minimum spacing of benchmarks shall not be less than 1,000 feet. The datum used for level benchmarks shall be the U.S. Coast and Geodetic Survey Datum. Provided, this requirement shall not be applicable unless the subdivision will require the construction of new interior roads or highways.
- (5) *Drawings.* The subdivider shall furnish the commission with six copies of all the material listed above, each of which shall show:
 - (a) The words "preliminary subdivision plan" and the title under which the proposed subdivision is to be recorded.
 - (b) The words "approved by the Norwich Commission on the City Plan," with designated places for the titles and signatures of chairman or secretary of the commission and the date.
 - (c) The name of the subdivider and owner of the property.
 - (d) The north point, graphic scale, date of survey, date of drawing, and the words, "Norwich, Connecticut."
 - (e) Approximate dimensions of all lines and approximate radii of roadway centerlines.
 - (f) An index map at a scale of one inch equals 100 feet locating each part of a plan which is submitted on more than one sheet. In such cases, appropriate "match" lines shall be shown.

(Ord. No. 626, § 6.1, 7-10-72; Ord. No. 646, 6-4-73; Ord. No. 801, 12-2-75; Ord. No. 850, 5-2-77; Ord. No. 893, § 4, 5-1-78; Ord. No. 1025, §§ 4, 5, 9-6-83; Ord. No. 1054, § D, 5-6-85)

Sec. 19-26.1. Same--Final plans.

Submissions of final plans shall be accompanied by one copy on an application written on the form provided by the commission and six copies of all required documents.

- (1) *Submissions.* All applications for approval of a final subdivision plan shall be accompanied by the following information, where applicable.
 - (a) All documents and information listed in section 19-26(1), (2) and (3) of these regulations.
- (2) *Offers of cession.* The subdivider shall tender offers of cession in a form certified as satisfactory by the corporation counsel of all land including streets, recreation areas, drainage and utility easements and other public uses not specifically reserved by the subdivider for the use of the future owners of the lots and retained under deed by same.
- (3) *Drawings.* The subdivider shall furnish the commission with the following drawings:
 - (a) Two Mylar copies of the subdivision plan and one Mylar copy of the profiles. After approval of the final plan, one of the copies of the final subdivision plan will be signed as approved by the commission and returned to the subdivider for filing with the town clerk.
 - (b) Six prints, including 40-foot scale plan, 100-foot scale plan, and 40-foot scale profiles.
- (4) *Statement where watercourse is altered or relocated.* When a subdivision or part thereof is proposed within any area of special flood hazard, including zones A or

A1--30, designated on the flood insurance rate map (FIRM), which map is part of the zoning ordinance, the subdivider shall submit assurances that the flood-carrying capacity is maintained within any altered or relocated portion of any watercourse.

(Ord. No. 626, § 6.2, 7-10-72; Ord. No. 801, 12-2-76; Ord. No. 811, 3-1-76; Ord. No. 850, 5-2-77; Ord. No. 893, § 5, 5-1-78; Ord. No. 1025, § 3, 9-6-83)

Sec. 19-27. Design and construction standards--General.

Proposed subdivisions and all street, drainage and other improvements required by these regulations shall be designed and constructed in accordance with the comprehensive plan of development; water, storm drainage, and sewerage master plans; the zoning regulations; specifications for design and construction of roads, sewers, sidewalks, and related public improvements; all other plans, ordinances, specifications and special acts adopted by the City of Norwich; the sanitary code of the State of Connecticut; the Connecticut Highway Department; and the standards hereinafter specified.

- (1) These regulations controlling the subdivision of land are to include not only the division of presently recorded units of land for the purpose of residential use, but also for the use as commercial and industrial areas.

(Ord. No. 626, § 7.1, 7-10-72)

Sec. 19-27.1. Same--Building lots.

Proposed building lots shall be of such shape, size, location, topography and character that buildings can be constructed reasonably and that they can be occupied and used for building purposes without danger to the health and safety of the occupants and the public. Proposed building lots shall be designed and arranged to make best use of the natural terrain, avoiding unnecessary regrading. Due consideration shall be given to the preservation and potential enhancement of natural features, large trees and woods, scenic points, and other assets of a community nature.

- (1) *Lot areas.* Each lot shall have sufficient area and suitable dimensions to provide ample space for a private water supply system where public water supply is not available, and for the proper layout and installation of a private sewage disposal system where a public sewage disposal system is not available.
- (2) *Lot dimensions.* Minimum lot widths shall be measured at the building setback line.
- (3) *Lot lines.* Insofar as practicable and reasonable, the side lot lines of all lots shall be at right angles or radial to the street line.
- (4) *Lot grading.* The grading of lots to the street shall conform to the "recommended street cross section" contained herein.
- (5) *Lot markers.* All lot corners shall be permanently located by iron or steel stakes at least three-quarters inch in diameter and 30 inches in length and located in the ground to existing grade. No cash or surety bond posted for the completion of improvements shall be released until compliance with this requirement.

(Ord. No. 626, § 7.2, 7-10-72)

Sec. 19-27.2. Same--Street design.

Proposed streets and rights-of-way shall be planned in such a manner as to provide safe and convenient access to proposed lots, with due consideration for accomplishing an attractive layout and development of the land in the subdivision and in the nearby vicinity. Streets should, in general, follow the contour of the land and shall have a location and grade

which preserve the natural terrain, substantial trees, woods and other natural features in the subdivision and which enhance property values in the subdivision. Streets shall be planned where appropriate to provide for continuation of existing streets in adjoining areas and for their proper projection into adjoining properties when they are subdivided. At least one street in a subdivision shall intersect or be a continuation of a street accepted by the city or another town or the state, and the remaining streets in a subdivision shall, by connecting with other subdivision streets, permit access to a street accepted by this city or another town or the state.

- (1) *Road design criteria.* The road design shall depend upon the classification of the proposed road. Road classifications are light residential streets, residential streets, collector streets, commercial and industrial streets.

	<u>Light Residential</u>	<u>Residential</u>	<u>Collector</u>	<u>Commercial/Industrial</u>
Right-of-way width	50'	50'	60'	60'
Road pavement width	26'	28'	30'	36'
Minimum grade	1%	1%	1%	1%
Maximum grade (see section 19-27.2(3))	10%	10%	10%	10%

Where a subdivision abuts on an existing street which has less than the minimum right-of-way established above, the subdivider shall be required to dedicate to the city for street purposes a strip of land abutting the street of a width equal to one-half of the width required to widen the street to the required minimum right-of-way established above. In addition, the amount required should not be fixed at any one point, but should vary depending on the existing alignment, and should result in either straight lines or smooth curves for new street lines.

The commission may require slope rights and/or rights to occupy property to construct retaining walls or other similar structures.

The commission may require the applicant to improve to subdivision standards any unimproved city-owned or private road if any proposed lot is located on such unimproved road.

All subdivision roads, whether public or private, shall comply with subdivision design requirements. However, the commission may, based on a report from the director of public works, waive certain design standards for any proposed road improvements depending upon site conditions. Such waivers shall be granted by three-quarters vote of all commission members in cases where conditions exist that prohibit the road to be constructed to standards or where improvements are required for an unimproved municipal road.

- (2) *Dead-end streets.* Dead-end streets, designed to be so permanently, shall not, in general, exceed 1,200 feet in length, and shall be designed in accordance with the "recommended cul-de-sac layout" contained herein. Such streets shall be provided at the closed end with a turnaround having a paved travel path of a radius of not less than 40 feet and a street right-of-way of a radius of not less than 50 feet.

- (a) Any temporary dead-end street will be accepted only when a right-of-way

is provided to continue the street beyond the turnaround. On a temporary turnaround, sidewalks shall be terminated at the beginning of the turnaround, and the turnaround shall be loamed and seeded as shown on the "recommended cul-de-sac layout" contained herein. Any temporary cul-de-sac shall be constructed in the same manner as a permanent cul-de-sac with the exception of sidewalks.

- (b) If a subdivision proposes a temporary dead-end street, the subdivider shall post a cash or surety bond for each such street sufficient to cover the cost of removing all pavement no longer essential and extending sidewalks, curbing and gutters from their point of termination at the beginning of the turnaround at a future date. The disturbed area shall be loamed and seeded and driveways shall be extended and paved as necessary.
- (c) If a subdivision proposes to extend any existing dead-end street not sufficiently secured by a bond, said street shall be extended, in the manner prescribed in section 19-27.2(2)(b) above, by the subdivider at his additional expense.
- (d) The commission may permit a dead-end street to exceed 1,200 feet in length in cases where another dead-end or cul-de-sac street could logically connect to provide a future through street.

Add figure page 838.22.1

- (3) *Street grades.* The streets shall be designed so as to have a reasonable relationship to the existing topography. Excessive cuts and fills shall be avoided by good design. Grades of all streets shall be not less than 0.75 percent nor greater than ten percent except that a maximum grade of 12 percent may be permitted on minor streets for distances of not more than 250 feet. Due allowance will be made for reasonable vertical curves as provided in section 19-27.2(4).
- (4) *Vertical curves.* Appropriate vertical curves for transition shall be established on all streets and at street intersections to insure adequate sight distances. Vertical curves should be based on a design speed of 30 miles per hour. Except in hardship cases, where any street approaches an intersection at a grade of five percent or more, a transition area, having a maximum grade of two percent, shall be constructed for a minimum of 50 feet measured from the right-of-way line of the street so intersected.
- (5) *Horizontal curves.* The minimum radius of curvature at the centerline of curved streets shall be established on the basis of the applicable design or posted speed, provided that no radius shall be less than 100 feet for minor streets and 300 feet for collector and arterial streets. Suitable tangents shall be provided. This shall apply unless a minimum design speed of 30 miles per hour does not provide suitable stopping sight distance.
- (6) *Intersections.* No more than two streets shall intersect at one point. Intersections shall be spaced not less than 150 feet apart, measured between centerlines. Streets shall intersect one another at as near to a right angle as is practical; no intersection shall be at an angle differing more than 30 degrees from the right-angle intersection. Intersections of collector or arterial streets with other collector or arterial streets shall not be permitted closer than 800 feet. Intersecting street lines shall have a minimum 20-foot radius.
- (7) *Crown or cross pitch.* Streets shall be designed to incorporate a minimum cross pitch of one-quarter inch per foot from the edge of pavement to the centerline of the street. A typical cut and fill cross section drawing shall accompany the subdivision plans.

- (8) *Curbs and gutters.* Curbs and gutters shall be provided along both edges of all street travel paths for their entire length.
- (9) *Sidewalks.*
- (a) On all new streets or extensions of existing streets, and on existing streets on which a subdivision abuts, sidewalks shall be provided on both sides of such streets (or on the side of an existing street on which a subdivision abuts), in all zone districts, and shall be designed in accordance with the "recommended minor street cross section" contained herein, provided that the commission on the city plan may waive the requirement for the installation of sidewalks in the following cases:
1. On existing streets on which a new subdivision abuts, such sidewalks shall be provided, where the commission on the city plan decides that, based on a written report received from the department of public works, the installation of sidewalks is not considered feasible at the time the subdivision is proposed to be developed, due to existing road grades, location of existing abutting sidewalks, topography or poor alignment of existing street lines. In such cases, the subdivider, in addition to dedicating land for street widening purposes pursuant to section 19-27.2(1) of this section shall also grant slope rights along the frontage of such street.
 2. In zoning districts requiring lot areas of 20,000 square feet or more.
- (b)
1. Sidewalks shall be located within the street right-of-way, shall not be less than four feet wide, and shall not be closer than one foot to the street right-of-way line.
 2. Lines and grades of all sidewalks shall conform to the "recommended street cross section" contained herein.
 3. Sidewalks shall be continued to the curbline at intersections so as to provide a continuous way for pedestrians.
 4. Steps shall not be permitted in sidewalks.
- (10) *Street names.* No street names shall be used which will duplicate or be confused with the names of existing streets. Street names shall be subject to the approval of the commission.
- (11) *Street signs.* Street signs of the standard type used by the city shall be placed at all street intersections at the expense of the subdivider. Not fewer than two corners shall have signs.
- (12) *Typical street cross section layout:*

ADD FIGURE PAGE 838.24.2

(Ord. No. 626, § 7.3, 7-10-72; Ord. No. 680, 11-13-73; Ord. No. 801, 12-2-75; Ord. No. 808, 2-2-76; Ord. No. 919, 4-2-79; Ord. No. 1195, 3-5-90; Ord. No. 1197, 3-5-90)

Sec. 19.27.3. Same--Street construction.

All clearing, grubbing, excavation, subbase, base, binder, and surface course requirements shall comply with specifications of the city department of public works.

- (1) *Grading.* All streets shall be graded to the full width of the roadway including areas for the travel path, curbs, gutters, shoulders, and sidewalks.

- (2) *Slopes.* Cut or fill sections beyond the roadway shall not exceed a slope of two to one except in rock. All earth surfaces of slopes, and areas that have been disturbed in any way due to grading and construction of the streets, shall be covered with a minimum of four inches of topsoil and suitably seeded or planted to prevent soil erosion. The commission or city engineer may require the removal or lowering of embankments adjacent to street intersections in order to assure adequate sight distance at the intersection. No cut or fill sections beyond the street right-of-way shall extend into property outside the subdivision or property not owned by the applicant unless appropriate slope rights are obtained by the subdivider for the city, so that the city may maintain them upon acceptance of the street; in the absence of such slope rights, the subdivider shall construct such appropriate protective facilities as the commission or city engineer shall require within the subdivision to prevent encroachment upon adjoining property.
- (3) *Curbs and gutters.* Curbs and gutters shall conform to City of Norwich standards.

(Ord. No. 626, § 7.4, 7-10-72)

Sec. 19-27.4. Same--Monuments.

Monuments shall be set, to the proper grade, on all street lines at points of curve and at suitable intermediate points. Monuments shall be of reinforced concrete, not less than three feet in length, tops not less than five inches square with a brass center point, sides to taper with bases not less than six inches square. No monument shall be set in place prior to completion of all required right-of-way grading, and each monument shall be set with the brass center placed on the point of reference.

(Ord. No. 626, § 7.5, 7-10-72)

Sec. 19-27.5. Same--Storm drainage.

Adequate surface and subsurface storm drainage facilities shall be installed within the subdivision by the subdivider to carry existing watercourses and to drain the proposed streets and streets which may reasonably be expected to be constructed at some future date on adjoining property which normally drains across the area of the proposed subdivision, and to suit the existing conditions of grade, runoff, drainage area and discharge. No natural watercourses shall be altered or obstructed in such a way as to reduce natural runoff capacity of surface water unless substitute means of runoff are provided. No storm drainage facilities shall be constructed unless the design of such facilities has been approved by the director of public works.

- (1) *Design.* All storm drainage facilities shall be designed and constructed in accordance with pertinent specifications of the department of public works and of the Connecticut Highway Department.
- (2) *Pipe size.* All storm sewer pipe sizes are to be determined by actual design with due consideration to the avoidance of problems which may arise from the concentration of stormwater runoff from or onto adjacent development or undeveloped properties in the drainage area whether on-site or off-site. The minimum size of storm drains shall be 12 inches.
- (3) *Slope.* The minimum slope for storm sewers shall be sufficient to give a mean velocity of three feet per second when pipe is flowing half full. The maximum slope for storm sewers shall be designed to give a mean velocity of not exceeding 15 feet per second when pipe is flowing half full.
- (4) *Catchbasins.* Catchbasins shall be constructed at all changes of pipe sizes. Unless otherwise authorized by the director of public works, no gutter shall run for more than 350 feet without provision for removal of water by a curb-inlet catchbasin, leadoff or other approved method. On slopes of less than five.

percent closer spacing of catchbasins may be required.

- (5) *Underdrains.* Where excessive ground water or watercourses or wetlands are encountered in the roadway, the city engineer may require that suitable underdrains be installed and connected to the nearest drainage facility for that portion of land involved in the subdivision.
- (6) *Cover.* No drainage main shall be constructed with less than three feet cover, except that where it is impossible to obtain the required depth, the method of construction shall be approved by the city engineer.
- (7) *Existing streets.* Where a subdivision abuts an existing city street, or where the tract of land to be subdivided presently receives stormwater drainage from an existing city street or from a watercourse, it shall be the responsibility of the subdivider to provide by piping, an adequate stormwater drainage system suitable to give the existing city street and the proposed subdivision proper drainage.

If the city anticipates future development that will increase the drainage flow on the city street, it shall pay the increase in cost of installing drainage capacity in the subdivision exceeding requirements present at the time of approval of the subdivision plans.

However, if, in the judgment of the city engineer, such increased drainage capacity directly benefits the subdivider, then the cost of such increase in capacity shall be borne by both the city and the subdivider in proportion to the benefits.

- (8) *Discharge.* The discharge of all stormwater from the subdivision shall be into suitable streams or rivers or into storm sewers, ditches, or other city drainage facilities with adequate capacity to carry the additional water. Where the discharge shall be onto private property adjoining the proposed subdivision, proper easements and discharge rights shall be secured by the subdivider for the city, and any pipe so installed shall extend a minimum distance as required by the director of public works after all conditions have been considered.
- (9) *Easements.* Easements, at least 20 feet in width, shall be provided by the subdivider for all sewer, water and gas pipes and power lines that are not to be installed in a street. Easements shall also be provided for the full width of the channel of any stream or drainage ditch in the subdivision which will carry drainage runoff from any proposed street, existing street or streets which may be constructed in the future on the undeveloped land within the watershed. Easements shall also be provided for stormwater pipes that may need to be installed in the future to serve undeveloped land within the watershed that normally drains across the area of the proposed subdivision.
- (10) *Combined sewers.* No combined sanitary and storm sewers shall be permitted.
- (11) *[Requirement to install drainage.]* When a subdivision is to be constructed in sections, the developer may be required to install drainage in future sections to provide outlets for drainage, groundwater, roof drains and other problems created in the first section to be developed. Temporary rights may be required until future sections are developed.

(Ord. No. 626, § 7.6, 7-10-72; Ord. No. 801, 12-2-75)

Sec. 19-27.6. Same--Special structures.

Bridges, box culverts, headwalls, deep manholes and other special structures shall be designed in accordance with City of Norwich standards and good engineering practice acceptable to the commission and city engineer.

- (1) *Size.* Bridges, culverts, headwalls, or other structures designed to carry streets over existing watercourses shall be designed to handle maximum anticipated flow for a 20-year storm.
- (2) *Capacity.* All structures should be designed to accept a live load of HS20-44.
- (3) *Width.* No bridge or culvert shall be constructed to less than the full width of the minimum required roadway, plus a sidewalk if required by the commission.
- (4) *Endwalls and flared end units.* These shall be constructed in accordance with City of Norwich standards.

(Ord. No. 626, § 7.7, 7-10-72)

Sec. 19-27.7. Same--Water supply design.

All water supply systems shall be designed and constructed in accordance with standards and requirements of the state sanitary health code.

- (1) *Connections.* The subdivider shall provide connections to a public water supply in any subdivision located within any area for each lot served by public water supply or when located within such reasonable distance of such public water supply as to make extension thereof economically feasible as determined by the commission.

(Ord. No. 626, § 7.8, 7-10-72)

Sec. 19-27.8. Same--Sanitary sewers.

Sanitary sewer systems shall be constructed in accordance with the following regulations:

- (1) *Design.* All public sanitary sewage disposal systems shall be designed and constructed in accordance with the state sanitary health code and the regulations of the sewer authority.
- (2) *Connections.* The subdivider shall provide connections to a public sanitary sewer system for each lot in any subdivision located within any area served by a public sanitary sewer system.
- (3) *Pipe size.* All sanitary sewers shall be sized and designed on the basis of the type, density, and amount of development existing, proposed and planned within the drainage area. In addition, an appropriate allowance for infiltration of groundwater shall be made in accordance with city specifications. No sanitary sewer pipe shall be less than eight inches in diameter.
- (4) *Slope.* The minimum slope for any section of the sewer system shall be sufficient to give a mean velocity of two feet per second when pipe is flowing half full.
- (5) *Manholes.* Manholes shall be constructed at all changes of grade, alignment or pipe size and at intervals not greater than 400 feet.
- (6) *Cover.* Cover suitable shall be in accordance with section 19-27.5(6) herein.
- (7) *Pipe location.* Sanitary sewer pipes and water service pipes shall be installed in accordance with local and state health codes.

(Ord. No. 626, § 7.9, 7-10-72; Ord. No. 659, 7-16-73; Ord. No. 665, 8-20-73)

Sec. 19-27.9. Same--Pedestrian easements.

In areas where the proposed street system does not conform to a convenient pattern of

pedestrian circulation, particularly in the vicinity of parks, schools, playgrounds or other public or semipublic places, the commission may require the conveyance to the city of ten-foot strips of land for pedestrian ways to be constructed and maintained by the city.

(Ord. No. 626, § 7.10, 7-10-72)

Sec. 19-27.10. Same--Reserve strips.

Reserve strips of land which, in the opinion of the commission, show an intent on the part of the subdivider to control access to land dedicated or to be dedicated to public use shall not be permitted. Where it is desired to reserve a right-of-way for the extension of future streets, said right-of-way and slope rights on abutting lots shall be deeded to the city prior to the approval of the subdivision. When a subdivider proposes the extension of or the connection to a reserved street right-of-way, it shall be the responsibility of the subdivider to improve the entire length of said street.

(Ord. No. 626, § 7.11, 7-10-72)

Sec. 19-27.11. Soil erosion and sediment control plan.

- (1) A soil erosion and sediment control plan shall be submitted for any development when the disturbed area of such development is cumulatively more than one-half acre.
- (2) Exemptions. A lot proposed to be developed for a single-family dwelling that is not part of a subdivision of land shall be exempt; this exemption is applicable to the land being disturbed solely for the dwelling and necessary amenities such as a septic system.
- (3) A soil erosion and sediment control plan shall be submitted to and certified by the commission on the city plan or its designated agent. A designated agent shall be an official from the engineering or planning departments. If the development of the lots within the proposed subdivision are not to be developed by the developer of the subdivision, a soil erosion and sediment control plan shall be submitted prior to the issuance of the building permit by the developer of the lot. It shall be noted on the subdivision plan that the developer of each lot shall submit and have certified by the designated agent of the commission a soil erosion and sediment control plan. In all other cases and for all other soil and erosion control measures for the subdivision, i.e., for street construction, said soil erosion and sediment control plan shall be submitted and shall be certified by the commission.
- (4) To be eligible for certification, a soil erosion and sediment control plan shall contain proper provisions to adequately control accelerated erosion and sedimentation and reduce the danger from stormwater runoff on the proposed site based on the best available technology. Such principles, methods and practices necessary for certification are found in the current Connecticut Guidelines for Soil Erosion and Sediment Control, as amended. Alternative principles, methods and practices may be used with approval of the commission or its designated agent.
- (5) Said soil erosion and sediment control plan shall include, but not be limited to, the following:
 - (a) A narrative describing:
 1. The development;
 2. The schedule for grading and construction activities including:
 - a. Start and completion dates;

- b. Sequence of grading and construction activities;
 - c. Sequence for installation and/or application of soil erosion and sediment control measures;
 - d. Sequence for final stabilization of the project site;
3. The design criteria for proposed erosion and sediment control measures and stormwater management facilities;
 4. The construction details for the proposed soil erosion and sediment control measures (and stormwater management facilities);
 5. The operations and maintenance program for proposed soil erosion and sediment control measures (and stormwater management facilities).
- (b) A site plan map at a sufficient scale (1:40) to show:
1. Location of the proposed development and adjacent properties;
 2. The existing and proposed topographic conditions including soil types, wetlands, watercourses and water bodies;
 3. The existing structures on the project site, if any;
 4. The proposed area of alterations, including cleared, excavated, filled or graded areas and proposed structures, utilities, roads and, if applicable, new property lines;
 5. Location of and design details for all proposed soil erosion and sediment control measures (and stormwater management facilities);
 6. The sequence of grading and construction activities;
 7. The sequence for installation and/or application of soil erosion control measures;
 8. The sequence for final stabilization of the development site.
- (c) Any other information deemed necessary and appropriate by the commission or designated agent.
- (6) Minimum acceptable standards.
- (a) Plans for soil erosion and sediment control shall be developed in accordance with these regulations using the principles as outlined in chapters 3 and 4 of the current Connecticut Guidelines for Soil Erosion and Sediment Control, as amended. Soil erosion and sediment control plans shall result in a development that:
 1. Minimizes erosion and sedimentation during construction;
 2. Is stabilized and protected from erosion when completed;
 3. Does not cause off-site erosion and/or sedimentation.
 - (b) The minimum standards for individual measures are those in the current Connecticut Guidelines for Soil Erosion and Sediment Control, as amended. The commission on the city plan may grant exceptions when requested by the applicant if technically sound reasons are presented.
 - (c) The appropriate methods from chapter 9 of the current Connecticut Guidelines for Soil Erosion and Sediment Control, as amended, shall be

used in determining peak flow rates and volumes of runoff unless an alternative method is approved by the commission on the city plan.

- (7) Issuance or denial of certification.
 - (a) The commission on the city plan shall either certify that the soil erosion and sediment control plan, as filed, complies with the requirements and objectives of this regulation or deny certification when the development proposal does not comply with these regulations.
 - (b) Nothing in these regulations shall be construed as extending the time limits for the approval of any application under G.S. chs. 124, 124A or 126.
 - (c) Prior to certification, any plan submitted to the municipality may be reviewed by the county soil and water conservation district which may make recommendations concerning such plan, provided such review shall be completed within 30 days of the receipt of such plan.
 - (d) The commission may forward a copy of the development proposal to the conservation commission or other review agency or consultant for review and comment.
- (8) Conditions relating to soil erosion and sediment control.
 - (a) The estimated costs of measures required to control soil erosion and sedimentation, as specified in the certified plan, may be covered in a performance bond or other assurance acceptable to the commission.
 - (b) Site development shall not begin unless the soil erosion and sediment control plan is certified and those control measures and facilities in the plan scheduled for installation prior to site development are installed and functional.
 - (c) Planned soil erosion and sediment control measures and facilities shall be installed as scheduled according to the certified plan.
 - (d) All control measures and facilities shall be maintained in effective condition to ensure the compliance of the certified plan.
- (9) Inspection. Inspections shall be made by designated agent(s) during development to ensure compliance with the certified plan and that control measures and facilities are properly performed or installed and maintained. The commission may require the permittee to verify through progress reports that soil erosion and sediment control measures and facilities have been performed or installed according to the certified plan and are being operated and maintained.

(Ord. No. 1054, § E, 5-6-85)

Sec. 19-28. Legal status provisions--Amendments.

The provisions of these regulations may, from time to time, be amended, modified, changed, or repealed in accordance with the provisions of the Connecticut General Statutes and the Charter of the City of Norwich.

(Ord. No. 626, § 8.1, 7-10-72)

Sec. 19-28.1. Same--Interpretation.

In the interpretation and application, the provisions of these regulations shall be held to be the minimum requirements adopted for the promotion of the public health, safety and general welfare. Where these regulations impose a greater restriction upon land, buildings, structures, or improvements than is imposed or required by such existing provisions of law,

ordinance, contract, or deed, the provisions of these regulations shall control.

(Ord. No. 626, § 8.2, 7-10-72)

Sec. 19-28.2. Same--Penalties.

Any person, firm, or corporation making any subdivision of land without the approval of the commission shall be fined not more than \$200.00 for each lot sold or offered for sale or so subdivided.

(Ord. No. 626, § 8.3, 7-10-72)

Sec. 19-28.3. Same--Validity.

If any chapter, section, paragraph, clause, or provision of these regulations shall be declared invalid, such invalidity shall apply only to the chapter, section, paragraph, clause or provision so invalidated, and the remainder of these regulations shall be deemed valid and effective.

(Ord. No. 626, § 8.4, 7-10-72)

Sec. 19-28.4. Same--Repealer.

[Former] sections 19.21 through 19.29 of the Norwich Code as well as all other ordinances or resolutions, or parts thereof, in conflict with these regulations are hereby repealed.

(Ord. No. 626, § 8.5, 7-10-72)

Sec. 19-28.5. Same--Effective date.

This article shall take effect upon its enactment and approval in the manner provided by law.

(Ord. No. 626, § 8.6, 7-10-72)

Secs. 19-29--19-39. Reserved.

Endnotes

1 (Popup)

Editor's note--Ord. No. 626 repealed former §§ 19-21--19-29, and substituted the present provisions of this art., codified as §§ 19-21--19-28 at the editor's discretion. Said former sections were derived from Ord. No. 23, §§ 1--8, enacted May 5, 1952; Ord. No. 299, §§ 1, 2, enacted May 7, 1962; Ord. No. 408, enacted Sept. 12, 1966; Ord. No. 466, § 1, enacted Oct. 7, 1968; and Ord. No. 622, enacted May 8, 1972.



**CITY OF NORWICH
SUBDIVISION/RE-SUBDIVISION
APPLICATION**

SUB FILE NO. _____

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, include 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

- \$20 per lot OR \$100, whichever is GREATER, plus \$30 state fee
- If a public hearing is required, an additional fee of \$180 is required (the \$30.00 fee is included as required by the State of Connecticut
- If Coastal Area Management is required, an additional fee of \$25 is required.

Subdivision or Re-Subdivision?	
Applicant Name:	
Mailing Address:	
Telephone Number:	

Owner Name:	
Mailing Address:	
Telephone Number:	

Property Location:

Parcel Information:	Map		Block		Lot	
----------------------------	-----	--	-------	--	-----	--

Number of Lots:	
------------------------	--

Zoning District:	Lot Size (Acreage):
A. 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. Will a significant portion of the traffic to the completed project use streets within the adjoining Municipality to exit or enter the site? _____	
C. 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? _____	
D. Will the run-off from the improved site impact streets or other municipal or private property within the adjoining municipality? _____	
NOTE: According to the Connecticut General Statutes (CGS), if the subdivision is adjacent to another municipality, or meets any of the criteria listed in A-D 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.	
E. Does the site adjoin a municipal boundary? _____	
NOTE: 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.	
IF 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.	
APPROVALS 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.	

