

Subdivision Review Checklist

- The original and one (1) copy of a complete and correct subdivision/resubdivision application, collated and stapled.
- Letter of authorization from the property owner, authorizing agent to act on their behalf.
- Check/money order made payable to *Town of Montville* in an amount equal of fifty dollars (\$50) per lot in the proposed subdivision or fifty dollars (\$50) whichever is larger. In the case of a resubdivision, the fee shall be based on the number of new lots created; however, in no case shall the fee be less than fifty dollars (\$50). In addition, if a Public Hearing is required, an additional two hundred dollars (\$200) shall be due (plus the State of Connecticut fee in the amount of sixty dollars (\$60)).
- An estimate of the costs for public improvements and E & S improvements proposed for the subdivision, and basis for same.
- Where applicable, written copies of all agreements or other documents governing the use, reservation or maintenance of all land(s) whether or not to be deeded to the Town.
- Submission, in cases where drainage systems are proposed to be constructed, of a narrative report including all calculations used in the drainage design.

This checklist, completed by the applicant, must accompany the application.

- Ten (10) prints of the plan in ONE (1) of the following sizes:
36" x 24" OR 24" x 18" OR 18" x 12"
- All prints shall have a ½ inch border on three sides and a 2" border on the left side (fold plans).

Information to be included on the subdivision/resubdivision plan

- The name of the subdivision/resubdivision placed in the lower right hand corner of the plan. In addition, the name and address of the subdivider and owner of the property, scale, date of preparation, revisions should be there as well (title block).
- Scale of at least 1" = 100', or 1" = 40', or 1" = 20'.
- North point. The top of the sheet should be north, if practical.
- Name, Connecticut registration number and seal of the land surveyor and/or engineer. Cover sheets must contain a live seal.
- Key map at scale not smaller than 1"=1000' as an insert map on boundary plan. Include existing roads and watercourses within 2000'.
- Boundaries, dimensions and acreage of the property to be subdivided.
- Boundaries of properties and names of property owners within one hundred (100) feet of the proposed subdivision.
- Locations and designations of all wetlands, watercourses and rock out-croppings.

The subdivision application must be submitted with the following approvals and or documents if applicable:

- Permit from the Inland Wetlands & Watercourses Commission or subdivision sign off.
- Approval letter from the Water Pollution Control Authority.
- Approval letter from the appropriate Water Authority.
- Approval letter from the Uncas Health District.
- Bond estimate.
- Erosion & sediment control narrative.
- Drainage calculations.
- State of CT Real Estate Conveyance Tax Return – OP236.
- Transfer of Title Deed.
- State of CT DOT District II approval.
- Copy of CT Department of Health notification if project is within a public water supply watershed.

Applicant signature _____ Date _____

Owner signature _____ Date _____