

## **Subdivision Review Checklist**

- The original and one 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 or money order made payable to **Town of Montville** for fifty dollars (\$50.00) per lot in the proposed subdivision or fifty dollars (\$50.00). 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 (\$50.00) per lot). In addition, if a Public Hearing is required, an additional four hundred fifty dollars (\$450.00) shall be due (plus the State of Connecticut fee in the amount of sixty dollars (\$60.00) .
- 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.**

- Fourteen (14) prints of the plan in one of the following sizes:
  - 36" x 24"
  - 24" x 18"
  - 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 100 feet of the proposed subdivision.
- Locations and designations of all wetlands, watercourses and rock out-croppings.
- Lot boundaries, dimensions, bearings, angles and areas in square feet (lot areas may be shown in tabular form on the same sheet).

- All existing buildings, pipe markers and any other physical evidence concerning property boundaries. When new markers are established, they shall be referenced to established points of the Connecticut Coordinate System, unless the applicant can show, in writing and to the satisfaction of the Commission, that such reference would be an unreasonable hardship because of distance or topographic problems.
- Locations of all existing and proposed easements, rights-of-way, drainage rights and open spaces.
- Location of street rights-of-way, bearings, curve data, including arc length, radii and central angles, street names, pavement widths, stations along center lines at 100-foot intervals, and locations of sidewalks and street pavement within the rights-of-way.
- The proposed name of each street. Street names shall be substantially different so as not to be confused in sound and spelling with present names in the town, except that streets that join or are in alignment with streets on abutting or neighboring property shall bear the same name.
- Contour lines at five-foot intervals. Elevations shall be referenced to U. S. Geological survey datum.
- Locations of proposed property line monuments and markers (monuments at front corner of lots).
- Show location of base flood (100-year storm) elevation data for that portion of the subdivision located within "A Zones" on the flood hazard boundary map or Flood Insurance Rate Map for Montville.
- Signature blocks shall be located along the right border of the plan. Refer to the subdivision regulations for all required signatures and statements.
- Where applicable, a construction plan as specified in the subdivision regulations.
- Erosion and sediment control plan in conformance with standards prescribed in erosion and sedimentation control handbook of the Soil Conservation Service and the Subdivision Regulations. Plan should be designated on sheet including construction plans, where applicable.
- Deep test pits and percolation test holes in tabular form on plan; including date tests were witnessed by Health Director's Agent and who witnessed same.
- Locations of proposed principal buildings, driveways, water supplies and sewerage disposal systems shall be shown on all lots containing wetlands, water courses, slopes in excess of ten percent, ledge outcrops or shallow to bedrock soils in order to permit the Commission to determine that the proposed lot can accommodate the intended use.
- Location of proposed underground utilities. The Commission may approve above ground locations where physical conditions make underground installation impractical.
- All road, sewer, and drainage design must conform to Town specifications. Please refer to the Subdivision Regulations to insure that your application meets all applicable design requirements.

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