



**PLANNING COMMISSION APPLICATION
FOR SUBDIVISION / RE-SUBDIVISION, SUBDIVISION
MODIFICATION, POCD AND SUBDIVISION REGULATION
AMENDMENT**

APPLICATION TYPE: Subdivision _____ Re-Subdivision _____ Subdivision Modification _____
 POCD Amendment _____ Subdivision Amendment _____

NAME OF SUBDIVISION: _____

PROPOSED ROAD NAME(S): _____ **LENGTH** _____ **l.f.**
(attach list if more than one)

PROPERTY LOCATION: *(attach 8 1/2 x 11 location map)* _____

APPLICANT: _____

Address: _____ **Phone:** _____ **Fax:** _____
_____ **e-mail:** _____

OWNER: _____

Address: _____ **Phone:** _____ **Fax:** _____
_____ **e-mail:** _____

PRIMARY CONTACT /AGENT : _____

Address: _____ **Phone:** _____ **Fax:** _____
_____ **e-mail:** _____

ASSESSOR'S MAP(S) & LOT(S) _____ **TOTAL ACRES** _____

ZONING DISTRICT(S) _____ **CONV./O.S.** (circle one) **CAM** _____ **# LOTS** _____

FLOOD ZONE _____ **AQUIFER** _____ **W/IN 500' TOWN BOUNDARY** _____ **FARM LAND** _____

WATER SUPPLY _____ **SEWAGE DISPOSAL** _____
(attach letter from Water & Sewer Dept. if public and Ledge Light Health District if on-site)

CONSERVATION COMMISSION APPLICATION: _____ **PERMIT#:** _____

WAIVER(S) REQUESTED: *(attach letter)* _____

ZONING VARIANCES: *(attach copy from land records)* _____

PLANS PREPARED BY (Engineer/Surveyor): _____

Address: _____ **Phone:** _____ **Fax:** _____
_____ **e-mail:** _____

ATTORNEY: _____

Address: _____ **Phone:** _____ **Fax:** _____

e-mail: _____

PREVIOUS SUBDIVISION(S) IF RE-SUBDIVISION OR LOT LINE REVISION:

Map _____ **Dwr.** _____

Map _____ **Dwr.** _____

Map _____ **Dwr.** _____

CHECKLIST ATTACHED _____

CONSENTS AND PERMISSIONS:

The undersigned owner, or legally authorized agent, hereby consents to necessary and proper inspections of the property that is the subject of this application by agents of the Commission at reasonable times both before and after approval is granted by the Commission.

The undersigned declares all information submitted with this application is accurate to the best of his/her knowledge and belief. If such information subsequently proves to be false, deceptive, incomplete or inaccurate, the approval may be modified, suspended, or revoked by the Commission.

Owner's Printed Name **Owner's Signature** **Date**

Applicant's Printed Name **Applicant's Signature** **Date**

FOR INTERNAL USE ONLY:

SUBMITTED:
APPLICATION FEE:
PROCESSING FEE:
DATE OF RECEIPT:
SET P.H. BY:
PUBLISH LEGAL NOTICE:
HEARING HELD:
DECISION BY:
CONDITIONAL APPROVAL:
LEGAL NOTICE
FINAL APPROVAL:
LEGAL NOTICE:
LETTER OF DECISION:

BOND SUBMITTED:
OPEN SPACE CONVEYED:
MYLARS FILED:
ROAD ACCEPTED:
DEEDS & EASEMENTS FILED:

SUBDIVISION APPLICATION CHECKLIST

- _____ Original & 1 copy application form
- _____ 12 copies 11" x 17" at no less than 1inch = 200 feet
- _____ 10 copies of all maps required by Sec 4-1-6 through 4-1-8 and 4-1-12.
- _____ Application Fee
- _____ Waiver Request, if applicable
- _____ Design Report
 - _____ Natural & Cultural Resources Map (4-1-4)
 - _____ Archaeological Survey (5-11)
 - _____ Biological Survey
 - _____ Soil Scientist's Report
 - _____ Pesticide Report (5-10)
 - _____ Yield Plan showing Conventional layout
 - _____ Cluster/Conservation Design (for subdivisions > 20 acres)
 - _____ Choice of Design Option Report & Narrative
 - _____ Open Space Report Narrative
 - _____ Zoning Compliance Chart
 - _____ Traffic Report (>100 lots & non-residential)
 - _____ Sewage Disposal Report ((5-5)
 - _____ Water Supply Report ((5-6)
 - _____ Stormwater Management Plan / Hydrological Report (5-7)
 - _____ Drainage calcs. W/map showing proposed drainage areas
- _____ Record Subdivison Plan (5-1)
- _____ Site Development Plan (Grading & E&S)
- _____ Road Construction (Plan & Profile)
- _____ Construction Plans
- _____ CAM application if applicable
- _____ Easements and Deeds
- _____ Construction Cost Estimate for Public Improvements
- _____ List of Adjacent Property Owners
- _____ Notification of Adjacent Property Owners (Certificates of Mailing) if public hearing
- _____ Post Sign

Review By Others:

- _____ East Lyme Inland Wetlands Agency
- _____ Regional Planning Commission (abuts or straddles an adjacent municipality)
- _____ Adjacent Municipality (abuts or straddles an adjacent municipality)
- _____ Environmental Review Team
- _____ CT Department of Public Health (if located w/in public water supply aquifer protection area)

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

APPLICATION FEE CALCULATION SHEET

2.1 Subdivision Application Review. For subdivisions and re-subdivisions, the following fees shall be paid at the time of application to the Planning Commission:

2.1.1	# Lots _____ X \$100.00	_____
2.1.2	Base Fee	\$750.00
2.1.3	Public Hearing Fee, if applicable (\$1250.00)	_____
2.1.4	Design Review Fee -LF new road _____ X \$1.00	_____
2.1.5	Professional/Legal Consultations (actual cost)	_____
2.1.6	State of Conn. Fee	\$60.00
SUBTOTAL		_____

2.2 Subdivision Application Processing and Inspection. Upon approval of a subdivision/ re-subdivision by the Planning Commission, the following fees shall be paid prior to the Chair’s signing the approved subdivision plan:

2.2.1	# Lots _____ X \$100	_____
2.1.2	Base Fee	\$100.00
2.2.3	Road/Utility Document Review Fee (\$400.00)	_____
2.2.4	Inspection Fee - LF of new road _____ X \$1.00	_____
2.2.5	E & S Control Fee - # Lots _____ X \$50.00	_____
SUBTOTAL		_____

2.3 Coastal Area Management Review

Lots _____ X \$10.00 (\$25.00 min.) _____

2.4 Application for Revision of Lot Line \$150.00

TOTAL FEES _____

Fees based on Section 2 of the Town Ordinance Establishing Schedule of Fees for Conservation Planning and Zoning Commissions as amended.