



**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
<b>SUBTOTAL</b>		_____

**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	_____
<b>SUBTOTAL</b>		_____

**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.