

Town of Enfield Subdivision Application

Planning Department • Town Hall • 820 Enfield Street • Enfield, Connecticut • 06082 • (860) 253-6355

Application For: Subdivision Resubdivision

Applicant Name: _____

E-mail: _____ Phone #: _____

Applicant's Address: _____

Property address: (or location in sufficient detail for some one to recognize it or find it) _____ Zoning District(s): _____

Staff Use Only	
PH #	_____
Map	_____
Lot	_____
Sequence #:	_____

Does applicant own the property? YES (attach copy of deed) NO If no, give name and address of owner: _____

(Non-owner applicants must attach appropriate documentation to establish their standing to apply on behalf to the owner)

Do wetlands and watercourses affect this application? YES NO

Is the property within a Level A or Level B Aquifer Protection Area? YES NO

Does this application include any regulated activity in a floodplain? YES NO

(If yes, you will need to also submit a Flood Hazard Development Permit application to the Planning and Zoning Commission.)

What is the total area (acres) of the land to be subdivided? _____ How many lots are being proposed? _____

What will be the area of the smallest lot in square feet? _____ Length of the shortest lot frontage in feet? _____

How much remaining land, in acres, will be available for future resubdivision? _____

Proposed sewage disposal: Public Sewer Private Septic Proposed water supply: Public Private Well

How many new streets will be dedicated to the Town? _____ (Please attach proposed names on separate sheet.)

How do you classify the proposed streets: Cul-de-sac Local Connector Minor Collector?

How many of each type _____

Give length(s) _____

Are you proposing a dedication of open space land? YES NO

Or a payment of a fee in lieu of open space? YES NO

If neither a dedication nor a fee, what is the basis for avoidance? _____

Please attach a description of the proposed open space dedication and fill out the attached Open Space referral.

Attach a separate sheet explaining any waivers that are being requested. (sidewalks, curbing etc.)

Who will be representing the application and what is the best way to contact that person (Check best)

Name: _____ Address: _____

(phone) _____

(fax) _____

(e-mail) _____

The undersigned hereby permits town staff and commission members to enter onto and inspect this site during reasonable hours for the purpose of reviewing this application and accompanying plans. I hereby depose and say that all of the above statements as well as the statements contained in all papers filed herewith are true.



Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

For Staff Use Only	
Received in Office: _____	Commission Official Date of _____

**TOWN OF ENFIELD CHECKLIST OF REQUIRED INFORMATION
FOR SUBDIVISIONS**

(Please return this form with your application)

APPLICANT _____
PROJECT NAME _____

General: Subdivision Plans shall be prepared by appropriate design professionals, (surveyor, engineer, architect, and landscape architect) licensed to practice in the State and shall bear appropriate registration stamps. All drawings shall be at a scale of not less than one (1) inch equals 50 feet and where practical, the scale shall be one (1) inch equals 40 feet. All drawings shall be in sufficient detail and accuracy, (generally A-2), to enable the construction of all site improvements shown and approved on the drawings. Sheet sizes shall not exceed twenty-four inches by thirty-six inches (24"x36") All site improvements shall be designed and constructed to the standards of the Town's Technical Subdivision Regulations. **This checklist is for general reference only – please refer to full subdivision regulations for all applicable requirements.**

	Yes	No	N/A
Title Block with name of record owner of land or subdivision if different, and name of subdivision, Zoning classification of property, date of preparation and dates of revisions, if any; north arrow; scale of not more than 1":50'			
Seals and signatures of all appropriate design professionals;			
Boundary survey of site including distances with angles or bearings; total area affected - Class A-2 standards as by the Connecticut Association of Land Surveyors.			
Name of adjacent owners and zoning classification of their property;			
A lot layout at a scale of one inch (1") equals one hundred feet (100') and a Key or location plan (scale not less than 1" = 800'),			
Contours having a two-foot (2') contour interval (five foot interval may be used for steep slopes, wooded areas and swamps) in sufficient detail to show the general topography, watercourses and drains as the Commission may require. The existing topography plans must be certified to T-2 accuracy, as defined by the Connecticut Association of Land Surveyors. Existing and finished contours shall be shown in sufficient detail to show the property both as existing before development and the final grading of each lot as amended within the subdivision.			
Existing and proposed sidewalks, curbs and curb cuts, and adjacent streets;			
Soil erosion and sedimentation control measures as required by Section 7.20 of the Enfield Zoning Regulations;			
Accurate layout of existing and proposed streets, proposed street names, easements or right-of-way, including those for utilities, sewers, drainage, either on or off-site, with accurate dimensions including arc length, radii and central angle of all curves.			
All pavement markings, traffic signs, street name signs and street illumination for the proper and safe direction of traffic shall be shown and shall be provided by the subdivider.			
<u>Layout of Lots</u> – accurate location of lots, showing also any open spaces reserved for parks, playgrounds or other common public uses, with dimensions, angles, bearings and curve data, lots numbered and areas given.			
<u>Monuments</u> – accurate location and description of monuments shall be provided in accordance with Section 5. Iron pins with accurate reference to an established governmental marker or to the Connecticut Coordinate System and approved by the Director of Public Works.			

	Yes	No	N/A
Where development is proposed to be in phases, phase lines shall be shown			
Location of existing trees. Trees larger than 12" in diameter shall be so labeled.			
<p><u>Certificate of Approval</u> – block for certificate of approval with the following stated within: Approved by the Planning and Zoning Commission Town of Enfield, Connecticut, dated _____</p> <p>_____ Signature of Secretary Date</p>			
<p><u>Date of Expiration</u> - The following shall be noted: “In accordance with Section 8-26c. of the Connecticut General Statutes, the approval of this (subdivision, resubdivision) plan by the Enfield Planning and Zoning Commission shall automatically expire on _____ if all work in connection with this plan is not completed by _____.”</p>			
<p><u>Perimeter-Traverse</u> - A perimeter traverse shall be submitted. Traverse of blocks and separate lots shall be submitted as the Commission may require. The error of closure shall be one (1) in five thousand (5,000)</p>			
<p><u>Master Development Plan</u> - Where all land proposed for development or land under ownership of applicant is not included in the preliminary proposal, a master development sketch shall accompany the original submission. This sketch, at a scale of not less than one inch equals one hundred feet (1"=100'), shall show proposed rights-of-way and lot layout.</p>			
<p><u>Street Numbering and Index Plan</u> - A plan to a scale of one inch equals one hundred feet (1"=100') shall be submitted indicating lot subdivision dimensions, sheet match marks and a street numbering system, acceptable to the Town Engineer's Office and the Town's E-911 Coordinator.</p>			
<p><u>Percolation Test Locations</u> - Percolation test locations where individual sanitary waste disposal systems are to be installed. Test locations are to be shown with reference to proposed leach field layouts.</p>			
<p><u>Servicing of Subdivision</u>- All details of the proposed servicing of the subdivision, including but not limited to proposed sanitary sewers, storm sewers, catch basins, manholes, bridges, culverts, sidewalks, water supply, fire hydrants, curbs, retention basins, and erosion controls are to be accurately shown. Invert elevations shall be given.</p>			
<p><u>Road Profile</u> - Road profile and plans showing existing and finished grades, cross-sections and other detailed road construction plans including all utilities at a vertical scale of one inch equal four feet (1"= 4'), and at a horizontal scale of one inch equals forty feet (1"= 40') shall be provided. Materials specifications shall conform to the latest specifications of the State of Connecticut Department of Transportation, unless otherwise required by the Director of Public Works.</p>			
<p><u>Open Space</u> - Proposed open space and/or recreational areas, including fencing along rights-of-way which access such areas and which abut private property. The height and type of fencing shall be at the discretion of the Commission. If fee-in-lieu of Open Space is offered, the name of a qualified appraiser must be submitted for Commission approval at time of application.</p>			

	Yes	No	N/A
<u>Methods of Dedication</u> - Methods of dedication of proposed easements, rights-of-way and open spaces required by these Regulations, shall be indicated.			
Copy of preliminary application for access to State highways and to State-owned storm drainage facilities where such state permit is necessary.			
Electronic Submittal Requirement Agreement Form (and Fee if appropriate)			

SUBDIVISION APPLICATION FEE SCHEDULE
Effective October 15, 2003 - Amended 7/01/04

A subdivision applicant shall pay, at the time of subdivision application, an application fee which is the sum total of each of the following applicable charges:

A. \$250.00 or \$25.00 per lot, whichever is greater ¹	For mailing, notices and general administrative expenses
B. \$80.00 for every one hundred (100) feet, or any part thereof, of new roadway proposed to be constructed as part of the subdivision and intended to be deeded to the Town as Public Right of Way.	For Engineering review
C. \$50.00 for every one hundred (100) feet, or any part thereof, of existing or previously approved public rights of way for Town or State Roadways abutted by the boundaries of the land contained in the proposed subdivision.	For Engineering review
D. \$100.00 for each of the first twenty (20) lots. \$75.00 for each of the twenty-first through fiftieth (21-50) lots. \$50.00 for each new lot over fifty (50) lots to be created by the application filed with the Planning and Community Development Department. ²	For Staff review time
E. \$50.00 per lot	For Sediment and Erosion Control Review
F. \$30.00 (or greater) ³	For State of CT Fee pursuant to Section 22a-27j of the Connecticut General Statutes as may be amended from time to time

¹ This portion of the fee may not be reduced or waived.

² The calculation of the number of lots is per application pending, not per cumulative number of lots.

³ This fee is required by the State and is subject to change by the Legislature.

REDUCTION OF FEES

The Enfield Planning and Zoning Commission may grant a reduction in fees for any application submitted only after finding that:

- a. such application is substantially similar to one previously filed and withdrawn;
- b. it is a re-application for an approved subdivision where the time frame for filing with the Town Clerk has expired and there is no change in the plans or layout of the subdivision, provided, however, such re-application occurs within sixty (60) days such expiration of time,
- c. the previous application had paid all fees in full; and,
- d. minimal additional staff time will be needed for review and processing the application.

APPEAL

An applicant may challenge any aspect of a fee payable under this ordinance by submitting a written appeal on a form available in the Planning Department at the Town Hall. The appeal shall be submitted to the Director of Planning within thirty (30) days of either the date of the action of the Enfield Planning and Zoning Commission, or the date of the withdrawal of an application by the applicant. The Enfield Planning and Zoning Commission shall hear any such appeal within sixty-five (65) days of receipt of the appeal and make a ruling within sixty-five 65 days of the hearing on the appeal.