



Town Planning and Zoning Commission

Checklist for Subdivision

To be filled out by the applicant or agent

Revised: September 20, 2006

This checklist shall be completed and submitted with all Subdivision Applications. It is intended to be an aid to applicants and their design professionals to ensure complete applications that can be reviewed and approved in a timely manner. It is not intended as a substitute for, nor does it include all of the information and requirements in the Subdivision Regulations and other applicable Town codes, ordinances, and procedures.

Name of Development

Address of Development

Please check the appropriate item if the plan complies, or provide an explanation under "Additional Comments" on the last page of this checklist for items identified as not applicable (N/A) or left blank.

A. Plot Plan

- 1. Title block showing name of development (if any), land owner(s), and developer(s).
- 2. Date of original drawing and all subsequent revisions, approximate true north point, and scale.
- 3. Name and seal (when appropriate and required) of registered architect, landscape architect, professional engineer, and surveyor. All must be licensed to do business in the State of Connecticut.
- 4. Name of all abutters as they appear in the most recent tax list and location of any building 50 feet from applicant's property line.
- 5. Survey information including distances with angles or bearings. The survey shall conform to the Class A-2 Requirements of the "Standards for Surveys and Maps in the State of Connecticut", prepared and adopted by the Connecticut Association of Land Surveyors, Inc., September 26, 1996 or as amended (unless waived).
- 6. Parcel numbers as per the Assessor of the Town of Windsor.
- 7. Streets with all control points, curve data, and right-of-way widths.
- 8. Show intersection sight distances for modifications to existing or proposed driveways.
- 9. Names of streets.
- 10. Existing and proposed easements for utilities and drainage, walks, and other rights-of-way with dimensions and bearings.
- 11. Lot boundary lines including distances with angles or bearings in accordance with the Class A-2 Requirements of the "Standards for Surveys and Maps in the State of

Connecticut”, prepared and adopted by the Connecticut Association of Land Surveyors, Inc., September 26, 1996 or as amended.

- 12. Lot areas.
- 13. Building lines in accordance with the Zoning Regulations.
- 14. Wetland boundaries with the total wetland acreage noted and show the 150-foot regulated area with the total regulated acreage noted. Include the following note within all lots containing wetlands: “There are wetlands on this lot. Any land disturbance may require a wetlands permit.” This should also be placed on the property deed/documents.
- 15. All monuments and markers in accordance with the Town of Windsor Engineering Standards and Specifications.
- 16. Names of all abutters as they appear in the most recent tax list.
- 17. Key Map. The first sheet of the Plot Plan shall include a plan of the entire subdivision drawn to a scale of not less than one inch equals four hundred feet. The Key Map shall show street intersections with existing streets, and shall contain information that correctly identifies and locates the site.
- 18. Scale Layout Plan. If the subdivision contains 25 lots or more, a separate plan of the entire subdivision drawn to a scale of one inch equals one hundred feet shall also be provided.
- 19. No lot numbers or any other identification numbers other than the house numbers shall be shown on the plan.
- 20. Proposed open space complying with Section 4.7 of the Subdivision Regulations or a note placed on each building lot on the plan that a fee in-lieu of open space is required upon the initial sale of any building lot.
- 21. Energy Conservation. Sections 4.16 and 9.13 of the Regulations require you to submit a solar access plan for each proposed lot. This can be accomplished by house orientation, street and lot layout, vegetation, natural and man-made topographical features, protection of solar access within the development. A description can also be found in CGS 8-25(b).

In order to provide efficient use and generation of energy, the use of alternative energy, energy efficient building and home products is encouraged. Have you considered using energy efficient methods in your project?

Yes No

If yes, please contact the Environmental Planner for suggestions at 285-1987.

B. Grading and Utilities Plan

A grading plan shall be drawn to the same standard as a plot plan, and shall show the same information as a plot plan, plus the following:

- 22. All existing structures with indication as to the proposed utilization or removal of the structures.

- ___ 23. All watercourses on the tract.
- ___ 24. Existing ground and rock formation contours at intervals of two feet with spot heights at relevant points, based on the Metropolitan District datum. Prominent isolations and depressions shall be indicated by spot heights.
- ___ 25. Proposed ground formation contours at intervals of two feet.
- ___ 26. Proposed retaining walls, to be constructed in accordance with the Connecticut State Building Code, as amended.
- ___ 27. All existing rights-of-way.
- ___ 28. Proposed sanitary sewer system in accordance with Metropolitan District Commission standards.
- ___ 29. Soil test data and location for each lot proposed for private sewage disposal systems.
- ___ 30. A typical dwelling location and septic system layout, including design information for each lot to be served by a private on-site sewage disposal system as required per Section 19-13-B103 of the Public Health Code.
- ___ 31. Proposed water lines and sizes in accordance with Metropolitan District Commission standards.
- ___ 32. Proposed storm sewers, culverts, and headwalls in accordance with the Town of Windsor Engineering Standards and Specifications.
- ___ 33. Proposed house basement drains showing invert levels of the drain at the house connection and the storm sewer connection, at which levels shall show that gravity flow from house to storm sewer is maintained. If basement drainage is intended to discharge to a natural watercourse, full details, and discharge elevation shall be shown on plan.
- ___ 34. Proposed basements requiring sump pumps.
- ___ 35. Provide arrows on the plan showing the drainage flow direction for each lot.
- ___ 36. Proposed hydrants in accordance with Section 4.13 of the Town of Windsor Subdivision Regulations.
- ___ 37. Proposed sidewalks in accordance with the Town of Windsor Engineering Standards.
- ___ 38. Proposed street lighting in accordance with the Town of Windsor Engineering Standards.
- ___ 39. Proposed street name signs with location and a detail of said sign demonstrating conformance with the Town requirements.
- ___ 40. Proposed traffic signs with location and a detail of said sign demonstrating conformance with the Town requirements.
- ___ 41. No less than two naturally growing trees in each front yard, or the planting of two trees in each front yard, with a caliper of not less than two inches in diameter in accordance with Section 4.10.1. Provide a note on the subdivision plan regarding compliance with this requirement.

- ___ 42. Proposed lines or wires used for the transmission of electricity, communication, or intelligence located underground and at a minimum depth of 3 feet between street lines. Related equipment and accessories has been located so as to minimize hazards to the public.
- ___ 43. Water, gas, and/or sewer lines to buildings.

C. Engineering Profile Plan

The Engineering Profile Plan shall be a plan and profile of the proposed streets drawn on plan profile paper to a horizontal scale of one inch equals forty feet, and a vertical scale of one inch equals four feet, which plan shall show the following:

- ___ 44. Tangent directions, curve data, and distances to the nearest hundredth of a foot.
- ___ 45. Typical cross-section of the street and any other cross-section of the street, which may be required by the Director of Public Works or his authorized representative.
- ___ 46. Vertical curve elevations at the following points:
 - a. beginning of the curve (PVC.);
 - b. end of the curve (PVC.);
 - c. intersection of the tangent lines (PVI.); and
 - d. intermediate points at intervals of twenty five feet.
- ___ 47. Length of vertical curves.
- ___ 48. Street drainage facilities showing connections to existing drainage systems or watercourses.
- ___ 49. Sanitary sewer facilities with manholes.
- ___ 50. Cross-sections and profiles of all drainage ditches.

D. Stormwater Management Report

- ___ 51. A map based on the Metropolitan District Geodetic and Topographical Survey 1:2,400 scale maps, showing the areas of drainage which have been considered in the calculation of the sites drainage system, together with the relevant calculations satisfying the Towns' regulation of zero net increase in peak flow for a 25 year storm condition, or request of waiver of said regulation.

E. Soil Erosion and Sediment Control Plan

- ___ 52. This plan shall include all of the information shown on the Grading Plan as well as additional information in a narrative and a map format as indicated below:

Narrative Format

- ___ 53. Description of the development.

- ___ 54. Schedule for grading and construction activities (including start and completion dates, sequence of grading and construction, sequence for installation and/or application of soil erosion and sediment control measures, and sequence for final stabilization for the project site).
- ___ 55. Design criteria and construction details for proposed soil erosion, dust control, and sediment control measures and storm water management facilities.
- ___ 56. Installation and/or application procedures as well as operation and maintenance programs for soil erosion and sediment control measures (including identification of person(s) responsible for each procedure or program).

Map Format

- ___ 57. Proposed area alterations including cleared, excavated, filled, or otherwise graded areas. The location, size and species of existing trees ten inches in diameter or greater in sparsely wooded and moderately wooded areas and the prevalent sizes and species of trees, bushes and shrubs in heavily wooded areas which shall be shown by foliage lines.
- ___ 58. Soil test locations and results.
- ___ 59. Location and design details of all proposed soil erosion and sediment control measures and storm water management facilities.
- ___ 60. Sequence of grading and construction activities, installation and/or application of soil erosion and sediment control measures and final stabilization of the project site.
- ___ 61. Soil types listed in tabular form and shown on the plan at the 1:20,000 scale as used by the Soil Conservation Service.

F. Other

- ___ 62. Revision table (as applicable) clearly identifying plan revisions. In addition, highlight all plan revisions on the drawing.
- ___ 63. Check CT Natural Diversity Data Base and submit copy of CT-DEP response letter to comply with Connecticut General Statutes 26-310.
- ___ 64. Submit twelve (12) reduced size (11"x17") copies of the subdivision layout and grading plan no less than five (5) days prior to the Town Planning and Zoning Commission meeting at which the subdivision application is to be presented. These copies will be provided to the Commissioners by the Planning Department prior to the meeting for their review.

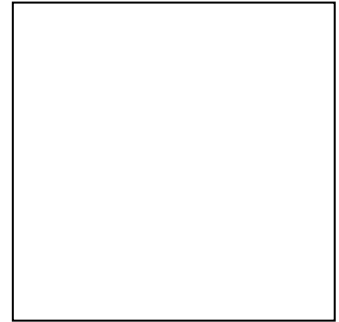
Have any variances been obtained for the purpose of the proposed subdivision?

___ Yes ___ No

Additional comments:

CERTIFICATION OF ACCURACY

I, the undersigned, do hereby certify that the information provided in this checklist and required as a prerequisite for the filing of an Application for Site Plan Approval, is true and accurate to the best of my knowledge.



Signature _____ **Date** _____
Applicant or Agent

Seal and Signature of Licensed Professional (if applicable)