

CHECKLIST FOR SUBDIVISION APPLICATIONS

All applicants are encouraged to arrange a meeting with Town Staff prior to submission of any application for the subdivision of land in Canton. **Please contact the Director of Planning and Community Development at the Land Use Office at 693-7891 to arrange a pre-application meeting.**

All maps and plans submitted as part of the application shall meet the standards of a "Class A-2" map as defined by "Standards of Surveys and Maps in the State of Connecticut" Prepared and Adopted by the Connecticut Association of Land Surveyors, Inc. dated September 26, 1996. Sheets are to be 24" by 36". All sheets shall include the appropriate signature blocks and be signed and sealed as required by Regulations of Connecticut State Agencies for Professional Engineers and Land Surveyors. **Twelve (12)** copies of all maps, plans and supporting materials shall be submitted.

An incomplete application may cause delays in review of the application by the Land Use Boards

Application materials required:

1. ___ Completed Application form that includes signatures of landowners
2. ___ Fee (to be determined by Land Use Office Staff)
3. ___ Proposed Subdivision Plat (Feasibility Plan)
 - ___ North Arrow
 - ___ Title Block with name of Subdivision, Subdivider, location, date, scale
 - ___ Location Map at 1": 1,000'
 - ___ Key Map of subdivision at 1": 200'
 - ___ Scale
 - ___ Signature blocks for both Planning and IWWA, as appropriate
 - ___ Certification as to accuracy by Land Surveyor – A-2 standards required
 - ___ Layout of all lots and roads
 - ___ Names of all proposed roads
 - ___ Lot numbers
 - ___ Square footage and setback lines on each lot
 - ___ Locations of existing monuments and locations of proposed monuments and pins
 - ___ Proposed open space
 - ___ Watercourse and wetlands boundaries and location of 100' upland review areas
 - ___ Zoning Data Chart by lot
 - ___ Proposed Open Space

___ Names of abutting property owners, locations of all buildings within 100 feet

___ Lot numbers assigned by Assessors Office

4. ___ Topographic Map

___ North Arrow

___ Title Block with name of Subdivision, Subdivider, location, date, scale

___ Existing and proposed contour lines at two (2) foot intervals

___ Locations of existing streets, public and private

___ Locations of proposed streets, public and private

___ Locations of proposed structures

___ Locations of proposed roads, public and private

___ Existing structures and stone walls

___ Locations of test pits

___ Location of possible primary septic and secondary septic leaching fields

___ Location of sanitary sewers laterals

___ Possible well locations

___ Location of water lines

___ Existing and proposed drainage

___ Watercourses, streams and wetlands with 100' upland review areas

___ Ledge outcroppings

___ Areas of steep slopes

___ Sidewalks

___ Edge of woods and proposed activity envelopes for each lot

___ Proposed Open Space

___ Certification as to accuracy by Land Surveyor – A-2 standards required

5. ___ Boundary Survey – Certification as to accuracy by Land Surveyor – A-2 standards required

6. ___ Wetlands Map, if any wetlands or watercourses on property. Must be determined by and signed by Soils Scientist

7. ___ Plans and Profiles for each road, including private roads (all map sheets are to be 24" by 36") shall include:

___ Title Block with name of Subdivision, Subdivider, location, date, scale ___ North Arrow

___ Horizontal dimensions 1": 40'

___ Vertical dimensions 1": 4'

___ Profiles of existing and proposed elevations along centerlines of all streets. Where a proposed street intersects an existing street

or streets, within 100 feet of the intersection, the existing intersection shall be shown

___ Plans and profiles of all proposed new streets showing the location and typical section of new pavement, including curbing and gutters, sidewalks, manholes, and catch basins, and street signs; location, size, and invert elevation of existing and proposed sanitary sewers, storm water drains, and fire hydrants; exact location and size of all utilities or structures, and a detailed description of all other required improvements; specific details that shall be shown include, but are not limited to the following:

- ___ Street lines and grades
- ___ Angles made by the intersection of street lines with lot lines
- ___ Horizontal and vertical locations of all utilities
- ___ Location of edge of traveled way
- ___ Locations and types of monuments
- ___ All data necessary to reproduce any and all lines on the ground

There shall be no more than one street per sheet

As built plans for each street prepared by a professional engineer and/or land surveyor bearing signatures and seals shall be submitted upon the completion of subdivision improvements.

8. ___ Soil Erosion and Sedimentation Control Plan as outlined in Section 400 based on the standards of "2002 Connecticut Guidelines for Soil Erosion and Sedimentation Control"
9. Reports from:
 - ___ FVHD, including information on all wells and percolation tests
 - ___ WPCA
 - ___ IWWA
 - ___ Conservation Commission
 - ___ Connecticut Water Company
10. ___ Stormwater Management Study
11. ___ Traffic Study, if required
12. ___ If any of the land included in the proposed subdivision is in a flood prone area, a permit from the Zoning Commission for activities is required. See Section 53, Flood Plain District, of the Zoning Regulations
13. ___ Statement of potential use of passive solar energy techniques
14. ___ Drafts of all easements to be a part of the subdivision

15. ___ Draft of the Conservation Restriction for Open Space
16. ___ Location of all driveways onto all existing or proposed streets, whether to be public or private streets, with a sightline analysis for each driveway
17. Requests for Waivers, if appropriate, per Section 700

Only Sections 315 Permanent Dead End Streets, 318.1 Driveway slopes, and 324 Road Construction Standards may be waived. Conditions specific to the site must be presented as reasons for all waivers requested by applicant.

In Industrial Heritage Districts, requests for waivers of the following sections are permitted---Sections 314 Street Layout, 315 Permanent Dead End Streets, 318 Driveways, and 324 Road Construction Standards. All waivers requests must be for the purpose of maintaining historical character and to preserve historic buildings and materials presented to show how the waiver will support these goals.

No waiver of Section 324 Road Construction Standards shall be granted which would have a significant adverse effect on any adjacent property, public health or safety.

Prior to the meeting at which the Planning Commission will consider your application, or at which the public hearing is held if one is required, the subdivider (applicant) is required to notify all property owners within 100 feet of the property that the application is pending. (This information may be obtained from the Assessor's Office.) This notification must be done by certified mail, return receipt requested. The letter shall be sent at least ten (10) days prior to the meeting at which the application is discussed or public hearing, if one is held. The notice shall include the following at a minimum:

- a. the name of the applicant,
- b. the property address, if one is available or at least enough information to identify the property,
- c. a description of project including number of lots to be created,
- d. a statement that the application is available for review at the Land Use Office, and
- e. the specific date, time and location of the meeting.

A copy of the letter may be submitted to the Land Use Office for the file. The Land Use Office staff will not approve or disapprove any letter.

18. ___ List of all map sheets submitted as part of the application.
19. At the meeting at which the application is being considered or at which the public hearing is held if one is required, a list of the property owners to whom the letter is being sent should be submitted for the File. Also, the returned receipts from the mailing are to be submitted to the Commission at or before the meeting at which action may be taken or the opening of the public hearing, if one is held.

A draft of a possible letter to be sent to all such property owners is attached. Also, a list of Town officials who may be involved in the review of the application is attached. To setup a meeting, please contact Sarajane S. Pickett, Director of Planning and Community Development at 693-7891

Attachments

ACKNOWLEDGEMENT OF APPLICATION SUBMISSION REQUIREMENTS
Land Use Applications, Canton, Connecticut

I acknowledge that I have read the Checklist and applicable Town of Canton Regulations for the application (s) that I am submitting to the Land Use Office, as identified below and that the application(s) being submitted are complete.

Name of Applicant

Signature of Applicant

Address of Property

Owner of Property/Agent

Signature of Property Owner/Agent

Name of Project

Applicant's Telephone Number

Applicant's Mobile Phone Number

Applicant's Address

Owner's Address

As the applicant, I hereby give Town employees and Commission members permission to enter and walk the property which is the subject of this application(s).

Signature of Applicant

I hereby depose and say that all of the above statements contained in any papers submitted herewith are true.

Sworn before me this _____ day of _____, 20____

Signature of Applicant

Name of Applicant

Notary Public/Commissioner of the Superior Court Seal

Application Number(s) and date received in LU Office (For Land Use Office use only)

CONTACT SHEET FOR USE WITH LAND USE APPLICATIONS
CANTON, CONNECTICUT

Land Use Office:

Director of Planning and Community Development
Sarajane S. Pickett, AICP
4 Market Street, P. O. Box 168
Collinsville, CT 06022-0168
Tel: (860) 693-7891 Fax: (860) 693-7884

Land Use Coordinator

Sue Brodeur
4 Market Street, P. O. Box 168
Collinsville, CT 06022-0168
Tel: (860) 693-7856 Fax: (860) 693-7884

Wetlands Agent

Rebecca Mihlek
4 Market Street, P. O. Box 168
Collinsville, CT 06022-0168
Tel: (860) 693-7892 Fax: (860) 693-7884

Town Engineer

R. Kenneth Wassall, P. E.
4 Market Street, P. O. Box 168
Collinsville, CT 06022-0168
Tel: (860) 693-7855 Fax: (860) 693-7840

Fire Marshal

Bruce Lockwood
4 Market Street, P. O. Box 168
Collinsville, CT 06022-0168
Tel: 693-7857 Fax: 693-7884

ALL OF THE ABOVE HAVE OFFICES IN TOWN HALL AT THE LAND USE
OFFICE

Traffic Authority

Chief Lowell Humphrey
45 River Road
Collinsville, CT 06019
Tel: 693-0221 Fax: 693-7695

Farmington Valley Health District

Diane Harding
50 Avon Meadow Lane
Avon, CT 06002
Tel: (860) 676-1953 Fax: (860) 676-2131

CONTACT SHEET FOR USE WITH LAND USE APPLICATIONS
CANTON, CONNECTICUT

Page Two

Conservation Commission
James Davis, Chairman
22 Westwood Drive
Canton, CT
Tel: (860) 693-8049

Water Pollution Control Authority
Art Enderle, Superintendent
50 Old River Road
Tel: (860) 693-7867 Fax: (860) 693-7874

Connecticut Water Company
Patrick Corbett
25 Meadow Street
Naugatuck, CT 06770
Tel: 1 (800)-482-3985, ext. 3207 Fax: (203) 723-1770

Date

Mr. And Mrs. John Doe
10 Market Street
Collinsville, Ct 06019

Re: Proposed Subdivision of Property located at 2 Market Street

Dear Mr. and Mrs. Doe,

I am writing to inform you that a subdivision is being proposed for my property located at 2 Market Street in Collinsville. I am requesting approval for a seven lot open space subdivision.

A copy of my application is available for your review at the Land Use Office on the second floor in Town Hall at 4 Market Street. The Land Use Office is open from 8:15 A. M. to 4:30 P. M., Mondays, Tuesdays and Thursdays; from 8:15 A. M. to 6:45 P. M. on Wednesdays, and from 8:15 A. M. to noon on Fridays.

A public hearing has been scheduled for this application on September 13, 2004 at 7:30 P. M. at the Library Community Center at 40 Dyer Avenue, Canton, Connecticut.

Sincerely,

Jane Smith

