

## SECTION 4 CONTENTS OF FORMAL APPLICATION SUBMISSION

- 4.1 Formal Application Requirements: Whenever any subdivision of land, as defined in these Regulations, is proposed to be made, and before the Commission shall consider any proposed subdivision, and before lots are sold or any zoning permit for the erection of a structure in such subdivision shall be granted, the requirements of Section 4 shall be met and information submitted by the applicant in accordance with the Section. Incomplete applications shall be officially received by the Commission, but failure to submit a complete application as required in this Section and in these Regulations may be cause for disapproval of an application.
- 4.2 Application Form: An application for subdivision approval shall be made to the Planning and Zoning Commission on forms provided by the Commission. The application form shall be submitted in 18 sets and shall be signed by the applicant and/or his lawful agent. If the applicant is not the owner of the land to be subdivided, the forms also shall be signed by the owner(s) and/or the owner's(s') lawful agent(s).
- 4.3 Application Fee: An application fee computed in conformance with the Schedule of Fees posted in the Planning and Zoning Office shall accompany the application. Checks shall be made payable to the Treasurer of the Town of Clinton.
- 4.4 Professional Assistance: All maps and reports required under these Regulations shall be prepared and certified by qualified professionals, as follows:
- 4.4.1 Land Surveyor: The applicant shall employ the services of a land surveyor, licensed to practice in the State of Connecticut, for the preparation of maps and reports relating to the following work items required in the preparation of a subdivision application: land surveys including the delineation of the boundary lines of the outside perimeter and the interior lots of a subdivision; topographic surveys including contour delineation and all natural features and constructed facilities on the land.
- All submissions of the above items shall bear the name, seal and original signature of a land surveyor, currently licensed to practice in the State of Connecticut. A Professional Engineer's seal or Architect's seal alone is not acceptable.
- 4.4.2 Professional Engineer: The applicant shall employ the services of a professional engineer, currently licensed to practice in the State of Connecticut, for the design of and preparation of maps and reports relating to the following work items required in the submittal of a

subdivision application: roads; drainage systems, including the design and location of structures and pipes; sewage disposal systems; water supply and distribution system; and grading of lots and overall grading plans.

All submissions of the above items shall bear the name, seal and original signature of a professional engineer, currently licensed to practice in the State of Connecticut. A Land Surveyor's seal or Architect's seal alone is not acceptable.

4.5 Maps: The maps and plans required by these Regulations shall be subject to the approval of the Commission and shall show information and shall be prepared in accordance with the standards specified herein:

1. All maps required under Section 4.5 shall be submitted on sheets with an overall dimension of 24" by 36". Eighteen (18) sets of blue line or black line prints of all maps shall be provided as part of the submission of a completed application. The Commission may require additional copies of plans if referrals to outside parties are indicated. Documents other than final reports and maps shall be marked "Draft". Revision dates shall be shown if plans are updated or revised during the review and approval process. Revision dates shall be shown on all sheets and the index sheet.
2. All prints of maps and plans shall be clear and legible and shall be bound along the left side, with all required identifying data and revision dates in the lower right corner on each sheet. All maps shall be prepared by and shall bear the name, seal and original signature of a land surveyor or professional engineer, or both as required under Section 4.4. Final maps presented for endorsement and filing shall include a raised seal and original signature of the land surveyor and professional engineer or both, as required, and shall be a fixed line photographic mylar printed on good quality polyester film meeting State requirements for filing with the Town Clerk.
3. If more than one map sheet is required, each sheet shall be sequentially numbered in the form "Sheet \_\_\_\_ of \_\_\_\_". An index of all supporting detail map sheets shall be included on the first sheet. Any information required in Section 4.5 may be combined on plan sheets, provided that the information is presented in a clear and understandable manner. See Number 1 above.
4. All maps sheets shall include the following information:
  - (a) Name of the proposed subdivision or identifying title, which shall not duplicate any previous subdivision in the Town of Clinton, the name and address of the owner of land to be subdivided, and the

name and address of the sub-divider, date prepared, numerical and graphic scale;

- (b) Key to the terms and symbols used on the map sheets;
- (c) Approximate true north point. North arrows, to the extent practical, shall be consistent from one map to another;
- (d) Signature Blocks for Planning and Zoning Chairman or Secretary and the Director of Health;
- (e) Date of approval;
- (f) Expiration date.

4.5.1 **Title Sheet:** A Title Sheet shall be a single 24" x 36" sheet that includes the following:

- (a) Location Map: A Location Map showing the relationship of the proposed subdivision to the surrounding neighborhood will be provided, and shall show all public streets with such detail as will relate the proposed subdivision to the surrounding neighborhood. The location map shall show all public ways, lands reserved for special use, such as open space, and major subdivisions located within one mile of the boundaries of the tract to be subdivided. Such map shall also show any adjacent or contiguous parcels in which the owner has an interest. Land intended for open space should be clearly marked. All proposed property lines within the tract to be subdivided shall be shown on the Key Map in sufficient detail to allow for transfer of information to the Commission's base map. The scale of the Key Map shall be 1" = 800'.
- (b) Title: Name of the proposed subdivision or identifying title, which shall not duplicate any previous subdivision in the Town of Clinton, the name and address of the owner of land to be subdivided, and the name and address of the subdivider and date prepared.
- (c) Signature blocks for approval to include space for the signature and date of the Chairman or Secretary of the Planning and Zoning Commission, the Director of Health, the date of approval and the five-year expiration date.
- (d) A space is to be provided for the listing and date of all revisions to the plan prior to approval.

- (e) A list of all other agency approvals including Inland Wetlands and Conservation Commission, Zoning Board of Appeals, Board of Selectmen, Connecticut Department of Transportation (CTDOT), etc., with identification or application numbers and date of approvals.
- (f) A space is to be provided for the conditions of approval for Planning and Zoning and the conditions of approval for Inland Wetlands.
- (g) Legend: List of all symbols used within the set of plans.
- (h) Index: A listing of all the sheet numbers and titles for the entire set of plans.

4.5.2 **Boundary Survey Map**: A Boundary Survey Map of the entire tract to be subdivided shall be provided, prepared by a land surveyor in accordance with The Regulations of Connecticut State Agencies, Sections 20-300b-1 to 20-300b-20 inclusive. The Boundary Survey Map shall show names of all abutting land owners and public streets, the layout of all lots and streets within the tract to be subdivided, and all lands to be dedicated as open space, parks or playgrounds. The scale of the Boundary Survey Map shall be at least 1"=40', but not less than 1"=100', whatever scale is necessary to fit such map on a single 24" x 36" sheet.

4.5.3 **Data Table Sheet**: A sheet(s) 24" x 36" that includes all necessary tables such as zoning requirements, soil testing information, lot areas – existing and proposed, areas of each proposed lot, areas of easements per lot, area of open space, area of wetlands per lot, area of uplands per lot, percentage of uplands versus wetlands per lot and percentage of uplands versus wetlands of the entire parcel, etc.

4.5.4 **Record Subdivision Map**: The Record Subdivision Maps shall be at a scale of one inch equals 40 feet (1"=40') unless otherwise approved by the Commission. Where it is not possible to fit the entire subdivision plan on one sheet at a scale of 1"=40', more than one sheet may be used, provided that match lines are indicated. If more than one sheet is used, an index map shall be provided showing the entire subdivision with lots, lot numbers, streets, street names, delineation of areas covered by the section or sheet and match lines between sections.

All Record Subdivision Maps shall show the following information to the extent that the information occurs in, or is applicable to the particular subdivision:

- (a) Existing Site Conditions and Land Evaluation: Information on existing site conditions and land evaluation within the property to be subdivided, and within 100 feet thereof as follows:
- (1) RESERVED FOR FUTURE USE
  - (2) Existing man-made features, including buildings and structures; any proposed removal, demolition, relocation or retention of existing man-made features. Detailed layout maps shall also show existing trails, stone walls, fences and dams, and any other man-made features;
  - (3) Location of all known cultural resources, as defined in Section 2.13, including significant archaeological, historic, and natural features, and location of possible concerns, as identified in Town Plan of Conservation and Development of 2000, as amended;
  - (4) Location of all exposed ledge outcroppings;
  - (5) Existing watercourses; exterior limits of inland wetlands, if applicable, which shall be identified and located in the field by a certified soil scientist, and a review area of 100 feet from the exterior edge of inland wetlands; location of tidal wetlands and other coastal resources and a review area of 100 feet from the inland edge of tidal wetlands, beaches, bluffs and escarpments, and intertidal flats;
  - (6) Any areas subject to frequent, periodic or potential flooding; the boundaries of any Special Flood Hazard Areas and floodways and the base flood elevation data therefore; the lowest floor elevations that would be applicable for building on any lot in any Special Flood Hazard Area;
  - (7) Boundaries and classification codes of soil types under the National Cooperative Soils Survey of the Natural Resources Conservation Service (formerly the Soil Conservation Service);
  - (8) Location, dates and results from all percolation test holes, deep test pits, borings and any other soil tests submitted with the application and consistent with Section 4.6.2. Dates and results may be submitted as a separate report or outlined on a detail sheet;

- (9) Location and species of specimen trees; existing mix of forest tree species, their approximate height, age and density. Any trees greater than 18" in diameter, measured 3' from grade;
  - (10) Location of any existing wells and septic systems on the property and on land within 100 feet of the property;
  - (11) Location of any drainage discharge points onto the property from any street or other property;
  - (12) The Commission may request confirmation of any or all of the above by on-site test and surveys, in accordance with Section 4.6.
- (b) Property Ownership Information: Property ownership information as follows, with all lines drawn with dimensions to the nearest hundredths of a foot, bearings or deflection angles on all straight lines and the central angle, tangent distance, radius and length of all arcs:
- (1) Name and address of owner of property and of applicant, if different from the owner, in the title block;
  - (2) Perimeter boundary survey of the entire property, with dimensions, and the area of the property to be subdivided; the boundary line shall be a heavy weight line easily distinguishable from other property lines;
  - (3) Location of existing property lines for a distance of 100 feet from the property, except where the property borders a road, where the location of property lines across the road shall be shown;
  - (4) Name of street, both street right-of-way lines, and pavement location of any street abutting or within 50 feet of the property, and any sidewalks within 100 feet;
  - (5) The survey relationship of the property to the State of Connecticut grid coordinate system;
  - (6) Names of all subdivisions or owners of property abutting the property to be subdivided, including those across any street if the proposed subdivision abuts an existing street;

- (7) Locations of all existing property markers and permanent monuments;
  - (8) The Zoning District(s) in which the property is located, and any Zoning District within 100 feet of the property;
  - (9) Any municipal boundary line on or adjacent to the subdivision;
  - (10) Existing open space for parks and playgrounds and other open space purposes, and the square footage and acreage in total, and for both uplands and wetlands, thereof;
  - (11) Location and dimension of existing easements; notation of all existing restrictions on the use of the land, including easements and covenants;
  - (12) Any reserved areas for watercourses and wetlands protection or for conservation areas; and
  - (13) Any encroachment lines along rivers and watercourses.
- (c) Proposals for Subdivision Development: Proposals for development of the subdivision as follows:
- (1) Proposed lots and lot numbers including those to be reserved or dedicated as public parks, playgrounds, recreation areas and open space;
  - (2) Boundary or limits of the "Minimum Area of Building Land", as required in the Clinton Zoning Regulations;
  - (3) Proposed man-made features, including but not limited to buildings, structures, fences, retaining walls, driveways and the like;
  - (4) Where applicable, the Coastal Boundary as defined in Section 22a-93 C.G.S.;
  - (5) The location and width of all drainage easements and rights-to-drain granted or to be granted for natural drainage and culvert drainage;
  - (6) Proposed property markers and monuments in accordance with Section 5.16 of these Regulations;

- (7) Proposed streets, bike lanes or sidewalks and other rights-of-way, and the width thereof; location and width of street pavement within 200 feet of the subdivision including key elevations showing tentative grading of proposed roads within the subdivision;

4.5.5 **Site Plan:** Site Plan Maps shall be at a scale of one inch equals 40 feet (1"=40') unless otherwise approved by the Commission. Where it is not possible to fit the entire subdivision plan on one sheet at a scale of 1"=40', more than one sheet may be used, provided that match lines are indicated.

All Site Plan Maps shall show the following information to the extent that the information occurs in, or is applicable to the particular subdivision:

- (a) Existing Site Conditions and Land Evaluation: Information on existing site conditions and land evaluation within the property to be subdivided and within 100 feet thereof as follows and shall be shown as light or screened lines as opposed to bold distinct lines, which are used for the proposed:
  - (1) Existing contours at intervals of two feet (2') or less, based on U.S.G.S. contours or based on field or aerial survey, using the benchmark as required for Construction Plans in Section 4.5.6(d). Enlargement of U.S. Geological Survey maps and interpretations there from are not acceptable. In areas where there is significant change in elevation over an extended area, spot elevations shall be shown.
  - (2) Existing man-made features, including buildings and structures; any proposed removal, demolition, relocation or retention of existing man-made features. Site Plan Maps shall also show existing trails, stone walls, fences and dams, and any other man-made features;
  - (3) Location of all known cultural resources, as defined in Section 2.13, including significant archaeological, historic, and natural features, and location of possible concerns, as identified in the Town Plan of Conservation and Development of 2000, as amended;
  - (4) Location of all exposed ledge outcroppings;
  - (5) Existing watercourses; exterior limits of inland wetlands, if applicable, which shall be identified and located in the field by a certified soil scientist, and a review area of 100 feet from the exterior edge of inland wetlands; location of tidal wetlands and other coastal resources and a review area of



100 feet from the inland edge of tidal wetlands, beaches, bluffs and escarpments, and intertidal flats;

- (6) Any areas subject to frequent, periodic or potential flooding; the boundaries of any Special Flood Hazard Areas and floodways and the base flood elevation data therefore; the lowest floor elevations that would be applicable for building on any lot in any Special Flood Hazard Area;
- (7) Boundaries and classification codes of soil types under the National Cooperative Soils Survey of the Natural Resources Conservation Service (formerly the Soil Conservation Service);
- (8) Location of all percolation test holes, deep test pits, borings and any other soil tests submitted with the application and consistent with Section 4.6.2.
- (9) Location and species of specimen trees and any trees greater than 18" in diameter, measured 3' from grade;
- (10) Location of any existing wells and septic systems on the property and on land within 100 feet of the property;
- (11) Location of any drainage discharge points onto the property from any street or other property;
- (12) The Commission may request confirmation of any or all of the above by on-site test and surveys, in accordance with Section 4.6.
- (13) Perimeter boundary survey of the entire property, with dimensions, and the area of the property to be subdivided; the boundary line shall be a heavy weight line easily distinguishable from other property lines.
- (14) Location of existing property lines for a distance of 100 feet from the property, except where the property borders a road, where the location of property lines across the road shall be shown;
- (15) Name of street, both street right-of-ways lines, and pavement location of any street abutting or within 50 feet of the property, and any sidewalks within 100 feet.
- (16) Locations of all existing property markers and permanent monuments.

- (17) The Zoning District(s) in which the property is located, and any Zoning District within 100 feet of the property.
  - (18) Any municipal boundary line on or adjacent to the subdivision.
  - (19) Existing open space for parks and playgrounds and other open space purposes, and the square footage and acreage in total, and for both uplands and wetlands, thereof.
  - (20) Location of existing easements; notation of all existing restrictions on the use of the land, including easements and covenants;
  - (21) Any reserved areas for watercourses and wetlands protection or for conservation areas; and
  - (22) Any encroachment lines along rivers and watercourses.
- (b) Proposals for Subdivision Development: Proposals for development of the subdivision as follows, shown as bold or distinct lines:
- (1) Proposed lots and numbers;
  - (2) Proposed contours at intervals not exceeding five feet (5') or less, based on U.S.G.S. contours or based on field or aerial survey, using the benchmark as required for Construction Plans in Section 4.5.6(d). Enlargement of U.S. Geological Survey maps and interpretations there from are not acceptable. Spot elevations in areas where necessary to properly evaluate the proposed development. Where proposed roads end at a boundary line of a subdivision and do not meet an existing road, contours shall be carried out for 200 feet into the adjoining property. Where the proposed subdivision fronts on an existing Town road, contours should be extended to the pavement edge of the side nearest the proposed development;
  - (3) Boundary or limits of the "Minimum Area of Buildable Land", as required in the Clinton Zoning Regulations;
  - (4) Proposed man-made features, including but not limited to buildings, structures, fences, retaining walls, driveways and the like;
  - (5) The location proposed for a building on each lot and a driveway, including floor elevations and driveway grades where necessary to demonstrate feasibility of use of the lot;

- (6) The location of any proposed on-site wells and subsurface sewage disposal systems, both primary and reserved;
  - (7) Any building or other setback lines and buffers established by Clinton Zoning Regulations, Town ordinance or other applicable law;
  - (8) The appropriate limits of clearing and grading and a description of the cutting or removal activities to be undertaken;
  - (9) The location and width of all drainage easements and rights-to-drain granted or to be granted for natural drainage and culvert drainage;
  - (10) Proposed streets, bike lanes or sidewalks and other rights-of-way, and the width thereof; location and width of street pavement within 200 feet of the subdivision including key elevations showing tentative grading of proposed roads within the subdivision.
  - (11) Existing and proposed storm drains, catch basins, manholes, ditches, headwalls, sidewalks, gutters, curbs and other drainage structures.
  - (12) The proposed location of any activity that is subject to the Inland Wetlands and Watercourses Regulations of the Town of Clinton, including any relocation or construction for channels or watercourses.
  - (13) Water mains, hydrants and appurtenances; electrical and telephone and any utility (cable TV, etc.) lines, and the location, size and access to any existing or proposed fire ponds or wells.
- (c) Additional Information: The following additional information:
- (1) For all Site Plan Maps submitted pursuant to Section 4.5.4 and 4.5.5 of these Regulations, signature blocks, as follows:
    - (i) Signature block entitled "*Reviewed and Approved by the Clinton Planning and Zoning Commission*", with a designated place for the signature of the Chairperson or Secretary and the date the Commission voted to approve; the words "Expiration date per Section 8-26c, Connecticut General Statutes", with a designated place for such date;

- (ii) Signature block entitled "*Reviewed and Approved by the Clinton Director of Health*", with a designated place for signing and for the date of such action;
- (iii) Signature block entitled "*Reviewed and Approved by the Clinton Fire Marshal*", with a designated place for signing and for the date of such action;
- (iv) Signature block entitled "*Reviewed and Approved by the Clinton Board of Selectmen*", with a designated place for the signing and the date of such action;

4. Such additional notes as may be required or approved by the Commission, including but not limited to restrictions pertaining to building lines, reserved areas, easements, solar access, fire protection, on-site sewage disposal and water supply as well as any other feature on the map as the Commission deems appropriate.

4.5.6 **Construction Plans**: Construction plans shall conform to the standards set forth in these Regulations for proposed streets, storm drains, water supply and sanitary sewers, catch basins, manholes, ditches, watercourses, headwalls, sidewalks, gutters, curbs and other improvements included in the Town's Design and Construction Standards, as may be amended. Construction Plan requirements as listed below may not be combined on any other map except for Soil Erosion Site Plan (Section 4.5.7).

- (a) **Preparation**: Construction plans, including details and specifications, shall be prepared by and shall bear the name and seal of a professional engineer, provided however, that particular elements of the plan, as authorized under Section 4.4, may be prepared by a land surveyor or other qualified professional. The original reproduceables shall be retained by the Applicant for purposes of preparing "As-Built" drawings upon completion for improvements.
- (b) **Scale**: Construction plan drawings shall have a horizontal scale of 1" = 40'; profile drawings shall have a vertical scale of 1" = 4'. Drawings of special structures and details may be prepared in other format acceptable to the Commission or its designated agent. Profile drawings, inverts, existing and proposed contours and key elevations shall be based on official Town, State or U.S. bench marks. The bench marks used shall be consistent among the plan sheets and shown on the plans.

- (c) General Format: All plans showing construction of subdivision improvements shall include the following elements:
- (1) an overall view,
    - (i) Roadway and driveway layouts
    - (ii) Street trees
    - (iii) Clearing and grading
    - (iv) Sidewalks
    - (v) Signs
    - (vi) Pavement markings
  - (2) profiles and cross sections,
  - (3) Sedimentation and Erosion Control Plan, according to Section 4.5.7,
  - (4) Grading Plan, according to Section 4.5.8, and
  - (5) Storm Water Management Plan.
- (d) Specific Information: The following information shall be shown on the Construction Plans as applicable to a particular subdivision:
- (1) Existing and proposed contour intervals shown on construction plans shall not exceed two (2) feet, and shall be the result of a topographic survey performed to the standards established under The Regulations of Connecticut State Agencies, Sections 20-300b-1 to 20-300b-20 inclusive.
  - (2) For streets:
    - (i) Street names; bike lanes; right-of-way lines, the edge and width of pavement; center line radius, stations at 50' intervals, low points, high points, points of curvature, points of tangency and at intersections;
    - (ii) Existing profile grades at the center line and both right-of-ways lines;
    - (iii) Proposed profile grades along road centerline elevations, and at the low points, high points, points of vertical curvature (pvc), points of vertical intersection (pvi) and points of vertical tangent (pvt);

- (iv) Pavement radii at corners;
  - (v) Length of vertical curves;
  - (vi) Typical street cross section, cross section at all cross culverts, cross sections where there are to be substantial cuts and fills that may potentially impact abutting property;
  - (vii) The location of lot lines intersecting the right-of-way line and the lot numbers of the lots;
  - (viii) Location of sidewalks, curbs and gutters, storm drains, guide rails or posts, street lights, road monuments, traffic control devices, and signage.
- (3) For drainage, sanitary sewers and pipe systems:
- (i) Location, depth, invert, slope, frame and grade elevations, size and type of all pipes, culverts, manholes, headwalls, and catch basins, including offsets from street centerline;
  - (ii) Cross section, depth, slope and location of all natural and man-made watercourses, ditches and swales;
  - (iii) Water mains, valves and hydrants; sanitary sewers and appurtenances; house service connections and curb stops; electrical, telephone and cable TV lines; existing and proposed drainage systems.
- (4) Detail drawings in both plan and section view of bridges, box culverts, deep manholes, retaining walls, drainage structures and other special structures.
- (5) Provision for control of erosion and sedimentation both during and upon completion of construction, in accordance with Section 4.5.7.
- (6) At intersections and other locations where there may be sight distance restrictions, a sight line demonstration may be necessary or required.
- (7) Drainage analysis map and computations to enable the Commission or its agent to review the drainage design and the sufficiency of downstream drainage systems to accommodate runoff from the subdivision; design for any temporary or permanent storm water detention or retention

area; such information to be provided as required in Section 4.6.4.

- (8) In addition to the above plan-profile drawings, such other necessary construction drawings as may be required.
- (9) A signature block entitled "*Reviewed and Approved by the Clinton Planning and Zoning Commission*" with a designated place for the signature of the Chairman or Secretary and the date of signing.
- (10) A signature block entitled "*Reviewed and Approved by the Town Engineer of the Town of Clinton*" with a designated place for his/her signature and the date of signing.

4.5.7 **Soil Erosion and Sediment Control Plan:** A Soil Erosion and Sediment Control Plan shall be submitted according to the following standards:

- (a) **Required Submission of a Soil Erosion and Sediment Control Plan:** A Soil Erosion and Sediment Control Plan, hereinafter referred to as an "Erosion Plan", shall be submitted with the subdivision application in the following cases:
  - (1) Whenever a proposed activity on the property to be subdivided shall cause disturbance of an area cumulatively in excess of 10,000 square feet;
  - (2) Whenever any lot or parcel within a proposed subdivision contains inland wetlands or watercourses as defined in Section 22a-38 of the Connecticut General Statutes.
  - (3) Whenever any lot or parcel within a proposed subdivision is located within 50 feet of coastal resources, including but not limited to rocky shorefront, coastal bluffs and escarpments, beaches, dunes and tidal wetlands, as defined in Section 22a-93 of the Connecticut General Statutes (Connecticut Coastal Management Act).
- (b) **Exemptions:** The following activities shall be exempt from submission of an erosion plan:
  - (1) A single family dwelling that is not part of a subdivision.
  - (2) Cultivation of the soil for the production and harvesting of crops.
- (c) **Certification:** To be eligible for certification, an "Erosion Plan" shall contain proper provisions to adequately control accelerated erosion

and sedimentation and reduce the danger from storm runoff on the proposed site based on the best available technology. Such principles, methods and practices necessary for certification are found in the "Connecticut Guidelines for Soil Erosion and Sediment Control" (2002), as amended. Alternative principles, methods and practices may be used with prior approval from the Commission.

(d) Erosion Plan: Said "Erosion Plan" shall show the name and address of the proposed subdivision, the name and address of the owner/agent and the name and address of the developer, if different from the owner, and shall contain but not be limited to:

- (1) Narrative: Eighteen (18) copies of a narrative describing the following:
  - (i) Proposed alteration of the areas to be disturbed.
  - (ii) A schedule for grading and construction activities, including:
    - a. Start and completion dates;
    - b. Sequence of grading;
    - c. Sequence for installation and/or application of soil erosion and sediment control measures;
    - d. Sequence for final stabilization of the project site.
  - (iii) The design criteria for proposed soil erosion and sediment control measures and storm water management facilities.
  - (iv) The construction details for proposed soil erosion and sediment control measures and storm water management facilities.
  - (v) The installation and/or application procedures for proposed soil erosion and sediment control measures and storm water management facilities.
  - (vi) The operations and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities.
  - (vii) Contingency or Revised "Erosion Plan" when inspection of the site indicates unforeseen erosion or sedimentation problems.



- (viii) The name and address of the engineer or contractor responsible for the monitoring of operational and maintenance procedures for erosion and sediment control.

Provided it is practical to do so, the Narrative may be printed on the Erosion Site Plan.

- (2) Erosion Site Plan: Eighteen (18) copies of a site plan drawn to scale preferable of 1 inch = 40 feet, or other scale as may be approved by the Commission, but in no case at a scale less than 1 inch = 100 feet. The site plan shall show the name of the subdivision, name and address of the owner, name and address of the developer if different from the owner, date and scale and including, without being limited to, the following:
  - (i) Location of the proposed development and names of adjacent property owners, including those across any streets;
  - (ii) Existing structures on the property site, if any;
  - (iii) Contours at two (2) foot intervals;
  - (iv) Existing and proposed topography including identification of soil types, wetlands, watercourses and water bodies;
  - (v) Proposed area alterations including cleared, excavated, filled or graded areas and proposed structures, utilities and roads;
  - (vi) Location and design details for all proposed soil erosion and sediment control measures and storm water management facilities;
  - (vii) Sequence of grading and construction activities;
  - (viii) Sequence for installation and/or application of soil erosion and sediment control measures;
  - (ix) Sequence for final stabilization of the development site.
- (3) Additional information: Any other information deemed necessary and appropriate by the applicant or requested by the Commission.

(e) Minimum Acceptable Standards

- (1) “Erosion Plans” shall be developed in accordance with these Regulations using the principles as outlined in Chapters 3 and 4 of the “Connecticut Guidelines for Soil Erosion and Sediment Control” (2002), as amended. Such “Erosion Plan” shall result in development that:
  - (i) Minimizes erosion and sedimentation during construction;
  - (ii) Is stabilized and protected from erosion when completed; and
  - (iii) Does not cause off-site erosion and/or sedimentation.
- (2) The minimum standards for individual measures are those in the “Connecticut Guidelines for Soil Erosion and Sediment Control” (2002), as amended. The Commission may grant exceptions to these standards when requested, in writing, by the applicant if technically sound reasons are presented and may seek the advice and guidance of the Middlesex County Soil and Water Conservation District prior to granting any such exception(s), and if such requested is received by the Commission in a timely manner to enable review by Town’s Engineer.
- (3) The appropriate method from Chapter 9 of the “Connecticut Guidelines for Soil Erosion and Sediment Control” (2002), as amended, shall be used in determining peak flow rates and volumes of runoff unless an alternative method is approved by the Commission. The Commission may seek advice from the Middlesex County Soil and Water Conservation District as to the adequacy of any proposed alternative method.
- (4) Protection of Sensitive Areas: The applicant shall provide for the protection of desirable landscape features by constructing barricades around selected trees and any sensitive areas if they are within or near to the construction area. Such protective measures shall be completed before any grading or ditching operation commences. Any proposed excavation, filling or re-grading of swamps, marshes and wetlands (tidal and inland) including a 100 foot buffer area surrounding such marshes and wetlands, flood plains or any other natural features or resources deemed sensitive by the Commission shall be shown on the “Erosion Plan” submitted pursuant to this Section.

(5) Restoration of Disturbed Areas: Drainage provisions, lawn grass seeding or sodding and any other measures necessary for the stabilization of disturbed areas shall be completed in accordance with the "Connecticut Guidelines for Soil Erosion and Sediment Control" (2002), as amended, and shall be completed prior to the release of the Performance Bond or any portion thereof, guaranteeing proper completion of all work (as defined in Section 2.56) in accordance with these Regulations. In the event the season prohibits immediate re-spreading of soil and seeding of lawn the applicant shall submit an agreement in writing signed by the property owner and developer of the property to the Commission with a copy to the Building Inspector and the Zoning Enforcement Officer, that re-spreading of soil and seeding of lawn will be done during the immediately following planting season. The applicant shall leave a cash escrow for performance in an amount determined by the Town Engineer. Sod may be used to comply with an requirement of seeding set forth herein.

(f) Issuance or Denial of Certification

(1) The Commission shall:

- (i) Certify that the "Erosion Plan", as filed, complies with all the requirements and objectives of these Regulations; or
- (ii) Deny certification of an "Erosion Plan" that does not meet all the requirements and objectives of these Regulations; and
- (iii) Keep a record of its decisions, including the reasons for arriving at its conclusions.

(2) Nothing in these Regulations shall be construed as extending the time limits for approval of any application under Chapter 126 of the Connecticut General Statutes.

(3) Prior to certification, any "Erosion Plan" submitted to the Commission may be forwarded for review to the Middlesex County Soil and Water Conservation District which may make recommendations concerning such plan, provided such review shall be completed within 30 days of the receipt of such "Erosion Plan".

(g) Conditions Relating to Soil Erosion and Sediment Control

- (1) Performance Bond: A Performance Bond, or other assurance acceptable to the Commission, in an amount determined by the Town Engineer or other designated agent may be required guaranteeing the control of soil erosion and sedimentation as certified in the "Erosion Plan". Such Bond may be a separate bond or may be added to the subdivision bond, if any, and shall meet the requirements of Section 3.11 of these Regulations. A copy of the Commission's certification of the "Erosion Plan" shall be attached to the Bond Agreement.
  - (2) Site development shall not begin unless the "Erosion Plan" is certified and those control measures and facilities scheduled for installation prior to development are installed and functional.
  - (3) Planned soil erosion and sediment control measures and facilities shall be installed as scheduled according to the certified "Erosion Plan".
  - (4) All control measures and facilities shall be maintained in effective condition to ensure the compliance of the certified "Erosion Plan".
- (h) Inspections: Inspections shall be made by the Commission or its designated agent during development to ensure compliance with the certified plan and that control measures and facilities are properly performed or installed and maintained. The Commission may require the permittee to verify through progress reports that soil erosion and sediment control measures and facilities have been performed or installed according to the certified plan and are being operated and maintained.
- (i) Amendments to "Erosion Plan": In the event a contingency plan has not been submitted or does not provide for unforeseen substantive changes in the "Erosion Plan", written request may be made to the Commission for an amendment to the certified "Erosion Plan". The request shall contain, but not be limited to:
- (1) A description of the changes requested;
  - (2) Any technical changes necessitated thereby;
  - (3) Contingency control measures or facilities to be installed and maintained;
  - (4) Changes in scheduling; and

- (5) Any other information which the applicant or the Commission may deem necessary to a proper consideration of the request for amendment, together, if necessary, with additional maps or drawings.

4.5.8 **Grading Plan**: In the event that an application for subdivision does not require an "Erosion Plan" pursuant to Section 4.5.7 of these Regulations or if grading is not shown on Construction Plans submitted pursuant to Section 4.5.6, a Grading Plan shall be prepared which shall show proposed new grading of the roadway and any drainage courses, proposed grading of all lots within the subdivision for which substantial topographic alteration is required in order to accommodate the proposed construction, and any other major grading, cuts, fills or soil or rock removal proposed in the subdivision.

- (a) The area shown on the grading plan may be limited to the portion of the subdivision affected by the proposed grading, cuts, fills or soil or rock removal;
- (b) The grading plan shall be shown at the same scale as submitted detailed subdivision map(s), and shall be prepared to similar standards of accuracy;
- (c) Existing and proposed contours at intervals of two (2) feet are required. If requested by the Commission, cross-sectional drawings of the area to be re-graded shall be provided; and
- (d) The plan shall indicate the total volume and nature of material to be removed or deposited for road construction and any other site modification and shall include a management plan for the movement of materials either on or off site.

4.5.8 **Potential Future Development of Undeveloped Portion of a Tract**: If the proposed subdivision covers only a part of the record owner's or applicant's contiguous land holding, the applicant is to submit a schematic map showing the possible location of future streets, lot layout, and open spaces on other land of the owner or applicant. The Commission will review the schematic.

4.5.9 **Phased Development**: If it is the intent of the Applicant to develop a tract in two or more sections, a map of the entire property shall be provided as part of the application. This map shall show the approximate location of future sections, including proposed street locations, approximate lot layouts and the location of areas to be dedicated as open space. This map is for informational purposes only, in order to determine that future development options are not compromised, and shall not be binding on either the applicant or the Commission.

4.5.10 Other Information: Any other information deemed necessary by the Commission to protect the health, safety and public welfare.

4.6 Reports: Reports required under this Section may be included as plan notes where appropriate, provided that all information is shown in a clear and legible form. The applicant shall submit six (6) copies of all reports not included as plan notes.

4.6.1 Water and Sewer: The applicant shall submit a written report, prepared and sealed by a professional engineer currently licensed to practice in the State of Connecticut, or other qualified professional, consistent with Section 4.4, describing the proposed water supply and method of sewage disposal for the subdivision. In the event that a public water supply will be provided to the subdivision, the Applicant shall obtain a letter from the Connecticut Water Company (CWC) stating that an agreement has been signed for the water main extension and service for the proposed subdivision, that the water supply plan for the subdivision is acceptable to the CWC, that the CWC assures the adequacy and availability of the water supply, and that the CWC agrees to furnish water to the proposed subdivision in accordance with the plan. Prior to submission of the report to the Commission, the applicant shall secure endorsement of the report by the Sanitarian of the Town of Clinton or a designated agent, and from the Water Pollution Control Commission or its agent.

4.6.2 Soil Characteristics: The Applicant shall submit a written report prepared by a professional engineer on all test holes and soil characteristics based on seepage tests conducted by such professional engineer or a laboratory approved by the Connecticut State Department of Health, together with recommendations for septic system installation where special engineering is indicated. Such report, where feasible, may be placed upon submitted maps. Further tests for an adequate sewage disposal system on any lot may be required by the Commission or the Clinton Director of Health or his designated agent if soil conditions require such additional information. All such plans and reports shall first be submitted to the Director of Health or his designated agent for recommendation and/or approval.

4.6.3 Traffic Report: For all residential subdivisions containing 20 lots or more, and for all non-residential subdivisions, the Commission shall require the applicant to submit a traffic report describing the pedestrian and vehicular access to and within the proposed subdivision. In the case of re-subdivision or phased development, previously approved lots shall be considered as part of the total when determining the need for a traffic report. Traffic studies may be required for subdivisions containing less than 20 lots, if the Commission determines that hazardous or unsafe conditions may be created or exacerbated by the proposed development.

The report shall include traffic characteristics and level of service on existing streets affected by the subdivision, and any proposed measures to increase traffic safety and mitigate identified hazardous or unsafe conditions resulting from the subdivision. In preparing this report, the applicant shall be guided by the requirements of Section 5 of these Regulations and the Town's Design and Construction Standards.

- 4.6.4 Storm Water Management Plan: A storm water management plan is required for all subdivisions containing five (5) acres or more and involving the creation of new streets, or the modification of existing streets. The applicant shall provide a mapped and written description of all drainage measures, prepared by a professional engineer according to the requirements of Section 4.4. The mapped description shall be shown in accordance with requirements for Construction Plans in Section 4.5.6. The plan shall consist of a description of proposed best management practices, detailed plans and a written narrative that when implemented provides for efficient drainage within the subdivision, mitigates potential adverse impacts from storm water discharge, and provides protection and restoration of receiving waters by reducing pollutant loading and other negative impacts associated with changes in land use. The storm water management plan shall assist in protecting natural resources, wetlands and other freshwater and marine ecosystems.

The written report shall identify the method used to calculate runoff, runoff characteristics of the property before and after development, drainage calculations, proposed measures to reduce peak discharge rates and maintain or improve water quality, structural elements of the proposed drainage design, maintenance procedures and a maintenance schedule for structural elements, safety measures including fencing and trash racks, proposed landscaping and vegetation measures used to stabilize slopes and bottom surfaces, and proposed ownership of any structural elements. The applicant may be required to determine the downstream impact of changes in discharge characteristics of the watershed within which the subdivision is located. When this is required, this determination shall be made through hydrologic analysis conducted by a Professional Engineer consistent with the requirements of Section 4.4.

The applicant shall demonstrate that impervious surfaces have been reduced to the greatest extent possible and that site disturbance will be the minimum necessary for the proposed project while maintaining as much natural, undisturbed vegetation on the site as possible.

Best management practices shall be identified and illustrated on the mapped plans and described within the written plan. The applicant shall obtain written endorsement of the mapped and written drainage plan from

the engineer designated to review the report on behalf of the Board of Selectmen.

All design and construction shall meet the requirements of Section 5 of these Regulations and the Town's Design and Construction Standards as applicable.

4.6.5 Coastal Management Plan: All subdivisions of land located fully or partially within the Coastal Boundary, as defined in the Connecticut General Statutes, Chapter 444, Section 22a-93, and indicated on the Clinton Zoning Map, shall be subject to the coastal site plan review requirements, procedures and definitions set forth in CGS Chapter 444, and with the following requirements of these regulations:

- (a) In addition to requirements set forth elsewhere in these Regulations, applications for subdivision fully or partially within the Coastal Boundary must include the following information:
  - (1) A plan showing the location and special relationship of coastal resources on and contiguous to the property proposed for subdivision;
  - (2) A description of the location, design, and timing of construction of any subdivision improvements;
  - (3) An evaluation of the capability of resources to accommodate the proposed use;
  - (4) An evaluation of the suitability of the subdivision for the proposed site;
  - (5) An evaluation of the potential beneficial and adverse impacts of the subdivision and a description of proposed methods to mitigate adverse effects on coastal resources.
- (b) The applicant shall demonstrate that the adverse impacts of the proposed subdivision on coastal resources and future water dependent development opportunities are acceptable and that such activity is consistent with the goals and policies of the Coastal Management Act.

4.6.6 Flood Protection: When a subdivision is proposed for land which is subject to flooding, as identified by the National Flood Insurance Program, the applicant shall supply written confirmation from the Zoning Enforcement Officer and Sanitarian, Town of Clinton or their designated agents, that utilities, water, sewage disposal systems and electrical service are located



or designed so as to minimize or eliminate flood damage or infiltration. The applicant's engineer shall provide assurances that the flood carrying capacity is maintained within any altered or relocated portion of any watercourse. Flood protection measures shall be designed in accordance with the requirements of Section 15 of the Clinton Zoning Regulations and Section 5.4 of these Subdivision Regulations.

- 4.6.7 Energy Conservation: The applicant shall submit a written statement describing the manner in which the proposed subdivision will utilize passive solar energy techniques, as required in Section 5.14. This report may be included as a note on the subdivision map where appropriate.
- 4.6.8 Proposed and Disposition of Open Space: The applicant shall provide a written report describing any open space proposed in accordance with Section 5.8. The written report shall include a description of natural resources on the open space tract, proposed use of the tract, proposed ownership and management recommendations. A copy of any restrictive covenants and/or conservation easements shall be included in the report.
- 4.6.9 Cultural Resources Preservation Plan: In the event that cultural resources, as defined in Section 2.13, are identified or potentially identified on the property to be subdivided, the Commission may require the applicant to submit a Cultural Resources Preservation Plan. The preservation plan shall describe procedures that will be taken to catalog, protect, preserve and/or properly remove the cultural resources. At a minimum, the plan shall include the following components:
- (a) A map identifying the type and extent of cultural resources located or potentially located on the site;
  - (b) A written evaluation of the impact of the proposed development on the subject cultural resources;
  - (c) A written description of the measures to be taken to mitigate any adverse impact of subdivision development on cultural resources, as well as measures to be used to protect and preserve or properly remove the cultural resources. Such measures may include conservation easements or inclusion of cultural resources in areas dedicated to open space; design of roads and other improvements to minimize impact on cultural sites and resources; restoration of historic structures; and proper removal of cultural materials to an acceptable location;
  - (d) Suitable public access to any preserved feature may be required by the Commission.

In the event that the Commission cannot determine to their satisfaction from the Cultural Resources Preservation Plan that the adverse impacts on cultural resources have been mitigated to the extent possible or whether there actually are cultural resources on the site, the Commission may require a more intensive archaeological survey to be conducted by the applicant. The archaeological survey shall be conducted by an accredited professional archaeologist or historian and shall follow the standards contained in the Environmental Review Primer for Connecticut's Archaeological Resources (copy available for review in the Clinton Planning and Zoning Office or from the Office of the State Archaeologist).

The Commission shall not approve a proposed subdivision unless it determines that there are no cultural resources on the site or the proposed project has been revised or modified to protect cultural resources and mitigate all adverse impacts to the satisfaction of the Commission.

4.6.10 Fire Protection: The applicant shall provide a copy of the proposed subdivision plan to the Fire Marshal with a written report describing measures to be taken to provide fire protection to the subdivision, including fire access and water supply, in accordance with Section 5.13. The applicant shall supply written confirmation that the report has been reviewed by the Fire Marshal, either in the form of a letter from the Fire Marshal or by an endorsement of the written report by a designated representative of the Fire Department.

4.6.11 Other Reports: The following approvals shall be submitted where required and as appropriate:

(a) State Highway Connections: Where a proposed street, driveway, or storm drainage system joins with a State Highway, the applicant shall present a copy of a letter or other document giving evidence that the construction plans have been submitted to, and reviewed by, the Connecticut Department of Transportation. A permit from CONNDOT or a letter indicating intent to issue such permit shall be obtained by the applicant and submitted to the Commission prior to Commission approval.

(b) Other State and Federal Approvals: In the case of any use, improvement, system, or facility requiring approval of any department or agency of the federal or state government not cited elsewhere in these Regulations, the applicant shall provide evidence of the approval from such department or agency, or a copy of a letter or other documentation showing that the applicant has applied for such approval.

4.7 Legal Documents: All legal instruments related to roads, open space, drainage and other restrictions shall be submitted in duplicate as part of the subdivision

application. All legal documents are subject to approval by the Commission Counsel and the Commission.

4.7.1 Submission of Legal Documents at Time of Application: Legal documents which must be submitted for the Commission and the Commission's Counsel for review *as part of the submission at time of application* include, but are not limited to, the following:

- (a) Proposed deed for proposed open space areas;
- (b) Existing and proposed text of required easements of all types, including, but not limited to easements for storm drainage, conservation, utilities, access, temporary easements for construction purposes, sloping rights, and fire ponds;
- (c) Organizational documents and by-laws for homeowners' association, when proposed;
- (d) All maintenance agreements;
- (e) Certification:
  - (1) A Certificate of Title for the subject property, signed by an attorney admitted to practice law in the State of Connecticut, which reflects the name(s) of the proper, current owner(s);
  - (2) Supporting documentation which sets forth the configuration and title ownership of the subject parcel from the date of adoption of zoning regulations to the time of application; and
  - (3) An affidavit, signed by the applicant, stating whether the applicant or related entity is the owner of any property adjoining the subject property.
- (f) All other documents required by the Town's Design and Construction Standards.

4.7.2 Submission of Legal Documents Prior to Final Commission Action: Legal documents which must be submitted and approved by the Commission's legal counsel prior to final approval of the subdivision and signing of the mylar by the Commission:

- (a) Deed for proposed roads.

- (b) Deeds and/or easements for the proposed storm drainage system, including any necessary rights-to-drain onto private property, Town property and State property.
- (c) Documents required in Section 4.7.1 in their final form.
- (d) All other documents required by the Town's Design and Construction Standards.
- (e) A certificate of title showing current ownership and liens at the time of final approval.

4.8 Additional Information Requirements: The Commission may require any other information necessary to establish that the proposed subdivision is in conformance with the purposes of these subdivision regulations, as established in Section 1.1.

4.9 List of Plans to be Submitted:

Reference #:

4.5.1 Title Sheet

- (a) Location Map
- (b) Title
- (c) Signature Blocks (Chairman/Secretary and Director of Health), date of Planning and Zoning Approval and expiration date and subdivision application number.
- (d) Notations of all revisions.
- (e) List of all other approvals, e.g. Inland Wetlands and Conservation Commission, Zoning Board of Appeals, Board of Selectmen, etc.
- (f) Conditions Block
- (g) Legend
- (h) Index of all drawings

4.5.2 Boundary Survey Map

4.5.3 Data Table Sheets

#### 4.5.4 Record Subdivision Map

- (a) Existing property lines
- (b) R.O.W. Lines
- (c) Proposed property lines and ownership
- (d) Monuments
- (e) Open space
- (f) Any easements, proposed or existing
- (g) Bearings, distance and coordinates
- (h) Coastal Boundary, Inland Wetlands Boundary and Special Flood Hazard Boundary
- (i) Notation of all revisions

#### 4.5.5 Site Plan

- (a) Existing and proposed property lines
- (b) Minimum square
- (c) Existing 2' contours
- (d) Proposed 5' contours
- (e) Setbacks
- (f) Driveway locations
- (g) House locations
- (h) Septic and well locations
- (i) Existing utilities, houses, wells, septic, water main/lines within 200'

#### 4.5.6 Construction Plans

- (a) Road and driveway layout
- (b) House, septic and well layout

- (c) Existing and proposed utilities and drainage
- (d) Existing and proposed 2' contours
- (e) Property lines and easements
- (f) Clearing and grading limits
- (g) Street trees
- (h) Sidewalks
- (i) Signs
- (j) Pavement markings
- (k) Profiles and details