

SUBDIVISION / RESUBDIVISION APPLICANT PACKET

The attached items will assist the applicant in the process for subdivision of land:

- ◆ Subdivision Application Guidelines, including Final Filing Checklist Form
- ◆ Checklist
- ◆ Application
- Ledge Light Health District Application and Forms
- Release of Bond Checklist
- Notice re Watershed

All points in the Ledyard Regulations Governing the Subdivision of Land, amended May 22, 2008, and in the Subdivision Application Guidelines, adopted by the Planning Commission October 16, 1997, will be enforced. Particular attention should be paid by the applicant to ensure that:

- ◆ information regarding on-site investigation for septic systems (deep test holes & percolation tests) provided by Ledge Light Health District is included on plans prior to a preliminary review by the Planning Commission.
- ◆ boundary survey maps and detailed layout maps are completed by the date of application submission and are ready for detailed review.
- ◆ survey maps include original signatures of surveyor and soil scientist.
- ◆ performance security is posted and warranty deeds conveying open space to the Town of Ledyard or other entity is recorded prior to final filing.
- ◆ disk (DXF or DWG file format) of distances, bearings and/or coordinates is submitted to the Planning Department prior to final filing.



TOWN OF LEDYARD PLANNING COMMISSION

SUBDIVISION/RESUBDIVISION APPLICATION GUIDELINES

The following information is intended to help applicants understand the process of subdividing land. The full set of formal application and review procedures is contained in Ledyard's *Regulations Governing the Subdivision of Land*, copies of which are available from the Planning Department.

PRE-APPLICATION

The purpose of steps 1, 2, and 3 is to ensure that basic requirements can be met prior to incurring application fees, and to minimize surveying, engineering, and legal fees. No fee (other than for site characterization) is required until submission of a formal application. These reviews are conducted with a clear understanding that preliminary plans enjoy no official status, and that consent with regard to feasibility on the part of Town staff and/or commissioners in no way implies approval of the final plan.

Step 1 Pre-application Conference

Applicant contacts the Planning Office at Ledyard Town Hall (464-3240) and arranges conference to discuss project. This pre-application conference must be scheduled with the Planning Director, and may be attended by other members of the Town's development staff based on complexity of the proposed subdivision, including the Zoning & Wetlands Officer, Building Official, Public Works Director/Town Engineer, Fire Marshal, Conservation Commission and Historic District Commission.

It is the applicant's responsibility to ensure that her/his surveyor and/or professional engineer are present at this meeting. The applicant will be advised of pertinent regulations and ordinances, and Town staff will provide comments on a preliminary subdivision layout outlining areas of concern.

Step 2 Site Characterization

An application shall be filed with the Ledge Light Health District ("Ledge Light") to request on-site investigation for septic systems (deep test holes and percolation tests). The information provided by Ledge Light shall be shown on the preliminary site plan used for Planning Commission review.

Step 3 Preliminary Planning Commission Review

Applicant prepares and submits preliminary/conceptual plans to Town Planner. A preliminary subdivision layout review will be scheduled for a regular Planning Commission meeting (1st Thursday of month at 7:30 p.m.).

The purpose is to familiarize commission members with the proposed plan, and for the applicant to obtain comments regarding conformance with relevant regulations and ordinances. In order to provide useful and practical comments to the applicant at this stage of the process, a copy of the preliminary subdivision site plan must be submitted to the Town Planner no later than the close of business on Monday of the week of the preliminary Planning Commission review.

APPLICATION PROCESS

Step 4 Application Submission

Following preliminary review, the applicant completes plans, incorporating suggestions of Town staff and Planning Commission. A proposed subdivision enjoys no official status until the applicant formally submits required documentation to the Planning Director, including all of the following items

- ✓ Signed two-page application containing all requested information
- ✓ Application fee (see fee schedule)
- ✓ Assessor's street card for property to be subdivided
- ✓ Copy of property deed
- ✓ Five (5) complete sets of subdivision plans containing all items required in
- ✓ Sections 8 and 9 of the subdivision regulations, and if necessary, all information required by Town ordinances governing construction of roadways and stormwater drainage systems
- ✓ Soil erosion and sediment control plan, as required
- ✓ Letter from SCWA or WPCA, if public water supply
- ✓ Letter from Ledge Light Health District, if on-site well and/or septic
- ✓ Statement of intent for undeveloped portions of parcel
- ✓ Other items, as specified by Subdivision Regulations and/or State Law

This means **ALL** boundary survey maps and detailed layout maps are completed by the date of application submission, and are ready for detailed review by Town staff. Subdivision applications lacking one or more of the above items are considered incomplete, and may be denied by the Planning Commission.

A simultaneous application to Ledyard's Inland Wetlands and Watercourses Commission may be required (see Zoning and Wetlands Officer). If wetlands permit is required, Planning Commission hearing and/or decision is delayed to allow time for Wetlands Commission decision.

Notice to Applicants:

*By signing the subdivision application, you attest to having read and fully understood **ALL** provisions of Ledyard's official subdivision, wetlands & zoning regulations, as well as the Town's road and stormwater drainage ordinances.*

You understand that incomplete application packages may be denied. If you have any questions whatsoever, please contact the Planning Director at (860) 464-3215 before you sign this legal document.

Step 5 Establishing Day of Receipt and Staff Review

An application's official day of receipt is the date of the next regular Planning Commission meeting, or 35 days after submission, whichever is sooner. The official receipt date begins the timeline for State-mandated deadlines.

Within 65 days of receipt the Planning Commission must render a decision or hold a public hearing. Up to 65 days of extension may be requested by the applicant.

Depending upon subdivision location and/or complexity, the Planning Director or Commission may make referrals to the Southeastern Connecticut Council of Governments, State Environmental Review Team, Natural Resources Conservation Services, the Connecticut Department of Transportation, and/or adjoining municipalities (each of which has 30 days to respond).

Applications may also be referred to local commissions, including:

- Parks & Recreation
- Conservation Commissions (if open space is proposed).

Applications may also be referred to Town departments, including:

- Assessor (for assigned lot numbers)
- WPCA (if public water supply is proposed).

Subdivisions located within the coastal boundary are subject to a coastal site plan review by the Connecticut Department of Environmental Protection.

Within two working days after receipt, the Planning Director shall forward proposed subdivision plans to the Town's professional staff, including the Zoning/Wetlands Official, Town Engineer, and Ledge Light.

Review comments received from these officials will become part of the public hearing record. The Planning Director will also provide her/his own written comments, which may include marked up subdivision plans.

Any additional information requested by Town staff, following staff review of a final application for a subdivision or resubdivision must be submitted to the appropriate Town staff before the close of business on the Monday of the week the application is scheduled for Planning Commission review.

If additional information is required for an application to IWWC, WPCA, or Zoning, the submittal date may be different. It is your responsibility to check with the staff of those departments.

Step 6 Planning Commission Review / Public Hearing:

If the Commission does not require a public hearing, the Planning Commission renders its decision based on conformance of the application to the Town's Subdivision and Zoning Regulations and to the Public Health Code.

The Commission must render a decision within 65 days of the application's receipt.

The Commission requires public hearings on all resubdivisions and, at its discretion, may require a public hearing for subdivisions. The Commission may require the applicant to notify abutting property owners of the application.

The Commission must open the public hearing within 65 days after receipt of a *complete* application package. The hearing must close no later than 35 days after commencing, unless extended by written consent of the applicant for up to an additional 65 days.

Steps in Public Hearing Agenda

1. Call to order
2. Commission member roll call
3. Appointment of alternate commission members, if necessary
4. Exhibits entered into record
5. Presentation by applicant and/or consultant
6. Statements of citizens in favor of application
7. Statements of citizens opposed to application
8. Rebuttals by applicant and/or consultant
9. Town Planner's report
10. Questions/comments by commissioners
11. Adjournment/continuance

Planning Commission Meeting Dates & Location

Planning Commission meetings and public hearings are scheduled for the **first Thursday of each month** at 7:30 p.m. in the Council Chambers, Town Hall Annex.

Regular meeting agendas are established and mailed 7 days in advance of the scheduled meeting. A lack of business or announced absences may result in meeting cancellations.

Due to legal notice requirements, public hearing dates are determined by the Commission at least 15 days in advance of the scheduled hearing. Legal notices for public hearings must be published in The Day newspaper twice, with the first notice printed between 10 and 15 days prior to the scheduled hearing.

Step 7 Planning Commission Decision

After close of the public hearing, the commission has 65 days during which it must approve, approve with modifications, or deny an application. This decision is made at a regular meeting. After the hearing is closed, no additional information can be provided by the applicant or consultant to the commission.

Another legal notice announcing the commission's decision is published in The Day, initiating a fifteen (15) day period during which an aggrieved party may appeal the decision to Superior Court. A letter confirming the Planning Commission's decision is sent by certified mail to the applicant.

Step 8 Filing of Subdivision Plans / Filing Deadline

Two (2) mylar and four (4) paper sets of final plans must be delivered to the Planning Director containing all modifications required by the commission as conditions of approval. Mylar and paper plans must contain the raised seal and original signatures of the surveyor and/or engineer preparing the plan. The Planning Director will circulate plans for necessary signatures of local officials and will notify the applicant when these have been obtained.

Before final filing applicants are required to, as applicable:

- Install property markers (monumentation)
- Post performance security (bond) with the Town Treasurer, in conformance with the Town Road Ordinance
- Submit a hard copy or disk (DXF or DWG file format) of distances, bearings and/or coordinates to the Planning Department.

There is a deadline for accomplishing these tasks. Failure of applicant to record signed plans with the Town Clerk within 90 days after the end of the 15-day appeal period renders Planning Commission approval null and void. However, the Commission may, upon written request of the applicant, grant two additional 90-day filing extensions during which the commission's decision remains valid. It is the responsibility of the applicant to keep track of these time frames and make a written request to the Planning Commission in advance of the last regular meeting before the end of each 90-day period.

Notice to Applicants

It is illegal for any person, firm, corporation or agent to sell or offer for sale any lot within a subdivision until the applicant's plan has obtained a vote of approval from the Planning Commission, appropriate signatures endorsing the plan have been obtained, and the signed plan has been recorded with the Town Clerk. Any person, firm, corporation or agent that sells or offers for sale any lot within a subdivision prior to final filing shall be fined \$500.00 for each lot sold or offered for sale.

SUBDIVISION APPLICATION REVIEW STAFF & OFFICE HOURS

Town Hall office hours are Monday-Friday, 8:30 a.m.-4:30 p.m., excluding legal holidays. Because staff is often in the field or at meetings, appointments are strongly encouraged. Phone numbers for staff are as follows:

- Director of Planning and Development Charles Karno 464-3215
- Zoning & Wetlands Officer Scott Duffus 464-3216
- Building Official Randy Dalton 464-3217
- Director of Public Works Steve Masalin 464-1100
- Town Engineer SteveMasalin 464-1100
- Assistant to Planning & Dev. Office Kristin Havrilla Clarke 464-3240
- Fire Marshal Don Casavant 464-6858
- Ledge Light Health District George Caulkins 464-3265

ADOPTED BY PLANNING COMMISSION 10/16/97
Amendments

- 12/06/01 – Step 5 – Establishing Day of Receipt and Staff Review
- 4/18/02 – Step 3 – Preliminary Planning Commission Review
- 5/2/02 – Step 6 – Public Hearing Agenda
- 5/24/05 – Consolidation of Subdivision Review Process with Application Guidelines
- 5/22/08 – Section 8.8 Parcel History Map

Subdivision Application #: _____

Town of Ledyard
Planning Department
Subdivision Filing Checklist

In order to ensure the legal, timely and proper recording of subdivision plans, this sheet must be filled out by the appropriate Town Officials and presented to the Town Clerk at the time the plans are filed. Any plans submitted for filing without this sheet will not be recorded.

Applicant: _____ Date: _____

Subdivision Address: _____

Hardcopy and disk (DXF or DWG file format) of distances, bearings and/or coordinates: _____

Warranty deed describing open space and/or easements deeded to a third party: _____

Plans complete, approved, and signed: _____ (Planning Director)

Bond amount: \$ _____ Bond posted: _____ (Treasurer)

Engineering fee paid (if applicable): _____ (Town Engineer)

WAIVER OF SUBDIVISION REQUIREMENTS

When the Planning Commission finds that extraordinary hardships or practical difficulties may result from compliance with the subdivision regulations, it may, by a 3/4 vote of its members, grant waivers to these regulations. The Commission will not approve a waiver unless it finds in each specific case that:

- Granting a waiver will not adversely impact adjacent property or public health and safety.
- Conditions upon which the waiver is requested are unique, and not generally applicable to other subdivisions in Ledyard.
- The waiver will not conflict with provisions of the Zoning Regulations, Road Ordinance, or Stormwater Drainage Ordinance.

The applicant must present waiver requests in writing on the date the subdivision application is formally submitted. All requests shall address the above items and identify relevant sections of the regulations for which a waiver is sought. Under no circumstances can the Commission grant a waiver of zoning regulations. Should a waiver of zoning regulations be required, application for a variance, showing proof of a unique hardship must be submitted to the Zoning Board of Appeals.

SUBDIVISION APPLICATION FEES

Fees paid by the applicant recover some of the costs associated with administering the subdivision review process.

- Fee per lot depends on total number of lots in the application:

1-10 lots	=	\$200 per lot;
11-20 lots	=	\$250 per lot;
21 lots or more	=	\$300 per lot.
- Resubdivisions and applications for which Commission requires a public hearing:
Use above scale, but fee shall be a minimum of \$800.
- All applications: \$60 to CT Department of Environmental Protection
- Test Holes/Perc Tests: Fifty dollars (\$50) per lot.
For a fee schedule, contact Ledge Light at 448-4882.
- Engineering Fee: \$5 per linear foot for new roads or road extensions.
Cul-de-sac fee: \$2,500.
\$25/structure (e.g., catch basins, manhole covers) and
\$500/detention basin.
- Subdivision modification: \$500. Fees to be paid prior to filing plans.

SUBDIVISION / RESUBDIVISION CHECKLIST

Requirements For All Applications:

Application # _____

- ___ Written Application
- ___ Fee
- ___ Legal Description (copy of property deed)
- ___ Key Map (1"=1000' and streets and property lines within a half mile)

- ___ Boundary Survey Map (1"=100') showing:
 - a) ___ Title, date, North arrow, scale, signature blocks
 - b) ___ Layout of lots in subdivided / resubdivided tract
 - c) ___ Lot numbers assigned by assessor, street names
 - d) ___ Land dedicated as open space, parks or playgrounds

- ___ Detailed Layout Map (1"=40' unless requested otherwise by Commission), showing:
 - a) ___ Title, date, North arrow, scale, signature blocks
 - b) ___ Zoning district
 - c) ___ Lot lines, including dimensions, bearings, or angles
 - d) ___ Building setback lines
 - e) ___ Existing and proposed easements with stated purpose
 - f) ___ Existing building and structures
 - g) ___ Names of abutting streets and abutting property owners
 - h) ___ Contour lines not less than 5' intervals
 - i) ___ Inland wetlands, water bodies, and stream courses
 - j) ___ Exposed ledge outcrops
 - k) ___ Archaeological sites, historic and natural features
 - l) ___ Deep observation pits for septic systems
 - m) ___ Location of proposed buildings, wells, and septic systems
 - n) ___ Existing or proposed open space parcels
 - o) ___ Existing or proposed hiking trails
 - p) ___ Existing DOT or USGS monuments and benchmarks
 - q) ___ Location of "reverse frontage" driveways
 - r) ___ Existing and proposed boundary monuments and lot markers
 - s) ___ Special Flood Hazard Areas (100-year flood zones)
 - t) ___ Existing or potential hazards (ESQD arcs, power lines, etc.)
 - u) ___ Energy report (letter stating passive solar energy techniques have been used; 4.6 Regs)

- ___ Written approval of activity in wetlands from the IWWC

- ___ Written approval for water and septic from Ledge Light Health District

If applicable:

- ___ Written proof allowing applicant to act on behalf of landowner
- ___ List of corporate officers with authority to act
- ___ Drainage plans/cross-sections, as per Road Ordinance
- ___ Hydrologic models used to size drainage system (e.g., TR55)
- ___ Road plans/cross-sections, as per Road Ordinance
- ___ Written approval of drainage and roads from Public Works Director
- ___ Length of proposed street(s) in General Notes (cul-de-sacs measured to farthest edge of bulb)
- ___ DOT permit to connect to State highway
- ___ Traffic study prepared by Certified Traffic Engineer
- ___ Erosion and sedimentation control plan
- ___ Written authorization to connect to public water supply
- ___ Evidence of notification to abutting property owners
- ___ Statement of intended use for undeveloped portions of tract
- ___ Statement of disposition of open spaces, parks, and playgrounds
- ___ Coastal Area Site Plan review
- ___ Written request for waiver of subdivision regulations
- ___ Evidence of variance granted by Zoning Board Appeals
- ___ Referral to DPH & Groton Utilities if project falls within watershed boundary on Map #2491

**TOWN OF LEDYARD
APPLICATION FOR SUBDIVISION OF LAND**

Application # _____

Receipt Date _____

Submitted _____

Name of Subdivision or Modification _____

_____ Dated _____

Total Acreage of Proposed Subdivision _____ Zoning District _____

Number of Lots After Subdivision _____

Applicant _____ Owner of Record _____

Address _____ Address _____

Telephone _____ Telephone _____

- **If applicant and owner of record are not the same, attach written proof of authority to act for owner.**
- **If applicant or owner of record IS a corporation, attach list of corporate officers and designated authority of individuals to sign legal documents.**

LOCATION:	<u>Assessor's Map #</u>	<u>Lot #</u>	<u>Street Name</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Surveyor _____ Engineer _____

Address _____ Address _____

Telephone _____ Telephone _____

- Is open space proposed? Yes _____ No _____
 - Acreage _____
- Does this subdivision involve new streets or improvements to any existing street?

Yes _____ No _____

 - Linear feet of new street _____

List of existing structures and/or easements: _____

Proposed utility systems to serve building lots:

Water: On-Site Well _____ Community Supply _____
Sewage: On-Site Septic _____ Community Sewage _____

List existing or potential hazards existing within or contiguous to parcel to be subdivided (steep cliffs, high pressure gas lines, power transmission lines, buried utilities, land subject to flooding, oil storage, weapons storage bunkers, etc.):

Is this application a resubdivision? If yes, indicate date(s) of earlier subdivision(s): _____

CERTIFICATION:

I hereby certify that I have read and fully understand all provisions of the Regulations Governing the Subdivision of Land for Ledyard, Connecticut, and, if applicable, the Ledyard Zoning Regulations, the Town Road Ordinance (Ordinance #45), or Town Stormwater Management Ordinance (#44), and that, to the best of my knowledge, the proposal contained herein is in compliance with these Regulations and Ordinances.

 Signature of Applicant Month/Day/Year

IWWC Application # _____ IWWC Application Date: _____
 Public Hearing Date(s) _____ Final Decision Date: _____
 Action: Approved _____ Approved with Modifications _____ Denied _____

FEE: _____ + \$60.00 State Fee: _____ DATE PAID: _____ RECEIPT #: _____



Ledge Light Health District

943 North Road • Route 117

Post Office Box 909 • Groton, Connecticut 06340-0909

(860) 448-4882 / Fax: 448-4885

Francis L. "Sam" Crowley, MPH, JD
Director of Health

I, _____, hereby make payment to the Ledge Light Health District
(Applicant)
for the following septic related services, at _____
(Street Address and Town)

- Permit to Install
 - New \$ 125.00 = _____
 - Repair \$ 75.00 = _____
- Engineer Design Plan Review (includes 1 revision) \$ 100.00 = _____
- Plan review, for subdivision or Commission review (includes 1 revision) \$ 50.00 per lot = _____
- Witness soil testing for new construction \$ 50.00 per lot = _____
- Witness soil testing in subdivisions \$ 50.00 per lot = _____
- LLHD personnel to witness and record test holes and perform percolation tests for septic system (*repair only*)* \$ 100.00 = _____

Review of 19-13-B100a (Building additions, pools, decks, change in use, etc. if served by a septic system)

- Plan review \$ 50.00 = _____
- LLHD personnel to perform soil testing, consultation and design review* \$ 100.00 = _____

*As the applicant, I agree to provide soil and percolation test holes as well as any other materials necessary to assess soil conditions.

(Applicant's Signature) (Date)

(Director of Health or Agent Signature) (Date)

Make check payable to: Ledge Light Health District
(There is a \$ 25.00 service charge for all returned checks)

DISTRICT COMMENTS:

Fee Paid: _____ Check # _____ Cash _____ Receipt # _____



Memo

Date: October 20, 2005

To: Distribution

From: Director of Health, Ledge Light Health District

RE: Clarification on Subdivision Submission Requirements

Ledge Light Health District (LLHD) receives numerous requests from city/town commissions, boards, and departments to review and provide comments on subdivisions and multiple-lot submissions to ensure they comply with the Connecticut Public Health Code (the Code). This is an opportunity to standardize our services across the municipalities, minimize future issues regarding eventual build-out of lots, and expedite the review process by reducing misunderstandings concerning what is required. The basis for the following list of LLHD required items is based on **Connecticut Public Health Code** Section 19-13-B103e (a) and (e), which outlines the minimum duties of directors of health and/or registered sanitarians to issue plan approvals and permits for subsurface sewage disposal systems (<5,000 gals/day) and/or private potable water supplies.

All applicants of subdivision and/or multiple-lot plan reviews shall provide the following information to the LLHD in order to receive plan review and recommended subdivision approval of the plan according to the Code:

1. The applicant shall submit a completed LLHD fee for service form with the necessary plan review fee to the LLHD (forms are available at the LLHD Groton and New London offices).
2. A scaled plan (no greater than 1"-40' for lots and 1"-100' for overview) designed by a licensed surveyor and/or professional engineer shall be submitted that contains contact information for the designer, date of the plan, revision dates and official stamp and signature by said individual (s).
3. All property lines, watercourses, and ledge/rock outcrops shall be located and identified on the plan. In addition, all wetland delineation/soil types required by the municipality shall be provided on the plan.
4. The plan must provide existing contour/spot grade elevations. The maximum delineation of ground contours for LLHD subdivision review shall be no greater than 5'.
5. Locate and provide on the plan all information for deep soils testing and percolation testing conducted on the submitted lots. All soils testing and percolation testing in and directly down slope of the proposed subsurface sewage disposal system will be utilized for the review, but a minimum of two deep test holes (8-10' deep) and two percolation tests (depth based on restrictive layers found in the test pits) must be witnessed by a LLHD sanitarian **AND** a professional engineer. Further soils testing and/or groundwater monitoring may be required for recommended approval.
6. The septic tank and leaching area (primary and reserve) or sewer connection shall be located and described (i.e., size and type) on each building lot to a scale that meets the required length, width and separation distances of the Code.
7. The Maximum Leaching System Spread (MLSS) calculation (a possible precursor to hydraulic analysis) is to be included and achieved for each lot with an average restrictive layer in and 50' down slope of the proposed leaching area $\leq 60"$ below naturally occurring grade. Any lot with an average restrictive layer $> 60"$ shall have a note that MLSS is not required by the Code.
8. A building structure shall be located on each proposed building lot with the use (bedrooms) and be of approximate scaled size.
9. All buildings shall indicate if footing drains/curtain drains will be provided, and if so shall show their location and location of the discharge pipes. All Code required separation distances shall apply.
10. Show the location of the water supply (well and/or waterline) and underground utilities of all lots and ensure that they meet all separation distances indicated in the Code.
11. All water supplies, septic system, buildings, and drains on neighboring properties shall be located and identified on the plan. If such items are located further from the proposed buildings, water supplies, drains and/or septic systems than required by the Code, this shall be stated with a note on the plan.
12. Applicant should be aware that subdivision review IS NOT sufficient for individual lot approval. Each lot must be reviewed by LLHD at the time of building permit application in order to obtain lot approval and issue a septic/well permit.

If you have any questions or concerns, please contact any LLHD sanitarian at (860) 448-4882.

Francis L. "Sam" Crowley, MPH, JD
Director of Health

Enc- 2004 Connecticut Public Health Code Regulations and Technical Standards Separation Distances

Distribution: Professional Engineers and Licensed Surveyors, Groton, Ledyard, New London and Waterford Town Officials, Ledge Light Health District Sanitarians, DPH Environmental Engineering Program



Ledge Light Health District
943 North Road • Route 117
P.O. Box 909 • Groton, Connecticut 06340-0909
(860) 448-4882 / Fax: 448-4885

Francis L. "Sam" Crowley, MPH, J
Director of Health

Date:

Address:

Subject Property:

In the town of:

Plan Designed by:

Plan Date:

Last Revision Date:

Date Paid:

Subdivision / Multiple Lot Plan Review Check List

- Completed fee-for-service form accompanied by the plan review fee of \$50 per lot
- Scaled plan
 - o no greater than 1" – 40' for lots; 1" – 100' for overview
 - o designed by licensed surveyor and/or professional engineer
 - o contact information for designer
 - o date of plan
 - o revision dates
 - o official stamp and signature of designer
- Locations of:
 - o Property Lines
 - o Watercourses
 - o ledge/rock outcrops
 - o Wetland delineation/soil types
 - o Deep soils test pits
 - o Percolation test holes
 - o Septic tanks (or sewer connection)
 - o Primary and reserve leaching areas
 - o Footing/curtain drains, and discharge pipes
 - o Wells and/or water lines
 - o Underground utilities
- Contour/spot grade elevations
- Deep soils testing data
 - o Date, and who located the pits
- Percolation test data
 - o date, presoak, readings, and who located the perc
- Description (size and type) of the septic tank
- Description of leaching area (primary and reserve), or sewer connection for each building lot
- Scaled building on each lot with # of bedrooms, or use of building
- Indication of whether footing/curtain drains will be provided, and location of discharge pipe
- Location of all water supplies, septic systems, buildings, and drains on neighboring properties. If these items are further than the required separating distances in the code, this shall be stated with a note
- MLSS calculations for lots with restrictive layer <61"
- If the restrictive layer is greater than 61", state that MLSS is not required on the plan

RELEASE OF BOND – CHECKLIST

At a minimum, the following items will be required by the Planning Commission to process a request to release a subdivision bond. All requirements are set forth in Ordinance #45, “Ledyard Road Ordinance”

_____ Signed Statement by developer’s licensed engineer certifying that all work required under the terms of such security has been done in compliance with the specifications and final plans. (Part II, Sec. 3-A and B)

_____ As-built plans submitted in accordance with Part II, Sec. 3-B.

_____ Amount of maintenance security has been determined and is posted with the Town Treasurer.

_____ Written inspection report on improvements received from Commission’s designated agent, as appropriate: (Town Engineer/Public Works Director, Planner, Zoning Enforcement Officer, Commission Member, other).

_____ Streets and curbs installed

_____ Erosion control measures operational

_____ Street signs installed

_____ Monumentation

_____ Other

_____ Written recommendation on Bond Release received from the Director of Public Works and Director of Planning.

_____ Warranty deeds submitted.



Name of Subdivision: _____

Subdivision Number: _____ Address: _____

Developer: _____

Date of Planning Commission action to release security: _____

Note: Planning Commission must give written notice to Town Treasurer authorizing the release of bond.

Notice

Applicants Submitting Subdivision Applications may be required to notify the Department of Public Health and Groton Utilities of their application if the location of the proposed activity is within the watershed boundaries depicted on Map #2491 in the Ledyard Land Records. The notification to these respective agencies is required by Public Act 06-53, Connecticut General Statutes Section 22a-42f, Connecticut General Statutes Section 8-3i.

It is the applicant's responsibility to notify the State Department of Public Health and Groton Utilities within 7 days of submitting the application by certified mail return receipt requested.

10/4/2006