

**BOLTON PLANNING AND ZONING COMMISSION
CHECKLIST
FOR SUBDIVISION & RESUBDIVISION APPLICATIONS
Revised March 11, 2009**

THIS CHECKLIST MUST BE COMPLETED BY THE APPLICANT OR AN AUTHORIZED REPRESENTATIVE AND SUBMITTED WITH THE APPLICATION.

The Planning and Zoning Commission will use this checklist in determining the completeness or incompleteness of the application. The applicant is responsible for providing all the applicable information on this checklist. The applicant is encouraged to provide any additional information to clearly present a proposed activity and its potential effects on the community. The Commission may require additional information not included in this checklist to determine compliance with the regulations.

AN APPROVAL OF AN APPLICATION COULD BE DENIED IF AN APPLICATION LACKS SUFFICIENT INFORMATION.

WAIVERS. Some of the items below are essential for any application while others may not be applicable for a particular proposal. The applicant is encouraged to ask the town staff to review the completed application with all supporting information and the completed checklist, prior to submitting the application to the Planning and Zoning Commission so that the staff can provide the applicant an opinion on the completeness of the application. The applicant shall provide an accompanying narrative for any item that is represented by the applicant as not applicable or not included. Should the applicant intend to seek a waiver of any requirement of the Bolton Subdivision Regulations pursuant to Section 1.3, the applicant shall submit an itemized request listing each such waiver with a statement justifying such request at time of application.

SUPPLEMENTAL REVIEW FEES: The applicant may be liable for supplemental review fees to defray the cost of professional review services, such as engineering, legal, and traffic reviews. Staff will seek estimates of these professional services at time of application acceptance. Please see the attached fee schedule.

Name of Subdivision or Resubdivision: _____

Applicant _____ Date _____

Item	Description	Applicant		Staff	
		Included	Not Included	Completeness Opinion	
				Yes	No
1	Completed, signed application by applicant and owner				
2	Payment of required application fees				
3	All draft deeds, easements and declarations for all proposed roads, road widenings and open spaces, letter of consent from entity to receive open space and easements for drainage, conservation, driveways, utilities				
4	Evidence of Approval by the Health District and/or Sewer Authority				
5	Evidence of approval of the proposed activity by the Inland Wetlands Commission if it is within that Commission's jurisdiction				

Item	Description	Applicant		Staff	
		Included	Not Included	Completeness Opinion	
				Yes	No
6	Evidence of approval by the Fire Marshal and Fire Chief of the water supply for fire protection				
7	Copies of any required applications for other local, state or federal regulatory approvals				
8	Written evidence of applicant's legal interest in the subject property (deed, lease, option to purchase, bond for deed, etc.)				
9	List of all current property owners within 500 feet of the subject property obtained from the Town Assessor records.				
10	Paper and digital copies of all reports including hydrology, hydraulic and drainage computations and				
11	14 sets of complete stamped and signed plans measuring 24" x 36", and at a scale not more than 40' to the inch				
	ITEMS 12 THROUGH 65 SHALL BE INCORPORATED IN THE SET OF PLANS				
12	A-2 boundary survey of the subject property showing all existing and proposed boundary lines and markers, easements, adjoining property lines and the names of all current abutting property owners				
13	Subdivision owner's name and address, total area of subdivision and number of lots, shown on plan				
14	Digital copy of plans in DXF, DGN, or other format acceptable to Town staff				
15	Plan title block in the extreme lower right corner (not sideways) to include the subdivision name, individual sheet title and the name of the Town of Bolton				
16	All plan sheets numbered with the format "sheet x of y"				
17	Clear legible plans with all lines, symbols and features readily identifiable				
18	North arrow on each plan including the reference meridian				
19	Graphic bar scale on each plan sheet, within the acceptable scale limits of the regulations				
20	Overall plan of site at a smaller scale, with sheet index, if the site does not fit on one sheet at required scale				
21	Key map at a scale of 1"= 500' showing the relation of the site to abutting properties and streets, shown on plan				
22	Original and revision plan dates and revision explanations shown on the affected plan sheets				
23	Total area of Subdivision				
24	Square footage and acreage of all lots, roads, open spaces, easements, etc.				
25	Number of lots in Subdivision				
26	Existing and proposed property and street lines				
27	Existing and proposed watercourses and ponds				
28	Existing and proposed easements and ROWs				
29	Existing and proposed lot markers and lot numbers				
30	Proposed Street numbers				

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				Yes	No
31	All dimensions to 1/100 th of a foot, and all bearings or angles on all property lines and easements, existing and proposed.				
32	Central angle, arc length, and radius of all arcs				
33	Width of streets, ROWs, and easements				
34	Proposed street names				
35	Existing and proposed street monuments				
36	Length of proposed streets				
37	Survey relationship of proposed streets to Town roads or State Highways				
38	Revision number, date, and brief description of revision				
39	Commission's endorsement signature block on each plan sheet in accordance with Section 8.t.				
40	Existing and proposed parks, recreation areas, and open spaces				
41	Existing and proposed grading with two foot contours for all ground surfaces based on USGS datum, shown on plan				
42	Existing and proposed structures and features, their uses and those to be removed, shown on the plan				
43	Existing and proposed driveway entrances to street				
44	Sight distances from property entrances along public roads shown on plan and on profile if grading is needed				
45	Existing and proposed water supply shown on plan				
46	Existing wells and sewage disposal systems on other properties that could conflict with proposed site improvements, shown on plan				
47	Existing and proposed footing drains, curtain drains and dry wells, shown on plan				
48	Existing and proposed drainage systems, any affected floodway and construction detail drawings, shown on plan				
49	Existing stone walls, fences, trails, foundations and other similar landmarks, shown on plan				
50	Existing and proposed bridges and culverts on or adjacent to the site, shown on plan				
51	Zoning district boundaries and zoning dimensions table				
52	Table shown on plan of zoning dimensions required and provided for lot area, street frontage, lot width, yard setbacks, impervious area and building coverage				
53	Location of minimum buildable area for each lot, shown on plan				
54	Limits of wetlands as delineated by a certified soil scientist with the soil scientist's signed certification, shown on plan or a certification signed by a soil scientist that no wetlands are within 100 feet				

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55	Natural features including watercourses, ponds, vernal pools, aquifers, 100 year flood plain areas, ridge lines, large ledge outcrops, slopes steeper than 25% and potential areas of endangered species, shown on plan				
56	Soil deep test hole and percolation test locations and soil test results				
57	Conceptual design and locations of principal structure, primary and reserve sewage disposal areas each with percolation and deep test holes for suitable soils, curtain and footing drains with outlets, and well; location of existing septic systems and wells on property and abutting properties that impact location of new wells and septic systems.				
58	Existing and proposed streets within the ROW, edges of pavement, centerline, station numbers				
59	Driveway locations				
60	Signature and seal of engineer and surveyor preparing map				
61	Traffic control signs, pavement markings, street lights				
62	Plan and profile construction drawings at 1"=40' (H) scale and 1"=4' (V) scale for all the features of proposed roads, drainage systems and public improvements with construction detail drawings for all features in accordance with the regulation requirements				
63	Best management practices to remove contaminants, including sediments and oils, from runoff water, shown on plan, in construct detail drawings, and explained in a report by a qualified professional				
64	Landscaping Plan				
65	Erosion and Sedimentation Control Plan, with narrative and construction detail drawings, in accordance with the latest Connecticut Guidelines for Soil Erosion and Sediment Control				
66	Thorough, well-organized drainage design report for existing and proposed development conditions, that conforms to the latest Conn. Dept. of Transportation and Conn. Dept. of Environmental Protection guidelines and requirements with appropriate calculations, maps, graphics and narrative descriptions of hydrology, hydraulics, assumptions, erosion controls, drainage paths and systems for the 1, 2, 10, 50 and 100 year storm events				
67	Statement in drainage report that the after development flows for all storm events do not exceed the before development flows				
68	Engineer's itemized cost estimate (including item, quantity, and price) for the installation of all erosion and sediment controls based on current published Connecticut DOT unit prices				

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69	Engineer's itemized cost estimate (including item, quantity, and price) for the construction of all public improvements based on current published Connecticut DOT unit prices				
70	Open Space Proposal: Open Space Conservation Development, Traditional Development or Fee-In-Lieu-of-Open-Space with Land Appraisal prepared by appraiser mutually agreeable to Commission and applicant				
71	Written evidence from receiving entity that it is willing to accept, preserve and maintain open space				