

Notice of Reconfiguration of Lot Line for First or “Free” Cut

The Connecticut General Statutes define a “subdivision” as the division of a tract or parcel of land into three (3) or more parts or lots made subsequent to the adoption of subdivision regulations.

The Town of Bolton Subdivision Regulations were adopted on September 19, 1955. Any parcel of land that has not been divided since this date and which can be divided in a manner that results in a lot that otherwise complies with the Town’s Zoning requirements may be eligible for a “free cut”. A “free cut” is the ability to create a lot without the need for a formal application and approval by the Planning and Zoning Commission.

Before a “free cut” can be created/recorded, the Town requires that any proposed free split must be reviewed by Town Staff in order to ensure compliance with the town’s regulations. This review requires that an application for a Notice of Division or Reconfiguration of Land is filed through the ViewPoint permitting system at boltonct.portal.opengov.com. There is no fee to file this application.

How do I confirm I can make a “free cut”?

All requests for the determination of eligibility for a free cut without subdivision (or resubdivision) approval must be submitted to the Land Use Office for review with the following information:

1. A completed application form for a Notice of Division or Reconfiguration of Land must be submitted through the Town of Bolton ViewPoint system.
2. An affidavit prepared by an Attorney or professional surveyor licensed in the State of Connecticut that sets forth the legal rationale as to the specific circumstances which allow either the free cut or the eligibility of the property as a building lot including the deed history of the subject property from September 19, 1955 to the present.
3. A Public Health Review - Lot Line Change application must be submitted to the Eastern Highland Health District (EHHD) through the Viewpoint permit system at <https://easternhighlandshealthdistrict.portal.opengov.com/>. Once Health approval is received, the letter of approval shall be affixed to the survey plan.
4. Upload the survey plan, which must be prepared to class A-2 Survey standards and include all information necessary to demonstrate compliance with the Town of Bolton Zoning Regulations.
5. Upon the review of the above referenced information, the application will either be denied, or requested that the plans are revised/modified and resubmitted, or approved.
6. In the case where plans need to be modified, the applicant shall upload a revised set of plans prepared to class A-2 Survey standards that address the concerns raised by town staff for an additional review.
7. When the plans receive all required Town staff approval, the application will be approved in the ViewPoint System and the applicant will be notified to prepare one (1) mylar plan with original signatures of all the appropriate design professionals for filing with the Town Clerk.
8. The applicant is required to file the approved signed A-2 survey mylar and a legal description of the property on the Land Records.