

PLANNING AND ZONING COMMISSION
Town of Salem
270 Hartford Road
Salem, CT 06420 - 3809

SUBDIVISION / RESUBDIVISION APPROVAL APPLICATION

A completed application must be filed at least **seven days** before a Planning and Zoning Commission meeting. A completed application includes this form, the fee, and all required submittals.

(Revised November 2002)

PART 1 – GENERAL INFORMATION

Date of Submission: _____ Fee Paid: _____

Name, address and phone number of applicant:

Name and address of property owner:

Assessor's Map and Lot No. and street address of proposed action:

Describe in detail what is being requested by this application:

Has an application to the Inland Wetlands and Watercourses Commission been submitted for this project? _____

Pursuant to Section 8-26b and f of the Connecticut General Statutes:

Is the property located within 500 feet of an adjoining town? _____

Does the property abut an adjacent municipality or is part of the property contained within an adjacent municipality? _____

Will a significant portion of the traffic to the completed project use streets within an adjoining town to enter or exit the site? _____

Will a significant portion of the sewer or water drainage from the project flow through and significantly impact the drainage or sewer system within an adjoining town? _____

Will water run-off from the improved site impact streets or other municipal or private property within an adjoining town? _____

PART 2 – SUBDIVISION PLAN MAP

The following items must be included on the site plan, when applicable. Please verify that these items are on the plan by checking the box. Write "n/a" next to the box if not applicable to your application (***This is an application check-list – not a list of regulations. Please refer to the Subdivision Regulations***):

- Certification that the plan is an A-2 survey (5.3).
- Name of current land owner according the deed. Names of all officers if the owner is a corporation. Business relationship between applicant and land owner if the applicant is not the land owner (5.3.1).
- Name of the proposed subdivision, if any (5.3.2).
- Name, seal and registration number of the land surveyor (5.3.3).
- Name, seal, and registration number of engineer who designed roads, drainage systems, sewer systems, sewage disposal systems, and water supply and distribution systems (5.3.3).

- North point, scale of map (5.3.4).
- Boundary lines of property with accurate distance and bearings (5.3.5).
- Names of all abutting property owners (5.3.6).
- Total acreage of entire property being subdivided (5.3.7).
- Layouts of all lots, showing total area in square feet for each lot, accurate dimensions, bearings and / or angles, building lines, and the locations of all existing or proposed monuments or markers indicating lot boundaries (5.3.8).
- Lot numbers, approved by the Assessor (5.3.8).
- The locations of all street monuments (5.3.9).
- Layouts of all existing streets and proposed streets, easements, rights-of-way (including for utilities, sewers, drainage) (5.3.10).
- Proposed open space, including total square feet and means of disposition (5.3.10, 5.3.16).
- Curve descriptions (central angles, arc length, radius, tangent length) (5.3.11).
- Locations of existing and proposed wells and sewage disposal systems, including those existing on abutting lots (5.3.12).
- Contours at not more than 5 foot intervals and finished grades for septic systems (5.3.13).
- Locations of existing buildings, existing and proposed water, oil, and gas mains, sanitary and storm sewers, catch basins, manholes, bridges, and culverts, with invert elevations of all drainage structures (5.3.14).
- Existing utility lines and pole numbers on the property and along both sides of the abutting road (5.3.14).
- Locations of all watercourses, wetlands, land subject to flooding, rock outcroppings, and stone walls (5.3.15).
- Existing trees in excess of 2 feet in diameter which are located within any proposed road right-of-way (5.3.15).
- Indication of the existing tree lines on the site and those areas which are to be left undisturbed (5.3.15).
- Approval and signature blocks (5.3.17).

- 100-year flood elevations and floodway (5.9, 5.10).

PART 3 -- OTHER REQUIRED SUBMITTALS

- Where easements exist on the property, the applicant shall present evidence that the easement holders have been notified of the intent to subdivide (5.3.10).
- Location map (may be on plan) (5.4).
- Road plan and profile map (5.5).
- Statement of intent (5.6)
- Water and sewer report (5.7)
- Estimates for guarantee(s) of performance (5.8).
- Summary map, at a scale determined by Assessor (5.12).
- Draft deeds and easements (5.13).
- Proof of consideration of passive solar energy techniques (6.5.3).
- If more than ½ acre of land will be disturbed during construction, an Erosion and Sediment Control Plan must be submitted (6.10).
- Written evidence that the state highway permits have been applied for, if necessary (8.6).
- A written request for waivers, if any are being sought (9.1).

Signature of Property Owner (or attach letter from owner authorizing Applicant to act for Owner).

Signature of Applicant

Note: Other Regulations may pertain to your proposed project. Please consult with the Town Planner **before submitting an application** if you have questions. In addition, a Subdivision / Resubdivision application has special notice procedures. Please consult with the Commission's Administrative Assistant regarding those procedures when you submit your application.