



Town of Greenwich
Planning & Zoning Department
Town Hall – 101 Field Point Road - Greenwich, CT 06836-2540
Phone: (203) 622-7894 - Fax: (203) 622-3795

Final Subdivision Application Checklist

(Per Section 6-267 through 6-272 of the Subdivision Regulations)

APPLICATION NAME. _____

All requests for final subdivision review by the Planning and Zoning Commission shall include all information indicated on this checklist and confirmation that all modifications as specified in a Commission review of any preliminary plan have been resolved. Applications shall be submitted in a single submission, including a list of submitted plans and a project narrative. The subdivision plan record sheet and construction sheet(s) are to be prepared in accordance with the Town's subdivision regulations and Department of Public Works Roadway and Drainage Design Manuals. A complete application must be received a minimum of 30 days prior to the Commission meeting at which the applicant desires to be heard. Fifteen copies of the plans are to be submitted (up to 20 copies of the plans may be required if in Coastal Zone or including new roads). Plans must be folded to 9"x12".

Check Items Submitted:

- 1. Record Sheets: shall be drawn at a scale of 20, 40, 50 feet to 1 inch except that for tracts in the RA-1, RA-2 or RA-4 zones a scale of 100 feet to 1 inch may be used provided required data is clearly shown. An index is to be provided in the event multiple sheets are required.
 - a. Title (Subdivision or Resubdivision) of the sheet including the name of the subdivider and/or contract purchaser, Town Project Number issued upon request by the Chief of the Engineering Division of the Department of Public Works and endorsement block for Commission signature in the lower right hand corner of the tracing. A graphic scale, north arrow, and drawing and revision date(s) are to be shown.
 - b. The location and dimensions of all boundary lines (metes and bounds) of the property.
 - c. The dimensions and areas of all existing and proposed lots.
 - d. Information to show the location of the subdivision in relation to surrounding property and streets.
 - e. The names of owners of adjacent land (including properties across the street) or names of adjacent subdivisions; and locations of structures, wells, and septic systems on adjacent properties within 100 feet of the proposed subdivision.
 - f. The lines of existing and proposed streets within the subdivision and lines of existing or approved streets. Survey data shall be shown across all street intersections to relate accurately one block with another and one side of a street with the opposite side.
 - g. Location and type of all proposed monuments.
 - h. The names of existing and proposed streets. The names of proposed streets are to be unique within the Town and not easily confused with names of other accepted streets.
 - i. The lines and purposes of existing and proposed easements immediately adjoining and within the subdivision.
 - j. The location of all existing and proposed water bodies, streams and wetlands.
 - k. The location and dimension of all property proposed to be set aside for park and playground use or other public or private reservations with designation of the purposes thereof.
 - l. The location of any Town and zone boundary lines within and adjoining the tract; and yard dimensions in respect to existing buildings.
 - m. Sufficient data acceptable to the Engineering Division, to determine readily the location, bearing and length of all street lines, and to reproduce such lines upon the ground. These should be tied to reference points previously established such as State Highway or Town lines, adjacent subdivision monuments, or Town or State established grid points, and shown on the map. Datum used shall also be indicated.
 - n. Certification with date, signature and seal of a registered land surveyor that the drawing is substantially correct to an A-2 degree of accuracy and that the property is in a designated zone or zones under the zoning regulations and a statement as to whether or not the lots in the proposed subdivision comply with zoning regulations.
 - o. The following note shall be placed on the record sheet for any subdivision with a defined drainage course, swale or structure: "Upon approval of this subdivision plan, the owner agrees with the Town that unless otherwise specified hereon, the areas within at least ten (10) feet of the center line of any drainage facility, ditch or stream shown hereon, are dedicated for drainage, that no building or other structure shall be located thereon and that the Town shall not be under any obligation to maintain, clean, enclose, or otherwise alter or improve, such drainage facility."

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- p. The endorsement block for Commission action required to appear on the record sheet shall be shown as follows:
 "Approved by Resolution of the Planning and Zoning Commission, Town of Greenwich, Connecticut, dated _____"

_____ *Signature of Chairman* _____ *Date*

- q. A note indicating the type of sewage disposal and water supply facilities to be provided.
- r. The following information is to be shown on the record sheet as applicable: total area of the subdivision, area of land reservations, area of land reservations as a percentage of total area, area of conservation land reserved by easement.
- s. The record sheet shall note the elevation and the extent of the 100 year flood boundary as shown on the current edition of the Flood Insurance Rate Maps; NGVD 1929 is to be used. Areas reserved for flooding, as per the drainage summary report, shall be indicated and the flood elevation noted. A note indicating the purposes of the reservation shall be shown.
- t. All notes required for the preliminary layout not mentioned herein are required.
- u. A note stating that all utilities shall be placed underground.

2. An affidavit certifying that all abutting property owners have been notified about the proposed subdivision (See Section 6-272 of the Subdivision Regulations). Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property owners. A schedule of names, addresses, shown on a GIS map with lot lines indicating the location of the notified property owners.

3. Written authorization for the agent to act on behalf of the certified property owner(s).

4. Eight copies of 11 x 17 inch reduction.

5. A map at a scale of 1,000 feet to one inch showing the Lot Lines & Streets.

6. Two copies of declarations or easements relating to reservations for park and playground or conservation areas prepared in accordance with the Town's model documents.

7. Fee submitted at time of application: \$_____ (see fee schedule)

8. Eight copies of a completed application form.

9. All items from the Preliminary Subdivision checklist.

"It is the belief of the PZC staff that this application is incomplete because of the failure of the applicant to provide the materials referred to above. This application will be reviewed by the PZC and a decision made as to whether it is complete or incomplete at its public meeting to be held in the PZC office."

I certify that the application includes all of the above requirements as noted. Please explain reasons for any omissions: _____

Owner name/ signature _____

Agent name / signature _____ Date _____

P&Z Staff Signature _____

Applicant Comments: _____

NOTE: Any new documentation presented at Planning and Zoning Meetings shall be submitted to staff so that they can be made part of the record. Please ensure all documents can easily be removed from presentation boards.