



TOWN OF GREENWICH

Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830
Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

Subdivision Application

Property Address: _____ Tax ID: _____

Property Owner: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Applicant: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Authorized Agent: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Zone(s): _____ Total Area: _____

Please select all relevant items below:

- Preliminary Final Coastal
- Subdivision Resubdivision

Number of Lots:

Existing: _____ Proposed: _____

Zone:

Existing: _____ Proposed: _____

Land Reserved:

Area of Land Reservation: _____ Reserved Land Area as Percent of Total Land Area: _____

History:

Previous SB #: _____

GLR Map # of any previously filed subdivisions or surveys: _____

Utilities:

- Septic Well Sewer Public Water

Health Permit needed and received? _____

IWWA Permit received? _____ IWWA Permit #: _____

- Property is within 500 feet of a Municipal Boundary of _____ (for notification)
- 10 lots or 10 or more acres requires Environmental Assessment § 6-266 (19)

To be completed by P&Z staff only:

Check # _____ Check Amount: \$ _____

Application # _____



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Application Signature Page

Property Address: _____ Tax ID: _____

Property Owner 1: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____

Property Owner 2: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____

Property Owner 3: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____

Property Owner 4: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____

Applicant: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____

Authorized Agent: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____



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Preliminary Subdivision Checklist

(Per Section 6-265 and 6-266 of the Subdivision Regulations)

All requests for preliminary subdivision review by the Planning and Zoning Commission shall include all information indicated on this checklist and shall be submitted a minimum of 30 days prior to the date of the hearing at which the applicant desires to be heard. All materials shall be submitted in a single submission, including a list of submitted plans and a project narrative.

The preliminary layout shall be drawn on paper not more than 40 inches wide or 30 inches high and shall be drawn at a scale of 20, 30, 40, 50, or 100 feet to one inch. If more than one drawing is required to show an entire tract, an index map shall be provided. Plans are to be prepared in accordance with the Town Roadway and Drainage Design manuals and Subdivision Regulations. The preliminary layout shall include the following items unless previously waived by the Planning Staff. Ten* copies of the plans are to be submitted. Plans must be folded to 9"x12".

CHECK ITEMS SUBMITTED:

- 1. Title of the sheet including the name of the subdivider, Town Project Number issued upon request by the Chief of the Engineering Division of the Department of Public Works. A graphic scale, north arrow, drawing and revision date(s) are to be shown.
- 2. Boundaries of the tract to be subdivided shall be shown by metes and bounds and total area is to be given. If the developer intends to develop only a portion of a tract the entire tract shall nevertheless be included in the preliminary layout, including any previous lots cut from the property in question from 1933 on.
- 3. A topographic survey showing ground contours within the tract to be subdivided at intervals of not more than five feet of elevation unless the Town Planner or a designee determines that two-foot contour interval is required in the interest of sound subdivision planning. Said survey shall include all pertinent topographic features within and adjoining the tract including watercourses, water bodies, intermittent streams and wetlands as required by IWWA, the location of Flood Hazard Lines as determined by FEMA,, the line of mean high water and high tide line for coastal subdivisions, and Connecticut D.E.P. and other stream encroachment lines with notes referencing the sources of information. Existing features such as buildings, stonewalls, wooded areas, rock outcrops, isolated trees of ten inches or more in caliper, and other trees and other physical features as may be significant to the property are to be shown.
- 4. Name and address of owner(s) of the tract to be subdivided.
- 5. The names of owners of adjacent land (including properties across the street) or names of adjacent subdivisions; and locations of structures on adjacent properties within 100 feet of the proposed subdivision.
- 6. The zone in which the land to be divided land falls and the location of any Town and zone boundary lines within and adjoining the tract and yard dimensions in respect to existing buildings.
- 7. Note stating that all utilities will be placed underground.
- 8. Existing streets and easements for drains, sewers, and utilities immediately adjoining and within the tract to be subdivided.
- 9. Existing drains and sewers nearby and within the tract to be subdivided with their location, size, type and approximate elevations and gradients using mean sea level as datum wherever practical.
- 10. Location of all existing utilities within or crossing the property including septic systems, wells, water, gas or electric lines.
- 11. Location and purpose of any existing and/or proposed easements. Two copies of any recorded documents shall be submitted.

**up to 10 copies of the plans if in Coastal Zone or including new roads.*

- 12. A statement as to source of water and method of sewage disposal.
- 13. Proposed approximate lot lines with approximate lot areas. The lots shall be numbered.
- 14. The approximate lines and gradients of proposed streets and common drives serving adjoining rear lots.
- 15. Approximate location and area of proposed open space for park and playground purposes.
- 16. Approximate location of proposed utility lines including water, sewer, gas, electricity, and the like.
- 17. 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 designated zone or zones under the zoning regulations and statement as to whether or not the lots in the proposed subdivision comply with zoning regulations. Certification of items 14 and 16 of this checklist is to be made by a registered professional engineer if applicable.
- 18. For a subdivision of ten or more acres or ten lots, ten copies of an environmental assessment including any modifications required by the Conservation Commission. Written sign-off by the Conservation Director shall be attached to the report. For projects, which require Conservation Commission review, notification of abutting property owners shall be made at least two weeks prior to the Conservation Commission hearing.
- 19. Gross Floor Area of existing structures. Floor area worksheets are to be prepared in accordance with the format prescribed by the Planning and Zoning Staff.
- 20. Width of right-of-way of all streets on which the tract has frontage shall be shown.

- 21. Coastal Area Management application for tracts fully or partially within the Coastal Overlay Zone.
- 22. Eight copies of 11 x 17 inch reductions.
- 23. An affidavit certifying that all abutting property owners have been notified about the proposed subdivision, as evidenced by the submission of a certificate of mailing or certified or registered mail receipts about said application. A schedule of names, addresses, shown on a GIS map with lot lines indicating the location of the notified property owners. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property owners. For projects which require the preliminary review by the Conservation Commission, the notice shall be sent by the applicant to abutting owners two weeks prior to any scheduled hearing date of the Conservation Commission.
- 24. Written authorization of the agent to act on behalf of the certified property owners(s).
- 25. A completed Subdivision Application Form.
- 26. Summary of the chain of title from 1933 to date of application and two copies of referenced deeds.
- 27. Five copies of a Preliminary Drainage Summary Report prepared in accordance with the Town Drainage Design Manual. The applicant is required to contact the Engineering Division and I.W.W.A. staff on the conceptual approach to storm water management prior to submitting the summary report.
- 28. A map at a scale of 200 feet to one inch showing the location of the tract in relation to existing streets, the boundaries of the tract, and the location of proposed streets, and sufficient information to permit correct delineation of the tract on the Town's topographic survey.
- 29. A map at a scale of 1": 1,000 feet with proposed Lot Lines delineated and abutting streets.
- 30. Fee submitted at time of application: \$ _____ (see fee schedule)

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

Owner/Agent (Please Print)

Owner/Agent Signature & Date



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Final Subdivision Application Checklist

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

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".

Please 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."
 - 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 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.



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Certificate of Mailing

An affidavit pursuant to Sec. 6-14(a)(16), certifying that all abutting property owners have been notified by mail as evidenced by a certificate of mailings or certified or registered mail receipts, about said application. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property. For projects which require preliminary review by the Conservation Commission, the notice shall be sent by the applicant two weeks prior to any scheduled hearing date by the Conservation Commission.

U.S. POSTAL SERVICE	CERTIFICATE OF MAILING
MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE-POSTMASTER	
Received From:	

One piece of ordinary mail addressed to:	

Affix fee here in stamps or meter postage and post mark. Inquire of Postmaster for current fee.

PS Form 3817, January 2001

Submit the Following for All P+Z Applications:

EXHIBIT A

A schedule of names and addresses shown on a GIS map with lot lines indicating the location of the notified property owners. (This may be obtained from the GIS Office in Town Hall, Ground Floor)

EXHIBIT B: Sample notification letter

To whom it may concern:

Notice is hereby given that (name of the applicant) has filed an application with the Town of Greenwich Planning and Zoning Commission for (type of application) approval for (address).

This application (give a brief description of the proposed project).

Further information concerning this application may be obtained by contacting the Planning and Zoning Commission at 203-622-7894.

Signature



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**Affidavit of Notification of Application for Rezoning / Special Permit /
Site Plan / Subdivision Applications**

(STATE OF CONNECTICUT)
(COUNTY OF FAIRFIELD)): GREENWICH

I (name), being first duly sworn, do hereby certify that on (date), I caused to be mailed, postage prepaid, to those persons whose names are set forth on Exhibit A attached hereto a copy of the notice attached hereto as Exhibit B. Said persons were the record owners, as of (date) as shown on the Town Tax Assessor's Office records of property abutting (as said term defined in Sec. 6-14 (a)(3) of the Greenwich Building Zone Regulations) the property belonging to (owner name) for which an application for (type of application) has been filled with the Greenwich Planning and Zoning Commission.

Subscribed and sworn to
Before me on

Notary Public