



PRELIMINARY SUBDIVISION CHECKLIST

The completed Application for Subdivision of Property (*Pg. 1*) shall be accompanied by a completed Preliminary Subdivision Checklist (*Pg. 2 - 4*), a filing fee as indicated on *Pg. 1* and twelve (12) copies of the Preliminary Subdivision Plan meeting all the requirements listed below.

In light of State Statute requirements for timely action by the Planning Board in these matters, staff is instructed to refuse any subdivision application that does not conform to the requirements listed below and the Zoning Regulations of the City of Stamford. The Board, or its designee, shall certify said application as complete.

FILING REQUIREMENTS	✓ Items Submitted	Staff Review
1. A vicinity sketch, at a scale of eight hundred (800) feet to the inch suitable for the purpose of orientation, showing existing streets in the area generally contiguous to the proposed subdivision and how they may connect or relate to streets proposed in the subdivision in order to produce the most advantageous development for the entire neighboring area.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
2. The proposed name of the subdivision, the name(s) of the owner(s) of record, the subdivider and the surveyor and/or engineer.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
3. The names of adjacent subdivisions and the names of record owners of adjacent parcels of subdivided and unsubdivided land.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
4. The boundary lines, accurate in scale, of the tract to be subdivided.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
5. The location, widths and names of all constructed or unconstructed public or private streets or other ways of access, with both right-of-way and traveled way shown, within or immediately adjacent to the tract and other significant features such as but not limited to existing permanent buildings, utility poles, hydrants, stone walls and railroad lines. The location of existing houses on adjacent properties within one hundred (100) feet of the subdivision.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
6. The location of municipal boundaries, zone boundary lines, setback lines, State channel encroachment lines and Flood Hazard Boundaries.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
7. Where the total area to be subdivided is in excess of one acre and/or contains wetlands, soils information showing SCA (Soil Conservation Service), soil types and boundaries shall be provided by a certified soil scientist. If required for clarity of presentation, the soils information may be depicted on a separate map identical in scale to the preliminary plan.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
8. The location of significant natural features including wetlands (based on SCS soil types) and watercourses; rock outcroppings; and all trees of twelve (12) inch diameter or greater within fifty (50) feet of the center line of all new streets and twenty-five (25) feet of the center line of all new common driveways.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
9. The approximate location of existing sewers, water mains, culverts and other underground utilities or structures within the tract and immediately adjacent thereto, with pipe sizes indicated where connections are proposed.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
10. The certified location of existing wells and septic systems and to the extent feasible, the approximate location of those on adjacent properties within seventy-five (75) feet of the subdivision; natural or man-made drainage ways; pools and underground tanks.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
11. Topographical data having contour intervals not greater than two (2) feet shall be supplied.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>
12. Where the lots are to be served by individual septic systems, areas having slopes in excess of twenty-five percent (25%) shall be delineated.	<input style="width: 100px; height: 30px;" type="checkbox"/>	<input style="width: 100px; height: 30px;" type="checkbox"/>

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| 13. Where new driveways and/or roads are to be constructed, proposed sight-lines shall be delineated on a plan at a scale of one (1) inch equals twenty (20) or forty (40) feet. The plans shall indicate modifications required to attain and maintain acceptable sight-lines. | <input type="text"/> | <input type="text"/> |
| 14. Copies of any private restrictions to be included in the deeds of conveyance should accompany the submission of the preliminary plan. | <input type="text"/> | <input type="text"/> |
| 15. The approximate area of each proposed lot in terms of square feet or acreage. | <input type="text"/> | <input type="text"/> |
| 16. Potential house sites and driveways for each lot and well and/or spetic systems, if on-site sewage and wells are to be used. | <input type="text"/> | <input type="text"/> |
| 17. Proposed method of soil erosion control both during and following construction. | <input type="text"/> | <input type="text"/> |
| 18. In the case of new building lots traversed by or adjoining major rivers, the following data shall be shown: | | |
| a. Related elevation between the water's edge (bank) and at twenty-five (25) foot intervals back from the water's edge, with a minimum of three (3) elevations from and including bank elevations. | <input type="text"/> | <input type="text"/> |
| b. Elevations referred to in Item (a) shall be taken every fifty (50) feet along the water's edge, except there shall not be less than two (2) such lines of elevations in any case. | <input type="text"/> | <input type="text"/> |
| c. "Water's edge" and "top of bank" shall be noted. | <input type="text"/> | <input type="text"/> |
| d. A cross section of the river shall be shown indicating the elevation of the riverbed, water's edge, and top of bank at each point referred to in Item (b) above. | <input type="text"/> | <input type="text"/> |
| e. New City Datum (NGVD29) shall be used and a note to that effect shall be put on the drawing in connection with items (a) through (c) above. | <input type="text"/> | <input type="text"/> |
| f. Existing encroachment lines of 100-year storm elevations. | <input type="text"/> | <input type="text"/> |
| 19. In the case of any subdivision located with the Coastal Boundary, the following information shall be provided: | | |
| a. Identification of coastal resources. | <input type="text"/> | <input type="text"/> |
| b. Identification of affected coastal use policies. | <input type="text"/> | <input type="text"/> |
| c. Identification of adverse impact on coastal resources, if any, and proposed measures to mitigate any adverse impacts. | <input type="text"/> | <input type="text"/> |
| d. Statement of Consistence with applicable goals and policies of the Coastal Management Act. | <input type="text"/> | <input type="text"/> |
| 20. Where the preliminary plan includes only a portion of the applicant's contiguous holding, the applicant shall also indicate on a plan, the probable future street and lot arrangement. | <input type="text"/> | <input type="text"/> |
| 21. In cases where the subdivider proposes to construct or reconstruct a street or common driveway serving four (4) or more lots, the subdivider shall submit to the Planning Board certification by a professional engineer, licensed by the State of Connecticut, attesting to the adequacy of the existing storm and/or sanitary sewer system into which the proposed system will empty. | <input type="text"/> | <input type="text"/> |
| 22. Statement from a professional engineer, licensed by the State of Connecticut (signed and sealed), confirming the absence of impacts on drainage, soils, infrastructure, and adjoining properties. | <input type="text"/> | <input type="text"/> |

23. Proposed subdivisions encompassing land in area equal to or greater than three (3) times the minimum lot size of the Zone(s) in which located shall be required to contribute to the open space needs of the community and open space objectives of the Master Plan.

24. Such other information as the Planning Board may require.

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

Staff Review

Date