



First in Connecticut. First for its citizens.

**Application for
Subdivision**

TOWN PLANNING & ZONING COMMISSION

Name of Applicant Phone #

Applicant's Address E-mail Address

Are you the... Owner Optionee Buyer Agent Other

If other please explain: _____

Owner(s) of Record (if other than applicant) Phone #

Owner's Address E-mail Address

Address of Subject Parcel(s) Assessor's Parcel Number(s)

MDC Sanitary Sewer Available Yes No MDC Water Available Yes No

Size of Subject Parcel(s) Number of Lots Proposed Zone Zoning Density

Please describe passive solar energy design measures considered (see Sec 4.16): _____

Please describe reasons for waivers (if any) of the required Windsor Subdivision Regulations: _____

Applicant's Signature Date

Owner's Signature Date

Office Use Only*****

Fee \$ _____ Ck. No. _____ App. rec'd by: _____ Comm. Action/Date: _____

Important Information for You

The following must accompany your Application:

9 copies of the surveyor's plot plan, property survey, or site plan showing existing structures.

9 copies of any supporting documents such as traffic studies, hydraulic reports and drainage flow diagrams which are likely to be the subject of a Commission directive for staff review.

1 completed copy of the "Check List for Subdivision" form.

***Fee:** In order to partially defray the public costs associated with the processing of the subdivision applications, all such applications shall, except as provided below, be accompanied by a base application fee, a per lot fee, and fee of one (1) percent of the cost of all public improvements (see Town Price Guide).

Once you have completed your Application:

You will be notified by certified mail regarding the date of the public hearing.

Fifteen (15) days prior to the public hearing, a sign will be available from the Planning Department Office. This sign must be posted on your property in clear view from the street no less than ten (10) days prior to the date of the public hearing.

You must notify all of the abutting property owners who are within 100 feet of the subject parcel by mail. We will provide you with a letter of notification of Public Hearing from the Town Planner, a copy of the Legal Notice prepared by the Planning Secretary, and a copy of the Citizen's Guide prepared by the Town Planning and Zoning Commission, which must be included in the notification to abutters. The mailing must be done no less than ten (10) days prior to the date of public hearing and proof of mailing in the form of a Certificate of Mailing Receipt(s) from the US Post Office must be returned to the Planning Department as proof of such mailing no later than the beginning of the public hearing.

All applications must be presented at a meeting of the Town of Windsor Development Review Team to be discussed with staff before the public hearing. After submission of a complete application, the applicant must schedule an appointment through the Planning Secretary. These review meetings are held every Tuesday morning beginning at 9:00 a.m. Your appointment must be scheduled no later than the week prior to the date of the public hearing. The Planning Secretary can be reached at 860-285-1980. Please feel free to call if you have any questions.

The applicant or someone familiar with the request must appear at the Town Planning Zoning Commission hearing to describe the proposal.

Follow-up:

You must remove the posted sign within 5 days following the public hearing.

Subdivision plans reflecting modifications by the Commission (if any), must be submitted to the Planning Department for sign-off by the Development Review Team. Upon sign-off, two (2) Mylar and four (4) paper copies of all plans must be submitted for signature by the Chairman or Secretary of the Commission and filed in the Town Clerk's Office within 90 days of the expiration of the appeal period following approval.