



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)

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).

For residential subdivisions involving no more than one (1) additional lot that was not previously involved in a subdivision

within five (5) years of the application date and does not involve any public improvements, the application fee shall be only

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

Planning Secretary, notification of Public Hearing Guide prepared by the Town Planning and Zoning Commission, which must

be included 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 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.