



**Town Planning and Zoning Commission
Checklist for Subdivision**

To be filled out by the applicant or agent
Revised: April 12, 2010

This checklist shall be completed and submitted with all Subdivision Applications. It is intended to be an aid to applicants and their design professionals to ensure complete applications that can be reviewed and approved in a timely manner. It is not intended as a substitute for, nor does it include all of the information and requirements in the Subdivision Regulations and other applicable Town codes, ordinances, and procedures.

Name of Development

Address of Development

Zone

Please check the appropriate item if the plan complies, or provide an explanation under "Additional Comments" on the last page of this checklist for items identified as not applicable (N/A) or left blank.

A. Plot Plan

A layout plan of a subdivision drawn to a scale of one inch equals 40 feet on sheets not exceeding 24 inches by 36 inches prepared, certified, and sealed by a professional engineer and/or licensed land surveyor registered in the State of Connecticut. The layout plan shall show the following information:

- 1. A title block indicating the name of development, the street address, the land owner(s), and the developer(s).
- 2. The date of the original drawing and all subsequent revisions.
- 3. A north arrow and scale on each page of the plan.
- 4. The horizontal and vertical datum being used.
- 5. The first sheet of the plot plan shall include a key map of the entire subdivision drawn to a scale of not less than one inch equals 400 feet, and shall show at a minimum street intersections with existing streets and shall contain enough information to correctly identify and locate the site.
- 6. If the subdivision contains 25 lots or more, a separate plan of the entire subdivision drawn to a scale of one inch equals 100 feet shall also be provided.
- 7. The names and seals (when appropriate and required) of the professional engineer, land surveyor, architect, and landscape architect licensed to do business in the State of Connecticut.
- 8. The names of all abutters as they appear in the most recent Windsor Tax Assessor's records.

- ___ 9. The location of any buildings within 50 feet of the proposed subdivision.
- ___ 10. Survey information including distances with angles or bearings, conforming to the Class A-2 Requirements of the “Standards for Surveys and Maps in the State of Connecticut” prepared and adopted by the Connecticut Association of Land Surveyors, Inc., September 26, 1996, or as amended, unless specifically waived by the Commission.
- ___ 11. Streets with all control points, curve data, and right-of-way widths appropriate to the classification of the street.
- ___ 12. All monuments and markers in accordance with the Town of Windsor Engineering Standards and Specifications.
- ___ 13. Corner cutoffs at street intersections, in accordance with the Town of Windsor Engineering Standards and Specifications.
- ___ 14. Existing and proposed street names.
- ___ 15. Intersection sight distances, including modifications to existing or proposed driveways.
- ___ 16. Existing and proposed easements for utilities and drainage, sidewalks and trails, and other rights-of-way, including distances with angles and bearings.
- ___ 17. Proposed street addresses, assigned by the Windsor Tax Assessor (no lot numbers or any other identification numbers other than street addresses shall be shown on the plan).
- ___ 18. Lot boundary lines, including distances with angles and bearings, in accordance with the Class A-2 requirements of the “Standards for Surveys and Maps in the State of Connecticut,” prepared and adopted by the Connecticut Association of Land Surveyors, Inc., September 26, 1996, or as amended.
- ___ 19. All merestones and boundary marker pins in accordance with the Town of Windsor Engineering Standards and Specifications.
- ___ 20. Lot areas conforming to the requirements of the Town of Windsor Zoning Regulations for the underlying zone.
- ___ 21. Building lines conforming to the appropriate requirements of the Town of Windsor Zoning Regulations for the underlying zone.
- ___ 22. Lines delineating the edge of any wetlands or watercourses, a line 50 feet from the edge of wetlands or watercourses, and a line 150 feet from the edge of wetlands and watercourses (i.e. the Upland Review Area), with both the total wetland acreage and the total regulated acreage noted.
- ___ 23. All lots containing wetlands or within the 150 foot regulated area boundary shall include the following note on both the plans and any subsequent deeds: “This lot is within the wetland and watercourse regulated area. Any land disturbance may require an Inland Wetlands and Watercourses Permit.”

- ___ 24. Proposed open space complying with Section 3.7 or a note placed on each building lot on the plan that a fee in-lieu of open space is required upon the initial sale of any building lot.
- ___ 25. Energy conservation measures outlined in Section 3.15 require a solar access plan for each proposed lot, which can be accomplished by house orientation, street and lot layout, vegetation, natural and man-made topographical features, and protection of solar access within the development.

In order to provide efficient use and generation of energy, the use of alternative energy, energy efficient building and home products is encouraged. Have you considered using energy efficient methods in your project? Yes No

Please contact the Environmental Planner for suggestions, questions, or assistance at (860) 285-1987.

B. Grading and Utilities Plan

A combined grading and utilities plan shall be drawn to the same standards and show the same information as the plot plan, plus the following information:

- ___ 26. All existing structures and their proposed disposition.
- ___ 27. Existing and proposed watercourses on the tract.
- ___ 28. Existing ground and rock formation contours at two-foot intervals, with spot elevations at prominent isolations and depressions (elevations shall be based on either the Connecticut State Plane Coordinate System [NGVD 29 and NAVD 88] or MDC datum).
- ___ 29. Proposed ground formation contours at intervals of two feet.
- ___ 30. Provide arrows on the plan showing the drainage flow direction for each lot.
- ___ 31. All existing and proposed rights-of-way.
- ___ 32. The proposed sanitary sewer system designed in accordance with MDC standards.
- ___ 33. A typical dwelling location and septic system layout, including design information for each lot to be served by a private on-site sewage disposal system as required per the Public Health Code as well as percolation test locations and data for each lot proposed for private sewage disposal systems.
- ___ 34. Proposed water lines and sizes in accordance with MDC standards.
- ___ 35. Proposed storm sewers, culverts, and retaining walls designed in accordance with the Town of Windsor Stormwater Manual and the Town of Windsor Engineering Standards and Specifications.
- ___ 36. Proposed building storm sewers showing invert levels at the building storm drain connection and the Town storm sewer that achieve gravity flow from the house to the

storm sewer. If basement drainage is intended to discharge to daylight, full details and discharge elevations shall be shown on plans.

- ___ 37. Proposed basements requiring sump pumps.
- ___ 38. Proposed fire hydrants in accordance with Section 3.13.
- ___ 39. Proposed sidewalks in accordance with the Town of Windsor Engineering Standards and Specifications.
- ___ 40. Proposed street lighting, with the controller and wiring locations, in accordance with the Town of Windsor Engineering Standards and Specifications.
- ___ 41. Proposed street name signs with the location and a detail of said sign demonstrating conformance with the Town requirements.
- ___ 42. Proposed traffic signs with the location and a detail of said sign demonstrating conformance with the Town requirements.
- ___ 43. Proposed lines or wires used for the transmission of electricity or communications located underground and at a minimum depth of 3 feet when located between street lines, with related equipment and accessories located so as to minimize hazards to the public.
- ___ 44. Water, gas, and/or sewer lines to buildings.
- ___ 45. No less than two naturally growing trees in each front yard, or the planting of two major deciduous trees in each front yard, in accordance with Section 3.10.1. Provide a note on the subdivision plan regarding compliance with this requirement.

C. Engineering Profile Plan

The Engineering Profile Plan shall be a plan and profile of the proposed streets drawn on plan profile paper to a horizontal scale of one inch equals 40 feet, and a vertical scale of one inch equals four feet, on sheets not exceeding 24 by 36 inches, prepared, certified, and sealed by a professional engineer registered in the State of Connecticut. The Engineering Profile Plan shall show the following:

- ___ 46. The layout of the street in sections coordinated by stations with the profile.
- ___ 47. Horizontal tangent directions, curve data, and distances to the nearest hundredth of a foot.
- ___ 48. Typical cross-section of the street and any other cross-section of the street, which may be required by the Town Engineer or his authorized representative.
- ___ 49. Vertical curve elevations at the following points:
 - a. beginning of the curve (P.V.C. Point),
 - b. end of the curve (P.V.T. Point),
 - c. intersection of the tangent lines (P.V.I. Point),
 - d. intermediate points at intervals of 25 feet, and
 - e. station and elevation at high and low points.

- ___ 50. Length of vertical curves and vertical tangent slopes.
- ___ 51. Street drainage facilities showing connections to existing drainage systems or watercourses.
- ___ 52. Sanitary sewer facilities with manholes.
- ___ 53. Cross-sections and profiles of all drainage ditches.

D. Erosion and Sediment Control Plan

Erosion and Sediment Control Plans shall be provided by the applicant and approved by the Town Engineer in accordance with the Town’s Erosion & Sediment Control Ordinance, Chapter 3, Article VIII, of the *Windsor Code of Ordinances*.

E. Other

- ___ 54. Revision table (as applicable) clearly identifying plan revisions. In addition, highlight all plan revisions on drawing.
- ___ 55. Check current CT Natural Diversity Database mapping and, if necessary, submit copy of CT DEP response letter to comply with Connecticut General Statutes 26-310.

Yes No Have any variances been obtained for the purpose of the proposed subdivision? If yes, describe below.

Additional Comments:

Certification of Accuracy

I, the undersigned, do hereby certify that the information provided in this checklist and required as a prerequisite for the filing of an Application for Subdivision Approval, is true and accurate to the best of my knowledge.

Signature _____ Date _____
Applicant or Agent

*Seal and Signature of
 Licensed Professional
 (if applicable)*