## **Great Pond Application Checklist**

All applicants shall complete all or part of this checklist as a requirement of the Great Pond Site Plan Application process. This checklist is intended to serve as an aid in conforming to the applicable requirements of The Great Pond Form-Based Code ("The Code") and to the Town of Windsor Subdivision Regulations and applicable sections of the Town of Windsor Zoning Regulations. It is not intended as a substitute for, nor does it include all of the information and requirements in The Code nor the Town of Windsor Zoning Regulations and other applicable Town codes, ordinances, and procedures.

Name	of Development:						
Addre	ss of Development:						
Applic	able Transect Zone:	ΠТΙ	☐ T2	☐ T3	☐ T4	☐ ED	
Applic	able Stages:	☐ Stage	2a: Site Sub	ubdivision and division (Re-s I Building and	•	structure	
•	rements for all Applic		all application	ons:			
a.	Title block showing r	name of dev	velopment (	if any), land c	owner(s), and	l developer(s).	
	The date of the origi	nal drawing	g and all sub	sequent revis	ions.		
C.	Name and seal (when appropriate and required) of registered architect, landscape architect, professional engineer, and surveyor. All must be licensed to do business in the State of Connecticut						
☐ d.	A north arrow and s	cale on eac	th page of th	ie plan.			
_ е.	The horizontal and v	ertical datu	m being use	ed.			
f.	The names and seals architect, and landsca		•			_	surveyor,
g.	The names of all aburecords.	tters (if app	olicable) as t	hey appear ir	n the most re	ecent Windsor Tax	Assessor's
h.	Survey information in A-2 Requirements of and adopted by the amended (unless wa	f the "Stanc Connecticu	dards for Sur	veys and Ma	ps in the Stat	e of Connecticut",	prepared
i.	Drawings to be subn for reduced-size sets also be submitted.						

j.	For Stages 1 and 2a, reduced size sets shall be submitted no later than 6 days prior to the Town Planning and Zoning meeting at which subdivision plans are to be presented.
k.	Letter from Great Pond Architect certifying that the application has been reviewed and released for application to the Town of Windsor.
l.	All applications will need, in addition to a completed checklist(s) and exhibits, a complete application form and fee payable to the Town of Windsor.

## Stage 1: Master Subdivision and Public Infrastructure

Stage Ia is intended for the master developer to install primary community infrastructure and subdivide the Great Pond site to create development sites for Stage Ia and 2 activities. An approval from the Town Planning and Zoning Commission is required for subdivisions.

Required Information	Exhibit	Scale
I. Existing Conditions	Existing Conditions Survey	I inch = 40 feet
2. Plan indicating location of site area to be subdivided relative to the site area referenced in The Code and to adjacent properties.	Location Plan	I inch = 400 feet
3. A plan prepared, certified, and sealed by a professional engineer and/or licensed land surveyor registered in the State of Connecticut showing:	Plot plan	I inch = 40 feet
a. Streets with all control points, curve data, and right-of-way widths appropriate to the classification of the street in The Code.		
b. Existing and proposed street names.		
c. Intersection sight distances, including modifications to existing or proposed driveways.		
d. Corner cutoffs at street intersections, in accordance with the The Code and, where applicable, the Town of Windsor Engineering Standards and Specifications.		
e. 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).		
f. All monuments, merestones, and boundary markers in accordance with the Town of Windsor Engineering Standards and Specifications.		

Requi	red Information	Exhibit	Scale	
	<ul> <li>g. Existing and proposed easements for utilities and drainage, sidewalks and trails, and other rights-of-way, including distances with angles and bearings.</li> <li>h. Lot boundary and development area 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.</li> </ul>			
4.	If 25 or more lots are shown, an additional plan showing the entire subdivision is required. The same information required above shall be shown.	Plot Plan	I inch = 100 feet	
5.	Areas where buildings are permitted, showing:	Building Envelope Plan	l inch = 100 feet	
	a. Lot areas for each parcel or development area.		(24x36 inch sheet max) and I inch = 40 feet	
	b. Transect Zone of each parcel or development area in accordance with The Code.			
	c. Public Street Types with appropriate classification of the street in The Code and indicated as Public.			
	d. Private Street Types with appropriate classification of the street in The Code and indicated as Private.			
	e. Where applicable, minimum setbacks identified as established in The Code.			
	f. Required Front Yard, Side Yard, and Side Street Yard setback dimensions for all parcels and development areas in accordance with The Code.			
	g. Build-To Zones identified in accordance with The Code.			
	h. Maximum building height for each development area.			
6.	Open Space Plan showing:	Open Space Plan	I inch = 100 feet	
	a. Location and area of each park space.			
	b. 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.			

Required Information

Exhibit

Scale

Required Information	Exhibit	Vertical Scale
a. The layout of the streets, emergency access ways, and any recreational trails in sections coordinated by stations with the profile.		I inch = 4 feet
b. Horizontal tangent directions, curve data, and distances to the nearest hundredth of a foot.		
<ul> <li>c. Typical cross-section of the street and any other cross-section of the street, access ways, and trails consistent with The Code, which may be required by the Town Engineer or his authorized representative.</li> </ul>		
d. Vertical curve elevations at the following points:  i. Beginning of the curve (P.V.C. Point)  ii. End of the curve (P.V.T. Point)  iii. Intersection of the tangent lines (P.V.I. Poin  iv. Intermediate points at intervals of 25 feet  v. Station and elevation at high and low points	,	
e. Length of vertical curves and vertical tangent slopes.		
f. Street drainage facilities showing connections to existing drainage systems or watercourses.		
g. Sanitary sewer facilities with manholes.		
h. Cross-sections and profiles of all drainage ditches.		
i. For proposed streets not anticipated in The Code, a dimensioned street section, plan, and location diagram shall be provided for each proposed street type.		
9. Provide plan requirements for Stage 2 infrastructure improvements required to meet access and safety standards and minimum design standards for such requirements.	Emergency Access Plan	I inch = I00 feet
10. 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.	Erosion and Sediment Control Plan	As needed
II. Areas where deviation, if any, occurs from adopted Regulating Plan in The Code.	Regulating Plan Comparison	I inch = 100 feet

Required Information	Exhibit	Scale
12. List, description, and location on a plan for any variances obtained for purpose of subdivision.	Variance Summary Permit	n/a
13. List of all required Federal, State, and Local Permits	Summary Revision Table	n/a
I4. Revision table (as applicable) clearly identifying plan revisions. In addition, highlight all plan revisions on drawing.		n/a

## Stage 2a: Site Subdivision (Re-subdivision)

Stage 2a is intended for developer partners within Great Pond that seek to further subdivide the development areas created in a Stage 1 application. An approval from the Town Planning and Zoning Commission is required for subdivisions.

Required Information	Exhibit	Scale
I. Location of development area to be re-subdivided, referencing which Stage I subdivision(s) this Stage 2a subdivision will be further subdividing.	Location Plan	I inch = 100 feet (24x36 inch sheet max)
2. Subdivision plans showing lots that are proposed in application. Additional or revised setbacks, yards, and easements may also be submitted with this application. If no new streets are being mapped outside of what already is approved, an Engineering Profile Plan and Regulating Plan Comparison is not required.	See Stage I List of Exhibits	Correspond to required exhibits

## Stage 2b: Detailed Building and Site Design

Stage 2b is intended for vertical developer partners within Great Pond that are responsible for the construction of such projects as buildings, parking facilities, landscaping, and parks. An approval from Windsor Town Planning is required for Detailed Building and Site Design.

Required Information	Exhibit	Scale	
I. Location of site area to be developed, referencing the site on which Stage I and 2a subdivision(s) within Great Pond will be developed.	Existing Conditions Survey	I inch = 40 feet	
2. Existing conditions including:	Location Plan	I inch = 100 feet (24x36 inch sheet max)	

	a. Dimensions and locations of any existing or proposed easements or rights-of-way and supportive legal material for proposed easements or rights-of-way.		
	<ul> <li>Existing and proposed contours and/or spot grades at not more than two-foot intervals. Datum shall be clearly identified.</li> </ul>		
	b. Parcel numbers as per the Assessor of the Town of Windsor.		
3.	If the existing on-site conditions are to change through an approved or pending Stage I or 2a application, the applicant shall provide the Plot Plan and Grading and Utilities Plan from that application in addition to the Existing Conditions Survey.	Stage I and/or 2a Plot Plan and Grading and Utilities Plan	I inch = 40 feet
4.	Approved Building Envelope Plan (Stage 1 or Stage 2) indicating for each parcel:	Building Envelope Plan	I inch = 100 feet (24×36 inch sheet max)
	a. Parcel number.		and
	b. Lot area in square feet.		I inch = 40 feet
	c. Transect Zone.		
	d. Public Street Types with appropriate classification of the street in The Code and indicated as Public.		
	e. Private Street Types with appropriate classification of the street in The Code and indicated as Private.		
	f. Where applicable, minimum setbacks identified as established in The Code.		
	g. Dimensioned Front Yard, Side Yard, and Side Street Yard setbacks.		
	h. Dimensioned Build-To Zones.		
	i. Build-To Zone occupancy.		
	j. Frontage direction.		
	k. Maximum building height.		
	I. Location of required building elements, if applicable.		

Exhibit

Scale

Required Information

Red	Required Information			Exhibit	Scale
	<ul> <li>5. Plan showing for each parcel: <ul> <li>a. Setbacks, yard lines, and Build-To Zones from regulating plan.</li> <li>b. Location of any existing structures on the parcel.</li> <li>c. Building footprints, including any encroachments into setbacks and yards.</li> <li>d. Percentage of building's Main Body occupying the Build-To Zone.</li> <li>e. Footprint area for each building.</li> <li>f. Corner grades at corners of each building and property line.</li> <li>g. Finished floor elevations of each building.</li> <li>h. Distances between each structure and the property line.</li> <li>i. Location of any retaining walls, labeled with material and size.</li> <li>j. Location of pedestrian walks, including dimensions and materials.</li> <li>k. Location and capacity of each parking facility.</li> <li>l. Existing landmarks such as streams, rock outcrops, tree stands on site and within 20 feet of each parcel</li> </ul> </li> </ul>		Setbacks, yard lines, and Build-To Zones from regulating plan.  Location of any existing structures on the parcel.  Building footprints, including any encroachments into setbacks and yards.  Percentage of building's Main Body occupying the Build-To Zone.  Footprint area for each building.  Corner grades at corners of each building and property line.  Finished floor elevations of each building.  Distances between each structure and the property line.  Location of any retaining walls, labeled with material and size.  Location of pedestrian walks, including dimensions and materials.  Location and capacity of each parking facility.	Site Plan	I inch = 100 feet (24x36 inch sheet max) and I inch = 40 feet
	6.	a.	Iding uses showing for each building:  Label of intended use or uses for each building.  Floor area for each use.	Use Plan	I inch = I00 feet
			Number of employees for each use.  For residential uses, the number and average size		
		u.	for each unit.		
		e.	The parking being provided for each use. Where existing parking is being used to accommodate multiple proposed uses, an explanation of how the sharing will be managed shall be provided.		
	7.		Iding Types Plan showing type of each building in ordance with The Code	Building Types Plan	I inch = 100 feet

Re	quir	red Information	Exhibit	Scale	
	8.	Building heights showing number of floors and height in feet above average grade, exclusive of the basement for each building.	Heights Plan	I inch = 100 feet	
	9.	For applications with repeated building types, a plan showing the following shall be provided:	Plan Types Plan	I inch = 100 feet	
		a. Location of each building.			
		b. For each building, indicate which building type is shown and, for each building type, which plan and/ or elevation alternative is called for.			
		c. Each plan and elevation type shall reference the provided building designs.			
	IC	D. For each building:	Building Design	I/8 inch = I foot	
		a. Location diagram showing where the building type is being used on the site.			
		b. Building type classification and compliance test depicting how Building Type criteria in The Code are met.			
		c. Typical lot plan dimensioned and labeled to show how the building footprint satisfies the criteria set forth in The Code.			
		d. Dimensioned and labeled primary and alternative floor plans (all floor levels) and elevations (all sides) with accompanying diagram showing where each variation occurs			
		e. Use or uses and associated floor areas envisioned for each building.			
		f. Roof plan including roof pitches.			
		g. Rendered front and side elevations with materials labeled.			
		h. Green building components including LEED or similar rating program certification(s).			
		Block types showing for each development block:	Block Type Diagram	I inch = 100 feet	
		a. Type of block.			

Required Information	Exhibit	Scale
<ul> <li>b. Perimeter dimensions.</li> <li>c. Area of block.</li> <li>d. Description of access routes at block's</li> <li>e. Location of curb cuts at block's perim</li> <li>f. Area and percentage of block that is confirmed by the permeable surfaces.</li> </ul>	eter.	
12. Parking, loading, servicing, and emergency locations showing:	y access Parking, Service, and Access Plan	d I inch = 40 feet
a. Location, right-of-way dimension, and of adjacent street types.	identification	
b. Location, dimension, and turning radii service lanes.	of alleys and	
c. Location and turning radii of all curb c Public Streets.	uts onto	
d. Location of and number of stalls within facilities.	n all parking	
e. Location and number of electric vehic stations.	les charging	
f. Location and capacity of bicycle racks.		
g. Location, dimension, and materials of walkways.	pedestrian	
h. Location, screening (if applicable), and operation for loading and unloading a		
i. Directional arrows for all service and a	access routes.	
13. Snow Removal Plan showing:	Snow Removal Plan	n I inch = 40 feet
a. Location and area calculation for each designated for stockpiling cleared snow		
b. A written explanation describing the r and contractor(s) that will be respons clearing snow.	The state of the s	

Required Information			Exhibit	Scale	
- 14	. U	tility map showing:	Utilities Plan	I inch = 40 feet	
	a.	Location of fire hydrants, utility (such as electric and telephone) poles and lines, streets, signs, and well locations. All proposed utilities must be underground.			
	b.	Location, materials, and sizes of existing and proposed gas and water lines.			
	C.	Locations, materials, and sizes of existing and proposed sanitary sewer lines; locations of manholes (show grade and invert elevations).			
	d.	Location of existing and proposed transformers, cooling towers, mechanical equipment, tanks, and other equipment to be screened.			
	e.	Locations, materials, and sizes of existing and proposed storm drain pipes; locations of existing and proposed manholes and catch basins (show grade and invert elevations).			
15	. Lâ	andscaping for each parcel showing:	Landscape Plan	I inch = 40 feet	
	a.	Existing tree stands, water courses, rock outcroppings, and wetlands on or within 20 feet of the site.			
	b.	Type, location, quantities, planting size, and species of landscaping for each yard.			
	C.	Fence location, type, height, and materials.			
	d.	If applicable, the design of each park space including seating areas, water features, bicycle and pedestrian accommodations, lighting locations, and types, location, quantities, planting size, and species of landscaping.			
16		Prainage plans depicting both existing and proposed anditions shall be provided with:	Grading and Drainage Plan	I inch = 40 feet	
	a.	At least two-foot contours and spot elevations			

b. A photometric plan illustrating conformance with the illumination standards of Section 3.2.c. Submit details of light standards (poles) and fixtures (lights shall not produce glare outside

Great Pond property lines and decorative post lights are required where visible from public areas).

Required Information			Exhibit	Scale	
	<ul><li>I8.</li><li>□</li><li>□</li></ul>	<ul> <li>a. Location of freestanding signs and details of design including material, type of illumination (if any), color, height, area, and other details.</li> <li>b. Wall elevations of proposed buildings indicating proposed wall signs and design details including material, type of illumination (if any), color, height, area, and other details.</li> <li>c. A table summarizing location, type, and size compliance with the Great Pond signage requirements.</li> </ul>	Signage Plan and Details	I inch = 100 feet for signage location plan  1/16 inch = I foor for building elevations  1/2 inch = I foot for signage details	
		<ul> <li>SketchUP or pre-approved alternate format of digital model showing for the site and buildings the following "scenes:"</li> <li>a. Site with minimum setbacks and build-to zones identified.</li> <li>b. Parking facilities.</li> <li>c. Building Main Bodies with roofs.</li> <li>d. Building Elements.</li> <li>e. Building uses indicated.</li> <li>f. Buildings fully articulated with windows, doors, and building elements</li> <li>g. Key perspective views.</li> </ul>	3D Model (both still images and the model file on CD or USB drive)	n/a	
	20.	. List of all required Federal, State, and Local Permits.	Permit Summary	n/a	
		List, description, and location on a plan for any variances obtained for purpose of site plan approval.	Variance Summary	n/a	
	22.	. Revision table (as applicable) clearly identifying plan revisions. In addition, highlight all plan revisions on drawings.	Revision Table	n/a	