

#### **4.0 General requirements**

(a) Where development covers only a portion of the land owned by the applicant, the applicant shall be required to submit a plan outlining the proposed development of the entire tract and defining the portion of the tract involved in the current application.

(b) Any request for a waiver of any requirement of these regulations shall be identified on the Preliminary Layout application, Form F-1. Failure to request same may be grounds for denial.

(c) When revision of the proposed subdivision is required by the Commission, the preliminary layout shall be revised accordingly so that files of the Commission and other Town officials will be current.

Approval by the Commission of the preliminary layout shall not be deemed to constitute final approval nor shall it be deemed binding upon the Commission as to final layout approval.

#### **4.1 Procedure**

4.1A The submission of a preliminary layout to the Department of Development shall consist of the following items:

1. "Application for the Subdivision of Land", Form F1, three (3) copies.
2. "Acknowledgment of Requirements for Preliminary Layout", Form F2, three (3) copies.
3. Key map, eighteen- (18) paper prints.
4. The Preliminary Layout, eighteen (18) paper prints.

4.1B The Commission staff will distribute copies of the submission as necessary to the Town offices concerned.

4.1C The Commission staff shall prepare a report of findings for Commission consideration and action after receiving the recommendations of the other Town offices concerned.

4.1D The Commission shall hold a public hearing and take formal action either approving or disapproving the preliminary layout submission. A copy of such action will be forwarded to the subdivider, or his representatives who appeared for him.

4.1E The submission of inaccurate or incomplete material shall be grounds for denial by the Commission of the preliminary layout.

#### **4.2 Public Notice**

The applicant shall display a sign or signs which indicate that an application before the Town Planning and Zoning Commission is pending for the area on which the sign (s) have been posted. Said sign or signs shall be erected and maintained by the applicant wherever the parcel abuts each public or private street from the day that the notice of public hearing has been posted until the first secular day following the public hearing.

#### **4.3 Preliminary Layout Filing Fee**

The filing fee shall be \$10.00 for each lot covered by the proposed subdivision, or resubdivision, with a minimum fee of \$50.00.

#### **4.4 Expiration of Approval**

The subdivider, after official notification from the Commission of approval of the Preliminary Layout, shall within six (6) months thereafter file with the Commission drawing of the final subdivision plan, otherwise such Preliminary Approval shall become null and void unless an

extension of time is applied for and granted by the Commission.

An extension of time may be given in cases of hardship upon petition to the Commission. The length of this extension will be determined by the Commission. If the Commission grants no extension, a new application and filing fee will be required.

#### **4.5 Key Map**

- a. A map showing the proposed street system, lot arrangement, and zoning of the subdivision and the land located within feet of its boundaries.
- b. Scale: one inch equals 200 feet. (Metropolitan District Commission maps are acceptable.)
- c. information:
  1. subdivision streets, blocks in scale with relationship to the primary and secondary highway system and main intersections.
  2. boundary lines of zone districts.
  3. "match" lines as needed when there are two or more drawings to show the complete subdivision.
  4. Topography

#### **4.6 Preliminary Layout Requirements**

4.6A The preliminary layout shall be prepared by both a professional engineer and a land surveyor and shall provide the information contained in this Section. The land surveyor shall be responsible for the preparation of information required in Sections 4.6C, 4.6D, and 4.6E-(1), (2). The professional engineer shall prepare information required in Sections 4.6D-(7), 4.6E-(3), (4), (5) and (6).

##### **4.6B The Drawing Sheet:**

- (1) Size shall be either:
  - a. 18 inches by 24 inches, or
  - b. 36 inches by 24 inches
- (2) If more than one sheet is required, a clearly drawn "match" line shall be shown on both sheets and on the key map.
- (3) Title block:
  - a. Name of the subdivision.
  - b. Elementary school district.
  - c. Name and address of the subdivider.
  - d. Name, address, license number and seal of the professional engineer and licensed land surveyor who prepared the drawings.
  - e. Total acreage for entire tract and for each zone district within the tract, and for each section.
  - f. Total number of proposed lots for entire tract and for each section.
- (4) Other Notations:
  - a. Date of original submission and of each subsequent revised submission.
  - b. Graphic Scale of 1"=40' or 1"=20'. In subdivision of exceptionally large acreage or in subdivisions where there will be exceptionally large lots, a scale smaller than 1"=40' will be

permitted. The scale permitted will be at the discretion of the Commission staff.

c. North Point.

d. Certification by a land surveyor of the origin of the topography shown and the date of the survey.

#### 4.6C Boundary Lines

(1) Subdivision boundary line and survey data (heavy solid line).

(2) Boundaries of adjacent properties and property owners name.

a. adjacent properties, which are a part of a recorded subdivision plat, may be identified by the subdivision name.

b. the names of all adjoining subdivisions, the sidelines of abutting lots, or, if the adjoining properties are not subdivisions, the names of the adjacent owners shall be given.

(3) Boundary lines of zoning districts, regulated inland wetlands, flood hazard zones.

#### 4.6D Existing Site Conditions:

1. Street rights-of-way on the subdivision and within feet of its boundaries.

a. Name

b. location and width

c. centerline elevations at intersection and other critical points.

d. typical cross sections.

2. Existing topographic contours of the area to be subdivided to at least 2' intervals. Contours shall extend 200

feet beyond the subdivision boundary line. Existing contours may be obtained by use of current Metropolitan

District Commission maps augmented by suitable fieldwork in critical areas and/or as determined by the Town

Engineer.

3. Other rights-of-way and easements on the subdivision and within 200 feet of its boundaries.

a. Identification

b. location and width

c. restrictions of use, if any

4. Drainage structures on the subdivision and within feet of its boundaries.

a. type of structure

b. location, invert elevations, gradients, and sizes of all pipe and of all other structures where applicable.

5. Other utility structures, such as water, sewer and gas mains and power lines on the subdivision and within 200 feet of its boundaries.

a. location, type and size.

6. Marshes, ponds, streams or similar conditions on the subdivision and within 200 feet of its boundaries

a. location and area covered indicating apparent high water level.

b. water line on date of survey and survey date.

c. maximum depth of water at critical points.

7. Seepage Test and Boring Data

- a. date, location, and graphic representation of findings for all test holes including groundwater level.
  - b. locations shall include critical conditions and areas where drainage structures requiring seepage are to be constructed.
  - c. an adequate number of seepage or percolation tests are to be made (one per two acres, or if required by the Town of East Hartford Health Department because of soil conditions, a greater number will be required) to show clearly the absorptive ability of the soil throughout the tract.
  - d. each test hole shall be located by a key number on a topographic map of the tract. (M.D.C. maps are acceptable.)
  - e. soil borings (deep test pits) shall be made (one every five (5) acres, or if subsoil conditions indicate, a greater number will be required) to show clearly the type of soil existing beneath the absorption area. Borings should extend to a point at least six feet below the finish grade of the area in which the proposed absorption trenches will be located.
8. Town or other public lands, lands designated as parks, open spaces or for some other public use within the subdivision and within 200 feet of its boundaries.
9. Buildings and other structures located on the land to be subdivided and within 200 feet of its boundaries.

10. Valuable site resources mapping shall be at a scale no smaller than 1" = 200' and shall include land

characteristics of both the area to be subdivided and the area located within 200 feet of the subdivision boundary

lines.

- a. Soils mapping, which locates the extent of the various soils on the site consistent with the soils classifications as mapped by U.S.D.A. Soil Conservation Service in collaboration with National Cooperative Soil surveys.
- b. Drainage basin boundaries and areas, locating the approximate watershed extent for all significant streams and drainage channels, from topography as mapped in 4.6D.2.
- c. Significant development, including all existing roads, driveways, trails, rights-of-way (including boundaries), easements, utility lines, structures, stone walls, paved areas, storm drainage systems, wells, septic systems and other waste disposal areas.
- d. Accurately delineated floodplains, showing the boundaries and extent of the "100 year flood hazard area" as determined from official mapping prepared for the Federal Flood Insurance Administration.
- e. The extent of any stratified-drift aquifers underlying the site, determined from hydrologic mapping and published by U.S. Geologic Survey but refined to show estimated boundaries of direct recharge areas and estimated depths to maximize water table.
- f. Generalized types of vegetation on the site, such as deciduous forests, coniferous forests, brushland, pastures, farmland and grassland meadows, with boundaries clearly shown for each.
- g. Landmark and Asset Trees (trees determined by Commission to be of great age, rarity or scenic enrichment or trees 15 or more inches in diameter measured 4½ feet above ground level). Species to be noted by name and drip-line circumference to be shown.

- h. Scenic features, such as (but not limited to) streams, ponds, vernal pools, marshes, ravines, ledge outcrops and distant views.
- i. Historic sites, structures (such as barns), features and areas of historic sensitivity from Town mapping, historic atlases, deeds and other available records.
- j. Areas of archaeological sensitivity and historical significance from Town mapping or the Office of Connecticut State Archaeology.

The data described above shall be mapped for the entire site, and for such area immediately adjacent to the site's boundaries as may be required to properly evaluate the impact of such features in the subdivision design. As a minimum, such data for the adjacent area shall be compiled from public maps, aerial photos, Town records, geological surveys or other available data for all areas within 200 feet of the site's boundaries including cross roads.

#### 4.6E Proposed Site Conditions

(See ARTICLE VIII) Required Improvements and Design Standards

- 1. Streets (See ARTICLE VIII)
    - a. name (to be checked prior to submission at the Department of Development).
    - b. right-of-way width.
    - c. tentative centerline gradient shown in percent of slope.
  - 1. Lot Layout
    - a. lot lines and dimensions to the nearest foot.
    - b. building setback lines (dashed) and dimensions
    - c. easements and restricted areas with notation as to propose or restrictions.
    - d. identification of lots or parcels for special uses whether they are to be offered for dedication or not.
    - e. layout for all reserved parcels in conformance with existing Zoning Regulations shown in a broken line.
  - 3. Propose topographic contours of the area to be subdivided to at least two (2) foot intervals. Contours shall extend 100 feet beyond the subdivision boundary lines.
  - 4. Preliminary sewerage disposal system displaying proposed capped or active sewer and if necessary septic disposal systems.
  - 5. Preliminary storm water drainage system plan. (See Section 8.5)
    - a. watershed outline and its approximate area in acres including those, which extend beyond the boundaries of the subdivision shall be delineated on the preliminary layout.
    - b. drainage layout
    - c. drainage calculations
- Underground utilities system plan showing electric, telephone, other electrical communication service, per requirements of Section 5.3G, must be approved by utility companies before filing of final subdivision map in Town Clerk's Office