

5.0 Procedure

5.0A The submission of a final layout to the Department of Development shall consist of the following items:

1. Letter of Application for Final Layout Approval Form F3 (3 copies).
2. Acknowledgement of Requirements - Final Layout, Form F4 (3 copies).
3. Key Map, eighteen (18) paper prints.
4. The final layout, eighteen (18) paper prints.
5. The Public Improvement and Utilities Plan and Profiles drawings, three (3) paper prints.
6. Letter directed to the Chairman of the Commission signed by a responsible officials of the Board of Education acknowledging the number of residential lots proposed and indicating the availability of the school facilities for the new pupil and any needed new school sites and facilities which relate to the subdivision area. (Form F5).
7. Letter of approval from the East Hartford Health Department if the subdivision is in an unsewered area
8. Conservation Plan, eighteen (18) paper prints.

5.0B The Commission staff shall prepare a report of findings for the Commission's consideration and action, which shall include the recommendations of the Director of Public Works, and the Town Engineer.

5.0C The Commission may hold a public hearing if, in its judgement, the specific situation requires such action.

5.0D The Commission shall take formal action either approving or disapproving the final layout submission. A copy of such action will be forwarded to the subdivider, or his representative who appeared for him.

5.0E The submission of inaccurate or incomplete material shall be grounds for denial of the final layout by the Commission.

5.0F If the Commission approves the layout, the subdivider shall make all required corrections to the satisfaction of the Commission, prior to obtaining the Chairman's signature of approval.

5.0G If authorized by the Town Planning and Zoning Commission, the Chairman will sign his approval on the Final Layout, the approved road profiles and public improvement and utility plan, upon receipt of a Compliance Report, Form F6 from the Town Planning & Zoning Commission staff.

5.0H The subdivider shall file one (1) mylar of the approved subdivision (not including the supporting drawings and documents) in the Town Clerk's Office.

5.0I The subdivider shall file the following drawings with the Town Engineer:

1. five (5) paper prints of all drawings
 2. one (1) mylar of all drawings
 3. one (1) mylar of subdivision plat at 1"=100' scale
 4. one (1) mylar of subdivision plat at 1"=200' scale
- 5.0J Prior to starting any work, the subdivider shall obtain general liability insurance policy and submit it to the Town Corporation Counsel for approval. See ARTICLE VII-GENERAL LIABILITY INSURANCE.

5.0K When required by ARTICLE VI-PERFORMANCE BOND the subdivider shall obtain a performance bond and submit it to the Town Corporation Counsel for approval.

5.0L Town Planning & Zoning Commission approval of a final Plat shall not be deemed as acceptance by the Town of any street or other land shown as offered for dedication to public use.

5.1 Public Notice

If the Town Planning and Zoning Commission requires a public hearing, 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 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.

5.2 Final Layout Filing Fee

If the Town Planning and Zoning Commission requires a public Hearing, a filing fee of not more than \$50.00 shall be required.

5.3 Expiration of Approval

Town Planning & Zoning Commission approval of a final layout shall expire 90 days after the date of the Town Planning & Zoning Commission resolution authorizing the Chairman to sign the drawings, unless the approved subdivision plat is filed in the Office of the Town Clerk and a complete reproducible set of all approved subdivision plans are filed with the Town Engineer within this time period.

5.3A Upon application by the subdivider, the Town Planning & Zoning Commission may make a reasonable extension of the approval provided, however, that the layout is revised according to any change in regulations or ordinance applicable to the layout subsequent to the first resolution.

5.3B If the work on the subdivision does not commence within one (1) year after the filing of the signed approved final layout in the Town Clerk's Office, Town Planning & Zoning Commission approval shall expire.

5.3C Expiration of an approved shall mean that any further action will require a new filing fee as well as a review of all previous findings

5.3D Any person, firm or corporation making and subdivision of land shall complete all work in connection with such subdivision within five (5) years after the approval of the plan for such subdivision; the Commission's endorsement of approval of the plan shall state the date on which such five-year period expires.

5.4 Final Layout Requirements

5.4A The final layout shall be prepared by both a professional engineer and a land surveyor and shall provide the information contained in the Section. The land information required in Sections 5.4F, 5.4G, 5.4H-(1), (2), (3), (4), and 5.4J. The professional engineer shall prepare information required in Sections 5.4H-(5), 5.4I, 5.4K and 5.5.

5.4B 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.

5.4C Title block shall be the same as that required for the preliminary layout. (See Sec. 4.6B(c) (1) through (6)).

5.4D Other notations shall be the same as those required for the preliminary layout. (See Sec. 4.6B(c) (1) through (4)).

5.4E Key map of the entire subdivision shall be the same as that required on the preliminary layout (See Sec. 4.5) with the following addition:

1. the final layout being submitted for approval shall be shaded if it is only one section of the entire subdivision..

5.4F Boundary lines to be shown shall be the same as that required on the preliminary layout (See Sec. 4.6D through (I))

5.4H General Information Required

1. street rights-of-way and widening of street right-of-way
 - a. name
 - b. location
 - c. width
 - d. notation on widening where an offer of dedication is being made
2. other rights-of-way and easements
 - a. identification and description.
 - b. location.
 - c. width and other dimensions necessary for description.
3. lot layout
 - a. number identification by a suitable system of consecutive numbers - numbers shall be circled.
 - b. lot lines with accurate bearings and dimensions to the nearest hundredth of a foot
 - c. building setback lines with dimensions.
4. special parcels
 - a. description of proposed action and use includes a note where an offer of dedication is being made.
 - b. boundary lines with accurate bearings and dimensions to the nearest one hundredth of a foot.
5. Proposed topographic contours of the area to be subdivided to at least two (2) foot intervals. Contours shall extend 100 feet beyond the subdivision boundary line.

5.4I Sanitary Waste Disposal System

1. Sewerage disposal system displaying proposed capped or active sewers and if necessary septic disposal systems.
2. typical lot layout indicating location of system with reference to house and water supply.

5.4J Survey Data

1. accurate traverse of subdivision boundary with measured distances and bearings.
2. survey tie-in with measured distances and bearings to the three (3) nearest established street monuments, or Town boundary monuments.
3. radii, internal angles, points of curvature, tangent bearings and lengths of all arcs.
4. accurate dimensions to the nearest hundredth of a foot.

5. Monuments
 - a. accurate location of all monuments
 - b. existing monuments shall be shown with this symbol:
 - c. proposed new monuments or monuments to be reset shall be shown with this symbol:
 - d. one (1) monument shall be located at each corner and at each general change in direction of the boundary.
 - e. two (2) monuments shall be located at each corner of each block.
 - f. monument shall be located at the beginning and end of each curve along both sides of the street right-of-way.
6. after final grading of each lot has been completed and prior to the issuance of certificates of occupancy, iron stakes or posts having a minimum diameter of $\frac{3}{4}$ inches and a minimum length of 3 inches shall be placed at all lot corners and at changes in direction of the lots lines. The top of said stakes or posts shall not extend less than one inch nor more than 3 inches above the finished grade.

5.4K Conservation Plan

1. A plan for erosion and sedimentation control, covering all proposed excavation, filling, and grading, shall be required when the distributed area for development is cumulatively more than a 1/2 an acre. For subdivisions of less than 1/2 acre of distributed area, a Conservation Plan shall be required unless waived by the Commission.

2. Each conservation plan shall include a mapped and written description of measures to be taken to minimize the erosion of soil and the depositing of sediments both during construction and after the completion of the subdivision. Erosion and sediment control plans shall conform to standards prescribed in "Connecticut Guidelines For Soil Erosion and Sediment Control" (1985) As Amended. Copies are available from the office of the Hartford Country Soil and Water Conservation District.

Alternative principles, methods, and practices may be used with the prior approval of the Commission.

3. The conservation plan shall include the following:
 - a. Location of areas to be stripped of vegetation.
 - b. Location of areas to be regarded and contour data indicating existing and proposed grades, regulated inland wetlands, flood hazard zones, and soil types.
 - c. A schedule of operations, including starting and completion dates for major improvement phases such as clearing, grading, paving, installation of drainage features, and the like, as well as the sequence for installation and/or application of soil and sediment control measures.
 - d. Seeding, sodding, or revegetation plans and specifications for all unprotected or unvegetated areas to include both temporary and final stabilization measures.
 - e. Location, design and timing of structural sediment control measures, such as diversions, waterways, grade stabilization structures, debris basins, and the like.
 - f. A description of procedures to be followed to maintain sediment control structures and /or measures.
4. The following measures are effective in minimizing erosion and sedimentation and shall be considered where applicable in the plan:

- a. The smallest practical area of land should be exposed at any one time during construction.
- b. When land is exposed during construction, the exposure should be kept to the shortest practical period of time.
- c. Where necessary, temporary vegetation and/or mulching should be used to protect areas exposed during construction.
- d. The permanent final vegetation and structures shall be installed as soon as practical in the development.
- e. Disturbed areas shall be protected from potentially erosive runoff from up-slope areas.
- f. Fill shall be placed and compacted so as to minimize sliding or erosion of soil.
- g. Grading, or regrading, shall be done in such a manner so as not to damage any adjoining property including, but not limited to, that which may be caused by the diversion of surface waters upon said adjoining property.
- h. Topsoil shall not be applied when it, or the subgrade, is frozen, excessively dry, or in any condition otherwise detrimental to the proposed seeding or proper grading.
- i. Sediment basin (debris basins, desilting basins, or silt trap) should be installed and maintained to remove sediment from runoff waters and protect land undergoing change.
- j. Provisions should be made to effectively accommodate the increased runoff caused by changes in soil and surface conditions during and after construction.

5. The Commission shall certify that the soil erosion and sediment control plan, as filed, complies with the requirements and objectives of this regulation by authorizing the Chairman to sign his approval on the final plan in accordance with Section 5.0G of this regulation.

6. The Commission may forward a copy of the development proposal to the Conservation Commission or other review agency or consultant for review or comment.

7. The estimated costs of measures required to control soil erosion and sedimentation, as specified in the conservation plan, may be covered in a performance bond or other accordance acceptable to the Commission in accordance with the provisions specified under Article VII of the regulations.

8. Site development shall not begin unless the soil erosion and sediment control plan is certified and those control measures and facilities in the plan scheduled for installation prior to site development are installed and functional.

9. Planned soil erosion and sediment control measures and facilities shall be installed as scheduled and maintained in effective condition in accordance with the conservation plan.

10. Inspections shall be made by the Commission or its designated agent during development to ensure compliance with the conservation plan and that control measures and facilities are properly performed or installed and maintained. The Commission may require the developer to verify through progress reports that soil erosion and sediment control measures and facilities have been performed or installed according to the conservation plan and are being operated and maintained.

5.5 Public Improvements and Utilities Plan and Profiles

5.5A Profile Drawings

1. Street profiles shall be drawn on standard profile paper cut to a maximum sheet size of 24 inches in height and 36 inches in length with the following scale:

horizontal: 1 inch = 40 feet

vertical: 1 inch = 4 feet

2. All profile drawings shall show the existing ground, at the centerline and both street lines, the centerline stationing of the street, the proposed profile of the street, stations and elevations of all vertical control points, and stations and elevations on vertical curve, high points for crest vertical curves and vertical curve low points for sag vertical curves. In addition, the profile drawings shall show the proposed street drainage pipes and structures. The centerline profiles of any existing streets to which the subdivision streets connect shall be shown on a profile drawing for a distance of feet either side of the proposed intersection unless the Town Engineer has acceptable pro- file for the existing street in his files and specifically waives this last mentioned requirement.

5.5B Basic Plan Requirements

1. Sheet size shall be either 18 inches by 24 inches, or 36 inches by 24 inches
2. The area covered, the scale and the title block shall be the same as the preliminary layout (see Section 4.6B).
3. The plan shall show the outline of all right-of- way, easement and similar conditions.
4. Street centerline gradients in percent indicated with arrows to establish the direction of flow.
5. Critical street centerline grade elevations.

5.5C The plan and profile are declared to be an integral part of the final plat submission.

5.5D The performance bond shall be based on this drawing, the final plat itself, these Subdivision Regulations and the Town specifications for such public improvements and utilities.

5.5E Unless a specific waiver is requested in writing, the proposed public improvements and utilities shall be considered to comply specifically with these subdivision regulations and the Town specifications.

5.5F Drainage System Requirements (See Section 8.5)

1. Complete drainage system for the entire sub- division, with appropriate development stages for each of the final plat section, shall be shown graphically with all existing drainage features which are to be incorporated properly identified as "existing".
2. Boundaries of storm water runoff watersheds for each drainage structure and their area in acres.
3. All proposed surface drainage structures.
4. Identification of structures by the Town specifications type numbers as specified in the Appendix of these Regulations.
5. All appropriate details and dimensions necessary to clearly explain the proposed construction including type of construction, material, size, pitch and invert elevations among other things in accordance with good engineering practice.

6. Location of all soil borings (deep test pits) and Descriptions of soil conditions and water table.

5.5G Utility Location

All underground utilities (gas, water, sanitary sewers and storm sewers) shall be installed within the right- of-way according to specifications outlined in Plate No. 17 of these Regulations,

5.5H Electrical and Communication Lines

1. All lines or wires for electric service telephone service cable television, or other means of electrical communications shall be placed underground in all subdivisions in accordance with specifications outline in Plate No. 17 of these Regulations

2. The Director of Public Works may waive the requirement of the location of underground utilities and wiring in Section 5.5G and 5.5H if in his judgment strict adherence is not feasible due to subsurface conditions.

3. The Director of Public Works may require overhead wiring due to soil and water conditions or other natural or man-made conditions.

5.5I Street Lighting Requirements

1. All street lights shall be provided on poles approved by the Director of Public Works, Director of Development and the subdivider. Said poles are to be of the ornamental type and are to be used in all subdivisions. The cost of said poles is to be borne by the subdivider.

The Director of Public Works will determine the number and location of the ornamental poles needed in the subdivision. The Electric Company will install the necessary underground cables needed for street lighting. The cost of the cable installation will be charged to the Town