



PRELIMINARY SUBDIVISION CHECKLIST

The completed Application for Subdivision of Property (*P. 1*) shall be accompanied by a completed Preliminary Subdivision Checklist (*P. 2 - P. 5*), a filing fee as indicated on *P. 1*, and twelve (12) copies of the preliminary subdivision plan meeting all the requirements listed below.

In light of state statute requirements for timely action by the Planning board in these matters, the staff is instructed to refuse any subdivision application that does not conform to the above requirements listed below and the Zoning Regulations of the City of Stamford. The Board, or its designee, shall certify said application as complete.

Filing Requirements	√ Items Submitted	Staff Review
1) A vicinity sketch, a scale of eight hundred feet (800) to the inch, suitable for the purpose of orientation showing existing streets in the area generally contiguous to the proposed subdivision, and how they may connect or relate to streets proposed in the subdivision in order to produce the most advantageous development for the entire neighboring area.		
2) The proposed name of the subdivision, the name(s) of the owner(s) of record, the subdivider, and the surveyor and/or engineer.		
3) The names of adjacent subdivisions and the names of record owners of adjacent parcels of subdivided and unsubdivided land.		
4) The boundary lines, accurate in scale, of the tract to be subdivided.		
5) The location, widths and names of all constructed or unconstructed public or private streets or other ways of access, with both right-of-way and traveled way shown, within or immediately adjacent to the tract, and other significant features such as but not limited to existing permanent buildings, utility poles, hydrants, stone walls and railroad lines. The location of existing houses on adjacent properties within one hundred (100) feet of the subdivision.		
6) The location of municipal boundaries, zone boundary lines, setback lines, State channel encroachment lines, and Flood Hazard Boundaries		
7) Where the total area to be subdivided is in excess of one acre and/or contains wetlands, soils information showing SCS (Soil Conservation Service) soil types and boundaries shall be provided by a certified soil scientist. If required for clarity of presentation, the soils information may be depicted on a separate map identical in scale to the preliminary plan.		
8) The location of significant natural features including wetlands (based on SCS soil types) and watercourses; rock outcroppings; and all trees of 12-inch diameter or greater within fifty (50) feet of the center line of all new streets and twenty-five (25) feet of the center line of all new common driveways.		
9) The approximate location of existing sewers, water mains, culverts and other underground utilities or structures within the tract and immediately-adjacent thereto, with pipe sizes indicated where connections are proposed.		
10) The certified location of existing wells and septic systems, and to the extent feasible the approximate location of those on adjacent		

properties within seventy-five (75) feet of the subdivision; natural or man-made drainage ways; pools; and underground tanks.

11) Topographical data having contour intervals not greater than two feet (2') shall be supplied.

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12) Where the lots are to be served by individual septic systems, areas having slopes in excess of 25% shall be delineated.

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13) Where new driveways and/or roads are to be constructed, proposed sight-lines shall be delineated on a plan at a scale of one inch equals twenty (20) or forty (40) feet. The plans shall indicate modifications required to attain and maintain acceptable sight-lines.

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14) Copies of any private restrictions to be included in the deeds of conveyance should accompany the submission of the preliminary plan.

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15) The approximate area of each proposed lot in terms of square feet or acreage.

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16) Potential house sites and driveways for each lot, and well and septic systems if on site sewage and wells are to be used.

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17) Proposed method of soil erosion control both during and following construction.

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18) In the case of new building lots traversed by or adjoining major rivers the following data shall be shown:

a) Related elevation between the water's edge (bank) and at 25-foot intervals back from the water's edge, with a minimum of three (3) elevations from and including bank elevations.

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b) Elevations referred to in item (a) shall be taken every 50 feet along the water's edge, except that there shall not be less than two such lines of elevations in any case.

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c) "Water's edge" and "top of bank" shall be noted.

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d) A cross section of the river shall be shown indicating the elevation of the river bed, water's edge, and top of bank at each point referred to in item (b) above.

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e) New city datum (NGVD29) shall be used and a note to that effect shall be put on the drawing in connection with (a) through (c) above.

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f) Existing encroachment lines of 100-year storm elevations.

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19) In the case of any subdivision located within the Coastal Boundary, the following information shall be provided:

a) Identification of coastal resources.

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b) Identification of affected coastal use policies.

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c) Identification of adverse impact on coastal resources, if any, and proposed measures to mitigate any adverse impacts.

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d) Statement of consistency with applicable goals and policies of the Coastal Management Act.

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20) Where the preliminary plan includes only a portion of the applicant's contiguous holding, the applicant shall also indicate, on a plan, the probable future street and lot arrangement.

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21) In cases where the subdivider proposes to construct or reconstruct a street or common driveway serving four (4) or more lots, the subdivider shall submit to the Board, certification by a professional engineer, licensed by the State of Connecticut, attesting to the adequacy of the existing storm and/or sanitary sewer system into which the proposed system will empty.

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22) Statement from a professional engineer, licensed by the State of Connecticut (signed and sealed), confirming the absence of impacts on drainage, soils, infrastructure, and adjoining properties.

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23) Proposed subdivisions encompassing land in area equal to or greater than three (3) times the minimum lot size of the Zone (s) in which located shall be required to contribute to the open space needs of the community and open space objectives of the Master Plan.

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24) Such other information as the Board may require.

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I certify that the application includes all of the above requirements, as noted. Please explain reasons for any omissions.

Owner / Agent (Please Print)

Owner / Agent Signature & Date

Staff Review & Date