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# SUBDIVISION REGULATIONS



CITY OF STAMFORD  
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**SUBDIVISION REGULATIONS**  
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# **CITY OF STAMFORD PLANNING BOARD**

## **REGULATIONS GOVERNING THE SUBDIVISION OF LAND ADOPTED NOVEMBER 12, 2019 Effective as of November 26,2019**

### **SECTION 1 - AUTHORITY**

Pursuant to the City of Stamford Charter, Section C6-30-1, the Planning Board adopts the following subdivision regulations. Said regulations may be amended from time to time in accordance with the law.

### **SECTION 2 - PURPOSE**

It is the intent of these regulations that all land to be subdivided shall be of such character that it can be used for building purposes without endangering the public health, safety, or welfare. To that end, the purpose of these regulations are to:

- (1) Further the orderly development of the City in accordance with the Stamford Master Plan as well as the Zoning Ordinance.
- (2) Regulate the layout of streets in accordance with sound traffic engineering principles to further the orderly development of the existing and projected street systems of the City.
- (3) Control the layout of lots to protect the environment.
- (4) Regulate the layout, design and construction of drains along natural drainage routes and watercourses to further the orderly and efficient development of the drainage system of the City of Stamford.
- (5) Provide for protective control measures in areas subject to flooding.
- (6) Secure the preservation of natural features of the landscape and the setting aside of open space for the recreational needs of future residents.
- (7) Control the placement of utilities, including the Fire Marshal's conditions for public safety.

### **SECTION 3 - JURISDICTION & COMPLIANCE**

The Planning Board retains the right to determine its jurisdiction in the first instance.

- (1) No person or entity proposing to subdivide property owned within the City limits shall enter into any contract for the sale of any part of the subdivision less than the whole, or shall proceed with any construction work of any kind on the proposed subdivision which may affect the arrangement of streets, including clearing, grubbing, grading or other works, until he has obtained approval from the Planning Board of the proposed subdivision. Nothing in this subsection shall prevent the subdivider from entering into a contract for sale conditional upon subdivision approval.
- (2) In planning and developing a subdivision, the subdivider or his agent shall in every case pursue the procedure as outlined in this Article.

## **SECTION 4 - APPLICABILITY OF REGULATIONS**

**Applicability of Regulations.** These Regulations shall apply to any subdivision or resubdivision of land within Stamford, Connecticut.

**Determination of Subdivision or Resubdivision.** The Planning Board shall have the authority to determine whether the existing or proposed division of any land constitutes a subdivision or resubdivision under the provisions of these Regulations.

**Null and Void.** Subdivision plans that have been recorded without meeting the requirements of these Regulations shall be null and void.

## **SECTION 5 - ADMINISTRATIVE PROVISIONS**

**Amendments.** The Planning Board may amend or repeal these Regulations after a Public Hearing in accordance with the requirements of Connecticut General Statute ("CGS") Chapter 126.

**Appeals.** Any person aggrieved by an action or decision of the Planning Board may appeal as provided by CGS Sections 8-26 and 8-8.

**Protection of Approved Plans.** Adoption of these Regulations or any amendment hereto shall not invalidate any subdivision or street layout approved by the Planning Board, or its predecessor, prior to the effective date hereof.

**Severability.** Should any provision of these Regulations be declared unconstitutional, invalid, or beyond the powers granted to the Planning Board by law, such action shall not affect the validity of any other provision or part hereof.

**When Effective.** These Regulations, and any amendments hereto, shall be effective from and after the date established by the Planning Board.

## **SECTION 6 - INTERPRETATION OF REGULATIONS**

**Minimum Requirements.** In their interpretation and application, the provisions of these Regulations shall be the minimum requirements unless the context clearly indicates that such provisions are intended to be a maximum limitation.

**Conflicts.** Where any conflict arises between the provisions of these Regulations, the provision that establishes the greatest restriction or imposes the highest standard shall control. Nothing in these Regulations shall be deemed to excuse compliance with the applicable provisions of any other law, ordinance, easement, covenant, rule, regulation, or permit.

**Difference of Meaning.** In the case of any difference of meaning or implication between the text of these Regulations and any caption, illustration, summary, table or illustrative table, the text shall govern.

**Definitions to be Applied.** In the interpretation and enforcement of these Regulations, the words and phrases set forth in these Regulations shall be construed as defined in this Article, unless otherwise clearly qualified by their context.

**Specific Terms.** In the interpretation and enforcement of these Regulations, certain words contained herein shall be interpreted as follows:

1. When not consistent with the context:
  - (a) Words in the present tense include the future and vice-versa.
  - (b) Words in the singular include the plural and vice-versa.
  - (c) Words in the masculine include the feminine and neuter and vice-versa.
2. The word “person” also includes a partnership, association, trust, corporation, limited liability company, or other legal entity.
3. Whenever any reference is made to a City official or staff member, the reference shall be deemed to include any authorized agent of such City official or staff member or any other person duly authorized to act in lieu of or on behalf of such City official or staff member.

## **SECTION 7 - DEFINITIONS**

For the purpose of these Regulations certain words used herein are defined as follows. Definitions set forth in the City of Stamford Zoning Regulations shall apply where such definition is not provided below:

- 7.1 **APPLICANT**  
See “Subdivider.”
- 7.2 **APPLICATION**  
The application form, maps, texts, reports, and supporting data required by these Regulations for approval of a subdivision or resubdivision.
- 7.3 **BOARD**  
means the Planning Board of the City of Stamford.
- 7.4 **COASTAL BOUNDARY**  
means the boundary established pursuant to the provision of the Coastal Management Act depicted in the Master Plan.
- 7.5 **DATE OF APPROVAL**  
The date an application is considered approved based upon the latest of the following dates:
  - by reason of failure of the Board to act, or
  - by affirmative action of the Board under any provision of these Regulations.
- 7.6 **DEVELOPER.** See “Subdivider.”
- 7.7 **EASEMENT**  
means an instrument recorded in the City/Town Clerk’s office of the City of Stamford to permit the use of land by someone other than the owner thereof for specified uses such as drainage, power lines, driveways, and like uses; or to regulate the use of land such as for conservation or sight line maintenance purposes.
- 7.8 **ENVIRONMENTAL PROTECTION BOARD (EPB)**  
EPB is organized by ordinance combining the mandated regulatory duties and responsibilities of an Inland Wetlands and Watercourses Agency, a Conservation Commission, and a local Flood and Erosion Control Board.

- 7.9 **FINAL SUBDIVISION MAP**  
means the final map on which the subdivider's plan of subdivision is presented to the Board for approval and which, if approved, will be submitted to the City/Town Clerk for recording in the Stamford Land Records within ninety (90) days of approval by the Board; unless an extension is requested by the applicant and granted by the Board.
- 7.10 **HOMEOWNER'S ASSOCIATION**  
An association established as a condition of subdivision approval by the Board for the purpose of complying with conditions of approval or an existing association with responsibility for such compliance.
- 7.11 **LOT**  
means a parcel or portion of land separated from other parcels or portions by description as a subdivision or record survey map, by metes and bounds for purpose of sale, lease, or transfer.
- 7.12 **LOT, ACCESSWAY**  
means a lot served by an accessway to a street, and having less than the full frontage required for a normal lot.
- 7.13 **MASTER PLAN**  
means those comprehensive plans for community development prepared by the Board, pursuant to Sections C6-30-4, C6-30-5, and C6-30-6 of the Stamford Charter.
- 7.14 **OFFICIAL MAP**  
means the map established by Section C6-30-2 of the Stamford Charter showing the streets, highways and parks theretofore laid out, adopted and established by law, and any amendments thereto by the Planning Board or additions thereto resulting from the approval of subdivision plans by the Board and subsequent filing of such approved plans in the Stamford Land Records.
- 7.15 **PASSIVE SOLAR ENERGY TECHNIQUES**  
means subdivision and site design techniques which maximize solar heat gain, minimize heat loss and enable thermal storage within buildings during the heating season, and minimize heat gain and provide for natural ventilation during the cooling season.
- 7.16 **PERFORMANCE BOND**  
means bonds issued by cash or by a certified insurance agent from a surety company authorized to do business in the State of Connecticut, and in a form and substance approved by Corporation Counsel.
- 7.17 **PRELIMINARY PLAN**  
means the preliminary maps indicating the proposed layout of the subdivision to be submitted to the Board for its consideration.
- 7.18 **PRIVATE COMMON USE IMPROVEMENTS**  
means privately owned improvements used by more than one dwelling or lot in a subdivision. Such improvements may include but are not limited to private streets, drainage facilities, recreational facilities, or wastewater disposal systems.
- 7.19 **RESUBDIVISION**  
A change in a map of an approved or recorded subdivision or resubdivision if such change:  
  - Affects any street layout shown on such map,
  - Affects any area reserved thereon for public use, or

- Diminishes the size of any lot shown thereon and creates an additional building lot, if any of the lots shown thereon have been conveyed after the approval or recording of such map.

7.20 **SUBDIVIDER**

means any person, individual owner, firm, association, syndicate, co-partnership, corporation, trust or any other legal entity commencing proceedings under these regulations having a proprietary interest in the subject land to be subdivided. Subdivider shall include "Developer" and "Applicant."

7.21 **SUBDIVISION**

means the division of a lot, parcel or tract of land into two (2) or more lots or other division of land for the purpose, whether immediate or future, of sale or building development, and shall include resubdivision and minor modification of the dimensions of two (2) existing lots where no additional building lots are actually created, but would result in a greater intensity of development than previously existed on either parcel.

7.22 **SUBMISSION DATE**

The date upon which an application is filed with the Board and the appropriate application fee is received. All applications shall be submitted to the Land Use Bureau office during regular working hours. The application shall be dated as of the actual date submitted. The Planning Board retains the right to determine its jurisdiction in the first instance.

7.23 **SOIL EROSION & SEDIMENT CONTROL PLAN**

means a plan to minimize soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative describing the materials to be employed and their location. The Soil & Sediment Control Plan must meet the requirements found in the City of Stamford Drainage Manual and Section 15 of the City of Stamford Zoning Regulations.

7.24 **STREET RELATED TERMS:**

**STREET.** A public and private way permanently dedicated to movement of vehicles and pedestrians and providing the principal means of access to abutting property. The term "street" shall include highways, parkways, avenues, roads, lanes, alleys, rights-of-way or other arteries of vehicular or pedestrian traffic, but not private driveways or accessways. No street, platted or opened by any private person, firm or corporation shall be accepted by the City unless the petition for the same shall be accompanied by a Certificate from the City Engineer certifying its correctness as to grade and construction specifications.

**Accepted Street.** Any street that has become a public highway by virtue of a legally recognized acceptance by the City of Stamford.

**Arterial Street (Major Street).** A through street that generally carries traffic between communities or major activity centers and includes all State and Federal highways.

**Collector Street (Secondary Street).** A through street that provides intra-community traffic service and neighborhood access to arterial streets.

**Dead End Street.** A street having only one vehicular outlet to another street.

**Dead End Street System.** A group of connected streets that originates at a single point of intersection, such that a vehicle traveling from any other street would have to pass through that point of intersection in order to reach any of the connected streets.

**Local Street.** A through street whose primary function is to provide access to abutting property and linkage between properties and collector or arterial streets.

**Private Street.** A private street that is privately owned or controlled in fee or in common that does not meet City standards to be accepted by the City Engineer to be accepted as a City street. The subdivider will be required to file on the Stamford Land Records an agreement or other document that notifies future owners of a lot that the road is "private" and not maintained by the City of Stamford.

**Right-of-way.** Shall mean the area between property lines reserved for use of any street. Its width shall be measured at right angles to or radial to the center line of the street.

**Street Line.** The line separating the street right-of-way and adjoining lots or premises.

**Traveled Way.** That portion of the surface of the street intended to be used by vehicular traffic.

**Turnaround.** The area at the end of a dead-end street usually circular in shape, provided for the purpose of enabling vehicular traffic to reverse direction without having to back up.

**Walkway.** A sidewalk, path, trail, way, or any other physically distinct corridor that is intended to be used primarily for the movement of pedestrian or other non-motorized traffic.

#### 7.25 **UNSUITABLE LAND TO SUBDIVIDE**

The Board shall decide, at its discretion, if land is suitable for subdivision. Unless designated and preserved in perpetuity for open space, municipal, conservation, or agricultural purposes, no parcel, reserve strip, or any other remnant of land unsuitable for building shall be left in any subdivision. Any such remnants shall be merged with adjoining suitable lots.

### **SECTION 8 - ADMINISTRATIVE PROCEDURES**

No land shall be subdivided for residential use which is held by the Board to be unsuitable for such use by reason of flooding or bad drainage, adverse geologic formation, traffic safety or any other feature likely to be harmful to the health, safety, and welfare of the adjacent residents or future residents of the proposed subdivision. Proper provision shall be made for water, drainage and sewerage and, in areas contiguous to brooks, rivers, or other bodies of water subject to flooding, that proper provision shall be made for protective flood control measures, that the proposed streets are in harmony with existing or proposed principal thoroughfares shown in the Stamford Master Plan, especially in regard to safe intersections with such thoroughfares, and so arranged and of such width as to provide an adequate and convenient system for present and prospective traffic needs.

To the extent feasible, existing natural features, which are of ecological value to the City, such as: wetlands, water courses, water bodies, rock formations, stands of trees, views and vistas, and similar irreplaceable assets, shall be preserved. Whenever any subdivision of land is proposed to be made, the subdivider shall file an application with the Board for approval of such subdivision.

The application shall conform to the procedure and specifications of these Regulations. Printed application forms may be secured from the Planning Board Office. **(Refer to the following forms attached to this document: Sample Subdivision Application-Appendix A; Sample Subdivision Review Checklist-Appendix B and Subdivision Review Process Flow Chart-Appendix C)**

### 8.1 PRE-APPLICATION REVIEW

It is recommended the subdivider consult with the Land Use Bureau Chief, Deputy Director of Planning, or designee; the City Engineer; the Transportation, Traffic and Parking Bureau Chief or Traffic Engineer; Director of Environmental Health and the Executive Director of the Environmental Protection Board, before filing a subdivision application to ascertain the location and extent of existing or proposed City streets, parks, and other public lands shown on the Official Map and the Stamford Master Plan; other planned or existing projects that might affect the proposed subdivision and wetlands and watercourses that could affect the proposed property development.

### 8.2 FILING REQUIREMENTS

The completed application form shall be signed by the owner of record or his/her duly authorized agent or representative. If the application is signed by an agent or representative, a written instrument evidencing the agent's authority to apply shall accompany the application. The application shall be accompanied by:

- (a) A filing fee payable to the City of Stamford, as set by the Board of Representatives for each lot shown on the subdivision map. The Board may waive a portion of the application fee in the case of lots dedicated to open space in perpetuity.
- (b) Twelve (12) copies of the application, along with an electronic version (USB Drive) and accompanying preliminary subdivision plan meeting all requirements of Section 9.1 of these regulations. If the application is for a resubdivision, the application shall include a copy of the recorded Subdivision Map and any subsequent resubdivision as approved by the Board and filed with the City/Town Clerk showing all of the land area involved in the original subdivision.
- (c) A description of access to public transportation opportunities from the land proposed to be subdivided, including the proximity of existing bus routes, accessibility of existing rail transportation, and possible new public transportation access points adjacent to and within the subdivision;
- (d) A letter from the Stamford Water Pollution Control Authority (WPCA) stating the preliminary subdivision plan has been reviewed by the WPCA and the proposed development can be connected to and served by the WPCA system and does not present any barriers to, or otherwise interfere with, the providing of water and sewer service to such development;
- (e) A letter from any other primary utility company serving the site, including as applicable (but not limited to) Eversource, Tennessee Gas Pipe Line (if applicable) stating the preliminary subdivision plan has been reviewed by such utility company and the proposed development can be connected to and served by such utility system and does not present any barriers to, or otherwise interfere with the provision of utility service to such development;

- (f) A stormwater management plan in accordance with Sections 10.1.4, 11.1 and 11.2 (below), as well as the City of Stamford Drainage Manual and Section 15 of the Zoning Regulations;
- (g) A traffic study (if required by the Traffic Engineer) describing the proposed impacts of the development and identifying the carrying capacity of proposed streets.

### 8.3 REFERRAL TO OTHERS

The Board retains the right to have any information submitted with regard to an application reviewed by City staff or officials, and to consult with any other qualified agency or person as, in the opinion of the Board, may be advisable for their information, review and recommendations. The subdivider may be required to compensate the City for any review fees and related expenses.

Subdivision applications shall be referred to the Environmental Protection Board, Health Department (in cases where the proposed lots are not to be serviced by public sewers and/or public water), Engineering Bureau; Transportation, Traffic, and Parking Bureau; Fire Marshal, and other departments and agencies as may be deemed appropriate. It is the applicant's responsibility to cooperate fully with the above-cited agencies so reports may be timely received by the Board.

Where the proposed subdivision involves activities regulated by the Environmental Protection Board, the applicant shall simultaneously file with the Environmental Protection Board.

Where the proposed subdivision lies within the Coastal Area Management Boundry, the applicant shall simultaneously file with the Stamford Harbor Management Commission.

Wherever the proposed subdivision abuts or includes land in an adjoining Connecticut municipality, the Board shall refer the subdivision application to the Western Connecticut Council of Governments (WestCOG).

Where the proposed subdivision lies within five hundred (500) feet of an adjoining municipality, the Board shall notify the Clerk of the adjoining municipality of the pendency of the application.

### 8.4 FIELD INSPECTION

By filing an application with the Board, the applicant or its agent consent to allow inspections of the parcels within the proposed subdivision by the Board or its agents, consultants or representatives. Such consent shall remain in effect until any and all improvements and conditions of approval are completed to the Board's satisfaction.

Front lot corners shall be flagged, and the center line of proposed new streets/driveways entrances shall be marked on the existing roadway pavement. The center line of new streets shall be staked at fifty (50) foot intervals. The Board may require additional field staking of proposed improvements to assist in its review of a proposed subdivision.

## 8.5 APPLICATIONS REQUIRING PUBLIC HEARINGS

All subdivision plans in which a new street is proposed and/or which include three (3) or more lots shall require a Public Hearing in accordance with City Charter. The subdivider may consent to extensions of time to commence and complete a Hearing.

**Notice in Newspaper, By City.** Notice of the Public Hearing shall be published in an official newspaper at least twice at intervals of not less than two (2) days, the first not more than 15 days, nor less than ten (10) days, and the last not less than two (2) days before the date set for the Hearing.

The Board shall provide the applicant with notice of the Public Hearing date by certified mail not less than fourteen (14) days prior to the date assigned for the Hearing. It shall be the responsibility of the applicant to promptly notify, by mail, all owners of property within one hundred (100) feet of the property to be subdivided in all zoning districts except RA-1, RA-2 and RA-3. In the case of land located in the RA-1 district all property owners within three-hundred (300) feet shall be notified and in the case of the RA-2 and RA-3 districts all property owners within five-hundred (500) feet shall be notified. Said notification shall contain, as a minimum, the location of the property to be subdivided; time, date and place of the Public Hearing; and availability of the file for public inspection at the Planning Board office. Notification shall be mailed, not less than seven (7) days in advance, of said hearing and certificates of mailing evidencing compliance with these notice requirements shall be provided to the Board not less than five (5) days before the application is to be heard. Failure to comply with this requirement shall be cause for the Hearing to be postponed. Owners of record shall be determined from the current records of the office of the Assessor. At the Hearing the subdivider or his agent and all other parties whose interest may be affected by the proposed subdivision shall be heard.

All information necessary to conduct a full discussion on the application, including referral reports from pertinent City departments, shall be a part of the record and available at the Public Hearing. If such required information is not available in time for the Public Hearing, said Hearing will either be postponed or continued to a later date, at the discretion of the Board.

**Access to Application Materials.** All applications and maps and documents relating thereto shall be open for public inspection. This public inspection can take place by the following three (3) methods: (a) visit the Land Use Bureau office during business hours [9:00 a.m. to 4:00 p.m.]; (b) visit the Land Use Bureau office with your own USB drive, to which a copy will be downloaded; or (c) review on the Planning Board website ([www.stamfordct.gov/planning-board](http://www.stamfordct.gov/planning-board)).

**Conduct of Hearing.** Any person or persons may appear and be heard and may be represented by an agent or attorney.

### 8.5.1 APPLICATIONS NOT REQUIRING PUBLIC HEARINGS

If a Public Hearing is not required pursuant to Stamford Charter §C6-30-15, a subdivision application certified as complete may be placed on the agenda of the Board for consideration not less than fourteen (14) days after receipt. Legal notice of the application filing shall be published in an official newspaper in Stamford not less than seven (7) days prior to the matter being placed on the Board's agenda. It shall be the responsibility of the applicant to promptly notify, by mail, all owners of property within one hundred (100) feet of the property to be subdivided in all zoning districts, except RA-1, RA-2 and RA-3. In the case of land located in the RA-1 district all property owners within three-hundred (300) feet shall be notified and in the case of the RA-2 and RA-3

districts all property owners within five-hundred (500) feet shall be notified. Notification shall occur not less than seven (7) days in advance of the matter being placed on the Board's agenda. Said notification shall contain, as a minimum, the location of the property to be subdivided and the availability of the file for public inspection at the Planning Board office. Owners of record shall be determined from the current records of the office of the Assessor. Certificates of mailing evidencing compliance with these notice requirements shall be provided to the Board not less than five (5) days before the application is to be heard.

#### **8.5.2 REVIEW PROCESS**

The Board shall consider the layout of the proposed subdivision with due regard to the topography, environment and ecology, flooding conditions, traffic, parking and safety requirements, the purpose and intent of zoning regulations, the official map and the Master Plan, and shall take into consideration the general health, safety and welfare of both the existing residents of the neighborhood, and future residents of the proposed subdivision.

#### **8.6 PLANNING BOARD ACTION**

Within sixty (60) days from the submission date, the Board shall approve, modify and approve, or disapprove the subdivision application. All applications shall comply with applicable law. The sixty (60) day period for action may be extended for an additional period of sixty (60) days with the written consent of the subdivider. The above time periods shall be suspended in the event the Environmental Protection Board has not rendered a final report as set forth in P.A. 87-533 for subdivisions requiring EPB permits or that fall under EPB review jurisdiction. In such case, the Board shall act on an application within 35 days of the EPB decision. A Certificate attesting to the Board's decision shall be filed with the City/Town Clerk.

Notice of the Board's action shall be sent by certified mail to the applicant or applicant's agent. Notice of the decision shall be published once in a newspaper having substantial circulation in the municipality within fifteen (15) days of the decision.

#### **8.6.1 APPROVAL**

Approval of the subdivider's plan by the Board shall be considered "final." However, the subdivision map for filing in the Stamford Land Records will not be signed by the Chair or Secretary of the Board until conditions imposed have been met.

Where the tract is to be developed by sections, an overall street and drainage design shall be submitted for prerequisite approval by the City Engineer after approval by the Board but prior to the filing of the final map. When such overall plan has been approved, the design of each subsequent section shall conform thereto.

#### **8.6.2 CERTIFICATE OF APPROVAL**

Filing of Decisions Affecting Subdivisions. The Board shall prepare, after its decision on any subdivision over which it has jurisdiction and upon which a Hearing has been held, a Certificate signed by its Director, setting forth the name or names of the property owner or owners, the names of the street or streets on which the property is located, the title of any map submitted with the application, the date of the Hearing and statement of its findings and approval, shall be recorded in the Office of the City/Town Clerk, indexed under the name or names of such property owner or owners, and no action of the Board shall be final until the filing of this public record in the Office of the City/Town Clerk.

Said Certificate shall also include:

(a) Specific waivers, if any, which are required in the subdivision plan;

- (b) The nature and extent of required physical improvements, if any;
- (c) Conditions deemed necessary to mitigate development impacts, if any; and
- (d) In the case of disapproval, the reason(s) for said disapproval.

### 8.6.3 FINAL SUBDIVISION MAP

The subdivider, after notification by the Board with respect to approval of the subdivision plan and the modifications, if any, to be made thereon, shall, within ninety (90) days thereafter, submit the final Subdivision Map with the Board, or in the case of new roads and drainage facilities:

- (a) **Construction Plans:** The subdivider shall file with the Board construction plans and bond estimate within ninety (90) days of the date of the Board's approval of a subdivision plan, which plans shall be transmitted to the City Engineer for the purpose of reviewing and approving the plans and the amount of performance bond necessary to guarantee all required road, drainage and related improvements in the proposed development. Where appropriate, the Engineering Bureau shall refer the plans and bond estimate to the suitable department, such as the Land Use Bureau, Environmental Protection Board, Parks Department and/or Transportation, Traffic and Parking Bureau for review and approval. Engineering and construction plans not filed within said ninety (90) days shall be subject to any amendments in these regulations or construction specifications adopted after the expiration of said 90-day period, and shall not be transmitted to the City Engineer without prior authorization by the Board.
- (b) **Performance Bond:** The subdivider shall file a performance bond with the Board within ninety (90) days of the approval date to the Land Use Bureau Chief or Designee and notification to the developer of the performance bond estimate. If said performance bond is not filed within ninety (90) days, no final plan shall be given approval by the Board until a new estimate or certification as to sufficiency of prior estimate is obtained from the City Engineer and a performance bond is filed in accordance therewith, which updated estimate shall also be subject to any amendments to regulations or construction specifications adopted after the expiration of said 90-day period. Said performance bond is to be issued by an accredited surety company licensed to do business in the State of Connecticut or in a form prescribed by Corporation Counsel. Said bond shall guarantee all the public highway, storm and sanitary sewer or other improvements required by the City Engineer or any other body authorized by law to act pursuant to Section 8.2 (f). Said Board may also prescribe the extent and the manner in which streets shall be graded and improved and public utilities and services provided and, in lieu of the completion of such work and installations previous to the final approval of a plat, said Board may accept a bond of an established surety company in an amount and with surety and conditions satisfactory to its securing to the City the actual construction and installation of such improvements and utilities within a period specified in the bond.

The time period for any such bond shall not exceed one year, except that on showing of good cause by the subdivider and a determination to the public would not be adversely affected, the Board may extend the bond period. Pursuant to the City of Stamford Code of Ordinances Section 214.34, no street can be accepted as a public highway which has been completed within the period November 1st to April 1st. Accordingly, no performance bond will be acceptable having a date of termination for the period of performance falling between November 1st and April 1st.

An applicant may request, in writing, the Board authorize a reduction in the amount of the bond. Such request shall itemize the extent of required improvements already completed, and the amount of bond reduction requested. Upon certification by the City Engineer as to the estimated costs of improvements remaining to be completed, the Board may, if it determines sufficient required improvements have been installed to warrant such action, reduce the amount of the bond by the appropriate amount.

In the case of street(s) to be dedicated to the City, the performance bond shall be released upon acceptance of the street(s) by the Board of Representatives and the filing of a maintenance bond. In the case of private street(s) and/or other improvements, the performance bond shall be released upon certification by the City Engineer stating the improvements have been constructed satisfactorily to the specifications set forth in the approved plans.

- (b) **Maintenance Bond:** Upon acceptance of the new street(s) as public street(s) by the Board of Representatives, the subdivider shall file a maintenance bond (Street and Subdivision Workmanship Guarantee Bond) with the Board. The maintenance bond shall guarantee the condition of the improvements for a two (2) year period and shall have a value equal to fifteen percent (15%) of the original performance bond. Said maintenance bond shall be issued by an accredited surety company or in a form prescribed by Corporation Counsel. After the two (2) year maintenance period, the maintenance bond shall be released upon certification by the City Engineer that the improvements are in good and serviceable condition.

#### 8.6.4 FILING OF RECORD PLAN

Upon review for compliance with the requirements of Section 12.3 below the Chair or Secretary of the Planning Board shall be authorized by the Board to affix their signature to the final map and thereafter, the subdivider shall file said final plan with the City/Town Clerk in accordance with State Statutes; otherwise such approval shall expire. The subdivider shall notify the Board, in writing, as to the map number assigned by the City/Town Clerk.

#### 8.6.5 SIGNATURE BLOCKS

The following signature block should be used on any and all Subdivision maps:

Approved by the Stamford Planning Board  
(Subdivision Approval #\_\_\_\_\_)

On: \_\_\_\_\_ By: \_\_\_\_\_  
Chair or Secretary

The following signature block should be used on any and all maps other than a Subdivision map:

Approved for submission and filing

On: \_\_\_\_\_ By: \_\_\_\_\_  
Owner or Agent

Approved by the Stamford Planning Board for filing purposes  
(Not a Subdivision pursuant to CGS 8-18)

On: \_\_\_\_\_ By: \_\_\_\_\_  
Chair or Secretary

## 8.7 RECONSIDERATION OF APPROVAL CONDITIONS

The subdivider may request the Board to reconsider any condition of approval rendered by the Board. Such request(s) shall be in writing and include the reason(s) for the request. At the Board's discretion, a Public Hearing may be conducted, with due notice, prior to consideration of the request. Reconsideration of approval conditions shall only be granted by a three quarters ( $\frac{3}{4}$ ) majority of the Board, which shall state upon its record the reason(s) for amending any condition of approval.

## 8.8 EXPIRATION OF APPROVAL

Failure to complete all physical improvements required by the approved subdivision plan within five (5) years after approval by the Board may result in expiration of the approval of the subdivision unless the time period is further extended by the Board.

# **SECTION 9 - OPEN SPACE PRESERVATION**

## 9.1 PURPOSE

Every subdivision and resubdivision created after the effective date of these regulations shall be required to contribute to the open space needs of the community and open space objectives of the Master Plan.

Open spaces for parks, playgrounds, and/or environmental protection shall be provided in places deemed proper by the Board. Every subdivision shall provide for open space in order to:

- Protect and conserve natural resources,
  - Protect and conserve community resources and/or cultural resources,
  - Establish greenbelts and other linkages that connect open spaces,
  - Provide for parks, playgrounds and other active and passive recreation areas,
  - Supplement existing open space areas,
  - Provide, protect or enhance local trails and/or
  - Implement the open space and other recommendations in the Stamford Master Plan.
- A. Open Space Options. The open space requirement may, with approval of the Board, be met through:
- Dedication of land within the subdivision or elsewhere in Stamford; or
  - Some other arrangement acceptable to the Board which accomplish the intent of these regulations. (Such as a streetscape protection easement, a trail easement, a conservation easement, or similar proposal. See Section M below).
- B. Evaluation Requirements. The subdivider shall submit a map showing where the open space land is located on the parcel or would be located if payment of a fee-in-lieu of open space, or other open space arrangement, if not accepted.
- C. Comments from Other Agencies. The Board may solicit comments from outside agencies or any other person or entity regarding the best method of preserving open space as part of the subdivision.

- D. Dedication of Land. Where the open space requirement shall be met through a conservation easement or dedication of land:
- At least ten percent (10%) of the total area of the subdivision shall be set aside for open space.
  - If less than ten percent (10%) of the total area of the subdivision has resources as defined in these regulations, an alternative method of meeting the ten percent (10%) will be required by the Board.
  - Such open space shall be shown on the subdivision plan or on another suitable map if located elsewhere in Stamford.
- E. Appropriateness of the Open Space. In determining the appropriateness of an area proposed for open space or other public purposes, the Board shall consider:
- The physical character and quality of the open space in terms of its value for active or passive recreation,
  - Recommendations in the Stamford Master Plan,
  - The presence or absence of any existing open spaces in the area,
  - The opportunities to interconnect existing, proposed, and potential future open space reservations into a comprehensive greenway and trail system,
  - The opportunity to preserve or protect significant natural resources, and
  - Comments from other agencies regarding need, resources, connection to the open space system of the City, and preferred ownership.
- The Board reserves the right to reject any proposed open space dedication that it finds will not adequately address the foregoing criteria and to require other specific land areas within any proposed subdivision to be dedicated as open space.
- F. Developments Abutting Existing Open Space. When a subdivision abuts an existing open space area, the Board may require the lot lines of such land to form a continuation of the existing open space to provide a single, unified area.
- G. Ownership of Open Space. The subdivider shall designate which entity is, or entities are, proposed to own the open space to ensure its permanent protection as provided in these Regulations. The following is the order of preference for ownership of open space:
- The City. If a subdivider transfer's land to the City for municipal purposes other than for required street widening, such transfer may be considered by the Board as a credit toward any open space dedication requirements.
  - A non-profit organization, acceptable to the Board, legally constituted to accept and maintain open space for conservation purposes.
  - A neighborhood association or private organization having rules and policies to protect and preserve the open space area that have been reviewed and approved by the Board.
  - Such open spaces deeded to entities other than the City shall provide in such deed that ownership shall revert to the City or other conservation organization for recreational or conservation purposes if such corporation or association shall cease to exist or shall relinquish ownership.
- H. Term of Protection as Open Space. Such open spaces shall be deeded in perpetuity. The subdivider shall install markers delineating the boundaries of the open space.

- I. Phased Subdivision Proposals. When a subdivision plan is proposed to be phased (i.e., to be created in sections of a larger, overall Site Development Plan), the subdivider shall provide, in every phase, a proportionate part of the total open space area that has been proposed and approved with respect to the overall Site Development Plan, including suitable access to such land.
- J. Public Access. The Board may require any open space land to have direct access to a public street through a right-of-way dedicated to public use and it be graded and improved to allow for pedestrian access.
- K. Restrictions. Open space areas shall not be used as a depository for brush, stumps, earth, building materials, or debris. The Board may allow the use of open space areas for the purposes of stormwater management and detention facilities, but drainage and detention basins shall not be counted towards the minimum open space set-aside requirements in these regulations.
- L. **Contribution to Open Space Preservation Fund**
- As provided by CGS Section 8-25, the Board may authorize the subdivider to make a contribution to an Open Space Conservation Fund in the place of any requirement to provide open spaces.
  - The Board may also request the subdivider make a contribution to the City or make a contribution to the City and transfer land in place of the requirement to provide open space where dedication of land as open space will not best serve the purposes set forth in Section 9.1 A. If the subdivider declines to do so, the Board shall require the dedication of open space.
  - If payment of such a fee is proposed by the subdivider, the Board may refuse such fee if it determines, in its sole discretion, there are acceptable areas on the subdivision which merit preservation.
  - Any open space payment shall be placed in a fund established by the City to be used for acquiring land for open space.
  - Unless otherwise agreed to by the Board and the subdivider, the procedures for determining the amount of any contribution to Open Space Preservation Fund shall be in accordance with CGS Section 8-25, as amended provided any required appraisal shall be performed at the subdivider's sole expense by a Connecticut-licensed appraiser who has been certified as a Member of the Appraisal Institute (MAI).
  - The contribution to the Open Space Preservation Fund may be paid in one (1) lump sum by the subdivider. When fractional payments are to be provided instead of locating the open space land, the subdivider shall execute a lien securing the total amount of the contribution for the entire subdivision, and such lien shall be recorded on the City of Stamford Land Records with a first priority and a form and substance acceptable to the Corporation Counsel's office. A release of lien for each lot shall be provided by the City upon the City's receipt of the fee for each lot.
- M. Modification of Open Space Reservation.
- To the extent required by CGS Section 8-25, the open space reservation requirement shall not apply if:
    - The transfer of all land is in a subdivision of less than five (5) parcels and is to a parent, child, brother, sister, grandparent, grandchild, aunt, uncle, or first cousin of the transferor for no consideration, or
    - The subdivision contains affordable housing as defined in CGS Section 8-39a equal to twenty percent (20%) or more of the total housing to be constructed in such subdivision.

- The Board shall require the subdivider to provide sufficient documentation to assure that any exemption claimed under this section is legally warranted. Such documentation shall generally include, without limitation, an affidavit by the subdivider as to the identity of the transferees and adequate language on the final subdivision plans, indicating that any transfers not protected under CGS Section 8-25 may result in the revocation of subdivision approval.

## 9.2 ENERGY CONSERVATION

In designing the subdivision the applicant shall demonstrate to the Board that the following passive solar energy techniques have been utilized:

- (a) The street and lot layout shall, as far as practical, provide orientation to facilitate the development of properly oriented passive solar buildings.
- (b) The proposed principal buildings can be located and oriented wherever practical so the longest axis of the building runs east to west with a maximum possible deviation of thirty degrees (30°) north or south of due east.
- (c) Proposed buildings can be located to maximize solar access on the south wall of buildings and avoid obstructions by the other buildings, non-deciduous vegetation and topographic features, wherever practical.
- (d) Greenroof technology.
- (e) Landscaping, both existing and proposed, shall, wherever possible, employ deciduous trees for summer shading and non-deciduous trees for winter windbreaks.

## 9.3 SOIL & EROSION CONTROL

Every subdivision and resubdivision created after the effective date of this section shall include a Soil Erosion & Sediment Control Plan in accordance with the Section 15B of the Stamford Zoning Regulations (“Soil Erosion and Sediment Control Regulations”) and the “Connecticut Guidelines for Soil Erosion and Sediment Control” (2002) as amended.

The estimated costs of measures required to control soil erosion and sedimentation, as specified in the approved plans, may, at the discretion of the Board, be covered in a performance bond or other assurance acceptable to the Corporation Counsel.

Site development shall not begin until the Soil Erosion & Sedimentation Control Plan is approved by the City Engineer and those control elements scheduled for installation prior to site development are in place and functional.

Inspections shall be made by the City Engineer during development to ensure compliance with the approved soil and erosion plan and that control measures are properly performed, installed and maintained.

## 9.4 STREET NAMES & ADDRESSES

Prior to submitting a subdivision proposal, the applicant must meet with the City Engineer’s office to get the street names and addresses approved, to ensure the proposed street names shall not duplicate or closely approximate, phonetically, the name of any other existing street in the City and shall be subject to Board approval. To the extent possible, names should be selected that give an identity to the area, or have historic significance. Street names and addresses must be approved by the Engineering Bureau included on the proposed file maps.

**9.5 ACCESSWAY LOTS**

Accessway lots shall only be permitted in the RA-1, RA-2, RA-3 and R-20 zones.

**9.6 OWNERSHIP & MAINTENANCE OF COMMON USE FACILITIES**

No private common use improvement shall be permitted unless the owner or owners of all properties to be served thereby are or will be made parties to, and their properties made subject to, an effective recorded agreement in a form satisfactory to the Corporation Counsel for the continuous maintenance, operation, management and eventual replacement of such improvements. The agreement shall provide that upon failure to comply with the provisions of the agreement, the City shall take all necessary action to assure compliance and assess against the property owner(s) in default all costs incurred by the City for such purposes.

**9.7 ABUTTING STREETS, WIDENING OR REALIGNMENT**

Proposed subdivisions abutting an existing street, which is deficient in right-of-way width or unaccepted street, shall provide for proper widening of the right-of-way of such street, by dedication or easement to the City, in accordance with the standards of Section 10.5 and in a form satisfactory to Corporation Counsel. Such areas shall be marked on the final map, "Reserved for Future Road Widening Purposes."

Proposed subdivision shall not access an unaccepted street unless said street is brought to City standards and accepted. Provision, including actual construction, that the developer shall make improvements in the travelled way of an abutting street as to width, grade, alignment, base, drainage & pavement as may be made necessary by the creation of the subdivision.

**9.8 UTILITY & DRAINAGE EASEMENTS**

Where required by the City Engineer, easements for utilities and drainage facilities shall be indicated on the final plan together with the necessary recorded documents in a form satisfactory to Corporation Counsel.

**9.9 IN-GROUND FUEL OIL TANKS**

No in-ground fuel oil tanks shall be allowed.

**SECTION 10 - DESIGN STANDARDS**

**10.1 STREETS**

The status of proposed streets, public or private, shall be determined by the Board. (See Code of Ordinances, Section 214-32 through 214-39).

**10.1.1 STREET LAYOUT**

Streets shall be of sufficient width, suitably located and adequately constructed to accommodate prospective traffic, and to afford access of emergency and fire-fighting equipment, and shall be coordinated so as to comprise a convenient and integrated street system. The arrangement of streets in a subdivision should provide in general for the continuation of the principal streets existing in adjoining subdivisions, or of their proper projection to adjoining vacant property except where, in the opinion of the Board, topographical or other conditions make such continuance or conformity impracticable.

10.1.2 **STREET CLASSIFICATION**

Street classification shall be based on the street’s purpose or use as determined by the Board after considering the location of the proposed street and the intensity and nature of the uses to be served by the proposed street both within and outside the proposed subdivision plus any anticipated traffic resulting from interconnection with other streets.

10.1.3 **RIGHT-OF-WAY**

Streets shall have a right-of-way width at least as great as that of such existing streets, and shall be based on the classification below, but in no case less than fifty (50) feet. (This requirement shall not be waived.)

**Arterial Streets:** Arterial streets, unless otherwise indicated on the Master Plan shall have a right-of-way at least eighty (80) feet wide.

**Secondary & Minor Streets:** Secondary and minor streets, unless otherwise indicated on the Master Plan, shall have a right-of-way at least fifty (50) feet wide.

10.1.4 **PAVEMENT WIDTH**

Pavement width shall be as follows except these requirements may be modified by the Board upon recommendation by the City Engineer when another approach acceptable to the City Engineer is proposed in order to conform to the stormwater management requirements contained in Section 15.C of the Stamford Zoning Regulations as amended:

**Arterial Streets:** Not less than thirty-six (36) feet exclusive of curbs and may be wider upon recommendation of the Chief of Transportation, Traffic and Parking.

**Secondary & Minor Streets:** Not less than twenty-six (26) feet exclusive of curbs; or in case of RA-1, RA-2 and RA-3 (large lot) Residential Districts; twenty-four (24) feet exclusive of curbs.

**Dead-end or Loop Streets:** Serving not more than twenty (20) dwellings and where parking is prohibited on one side, applicable only to RA-1, RA-2 and RA-3 (large lot) Residential Districts. Not less than twenty (20) feet, exclusive of curbs, except where length or topography would necessitate greater width.

**Residential Service Drives (Common Driveway):** Serving not more than four (4) dwellings and where parking is prohibited; eighteen (18) feet, or as recommended by the Fire Department having jurisdiction.

10.1.5 **STREET GRADES**

Street grades shall be as follows:

**Arterial Streets:** Maximum seven percent (7%).

**All other streets:** Maximum nine percent (9%).

**Residential Service Drives:** Maximum ten percent (10%).

Minimum grade of vertical curve tangent at edge of pavement or gutter shall be not less than two percent (2%).

**10.1.6 INTERSECTIONS**

Proposed streets shall intersect as nearly at right angles as topography and other limiting factors permit. At intersections, property line and/or right-of-way corners shall be rounded by an arc, the minimum radius of which shall be preferably twenty (20) feet but in no case less than ten (10) feet, and shall be increased upon the recommendation of the City Engineer or Bureau Chief of Transportation, Traffic and Parking when the angle of intersection is more than 120 degrees or less than 60 degrees. At intersections, the street pavement and curb shall be concentric to the property line or right-of-way line.

**10.1.7 SIGHT DISTANCE**

Minimal sight distance, measured from an elevation of 3.5 feet above the road and in accordance with the procedures set forth in the Policy on Geometric Design of Highways and Streets (1984), AASHTO , shall be as follows:

**Major Arterial Streets: 300 FEET**

**All Other Streets: 200 FEET**

**10.2 BLOCK & LOT LAYOUT**

The layout of blocks and lots shall be such that there will be no foreseeable difficulty, for reasons of topography or other conditions, in securing building permits in compliance with the Zoning Regulations and applicable State Health and Environmental Codes.

**10.2.1 BLOCK LENGTH**

The length of blocks shall not exceed one thousand (1,000) feet, except in RA-1, RA-2, & RA-3 (large lot) Residential Districts where justification for variation from such requirements may exist. In business districts, the block sizes shall be such that parking areas and business service drives may be provided for public convenience and it shall be indicated how off-street parking is to be situated.

**10.2.2 BLOCK WIDTH**

The width of blocks shall be such as to allow two tiers of lots. Lots with double (front and back) highway frontage are to be avoided.

**10.2.3 LOT SIZE**

Where potable water is to be provided by means of individual wells, separate septic disposal systems are to be provided. The minimum lot area shall be not less than forty thousand (40,000) square feet of land uncovered by water, exclusive of accessway, or larger when in the opinion of the Director of Health such larger area is necessary to protect public health.

Where potable water is to be provided by a public water supply, separate septic disposal systems are to be provided. The minimum lot area shall be not less than twenty thousand (20,000) square feet of land uncovered by water, exclusive of accessway, or larger when in the opinion of the Director of Health such larger area is necessary to protect public health.

**10.2.4 CORNER LOTS**

Corner lots shall have such extra width as the Board may require to assure attainment of required front and side yards.

**10.2.5 LOT LINES**

So far as is practicable, side lot lines shall be at right angles to straight street lines or radial to curved street lines. Proposed lots which result in a width that would require the house to be constructed perpendicular to the street where existing homes are predominately situated parallel to the street are to be discouraged. (SD-TC-01)

**10.2.6 VEHICULAR ACCESS TO LOTS**

Each building lot shall be served by a driveway connecting said lot with a street for the purpose of vehicular access to required off-street parking space. Where the provision of individual driveways serving abutting accessways and/or adjacent interior lots would result in the appearance of a multiplicity of driveways, compromise traffic safety, or adversely impact the preservation of significant natural features enumerated in Section 4.1 or the attainment of open space preservation goals expressed in Section 9.1 A of these Regulations, the Board may approve a plan for common driveways or a plan for vehicle access via easement over one or more abutting lots. The applicant's intent to provide vehicular access from a lot to a street via easement or common driveway over one or more abutting lots shall be subject to review and approval by the Board. "Easement for Driveway Purposes" shall be described and shown with metes and bounds on the final plan. No more than four (4) lots may be served by a common driveway. Common driveways shall not be excessive in length and shall conform to the requirements of public safety and convenience; and shall be built to the satisfaction of the Building Official, Fire Marshall and Zoning Enforcement Officer as a prerequisite to issuance of Certificates of Occupancy.

**10.3 TURNAROUNDS**

**10.3.1 PERMANENT TURNAROUNDS**

Proposed streets shall be extended to the boundary lines of the tract to be subdivided, unless prevented by topography or other physical conditions or where the Board deems such extension would serve no useful purpose. Dead-end streets not to exceed two thousand (2,000) feet in length will be approved when necessitated by topography, or some extraordinary conditions in RA-1, RA-2 and RA-3 (large lot) Residence Districts. In all other districts, a maximum permissible dead-end street shall not exceed one thousand (1,000) feet. All dead end streets shall terminate in a circular turnaround having a minimum right-of-way of ninety (90) feet diameter and pavement diameter of seventy (70) feet. Where center islands are proposed the right-of-way and paved circle shall increase by ten (10) feet.

**10.3.2 TEMPORARY TURNAROUNDS**

Street rights-of-way extended to property boundaries where future extensions are to be anticipated shall culminate in a temporary turnaround of the same standards as permanent turnarounds outlined above except that center islands shall be prohibited. Any developer connecting to or extending highways from an existing temporary turnaround shall be responsible for the removal of segmental pavement areas, together with the grading, seeding and planting in the former turnaround area outside the new curb lines, as well as the construction or reconstruction of road pavement and driveways and the installation of new curbing.

The following note will be required on all record maps whereon temporary turnarounds are indicated: "Segmental areas of temporary turnaround shall be subject to easements permitting any developer of abutting land to enter upon the lots affected for the required removal of pavement in segmetal areas, together with the grading, seeding, and planting in the turnaround areas outside new curb lines, and replacement or extension of existing driveways to meet new curb lines, as well as the construction or reconstruction of road

pavement and the installation of new curbing, all subject to approval by the City Engineer, and at no cost to the City of Stamford or abutting property owners." Requests for retention of segmental pavement areas, e.g. for visitor parking, may be submitted for the Board's consideration.

### **10.3.3 CENTER ISLANDS**

Center islands shall not be permitted in the circular roadway of a turnaround, unless adequate provision for planting and maintenance by abutting property owners is assured through instruments filed with the Board and the City/Town Clerk of the City of Stamford. Planting plans for said center islands shall be subject to approval by the Director of Operations or the Bureau Chief of Transportation, Traffic & Parking or their designee. Use of green infrastructure technology is recommended where feasible.

### **10.4 SIDEWALKS**

Sidewalks shall be provided in conjunction with new streets in all industrial, commercial, multifamily and R-7½ Zoning Districts. Where a new subdivision abuts an existing street the Board may require the subdivider construct or upgrade existing sidewalks along the frontage of property being subdivided.

### **10.5 EASEMENTS**

The City Engineer and/or Traffic Engineer may require easements, not less than fifteen (15) feet in width, when deemed necessary for storm and sanitary sewers. Easements over abutting properties may be required for "slope rights" to permit safe and manageable shoulder areas abutting the travelled way.

## **SECTION 11 - IMPROVEMENT STANDARDS**

All improvements required by these regulations shall be constructed in accordance with the specifications of and under the supervision of the City Engineer.

### **11.1 DRAINAGE**

Adequate drainage shall be provided for all property and for all streets by means of culverts or other means which shall be in accordance with sound engineering practices. Any subdivision shall conform to the stormwater management requirements contained in Section 15.C of the Stamford Zoning Regulations.

#### **11.1.1 DISCHARGE**

Must conform with the City of Stamford Drainage Manual as amended.

### **11.2 STREETS**

Streets approved by the Board shall be constructed in accordance with the standard specifications of the City Engineer and in accordance with Items 11.2.1 - 11.2.3 below. The application of the standard specifications and the application of Items 11.2.1 - 11.2.3 below may be modified by the Board upon recommendation by the City Engineer when another approach acceptable to the City Engineer is proposed in order to conform to the stormwater management requirements contained in Section 15.C of the Stamford Zoning Regulations as amended.

**11.2.1 SHOULDER AREAS**

The shoulder areas of the streets shall be rough graded and finished with four (4) inches of top soil and seeded. At the discretion of the Board, taking into consideration the location and character of the subdivision, public safety, and exceptional natural features such as rock formations, trees, ponds, streams or other land formations beneficial to the character of development which might be preserved without adverse effect on the neighborhood, the Board may reduce the width of the required shoulder area to be improved.

**11.2.2 SIDE SLOPES**

In rock excavation, the side slopes shall be no greater than one-quarter (1/4) foot horizontal for each foot vertical. In all other excavations and on all embankments, the side slopes shall be no greater than one-half (1/2) foot vertical for each foot horizontal. Lateral supports shall be provided where necessary to protect adjoining property.

**11.2.3 CURBS**

Machine laid curbs shall be provided on both sides of all streets regardless of gradient.

**11.3 UNDERGROUND UTILITIES**

All electrical, CATV and telephone wiring from the principal source to principal or accessory structures shall be placed underground except in cases of lots fronting on existing streets with poles and above ground utility lines.

**11.4 SANITARY SEWAGE DISPOSAL**

The Board shall require the subdivider to provide sanitary sewer facilities and connect them to the existing sewer system to the maximum extent practical. Where such a system is proposed which connects into an existing sewer facility, and the capacity of the existing facility is found to be inadequate, the inadequacy of the receiving facility shall constitute grounds for rejection of the proposed system.

Where existing sanitary sewers are not available, the subdivider shall provide for the proper disposal of sanitary sewage in a manner to be prescribed by the Director of Health. However, in the case of a public sanitary sewer system proposed for the district in which the subdivision is located that has been approved by the City Engineer and funds appropriated for sewer construction, the subdivider shall install sewers designed to interconnect with such plans, although a connection with an existing main may not be immediately practicable. In such cases, and until such connection is made with the sewer system of the district, the subdivider shall provide for the disposal of sanitary sewage by a method to be approved by the Director of Health.

**11.5 WATER SUPPLY**

Where a public water main is reasonably accessible, a connection shall be provided to service the proposed subdivision and the pipe size shall be adequate to insure satisfactory fire fighting capacity.

## 11.6 FIRE HYDRANTS

Where new water mains are to be installed, fire hydrants shall be installed by the subdivider. Said installation shall include gate valves in the lateral service; be situated a maximum of five hundred (500) feet apart or closer in high density or high risk areas; and be subject to review and approval by the Chief of the Stamford Fire Department or Volunteer Fire Company having jurisdiction upon a recommendation by the Fire Marshal. "Dry Hydrants" or "Cisterns" may be required in areas where public water supply is not available but where ponds exist of an adequate size to provide sufficient water supply for fire fighting under emergency conditions. The location and installation of these hydrants shall be subject to the approval of the Volunteer Fire Company having jurisdiction.

## 11.7 SIDEWALKS

Sidewalks shall be not less than five (5) feet in width and be constructed of concrete or other material acceptable to the City Engineer. Ramps shall be installed in compliance with the Americans with Disabilities Act (ADA).

## 11.8 MONUMENTS

Monuments or other permanent markers approved by the City Engineer shall be set at points as required by the City Engineer, so as to enable all lines in the subdivision to be reproduced and they shall be set after construction work is completed.

## 11.9 SIGNS & SIGNALS

Street name signs shall be installed by the subdivider, the location, type and size of which shall conform to standard specifications by the City Engineer. Where required, traffic signals and signs shall be designed and constructed in accordance with Bureau of Transportation, Traffic and Parking standards.

## 11.10 STREET TREES

Where new streets are to be constructed, shade trees shall be planted on the street frontage of all lots. Trees to be preserved, trees to be removed, and proposed tree planting shall be subject to review and approval by the Tree Warden.

## **SECTION 12 - STANDARDS FOR MAPS**

### 12.1 PRELIMINARY SUBDIVISION PLAN/INFORMATION (*For Initial Review*)

A preliminary plan prepared and certified substantially correct in accordance with Sections 20-300b-1 through 20 of the Regulations of Connecticut State Agencies "Minimum Standards of Accuracy, Content and Certification for Surveys and Maps" by a licensed land surveyor shall accompany all applications to the Board for its approval. The scale of the subdivision plan shall be not more than one hundred (100) feet to the inch and less if necessary so that the following features and information shall be readily distinguishable.

- A. An **Existing Topographic Survey** prepared by a Connecticut licensed land surveyor prepared in accordance with the standards of Class A-2 (horizontal) and Class T-2 (topographic) as defined in The Regulations of Connecticut State Agencies, Sections 20-300b-1 through 20-300b-20. The survey and associated documentation shall include the following:

1. A vicinity sketch at a scale not exceeding 1" = 800', 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 scale of the survey map shall not exceed 1"=20' unless authorized by Planning Board Staff.
3. The parcel address, lot designation, parcel identification number, block number, a north arrow, the area of parcel in square feet or acres, zoning designation/district lines, survey date, along with the name of the subdivision, owner/subdivider, and the Connecticut licensed land surveyor authoring the survey.
4. Accurate depiction of all property boundaries.
5. All recorded easements, rights of way, and areas of restriction, including but not limited to Access Easements, Conservation Easements, Drainage Easements, Riverwalk/Trail Easements, Sanitary Sewer Easements, Utility Easements, View Corridor Easements, etc.
6. The location, widths and names of all constructed or unconstructed public or private streets or other ways of access, with both right-of ways and traveled ways shown, within or immediately adjacent to the tract.
7. Location of significant structures and features including, but not limited to existing buildings, driveways, walkways, septic systems, wells, utilities, pools, utility poles, hydrants, stone walls, fences, lawn and garden limits, hedge lines, gas mains, transmission lines, and railroad lines.
8. The names of the record owners, lot numbers, maps of record, and adjoining lots lines, as available, on adjacent parcels.
9. The location of existing structures on adjacent properties within one hundred (100) feet of the property from field evidence or as obtained from other reliable sources.
10. Underground utilities within the street frontages and on the subject property as obtained from field evidence, as obtained from respective utility company records or other reliable sources.
11. Storm drainage structures on and proximate to the property with rim/grate and invert elevations, pipe sizes and material type.
12. Sanitary sewer structures on and proximate to the property with rim/grate and invert elevations, pipe sizes and material type.
13. Overhead utilities, and utility poles with ownership and the number noted.
14. Accurate location of municipal boundaries, zone boundary lines, zoning setback lines, mean high water, and the coastal jurisdiction line (CJL).

15. The location of existing wells and subsurface sewage disposal systems, and to the extent feasible, the approximate location of those situated on adjacent properties within seventy-five (75) feet of the property from field evidence or as obtained from other reliable sources.
16. Contours at an interval of one (1) foot over the entire property and within ten (10) feet of the property boundary, when accessible, with spot elevations at critical changes in grade, and at the top and bottom of retaining walls/curbs. All elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD88). On large properties, the applicant may request a waiver from City Planning Board Staff allowing the mapping of two (2) foot contours.
17. Identification of property slopes equaling or exceeding twenty-five (25) percent.
18. Location of significant natural features including rock outcroppings/ledge and the location of significant trees of eight (8) inches in diameter or greater with the common name noted.
19. Flood zone designation, base flood elevation, and Flood Insurance Rate Map (FIRM) references (Community Number, Panel, Suffix, and Date), including any effective Letter of Map Revision/Amendment. When the property is affected by the base flood, the special flood hazard areas and regulatory floodway boundaries shall be established/depicted on the survey in the manner defined in Section 7.1 of the Stamford Zoning Regulations ("Flood Prone Area Regulations of the City of Stamford").
20. Natural Resources Conservation Service (NRCS) soil types as identified by a Connecticut Soil Scientist based upon a field inspection. A copy of the soil scientist's report and sketch shall be provided as part of the subdivision application submittal. Report references shall be noted on the survey.
21. The location of all watercourses, rivers, streams, brooks, waterways, ponds, lakes, drainageways, vernal pools, and inland wetlands pursuant to CGS 22a-38 along with a depiction of the NRCS soil designation and the surveyed location of the number flags corresponding to the soil scientist's report/sketch. The water's edge, top of bank, and limits of the upland review area as defined in the "Inland Wetland and Watercourse Regulations of the City of Stamford" shall be clearly noted. Report references shall be noted on the survey.
22. The tidal wetlands pursuant to CGS 22a-29 as determined by a qualified soils/environmental professional with the NRCS soil designation with the surveyed location of the numbered flags corresponding to the soil scientist's report/sketch and environmental assessment. Report references shall be noted on the survey.
23. In the case of any subdivision located within Stamford's Coastal Boundary as reflected on the "Official Coastal Boundary Map of the City of Stamford, Connecticut," identification and approximate location of all coastal resources.
24. Other information as determined by City Staff.

- B. **Conceptual Development Plan/Information** prepared by a Connecticut licensed land surveyor and engineer based upon the “Existing Conditions Survey” meeting the standards described in Section 12.1A. The plan and associated documentation shall include the following:
1. Proposed location of lot lines computed and certified to Class A-2 Accuracy with bearings to the nearest ten (10%) degrees and distances computed to two (2) decimal places in accordance with the aforementioned regulations.
  2. Approximate area of each lot in square feet or acres, and the proposed lot designations.
  3. Proposed location of structures and related features including all buildings, driveways, walkways, subsurface sewage disposal systems, sanitary sewers, wells, utilities, walls, etc. Subsurface sewage disposal proposals shall be accompanied by soils, percolation, and other test results conducted under the supervision of the Stamford Health Department. Test hole locations shall be noted on the plan.
  4. Proposed limits of clearing, and a clear depiction of all grading and other topographic changes including spot elevations in critical changes in grade, and at the top and bottom of all proposed retaining walls/curbs. All elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD-88).
  5. Where new driveways or roads shall be constructed, proposed sight-lines shall be delineated on a plan not to exceed a scale of 1” = 20’. The plans shall indicate modifications required to attain and maintain acceptable sight-lines.
  6. Drainage impact, water quality assessment and conceptual design by a Connecticut licensed engineer in accordance with the standards outlined in the City of Stamford Stormwater Drainage Manual (2019), as amended.
  7. Proposed temporary/permanent sediment and erosion control plan in accordance with the standards outlined in Section 15B of the Stamford Zoning Regulations (“Soil Erosion and Sediment Control Regulations”) and Connecticut Guidelines for Soil Erosion and Sediment Control (2002) as amended.
  8. Assessment of existing tree resources throughout the property by a Connecticut Arborist. The assessment shall include the identification of individual or groups of trees having conservation value along with the temporary/permanent actions necessary to preserve and encourage the growth and good health of those trees. Recommended practices shall be incorporated into the conceptual design plans.
  9. In the case of any subdivision located within Stamford’s Coastal Boundary as reflected on the “Official Coastal Boundary Map of the City of Stamford, Connecticut,” submission of information by a qualified environmental professional versed in the field of Coastal Area Management assessing the project’s consistency with the applicable goals and policies of the Coastal Area Management (CAM) Act, identifying potential impacts, and outlining proposed measures to mitigate any adverse effects.

10. In the case of any subdivision located or affected by a special flood hazard area, submission of information by a Connecticut licensed professional engineer assessing project consistency with Section 7.1 of the Stamford Zoning Regulations (“Flood Prone Area Regulations of the City of Stamford”), particularly sections dedicated to “Special Provisions Applicable to Subdivisions.”
11. Proposed measures to preserve conservation resources, slopes and natural features or mitigate development impacts including the location of any designated open space/conservation easements or other areas pursuant to Section Nine (9) of these Regulations, the location/details of demarcation features, landscape enhancements as proposed by a qualified landscaping professional, or other suitable measures.
12. Proposed methods of heating structures along with any fuel storage requirements.
13. Depiction of all necessary easements, rights of way, and areas of restriction.
14. Other information as determined by City Staff.

## **12.2 SITE DEVELOPMENT PLAN**

Six (6) sets of site development plans along with a bond estimate shall be submitted to the Board for transmittal to the City Engineer for review and approval and for the purpose of reviewing the subdivider's estimate for the performance bond amount. Said plans shall include the following:

- A. The proposed layout, names and widths of proposed streets, service drives and easements; the layout, numbers and dimensions of proposed lots.
- B. All trees greater than twelve (12) inches in diameter shall be shown within fifty (50) feet of the centerline of any proposed street and within twenty-five (25) feet of the centerline of any proposed common driveway. Trees to be preserved, trees to be removed, and proposed tree planting shall be noted.
- C. The profile of each street, with grades indicated.
- D. The cross section of each proposed street or service drive, showing the width of pavements, the location and width of sidewalks, if any, and the location and size of utility lines.
- E. The plans and profiles of proposed sanitary and storm sewers, with grades and sizes indicated and invert elevations of new sewers at points of connection with existing sewers; or method of sewage disposal in lieu of sewer systems.
- F. The plan of the proposed public water distribution system, showing pipe sizes and the location of valves.
- G. All parcels of land to be dedicated for public use, or to be preserved in the deeds of conveyance for the common use of property owners in the subdivision, in accordance with Section 9.1 of these regulations with the purpose, conditions or limitations of such reservation indicated, provided that title to such reserved land be clear and unencumbered.

- H. North-point, scale and date.
- I. Topographical data having contour intervals not greater than two (2) feet. Vertical datum shall be based on the "North American Vertical Datum of 1988 (NAVD88).
- J. Location of existing and proposed monuments.
- K. The location of required fire hydrants where new water mains are to be installed, or "dry hydrants"

### **12.3 FINAL SUBDIVISION MAP**

The final subdivision map shall be a Property/Boundary Survey prepared and certified as substantially correct by a Connecticut licensed land surveyor in accordance with the standards of Class A-2 as defined in The Regulations of Connecticut State Agencies, Sections 20-300b-1 through 20-300b-20 and in a form satisfactory to both the Planning Board and City/Town Clerk for filing in the Stamford Land Records. The map shall address the following:

1. Size of map shall be 24" x 36" with a 2 inch border along the left side and 0.5 inch border on all other sides.
2. When more than one (1) sheet is required, all sheets shall be numbered.
3. The map shall be printed as ink on mylar.
4. A vicinity sketch at a scale not exceeding 1" = 800', 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.
5. The scale of the map shall not exceed 1"=100' unless authorized by Planning Board Staff.
6. Parcels assigned addresses, lot designations, parcel identification numbers, block numbers, a north arrow, the area of all parcels in square feet or acres, zoning designation/district lines, date of the map, along with the names of the subdivision, owner/subdivider, and the Connecticut licensed land surveyor authoring the final subdivision map.
7. Accurate depiction of all property boundaries computed and certified to Class A-2 accuracy, with bearings to the nearest ten (10) degrees and distances computed to two (2) decimal places in accordance with the aforementioned regulations.
8. The bearings and distances to the nearest established street lines and official monuments, which shall be accurately described on the plans. Horizontal control shall be tied into the Connecticut Geodetic Survey Coordinate System where the total number of lots in the subdivision are five (5) or more.
9. Map shall show both previously recorded and new easements, rights of way, and areas of restriction.
10. The location, widths and names of all constructed or unconstructed public or private streets or other ways of access, with both right-of ways and traveled ways shown, within or immediately adjacent to the tract.
11. The names of the record owners, lot numbers, maps of record, and adjoining lots lines, as available, on adjacent parcels.

12. Accurate location of municipal boundaries, zone boundary lines, setback lines, mean high water, and the coastal jurisdiction line (CJL).
13. Flood zone designation, base flood elevation, and Flood Insurance Rate Map (FIRM) references (Community Number, Panel, Suffix, and Date), including any effective Letter of Map Revision/Amendment. When the property is affected by the base flood, the special flood hazard areas and regulatory floodway boundaries shall be established/depicted on the plan in the manner defined in Section 7.1 of the Stamford Zoning Regulations ("Flood Prone Area Regulations of the City of Stamford").
14. All watercourses, rivers, streams, brooks, waterways, ponds, lakes, drainageways, vernal pools, and inland wetlands pursuant to CGS 22a-38 along with a depiction of the NRCS soil designation and the location of the surveyed numbered flags corresponding to the soil scientist's report. The water's edge, top of bank, and limits of the upland review area as defined in the "Inland Wetland and Watercourse Regulations of the City of Stamford" shall be clearly noted. Report references shall be noted on the survey.
15. The tidal wetlands pursuant to CGS 22a-29 as determined by a qualified soils/environmental professional with the NRCS soil designation with the surveyed location of the numbered flags corresponding to the soil scientist's report/sketch and environmental assessment. Report references shall be noted on the map.
16. In the case of any subdivision located within Stamford's Coastal Boundary as reflected on the "Official Coastal Boundary Map of the City of Stamford, Connecticut," identification and approximate location of all coastal resources.
17. Location of open space, conservation easements and other property offered for dedication or conveyance for public use with the purpose indicated therein pursuant to Section Nine (9) of these Regulations along with the location of all necessary monuments and demarcation features. Said areas shall be described with bearings and distances and in acres or square feet.
18. The location, material and approximate size of all monuments defining a public/private rights of way. Monuments shall be labeled as "found," "set" or "to be set."
19. Notes on the map outlining the subdivision number, pertinent conditions of the subdivision approval, and expiration date.
20. Addition of signature blocks as follows:

- Where new City streets have been proposed.

Date: \_\_\_\_\_

\_\_\_\_\_  
City Engineer

Approved by the Stamford Planning Board

Date: \_\_\_\_\_

\_\_\_\_\_  
Chair or Secretary

- Where parcel front on existing streets:

Approved by the Stamford Planning Board

Date: \_\_\_\_\_

\_\_\_\_\_  
Chair or Secretary

- Owner signature block:

Date: \_\_\_\_\_

\_\_\_\_\_  
Owner

21. Other information as determined by City Staff.

The signed and sealed mylar original and four (4) prints shall be submitted to the Planning Board for review and approval. The review process includes referrals to other City Agencies for comment. Once approved, the applicant shall file the signed mylar original on the Stamford Land Records, and then provide a record of filing back to the Planning Board noting the date of filing and the assigned map number.

### **SECTION 13 - MODIFICATION OF STANDARDS**

In any particular case where the subdivider can show that, by reason of exceptional topographic or other physical conditions, or character of adjacent development; strict compliance with any specific requirement of these regulations would cause practical difficulty or exceptional and undue hardship, the Board may relax such requirement minimally to the extent deemed just and proper, so as to relieve such difficulty or hardship provided relief may be granted without detriment to the public good and without impairing the intent and purpose of these regulations, or adversely impacting adjacent property.

In considering such requests for modification of specific requirements, the Board shall consider the principles of design and the requirements for the subdivision of land stipulated in these regulations, and determine whether such requirements may be varied, provided that no modification shall be granted by the Board which would conflict with the intent and purpose of the Stamford Zoning Regulations.

Waiver shall be granted only by three quarters ( $\frac{3}{4}$ ) majority of the Board, which shall state upon its record the reason for granting the waiver. The specific standard waived shall be noted on the final subdivision plan.

### **SECTION 14 - EFFECTIVE DATE OF REGULATIONS**

These Regulations supersede the original Regulations adopted by the Planning Board on August 16, 1950, and amended periodically thereafter.

The effective date of these Regulations shall be November 26, 2019.



**City of Stamford**  
**Planning Board • Land Use Bureau**  
Government Center • 888 Washington Boulevard • Stamford, CT 06904-2152  
Phone: (203) 977-4076

**STAMFORD PLANNING BOARD**  
**APPLICATION FOR THE SUBDIVISION OF PROPERTY**

Complete, notarize and forward twelve (12) copies of the application and a **Preliminary Subdivision Plan certified by a Registered Land Surveyor** to the Clerk of the Planning Board with the requested application filing fee (**see Fee Schedule below**) payable to the City of Stamford. **NOTE: Include the \$1,000.00 Public Hearing Fee if three (3) or more lots. COST OF REQUIRED ADVERTISEMENTS ARE PAYABLE BY THE APPLICANT.**

**Fees:**

Two (2) Lots	\$335.00
Three (3) Lots or More	\$275.00 plus \$300.00 for each lot in excess of the first two (2) lots
Public Hearing Fee	\$1,000.00 (Required for 3+ Lots)

LIST NAME(S): \_\_\_\_\_

ADDRESS(ES) OF APPLICANT(S): \_\_\_\_\_

**INFORMATION ABOUT PROPERTY BEING SUBDIVIDED**

LOCATION OF PROPERTY PROPOSED FOR SUBDIVISION:

BLOCK NO.:  ZONE:  NUMBER OF LOTS AFTER DIVISION:

IF NEW STREET(S) IS/ARE PROPOSED, PROPOSED STREET NAME(S): \_\_\_\_\_

NAME & ADDRESS TO WHICH ALL CORRESPONDENCE SHOULD BE SENT: \_\_\_\_\_  
PHONE: \_\_\_\_\_

.....  
DATED AT STAMFORD, CONNECTICUT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

THE APPLICANT HAS SEARCHED TITLE AND WILL ABIDE BY EXISTING DEED RESTRICTION AND COVENANTS WHICH EXISTS, OR SWEARS THAT NONE EXIST.

SIGNED BY: \_\_\_\_\_ (Owner or Agent)

.....  
STATE OF CONNECTICUT  
COUNTY OF FAIRFIELD ss:) Stamford \_\_\_\_\_ (Date)  
personally appeared \_\_\_\_\_, signer of the foregoing  
Application, who made oath to the truth of the content hereof, before me, and also swears that there is no  
injunction of pending litigation concerning this property.

SEAL \_\_\_\_\_  
Notary Public or Commissioner of the Superior Court  
Commission Expires: \_\_\_\_\_

**DO NOT FILL IN BELOW. FOR PLANNING DEPARTMENT USE ONLY.**

RECEIVED: \_\_\_\_\_ APPLICATION NO.   
EPB \_\_\_\_\_ HEALTH \_\_\_\_\_ TRAFFIC \_\_\_\_\_ ENGINEERING \_\_\_\_\_ FIRE \_\_\_\_\_  
EXTENSION OF TIME \_\_\_\_\_ OTHER \_\_\_\_\_

**SUBDIVISION REVIEW CHECKLIST**

This checklist was developed by the Land Use Bureau as a guide to assist applicants with Subdivision applications. This should not be relied upon as legal advice and applicants should refer to the full [Subdivision Regulations](#) for specifics.

Act	Responsible Party	Date(s)	Notes
1. <b>Optional Pre-application review</b> with Land Use Bureau Chief (or designee), City Engineer, Transportation Bureau Chief, Director of Environmental Health, and the Executive Director of the Environmental Protection Board	A, O		
2. <b>File Completed Application with Land Use Bureau Including Letter from Engineering</b> and accompanied by an electronic copy, a filing fee, twelve copies of the application and preliminary subdivision plan, description of access to public transportation, letter from the WPCA, letter from primary utility companies, a stormwater management plan, traffic study	A		
3a. <b>Referral to Other Boards/Departments:</b> Environmental Protection Board, Health Department, Engineering Bureau, Transportation Bureau, Fire Marshall, WestCOG and others as deemed appropriate	B, O		
3b. <b>File with Environmental Protection Board</b> if involving regulated activity	A		
4. <b>Field Inspection</b> is preceded by the applicant flagging front lot corners and centerlines of new streets or driveways, if applicable	A, B		
5a. <b>Public Hearing</b> requirement is at the discretion of the Planning Board, but will be automatically required if the application includes a new street or three or more lots.	B		
5b. <b>Public Hearing Date Set</b> (to commence within 35 days after receipt of application)	B		
5c. <b>Hearing Notice is Published</b> (two notices shall be published)	B		
5d. <b>Hearing Notice is Mailed</b> (dated at least fourteen days prior to the Hearing date)	B		
5e. <b>Notify Local Property Owners:</b> notification shall be mailed by the applicant to all owners within 100 feet of the property (300 feet if located in the RA-1 and 500 feet if located within RA-2 or RA-3) not less than seven days from the hearing, and certificates of mailing evidence shall be provided no less than five days before the application is heard	A		
6a. <b>Application Added to Planning Board Meeting Agenda</b> (not less than 14 days after receipt)	B		
6b. <b>Application Filing Notice is Published</b> (not less than seven days prior to the meeting)	B		
6c. <b>Notify Local Property Owners:</b> notification shall be mailed by the applicant to all owners within 100 feet of the property (300 feet if located in the RA-1 and 500 feet if located within RA-2 or RA-3) not less than seven days in advance of the meeting, and certificates of mailing evidence shall be provided no less than five days before the application is heard	A		
7a. <b>Planning Board Decision</b> is made either approving the application with the suggested conditions or modifications, or denying the application outright.	B		
7b. <b>Notification of Final Decision</b> is provided to The Advocate	A or B		
7c. <b>Board Prepares Certificate of Approval</b> after decision has been made including any modifications, conditions or reasons for approval	B		
7d. <b>Final Subdivision Map Submission</b> (within 90 days of approval) should include construction plans, performance bond, and maintenance bond and be filed with the City Clerk, after which the applicant shall notify the Board in writing the map number assigned	A, C		
7e. <b>Reconsideration Requests</b> may be made in writing including reasons for the request and a Public Hearing may be conducted and reconsideration will be granted based on a ¾ majority vote of the Board	A, B		

A - Applicant      B - Planning Board      C - City Clerk      O - Other

Please refer to the Subdivision Review Checklist for additional information.

## APPENDIX C

