1. Discussion with Planning Staff, preliminary plans and concepts.

   Applicant takes time as required to prepare for Pre-App review

2. Submission of 15 sets of plans and drawings for staff meeting (submit information as if for formal submission, minus fees and application).

   14 to 16 days needed for review by Ridgefield staff

3. Staff meeting held (PRE-APPLICATION REVIEW)

   Applicant takes time as required to comply with recommendations


   7 days - item appears on next regular meeting agenda of P&Z

5. Accepted by Planning & Zoning Commission, Public Hearing may be scheduled (must commence within 65 days of receipt).

   Depending on workload, P.H. held in about 20 - 30 days*

6. Public Hearing Held - No action immediately after public hearing

   About 7 days to next regular meeting.

7. Application Discussed - Instructions given to Staff

   Staff Prepares Resolution: 7 - 10 days

8. Planning & Zoning Commission Takes Action

   Resolution Finalized - 7 days
   APPROX. TOTAL TIME ELAPSED = 75 days after acceptance by Commission

9. Legal Notice Published the following week.

10. Project eligible for construction 15 days after the date of publication of the legal notice.

* Typical timing and sequence subject to the need for additional requirements (e.g., Zoning Variance)
The Pre-Application Review Process

Betty Brosius

A pre-application review meeting is a formal review of an application by the Town's various departments (Planning & Zoning, Health, Highway, Fire, Conservation, etc.), at which meeting their comments and recommendations are made. The pre-application review meeting is scheduled within 14 to 21 days after the submission of ten (10) sets of plans to the Planning and Zoning/Inland Wetlands Office (no application form or corresponding fees are submitted at this time). During that two to three week period, plans are reviewed by the departments, and the applicant and/or his representatives are informed of their comments and recommendations at the "pre-ap" meeting. The applicant may then make changes to his plan and submit revisions, along with the application form/letter, fees and paperwork to the Planning & Zoning/Inland Wetlands Office for formal acceptance by the Commission/Board.

The pre-application review process has proven to be beneficial to the applicant in helping to expedite an application by addressing potential problems and offering recommendations, prior to formal acceptance of the application by the Commission/Board. However, participation in the pre-ap process is entirely voluntary and the applicant may request to forego this procedure and have the application submitted directly to the Commission/Board.

Formal Acceptance Procedures

A complete special permit, subdivision or re-subdivision application must be submitted to the Planning and Zoning Department no later than one week prior to the regularly scheduled Commission/Board meeting at which the applicant wishes the application to be formally accepted. The Planning Director may recommend the submission of additional information when, in his judgment, that information will assist the Commission/Board in arriving at a decision.

After formal acceptance, a public hearing will be scheduled within 65 days of the receipt of the application. All special permits, re-subdivisions and most subdivisions require public hearings. Upon completion of the public hearing, the Commission/Board has sixty-five (65) days to act on the application. In the case in which a public hearing is not required, the Commission/Board has sixty-five (65) days to act on an application after formal acceptance.
TOWN OF RIDGEFIELD
Planning and Zoning Commission

SUBDIVISION APPLICATION

APPLICATION is hereby made to the RIDGEFIELD PLANNING and ZONING COMMISSION for:

_____ Subdivision _____ Resubdivision _____ Planned Residential Development

This application shall not be considered complete until all provisions of the Subdivision Regulations are satisfied.

1. NAME OF SUBDIVISION ________________________________

2. APPLICANT __________________________ PHONE ____________
   ADDRESS __________________________ CITY __________ STATE __ ZIP __________

3. OWNER OF RECORD __________________________ PHONE ____________
   ADDRESS __________________________ CITY __________ STATE __ ZIP __________

4. LAND SURVEYOR __________________________ CONNECTICUT LIC. # __________ PHONE __________
   ADDRESS __________________________ CITY __________ STATE __ ZIP __________

5. AUTHORIZED AGENT: __________________________ PHONE __________
   ADDRESS __________________________ CITY __________ STATE __ ZIP __________

6. SUBDIVISION LOCATION __________________________

7. TOTAL ACREAGE __________ NUMBER OF BUILDING LOTS __________ ZONE __________

& LIST OF ALL ABUTTING PROPERTY OWNERS (use attached sheets as necessary): __________________________

9. WATER SUPPLY
   a. Proposed method:
   b. Is a public water supply system to be extended to serve the proposed subdivision? _______
   c. Is a community water system to be installed? _______ If yes, by the applicant _______ or under contract _______?
      Name of contractor: __________________________

10. SEWAGE TREATMENT
    a. Proposed method:
    b. Is a public sewage system to be extended to serve the proposed subdivision? _______
    c. Is a community sewage system (packaged plant) to be installed? _______ If yes, by the applicant _______ or under contract _______? Name of contractor: __________________________

Planning & Zoning Department
66 Prospect Street, Ridgefield, Connecticut 06877
Phone: (203) 431-2766 - Fax: (203) 431-2737
11. STREETS
   a. List existing streets adjacent to the proposed subdivision, giving widths of rights-of-way and roadway.

<table>
<thead>
<tr>
<th>STREET</th>
<th>WIDTH OF R.O.W.</th>
<th>WIDTH OF PAVEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   b. List names of proposed streets in the subdivision, giving lengths and maximum grades.

   ______________________________________

   c. Are the proposed streets to be offered for public acceptance upon proper completion? ______
      (If not, attach explanation.)

12. DESCRIBE any existing structures within the proposed subdivision:

   ______________________________________

13. Is any OPEN SPACE (for parks, recreation or conservation) being offered as part of this subdivision application? ______
    If so, what amount?

14. Has the ZONING BOARD OF APPEALS granted any variance concerning this property? ______
    If so, attach complete explanation and copy of variance.

15. Is any WAIVER from the Subdivision Regulations requested? ______
    If so, attach letter stating waiver requested and reasons.

16. Is there a written report from the Director of Health for approval of any proposed private sewage disposal systems?

Each application must be made in the name of the owner of record and must be signed by him/her or the authorized agent. If signed by an agent, an original or photostatic copy of the instrument evidencing the agent’s authority must accompany this application unless already on file with the Commission. (Article VI, Sec. 6-1).

The applicant understands that this application is to be considered complete only when all information, documents and fees have been submitted.

The undersigned applicant hereby consents to allow access to the above property by members and staff of the Planning & Zoning Commission, or any other Town Agency, at reasonable times, both before and after any approval has been granted or denied by the Commission for the purpose of evaluating the proposal, monitoring its implementation or for the purposes of correcting any violation of the Subdivision and/or Zoning Regulations of the Town of Ridgefield.

The undersigned warrant(s) the truth of all statements contained herein and in all supporting documents according to the best of his knowledge and belief.

_____________________________________________  Date________________________
Signature - Owner of Record

_____________________________________________  Phone No.____________________
Signature of Authorized Agent

_____________________________________________
Address:____________________________________

_____________________________________________

subdvapp.doc  Rev. 5/5/98
TOWN OF RIDGEFIELD
Planning and Zoning Office

SUBDIVISION APPLICATION CHECKLIST
All items must be included for a "complete" application

CHECK ONE:  □ Subdivision   □ Resubdivision   □ Planned Residential Development

Owner of Record:
Name: __________________________ Phone No.: __________________________
Address: __________________________

Authorized Agent: __________________________ Phone No.: __________________________
Name of Subdivision: __________________________
Location: __________________________

In addition to Article IV (Standards and Requirements for Subdivision), the following information/documents shall be submitted:

______ Application form;
______ Fifteen (15) copies of all maps, drawings and reports containing the following:
______ Name of the proposed development;
______ Name of the owner of record and developer;
______ Date, scale and north arrow;
______ Certification and seal of surveyor;
______ Location, dimensions and area of all proposed lots, showing setbacks, open space, easements and streets, with distances, bearings, angles, radii, etc.;
______ Existing structures, waterways, swamps, lakes, streets and easements of any nature;
______ Location and description of any proposed relocation or improvement of waterway and swamp land within the proposed subdivision and all encroachment lines;
______ Names and locations of all existing and proposed streets;
______ Zone or zones in which the proposed subdivision is located and any zone boundary line crossing or within 100 feet of the property;
______ Names of abutting property owners and locations of stone walls on boundary lines;
______ Location of all monuments;
______ A vicinity map drawn to the scale of 1" = 1,000' showing the location of the tract in relation to streets and roads in adjacent areas, the approximate distances to schools and other community facilities;
______ Information regarding any self-imposed restrictions, as required by section 11-3;
______ Boundaries of the Aquifer Protection District, if applicable;
______ Wetland/dry land ratio for all proposed lots; and
______ Regularity factor (Sec. 305.08 of the Zoning Regulations) for all proposed lots.
______ Ten (10) copies of the street layout and profiles, including layout and profile of accessway(s).
Fifteen (15) copies of a topographic map with contours at ten-foot intervals, including all information listed on page 1, in addition to the following:

- Existing land conditions, including but not limited to swamps, undrained low spots, wells, ponds, lakes, streams, drainage channels, rock ledges and soil types;
- Existing structures, including drainage facilities on or within 100 feet of all boundaries of the tract, all trees eighteen inches (18") in diameter or larger, and all significant trees;
- Approximate dimensions and area of each proposed lot, and areas proposed for open space (see sections 4-20, 4-22, 4-23, 4-24, and 4-26);
- Approximate location, width and grade of all proposed streets and changes in existing streets;
- Proposed provision for water supply, drainage, sewage disposal and fire protection, with written reports from agencies approving facilities or providing services;
- Names of abutting property owners and locations of existing stone walls;
- Location and construction/placement details of all erosion and sediment control measures; and
- Identification of areas of special flood hazard, as by section 6-6(d)8, or note as follows: "This subdivision tract does not contain land areas of Special Flood Hazard as defined under Section 325.0 of the Zoning Regulations."

- Written permission for Commission and its agents to enter the property;
- Certificate of title or policy showing property is free of encumbrances;
- Erosion and sediment control plan and narrative;

**FEES:** See attached fee worksheet.

**Recommended additional information:**

- Proof of transmittal of application to water company (as required by CGS 8-3i);
- Area designated for soil stockpiling;
- Location of underground cistern for fire-fighting purposes; and
- Name of proposed road (may consult with Jack Sanders of the Ridgefield Press, 438-6544, for road names with historical significance);

Note: "This plan shall be subject to all conditions of the resolution in connection with this subdivision, adopted by the Planning and Zoning Commission effective (date) ."

**PLEASE NOTE:** The following is required after approval by the commission, and prior to filing the final plat in the Office of the Town Clerk:

1. Open space deeds/conservation easements should be submitted to the Planning and Zoning Office for review of language;
2. A set of final road plans should be submitted to the Town Engineer for approval;
3. All deeds and easements are to be filed at the same time as the final plat;
4. A written cost estimate must be submitted to the Planning and Zoning Office for all labor and materials relating to accessway construction and erosion and sediment control measures; and
5. The original mylar and 12 copies of the final plat must be submitted to the Planning and Zoning Office to be stamped and signed prior to filing.
# FEE SCHEDULE

Please make check payable to the Town of Ridgefield.
(Add state and legal notice fees, as applicable)

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Fee Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Permit (base fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>residential use in single-family residential zone</td>
<td>$50.00 plus $0.025/sf. of building</td>
<td></td>
</tr>
<tr>
<td>residential use in a non-residential zone</td>
<td>$350.00 plus $0.025/sf. of building</td>
<td></td>
</tr>
<tr>
<td>non-residential use in a residential zone</td>
<td>$250.00 plus $0.025/sf. of building</td>
<td></td>
</tr>
<tr>
<td>non-residential use in a non-residential zone</td>
<td>$350.00 plus $0.025/sf. of building</td>
<td></td>
</tr>
<tr>
<td>MFDD and ARHD zones</td>
<td>$350.00 plus $0.025/sf. of building</td>
<td></td>
</tr>
<tr>
<td>Modification, revision, renewal Special Permit</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Excavation, filling, and grading</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>Signs</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Fee in lieu of parking</td>
<td>$8,600.00 per space</td>
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<tr>
<td>Village District Design Review</td>
<td>$50.00</td>
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<tr>
<td>Certificate of Location Approval (Motor Vehicle Licenses)</td>
<td>$250.00</td>
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</tr>
<tr>
<td>Regulation Text Change Application</td>
<td>$350.00</td>
<td></td>
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<tr>
<td>Zone Map Change Application</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>Subdivision, PRD or Re-subdivision (including existing lot)</td>
<td>$300.00 per lot</td>
<td></td>
</tr>
<tr>
<td>Modification or revision of approved subdivision</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>or resubdivision plan</td>
<td></td>
<td></td>
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<tr>
<td>Site Plan Application</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Site Plan Modification or Revision</td>
<td>$50.00</td>
<td></td>
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<tr>
<td>Legal Notice Fees*</td>
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<tr>
<td>Notice of Public Hearing for two legal notices</td>
<td>$120.00</td>
<td></td>
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<tr>
<td>Notice of Decision</td>
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<tr>
<td>Public Hearing Fee</td>
<td>50% of base fee</td>
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<tr>
<td>Permits issued by the Zoning Enforcement Officer</td>
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<tr>
<td>Excavation permit</td>
<td>$150.00</td>
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<tr>
<td>Change of Use permit</td>
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</tr>
<tr>
<td>Home-based Business permit (&quot;Level 2&quot;)</td>
<td>$50.00</td>
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<tr>
<td>Opinion letter or written interpretation</td>
<td>$25.00</td>
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<tr>
<td>Temporary sign permit (commercial)</td>
<td>$20.00 plus $5.00/ sf.</td>
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<tr>
<td>Permanent sign permit</td>
<td>$30.00 plus $5.00/ sf.</td>
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</tr>
<tr>
<td>State Fee (municipality is exempt)</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

*New Legal Notice fees were updated 2019.
Sample Letter

For Subdivision Applications where there are “Regulated Areas”
(wetlands, watercourses, buffer areas)
But where there is no “action” planned for the Regulated Area.

(Use letterhead of Applicant or Agent)

Date

Ms Beth Peyser, Inland Wetlands Agent/Conservation Enforcement Officer
Inland Wetlands Board
Town hall Annex
66 Prospect Street
Ridgefield, CT 06877

Re: (Subdivision Name)
(Subdivision Street Address)

Dear Ms Beth Peyser and Members of the Inland Wetlands Board:

In accordance with the requirements of Section 4-33 of the Subdivision Regulations of the Town of Ridgefield, Connecticut, we are hereby submitting a duplicate copy of the application form for the above-named subdivision and copies of the subdivision maps showing the boundaries of all Regulated Areas (including buffers) on the property.

This submission is made pursuant to state requirements, but we are hereby stating that there is no planned activity within a wetland or watercourse area or any buffer therof.

________________________________________________________________________
Applicant’s Signature

and

________________________________________________________________________
Agent’s Signature

This letter must be submitted concurrently with the submission of the subdivision application and all accompanying materials.

Submit the following:

- This letter
- Duplicate copy of subdivision application.
- Maps delineating all wetlands, watercourses, buffer areas.
Memorandum
Planning and Zoning Office

To: Applicants Appearing Before the Planning and Zoning Commission and the Inland Wetlands Board.

From: Richard Baldelli, Director of Planning and Zoning

Re: Site Walks

All applicants for Subdivision of Land, Special Permits, and Inland Wetland Applications are required to consent to access of the subject Property by members and staff of the Planning and Zoning Commission, Inland Wetlands Board, their consultants, and any other town agency. Consent for access with a signature on the application form.

Please be advised that a site walk consisting of a quorum of members of any Commission or Board constitutes a special meeting of that agency and is subject to the notice requirements and public participation rules of the Freedom of information Act. Members of the public are therefore allowed to accompany the agency on the site walk, but may not offer comments or questions since the meeting is not a “public hearing”.
Memorandum

To: APPLICANTS, DEVELOPERS, SURVEYORS and REPRESENTATIVES THEREOF

From: Richard Baldelli
Director of Planning and Zoning
Zoning Enforcement Officer

Re: Reduced copies of Approved Subdivision Maps

The Subdivision Regulations of the Town of Ridgefield require that reduced scale subdivision maps be submitted at the same time that a request is made for signing and filing of said map.

Accordingly, you are required to submit at least two copies of the subdivision at 100-scale as a true-to-scale reduction. This requirement will be strictly enforced and no final subdivision map will be stamped approved for filling unless the described reduced version is submitted.
Filing of Final Plat

The following is required after a subdivision is approved by the Planning and Zoning Commission, and prior to the filing of the final plat in the Office of the Town Clerk:

1. Open space deeds and conservation easements should be submitted to the Planning and Zoning Office for review of language;

2. A set of final road plans should be submitted to the Town Engineer for approval;

3. A written cost estimate must be submitted to the Planning and Zoning Office for all labor and materials relating to accessway construction and erosion and sediment control measures;

4. The original mylar and 12 copies of the final plat (12” x 18”, 18” x 24” or 24” x 36”) must be submitted to the Planning and Zoning Office to be stamped and signed prior to filing; in addition, two copies of the plat shall be submitted at a scale of 1” = 100’; and

5. All deeds and easements must be filed at the same time as the final plat.
NOTICE TO APPLICANTS:

Connecticut General Statutes
Section 8-3i
(Notice to water company re projects within watershed of water company.)

"When an applicant files with the zoning commission, planning and zoning commission or zoning board of appeals of any municipality an application, petition, request or plan concerning any project on any site which is within the watershed of a water company, as defined in section 25-32a, the applicant shall provide written notice of the application, petition, request or plan to the water company, provided such water company has filed a map showing the boundaries of the watershed on the land records of the municipality in which the application, petition, request or plan is made and with the zoning commission, planning and zoning commission or zoning board of appeals of such municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed within seven days of the date of the application. Such water company may, through a representative, appear and be heard at any hearing on any such application, petition, request or plan."

Section 22a-42f.
(Notice of application to water company re conduct of regulated activities within watershed of water company.)

"When an application is filed to conduct or cause to be conducted a regulated activity upon an inland wetland or watercourse, any portion of which is within the watershed of a water company as defined in section 25-32a, the applicant shall provide written notice of the application to the water company provided such water company had filed a map showing the boundaries of the watershed on the land records of the municipality in which the application is made and with the inland wetlands agency of such municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed within seven days of the date of the application. The water company, through a representative, may appear and be heard at any hearing on the application."
NOTICE TO APPLICANTS:

Your project is within the water supply watershed area checked below. According to State Law Section 8-3i and Section 22a-42f of the Connecticut General Statutes, you are responsible for notifying the corresponding water company that you have applied to the Planning & Zoning Commission and/or the Inland Wetlands Board for a permit or permits.

The notice must be sent by certified mail, return receipt requested, within seven (7) days of submitting your application to the Commission and/or the Board.

Area 1
City of Danbury
Mr. David Day, P.E., Superintendent of Public Utilities
155 Deer Hill Avenue
Danbury, CT 06810
Phone: (203) 797-4637

Areas 2 & 4
Aquanion Water Company of Connecticut
Mr. Joseph Welsh
Aquanion Water Company of Connecticut
714 Black Rock Road
Easton, CT 06612-1146
Phone: (203) 452-3500

Area 3
South Norwalk Electric & Water / Water Operations Department
Mr. Tom Villa, Director of Water Operations
164 Old Boston Road
Wilton, CT 06897
Phone: (203) 762-7884, ext. 4301

Area 5
New York City Department of Environmental Protection
Bureau of Water Supply
Attn: Wetlands Program
c/o Maria Tupper-Geobel, PWS- Wetland Scientist
NYC Department of Environmental Protection
71 Smith Avenue
Kingston, NY 12401
Phone: (845) 340-7849

* If in Area #5, entire application must be sent with notification form.
PLANNING AND ZONING COMMISSION
Ridgefield, Connecticut

ADOPTED AMENDMENT TO THE SUBDIVISION REGULATIONS

SUBMITTED BY: Planning and Zoning Office
ADOPTED: June 24, 2003
REVISED: 6/12/2003 (by Commission Counsel)
EFFECTIVE: July 4, 2003

ADOPTED AMENDMENT

Sec. 6-6. Form and content of application.

The application shall consist of:

(a) The application form referred to above in section 6-1, fully and properly completed and executed;

(b) Fifteen (15) copies of a map of the proposed subdivision [drawn with black waterproof ink on translucent cloth or polyester film suitable for filing in the office of the town clerk]. Said map shall be no more than thirty-six inches (36”) long and twenty-four inches (24”) wide, or eighteen inches (18”) long by twelve inches (12”) wide, or eighteen inches (18”) long by twenty-four inches (24”) wide. In the event the entire subdivision cannot be shown on a scale of one hundred feet to the inch without exceeding said dimensions, two or more drawings with suitable match lines shall be submitted. Such maps shall include at least the following:

1. Name of the proposed development
2. Name of the owner of record and of the developer.
3. Date, scale, compass direction with north arrow indication, (North to be toward the upper or left-hand part of the plan).
4. Certification and seal by a licensed land surveyor.
5. Location, dimensions, building setbacks, maximum lot coverage, maximum floor area ratio, wetland boundaries, regularity factor and area of all proposed lots; location, dimensions and area of open spaces, easements, and streets, with distances, bearings, angles, radii, etc.;
6. Any existing structures, waterways, swamps, lakes, streets or easements of any nature.
7. Location and description of any proposed activity in any wetland or watercourse, or within the surrounding upland review area.
8. Names and locations of existing and proposed streets.
9. The zone or zones in which the proposed subdivision is located and any zone boundary line crossing or within one hundred feet of the property.
10. Names of abutting property owners and locations of stone walls on boundary lines.
11. Location of all monuments.
12. A vicinity map drawn to the scale of 1 inch = 1,000 feet showing the location of the tract in relation to streets and roads in adjacent areas, the approximate distances to schools and other community facilities.

13. Any self-imposed restrictions, as required by section 11-3.

14. Identification of any land areas of special flood hazard, as required by item 8, subsection (d) of section 6-6 if these regulations.

15. Where applicable, the subdivision plan shall show boundaries of Aquifer Protection Districts.

(c) Fifteen (15) prints of a drawing showing the street layout and street profiles shall be submitted to the Planning and Zoning Commission in compliance with requirements of the Codes of Ordinances, Town of Ridgefield, Connecticut, Chapter 13 Article V, Streets, Division 2, Construction Standards.

(d) Fifteen (15) prints of a topographic map with contours at two-foot intervals based on an on-site survey; such map shall show all the information required by section 6-6(b), and in addition, the following:

1. Certification and seal by a licensed land surveyor.

2. Existing land conditions which affect the nature of the development, including but not limited to swamps, undrained low spots, vernal pools, wells, ponds, lakes, streams, drainage channels, rock ledges, streets and easements of any kind on or abutting the tract or within one hundred (100) feet of any boundary thereof; and soil types and designations as shown on a map entitled “Designated Inland Wetlands and Water Courses of the Town of Ridgefield (Composite Soil Map)” dated December 1973.

3. All existing structures, including but not limited to drainage structures, on or within one hundred (100) feet or all boundaries or the tract and all eighteen (18) inch diameter trees or larger or significant trees located on the tract.

4. Approximate dimensions and area of each proposed lot, and areas proposed for open space, see sections 4-20, 4-22, 4-23, 4-24, and 4-26;

5. Approximate location, width and grade of all proposed, major and local streets and changes in existing streets, together with all strips being shown along the center line at the beginning and end thereof, at the intersection with other streets, public or private, and at all points where there are to be significant changes in the slope or direction of such street, see sections 4-14, 4-15, and 4-31;

6. Engineering plans, drawn at acceptable scale, showing the degree of regrading necessary to accommodate subsurface sewage disposal systems. Said plans shall show existing and proposed finished contours at two-foot intervals.

7. Proposed provision for water supply, storm water management, sewage disposal and fire protection, see sections 4-16, 4-20, and 6-6(g);

8. Names of abutting property owners, locations of all stone walls, old dirt road beds and tree lines shall be delineated.

9. A soil erosion and sedimentation control plan as defined under sec. 2-30 of these regulations [The location and [extent] of all temporary and permanent erosion and sediment control measures or facilities.]
10. Subdivision proposals which do not contain land areas of special flood hazard as defined under section 325.0 of the zoning regulations shall bear the following notation: “This subdivision tract does not contain land areas of special flood hazard as defined under section 325.0 of the zoning regulations.” Subdivision proposals which contain land areas of special flood hazard as defined under section 325.0 of the zoning regulations shall be designed to meet the requirements under section 4-39 of the subdivision regulations. Base flood elevation data shall be provided for subdivision proposals and other proposed development which contain at least five (5) acres. In addition the topographic map shall:

(1) Show contour lines identifying base flood elevation data as required by section 325.0 of the zoning regulations; and

(2) Show and describe the extent to which any watercourse will be altered or relocated.

e. A letter to the commission signed by the applicant authorizing the proper agents of the Commission and the town to enter upon the area included in the subdivision at reasonable times during the application and development process for the purposes of assuring that such improvements are constructed in accordance with the specifications and other conditions prescribed by the Commission as provided for in the regulations; such letter shall also contain an [undertaking] intent to execute and deliver to the town, in the event of the acceptance by the town, deeds conveying title to streets, reserved areas of open spaces, satisfactory to the Commission counsel or town counsel in form and content together with all appurtenant easements.

f. A title certificate or policy showing that the title to the property referred to in (a) above is free of encumbrances which would render the title unmarketable or would prevent the use of the property for the purposes for which it is proposed to be granted to the town.

g. A written approval from the director of health, or his agent, certifying that the tests and methods of supplying water described in section 4.17 have been made in accordance with the procedures therein described, and a written report, if required by the Commission, from a qualified engineer covering improvements under section 4-16.

h. A detailed statement of the estimated cost of constructing the subdivision streets and other improvements.

i. The application shall be accompanied by a fee set by the commission or established by ordinance by the Town of Ridgefield. The applicant shall also be required to pay the cost of publishing legal notice(s).
PLANNING AND ZONING COMMISSION
Town of Ridgefield, Connecticut

ADOPTED COMMISSION-INITIATED AMENDMENT
TO THE SUBDIVISION REGULATIONS

Draft: 10/24/03
Public Hearing: 1/6/04
Adopted: 2/17/04
Effective: 2/27/04

Reasons: To clearly delineate location of open spaces, new lots and street lines through requirements for permanent property boundary monuments, and to require compliance with the “Minimum Standards for Surveys and Maps” of the Regulations of Connecticut State Agencies.

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Add Section 4-39, as follows:

Sec. 4-39. Permanent Boundary And Open Space Markers.

All land contained within the subdivision shall be physically identified with permanent monuments and markers by a land surveyor licensed in the State of Connecticut, at the expense of the applicant, developer, successor or assigns. Markers shall be installed in accordance with the requirements of this section and with the “Standards for Surveys and Maps in the State of Connecticut,” found in Article III, Sec. 20-300b-12 to 20-300b-20 of the Connecticut Regulations of State Agencies, as may be amended.

(1) Permanent reinforced concrete monuments shall be installed along street lines at all points of curvature, points of tangency, angle points and other intermediate points as may be required by the town engineer. The proposed location of said monuments shall be indicated on the final subdivision map.

(2) Where not otherwise marked as set forth in paragraph (1) above, lot corners shall be marked with iron pins, iron pipes or 3/8 (three-eighths) inch drill holes. Iron pins or pipes shall be at least ½ (one-half) inch in diameter and set at least 24 (twenty-four) inches in the ground, with part of the pin or pipe left visible above finished grade. The proposed location of pins, pipes or drill holes shall be indicated on the final subdivision map.

(3) Open space and conservation easement areas shall be marked at all points of curvature, points of tangency, angle points, corners and intersections with lot lines and other intermediate points as may be required by the Conservation Commission and approved by the Town Engineer and the Planning and Zoning Commission. Markers shall be permanent concrete monuments unless topography or other natural features prevent their installation. Alternate forms of permanent markers, including but not limited to iron pins or pipes ½ (one-half) inch in diameter and set at least 24 (twenty-four) inches in the ground (with part of said pin painted orange or
marked with a disk or plug and left visible above finished grade) may be installed with agreement from the Conservation Commission. The proposed location of all said markers shall be shown on the subdivision map.

(4) All permanent monuments and markers shall be set prior to the conveyance of any lot in the subdivision, unless a bond is posted to ensure that markers will be installed following completion of construction. A Connecticut licensed land surveyor shall certify in writing to the Planning and Zoning office that said markers as required by this section have been set as shown on the subdivision map. A bond based on an estimate provided by the Connecticut licensed surveyor shall be posted by the applicant, developer, successor or assigns to ensure the installation of any monuments or markers not permanently installed at the time of the filing of the subdivision map or conveyance of lots. Notwithstanding these requirements, permanent markers for open space and conservation areas shall be installed prior to the issuance of any zoning permit for construction within the subdivision.

(5) Prior to the town’s acceptance of any road in a subdivision, the applicant, developer, successor or assigns shall submit an as-built survey prepared by a licensed surveyor, showing the placement of all monuments and markers required by this section.

The following item #11 shall be added to Sec. 6-6, “Form and Content of Application,” under paragraph (b), as a requirement that must be completed prior to the submission of the Application for Subdivision:

11. Location of all markers. In accordance with 20-300b-2(b)(1)(i) of the Regulations of State Agencies, "Standards for Surveys and Maps in the State of Connecticut," monumentation shall be set at the time of submission of the subdivision application, for all corners created by a deflection angle of not less than 70 (seventy) degrees between two consecutive courses and at intervals not to exceed 600 (six hundred) feet along the boundaries between said corners, except where natural or man-made monumentation defines or occupies the line.