



**TOWN OF WOODBURY**

**Land Use Office**

281 Main Street South  
Woodbury, Connecticut 06798-0369  
www.woodburyct.org

**Subdivision/Re-subdivision Application** (v.1/2011)

**Filing Requirements:**

- Application fee calculated per Section 6 of the regulations
- Six (6) copies of all required maps, plans, and documents
- See attached checklist

- Subdivision**       **Open Space**  
 **Re-Subdivision**       **Conventional**

**Application Information**

Subject property: \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Zone:  R-40    OS-60    OS-80    OS-100

**Record Owner Information/Applicant**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**Agent/Contact** *(written authorization from record owner must be provided)*

Name(s) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**Subdivision Information**

Total Acreage \_\_\_\_\_ Number of Lots Proposed \_\_\_\_\_

Proposed road names \_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Received Date: \_\_\_\_\_  
Accepted Date: \_\_\_\_\_  
Schedule Hearing: (65 days from accepted) \_\_\_\_\_  
Close Hearing: (35 days from open) \_\_\_\_\_  
Decision Date: (65 days from close hearing) \_\_\_\_\_

Please check ONE box to determine the primary contact:

**Does this application:**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| ■ Propose an "Open Space Subdivision" subject to Section V?            | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ Involve property subject to Section 4.18, Watershed/Viewshed?        | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ Propose any new road for inclusion in the town street system?        | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ Propose any new road connecting to state road?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ Involve property within 500 feet of any town boundary?               | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ Involve Earth Materials excavation or deposition exceeding 100 c.y.? | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ Involve Property within a CTDPH delineated public water supply area? | <input type="checkbox"/> | <input type="checkbox"/> |

**Identify applications made to:**

- |  | Date of Filing | Yes                      | No                       |
|--|----------------|--------------------------|--------------------------|
| ■ Woodbury Inland Wetlands Agency                    | _____          | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ Connecticut Department of Environmental Protection | _____          | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ U.S. Army Corps of Engineers                       | _____          | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ Pomperaug District Department of Health            | _____          | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ Other Regulatory Agency                            | _____          | <input type="checkbox"/> | <input type="checkbox"/> |

**Preserved Open Space is proposed to be** (check all that apply)

- Waived
- Deeded to Town of Woodbury
- Deeded to conservation organization
- Deeded to property owners
- Fee in lieu of open space
- Conservation easement to \_\_\_\_\_

✓ Identify waivers of any of the subdivision regulations specifically requested by this application, including reason. Use separate pages if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

✓ On attached Subdivision Application Filings form, list all plans and maps submitted with title, preparer name, original preparation date, and any revision dates.

By signing this application, the applicant and the owner agree that the Woodbury Planning Commission and the First Selectman (or their designees) are authorized to enter upon the property shown on the subdivision map and existing resources/site analysis map for the purpose of inspection, promulgation of construction improvements, and enforcement and administration of the Woodbury Subdivision Regulations, Inland Wetland and Watercourses Regulations, Zoning Regulations, and Ordinances of the Town of Woodbury.

*I hereby certify that the above information is correct and that I have submitted herewith all of the documentation required by the Woodbury Subdivision Regulations.*

\_\_\_\_\_  
Signature of owner of record

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of agent/applicant

\_\_\_\_\_  
Date

# Subdivision Application Filings

NOTE: All requirements must be addressed.

Use N/A (not applicable) or TBP (To Be Provided) or other reference if necessary.

Application Requirement	Submission Date	Title	Date Prepared	Preparer
Fee and Form				
Site Analysis Map				
Site Development Plan				
Record Subdivision Map				
Open Space Plan				
Construction Plans				
Grading, S&E Plan				
Vegetation Plan				
Wetlands				
Soil tests				
State Highway Permit				
IWA Permit				
Hydrologic and Hydraulic				
Sanitation Report				
Design Data				
Viewshed/Watershed Analysis				
Vicinity Map				
Abutters				
Traffic Study				
Earth Work Calculations				
Check List				
<b>Contact Information</b>				
Name	Firm	Address	Town, State	Phone Number

## Application Checklist

### Fees for Planning/Subdivisions

Application Fee (per lot)		\$ 100.00
Public Hearing Fee (per application)		\$ 250.00
Road Review Fee/per linear foot	NEW	\$ 85.00
	EXISTING	\$ 55.00
DEP Surcharge (per application)		<u>\$ 60.00</u>
<b>TOTAL APPLICATION FEE</b>		
<b>SEPARATE CHECK FOR:</b>		
Engineer Review	Up to first 5 lots	\$ 500.00
	Over five lots (additional per lot)	\$ 100.00
Technical Review – if required by Commission		See Subdivision Reg. 6.1.2

### Six (6) copies of the following maps and/or plans

Site Development Plan	Record Subdivision Plan
Construction Subdivision Plan	Construction Plans
Grading, Sediment and Erosion Control Plan	Seepage Tests/Sanitation Report
Connecticut Highway Department Permit	Inland Wetlands Agency Approval
Vicinity Map	Abutters

### Site Development Plan

- |  |   |
|--|---|
| <input type="checkbox"/> Name of Subdivision (Sect. 3.2.1)<br><input type="checkbox"/> Location of property with respect to surrounding property and streets. (Show on inset map at scale no less than 1" = 1000')<br><input type="checkbox"/> Date, scale, north point (magnetic & true), town, state (Sect. 3.2.3)<br><input type="checkbox"/> Existing and any proposed relocation of watercourses; existing and proposed ponds, easements and rights-of-way; location and limits of all swamps, flood plain and other land subject to potential flooding; Inland Wetlands and adjacent regulated area (Sect. 3.2.5)<br><input type="checkbox"/> Proposed lots and lot numbers; proposed location size of Open Space (Sect. 3.2.7)<br><input type="checkbox"/> Principal wooded areas and the approximate location of large isolated trees; ledge outcrops existing stone walls and fences (Sect. 3.2.8)<br><input type="checkbox"/> Proposed width of all streets, rights-of-way and easements; proposed width of all pavement; proposed street names (Sect. 3.2.11)<br><input type="checkbox"/> Existing and proposed storm drains, catch basins, manholes, ditches, watercourses, headwall, sidewalks, proposed water, sewer and electric utility location (Sect. 3.2.13)<br><input type="checkbox"/> Approximate location of all seepage test holes, test pits and borings; proposed location of wells; proposed location of sanitary disposal system and reserve area for future fields (Sect. 2.15) | <input type="checkbox"/> Name of Holder or Record Title (Sect. 3.2.2)<br><input type="checkbox"/> Names of ALL adjoining property owners<br><input type="checkbox"/> Existing contours including datum reference (sect. 3.2.6)<br><input type="checkbox"/> Existing and proposed property and street lines, adjoining property lines, street lines and structures within a distance of 200' from applicant's property. (Sect. 3.2.4)<br><input type="checkbox"/> Existing permanent buildings and structures.<br><input type="checkbox"/> Dimensions of all proposed property lines and street lines; lot area (square feet and acres); lot area (square feet and acres); total acreage of proposed subdivision (Sect. 3.2.10)<br><input type="checkbox"/> Existing and proposed monuments and pins; municipal boundary lines and zoning districts and any zoning district boundary line (Sect. 3.2.12)<br><input type="checkbox"/> Spot elevations on both existing and proposed roads indicating tentative grading (Sect. 3.2.14)<br><input type="checkbox"/> Delineation of any proposed re-grading by excavation or filling including the area immediately adjacent to proposed structures (Sect. 3.2.16) |
|--|---|

## Record Subdivision Map

- Name of Subdivision (Sect. 3.3.1)
- Date, scale, north point (magnetic & true), town, state (Sect. 3.3.3)
- Existing and any proposed relocation of watercourses; existing and proposed ponds, easements and rights-of-way; location and limits of all swamps, flood plain and other land subject to potential flooding; Inland Wetlands and adjacent regulated area (Sect. 3.3.5)
- Existing permanent buildings and structures. (Sect. 3.3.7)
- The width of all streets, rights-of-way and easements; street names (Sect. 3.3.9)
- An inset location map showing the location of the subdivision (or re-subdivision) in relation to the existing streets in the town at a scale of not less than 1" = 1,000'. (Sect. 3.3.11)
- If any new streets are to be constructed or improvements made to any existing streets, the words, "Approved by the Board of Selectman" with a designated place for the signature and the date of signing. (Sect. 3.3.13)
- If a bond is required for the construction of improvements to the site, the words "Approved by the Town Counsel" will a designated place for the signature and the date of signing. (Sect. 3.3.15)
- The words "Approved by the Woodbury Planning Commission" with a designated place for the signature of the Chairman or Secretary, and date of signing. (Sect.3.3.17)
- Name of Holder or Record Title (Sect. 3.3.2)
- Existing and proposed property and street lines, adjoining property lines, street lines and structures within a distance of 200' from applicant's property. (Sect. 3.3.4)
- Dimensions on all existing and proposed property and street lines to the hundredth of a foot, and all bearings or deflection angles on all straight lines, and the central angle, tangent distance, length and radius of all arcs; and dimensions along property lines to the center line of intersecting water courses and streams. (Sect. 3.3.8)
- Proposed lots and lot numbers; proposed location size of Open Space (Sect. 3.3.6)
- Existing and proposed monuments and pins; municipal boundary lines and zoning districts and any zoning district boundary line (Sect. 3.2.10)
- An inset index map, if the proposed subdivision or re-subdivision is divided into sections or is of such size that more than one sheet is required, showing the entire subdivision with lots, lot numbers, street, street names and delineation of areas covered by the section or sheet (Sect. 3.3.12)
- The words "Lots \_\_\_ approved for building with sewage disposal systems in accordance with the State of Connecticut and the Town of Woodbury Sanitary regulations in effect at time of application and designed by a licensed engineer," "Lots \_\_\_ disapproved," and the words "approved by the Director of Health" with a designated place for the signature of the Director of Health and the date of signing. (Sect. 3.3.24)
- The signature and seal of the registered land surveyor. (Sect. 3.3.16)

## Construction Plans

- Name of Subdivision, date, scale, town, and state. (Sect. 3.4.1)
- The existing grades at the centerline and both street lines and proposed grade at the centerline; street lines and edge and width of pavement; sample street cross sections. (Sect. 3.4.2)
- Amount of precipitation runoff and the intensity, duration of coefficient; invert, slope, size, and type of all pipes, ditches, culverts, manholes, catch basins, headwalls and water courses; typical ditch and water course cross sections. Top of frame elevations and station-offset for all structures. (Sect. 3.4.3)
- Location of lot lines intersecting the street line; lot numbers and street names; geometry and dimensions along the street line. (Sect. 3.4.4)
- Sidewalks, curbs, gutters and special structures (Sect. 3.4.5)
- Detail drawings of any bridges, box culverts, deep manholes, and other special structures. (Sect. 3.4.6)
- All documents shall be sufficiently detailed to be considered suitable for contract bidding. (Sect. 3.4.7)
- All roadways and easements shall be stationed along their centerlines. At intersecting roadways, the "zero" stations for the side road shall be the point at which the side road centerline intersects the main road centerline. (Sect. 3.4.8)
- The station offset for all proposed monuments shall be shown. (Sect. 3.4.9)
- Method of erosion control during construction (Sect. 3.4.10)
- Signature and seal of a professional engineer registered in Connecticut. (Sect. 3.4.11)
- All intersections with existing roadways shall have plan, profile, and typical sections of existing roadway each side of the intersection, and the site distances shown. (Sect. 3.4.12)
- If requested by the Commission and/or the Board of Selectmen, detailed grading plans at street intersections. (Sect. 3.4.1)
- The words "approved by the Woodbury Planning Commission" with a designated place for the signature of the chairman or secretary and date of signing. (Sect. 3.4.14)
- The words "approved by the Board of Selectmen, Town of Woodbury" with a designated place for the signature of the First Selectmen and date of signing. (Sect. 3.4.15)

## Grading, Sediment and Erosion Control Plan

- Name of subdivision or re-subdivision (Sect. 3.5.1)
- Name and address of the holder of the record title. (Sect. 3.5.2)
- Date, scale, north point, town and state. (Sect. 3.5.2)
- Layout of existing and proposed lot lines and street lines. (Sect. 3.5.4)
- Existing and proposed contours at an interval not exceeding two (2) feet based on field or aerial survey. Datum for all elevations shall be U.S.G.S. (Sect. 3.5.5)
- Existing and proposed drainage and water courses. (Sect. 3.5.6)
- Existing and permanent buildings and structures. (Sect. 3.5.7)
- Location of all test holes, test pits or borings. (Sect. 3.5.8)
- The quantity of material in cubic yards to be cut or filled on the site; quantities and types of material to be deposited or removed from the site. (Sect. 3.5.9)
- A method for the control of erosion and siltation where necessary, using the guidelines contained in Section 4.16 and the U.S.D.A. soil conservation service. (Sect. 3.5.10)
- Signature and seal of a registered land surveyor. (Sect. 3.5.11)
- The words "approved by the Woodbury Planning Commission" with a designated place for the signature of the chairman or secretary and date of signing. (Sect. 3.5.12)