



**CITY OF WATERBURY  
CITY PLAN COMMISSION  
APPLICATION FOR APPROVAL OF RECORD  
SUBDIVISION PLAT AND/OR STREET(S)  
DEVELOPMENT**

Application is hereby made pursuant to the Land Subdivision regulations of the City Plan Commission, City of Waterbury for a Subdivision of land.

**APPLICANT:**

Name:   
 Address:   
 City, State, Zip:   
 Phone:   
 Fax:   
 Email:

**PROPERTY OWNER:**

Name:   
 Address:   
 City, State, Zip:   
 Phone:   
 Fax:   
 Email:

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Certifies authorization for petition and permission to enter the property in connection with the application)

**Property Information:**

**ADDRESS:**   
**TAX ID:**

**DATE:**

If the proposed subdivision contains multiple parcels, please attach as many SUPPLEMENTAL INFORMATION SHEET(s) as necessary to identify all parcels.

**Project Information:**

Name of Subdivision:

Number of lots:   
 Number of New Streets:

Street Name	Length (Lin. Ft.)	Dead End?	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Zoning District(s) \_\_\_\_\_

- Does property abut or cross a municipal boundary?  Yes  No  
 Is the property within 500 feet of a municipal boundary?  Yes  No  
 Is the proposal a Re-subdivision?  Yes  No  
 Will the City Sanitary Sewer be utilized?  Yes  No  
 Will the City water be utilized?  Yes  No

**APPLICANTS ARE ENCOURAGED TO SCHEDULE A PRE-APPLICATION MEETING  
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WITH FILING REQUIREMENTS**

Nearby Fire Hydrants:

Location	Flow (GPM)	Static Pressure (PSI)	Residual Pressure (PSI)

Waivers Requested:

Section	Reason

(Attach additional sheets as necessary)

By filing this application the applicant and property owner

- a.) agree to the provisions of Section 3.1 of the Subdivision Regulations;
- b.) agree that all associated street improvements shall be completed within two (2) years of the date of approval;
- c.) agree that all streets, other public spaces easements, and rights-of-way shown on the approved Subdivision Plan are dedicated to the City of Waterbury after completion of all improvements thereon and upon release of the Performance Bond and satisfaction of all other conditions of approval, as determined by the Commission, and acceptance by the City.

Applicants Signature: \_\_\_\_\_

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

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CITY PLAN COMMISSION, 26 KENDRICK AVENUE; WATERBURY, CT. 06702  
 TEL: 203 574-6817; FAX: 203 346-3949; E-MAIL: jsequin@waterburyct.org



**CITY OF WATERBURY  
CITY PLAN COMMISSION  
SUBDIVISION PLAT AND/OR STREET(S)  
DEVELOPMENT  
SUBMISSION REQUIREMENTS**

Please submit eleven copies of the application and eleven copies of all maps plans and drawings to the City Planning Department. Additional copies of all materials should be submitted to the Inland Wetlands Agent, City Engineer and the Director of Health along with your request for their respective approvals. Please refer to the "Land Subdivision Regulations of the City Plan Commission, City of Waterbury" for more detailed information.

**APPLICATION**

- Application Form (11 copies) **4.1**
- Fee \$150 per lot, Minimum \$600 Plus \$30 State Environmental Fee added to total.

**TITLE BLOCK**

- |  |   |
|--|---|
| <input type="checkbox"/> "Subdivision Plan"  | <input type="checkbox"/> "Waterbury" & "State of Connecticut" |
| <input type="checkbox"/> Name of Subdivision | <input type="checkbox"/> Insert Location Map                  |
| <input type="checkbox"/> Section Number      | <input type="checkbox"/> Land Surveyor Seal and Signature     |
| <input type="checkbox"/> Owner(s)            | <input type="checkbox"/> Total Area (acres)                   |
| <input type="checkbox"/> Date                | <input type="checkbox"/> Solar Energy Statement               |
| <input type="checkbox"/> Scale               | <input type="checkbox"/> Revision Dates                       |

**PLAN**

- |   |   |
|---|---|
| <input type="checkbox"/> Index Plat (Scale 1 inch = 200 feet) | <input type="checkbox"/> Proposed Easements                     |
| <input type="checkbox"/> Subdivision Boundaries               | <input type="checkbox"/> Proposed Public Lands                  |
| <input type="checkbox"/> Property Lines/Names of Abutters     | <input type="checkbox"/> Existing and Proposed Survey Monuments |
| <input type="checkbox"/> Existing/Proposed Roads              | <input type="checkbox"/> Existing and Proposed Watercourses     |
| <input type="checkbox"/> Easements                            | <input type="checkbox"/> Zoning Districts                       |
| <input type="checkbox"/> Railroads                            | <input type="checkbox"/> True North Arrow                       |
| <input type="checkbox"/> Lots Layout/dimensions/area          | Dimensions to .01 foot  |
| <input type="checkbox"/> Proposed Easements                   |   |

**PROFILES**

- |  |   |
|--|---|
| <input type="checkbox"/> Scale (Vertical 1" = 4'; Horizontal 1" = 20') | <input type="checkbox"/> Cross Sections of Drainage Ditches         |
| <input type="checkbox"/> Centerline Profile                            | <input type="checkbox"/> Detail Drawings - Special Structures       |
| <input type="checkbox"/> ROW Line Profile                              | <input type="checkbox"/> Pipes – (location/depth/invert/slope/size) |
| <input type="checkbox"/> Existing and Proposed Finished Grade          |   |

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**SOIL EROSION AND SEDIMENTATION CONTROL PLAN**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Existing and proposed topography | <input type="checkbox"/> Narrative:  |
| <input type="checkbox"/> Disturbed Areas                  | <input type="checkbox"/> Measures    |
| <input type="checkbox"/> Proposed Alterations             | <input type="checkbox"/> Schedule    |
| <input type="checkbox"/> Proposed Measures                | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Engineers Seal                   |                                      |

**CONTOUR MAP**

- Two Foot Contour Interval
- Existing and proposed topography

**DIRECTOR OF HEALTH APPROVAL**

4.9

- Applied
- Received

**CITY ENGINEER APPROVAL**

4.11

- Applied
- Received

**INLAND WETLANDS APPROVAL**

CGS 8-26

- Applied
- Received

**CITY WATER CONNECTION APPROVAL**

Suggested

- Applied
- Received
- Not using city water.

**WPCA (Sanitary Sewer) CONNECTION APPROVAL**

Suggested

- Applied
- Received
- Not using city sanitary sewer system.

**FIRE MARSHAL APPROVAL**

Suggested

- Applied
- Received

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## CITY OF WATERBURY DEPARTMENT OF PLANNING STEPS TO IMPLEMENT AN APPROVED SUBDIVISION

The applicant is referred to the LAND SUBDIVISION REGULATIONS OF THE CITY OF WATERBURY for the actual regulatory procedure. This document is provided to assist the applicant with the land subdivision regulatory processes encountered after a City Plan Commission approval has been obtained.

### **MODIFY DRAWINGS**

- (1) The Applicant shall incorporate all modifications required by the Commission into the plans.
- (2) The Applicant shall insert the text of the Commission Approval onto the "Subdivision Plan" drawing.
- (3) The Applicant shall insert a signature block for the endorsement of the Chairman, City Plan Commission onto the "Subdivision Plan" drawing.

### **ESTIMATE THE COST OF PUBLIC IMPROVEMENTS**

- (1) The Applicant shall provide an estimate of the cost of all public improvements and other items which require submission of a bond or performance guarantee to the City Engineer.
- (2) The Applicant shall provide the City Engineer with five complete sets of the approved plans.
- (3) The Applicant shall obtain the City Engineer's written estimate of the amount subject to the performance guarantee.

### **FILE ANY REQUIRED EASEMENTS**

- (1) The Applicant shall provide copies of all easements required to be filed including legal descriptions and maps to the City Plan department.
- (2) The Applicant shall provide proof of title to establish legal authority to grant the required easement.
- (3) The City Planner shall refer all documents to the Corporation Counsel for approval.
- (4) The applicant shall file the approved documents on the land records prior to endorsement of the subdivision map.

### **SUBMITTALS**

- (1) The Applicant shall submit the following items to the City Planning Department:
- (2) Two mylar copies of all drawings including all required modifications.
- (3) An 8½"x 11" copy of all drawings including all required modifications.
- (4) Electronic files of the approved subdivision map in Autocad compatible format geocoded to NAD 83.
- (5) Copies of all required easement documents.
- (6) The City Engineer's written estimate of the amount subject to the performance guarantee.
- (7) A Certified Check equal to 15% of the total estimated costs of all improvements required by the City Engineer.
- (8) An executed copy of the form entitled "Certified Check for the Completion of Land Subdivision and/or Street(s) Improvements".
- (9) Payment of an inspection fee in an amount equal to 5% of the amount of the bonded improvements.

### **CITY PLAN DEPARTMENT ACTIONS**

- (1) City Plan shall review all materials for completeness and adequacy.

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- (2) City Plan shall submit the subdivision to the Board of Aldermen for consideration and approval.
- (3) City Plan shall obtain the endorsement of the Chairman of the City Plan Commission.
- (4) City Plan shall return one copy of the mylar drawings to the applicant.

#### **FILE WITH THE TOWN CLERK**

- (1) The Applicant shall file or record the subdivision plan in the office of the town clerk within ninety days of the expiration of the appeal period (usually fifteen days from the date that notice of the decision was published)
- (2) The Applicant shall complete all work in connection with such subdivision within five years after the approval of the plan for such subdivision.
- (3) Set up a preconstruction meeting with the City Engineer and City Planner prior to beginning work

#### **CONSTRUCTION PHASE**

- The Applicant may begin construction of public improvements and site work once the subdivision is filed.
- ***Upon application of first building permit, within the approved subdivision/resubdivision The applicant shall obtain a statement from the City Engineer shall as to the extent of the work that has been completed and the work that remains to be completed and the estimated cost of the remaining work. The Applicant shall submit a performance bond in the form of an irrevocable Letter of Credit equal to the total estimated cost of all improvements required by the City Engineer minus (-) all completed public improvements minus (-) 15%.***
- ***No Certificate of Occupancy for a dwelling on any street shall be issued nor shall any dwelling be occupied on such street until all underground public service facilities have been installed and are in operation, the street bituminous concrete binder course is installed and completed, and all lots corners are pinned to the satisfaction of the City Engineer and approved by the City Plan Commission.***
- The Applicant may request a release of surety once the conditions found in SECTION 6.14 of The Land Subdivision regulations have been satisfied.

#### **CONTACT PERSON**

JAMES A. SEQUIN, AICP  
CITY PLANNER  
CITY PLAN COMMISSION,  
26 KENDRICK AVENUE  
WATERBURY, CT. 06702  
TEL: 203 574-6817;  
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