

TOWN OF SOUTH WINDSOR

CHECKLIST OF REQUIRED SUBMISSION DOCUMENTS
SUBDIVISIONS/RESUBDIVISIONS

APPLICANT _____

PROJECT NAME _____

This checklist must be signed by plan preparer (P.E./L.S) declaring that all required information is provided. Place a check mark for each item supplied.

Subdivision
Minor Regular

I. PROJECT-PLOT INFORMATION

A. General Information

- | | | | |
|-------|---|---|---|
| _____ | 1. Appl. & owner name, address | x | x |
| _____ | 2. Engineer & land surveyor name, address, license no. & seal | x | x |
| _____ | 3. Key map at 1" = 100' scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc., within 500'. Key map must include: | x | x |
| _____ | a. Outline of buildings. | | |
| _____ | b. Layout of streets and lots. | | |
| _____ | c. Surrounding property boundaries-within 500 feet. | | |
| _____ | d. Names of abutting property owners. | | |
| _____ | e. Proposed open spaces and recreation areas. | | |
| _____ | f. Driveway cuts on abutting properties and any properties across from proposed site | | |

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- | | | | |
|---|--|---|---|
| _____ | g. Distance to and name of nearest intersection street. | | |
| _____ | 4. A schedule of required and provided zoning district requirements including lot area, lot frontage, lot depth, yard setbacks, open space. variances granted, etc. | x | x |
| _____ | 5. North arrow and scale. | x | x |
| _____ | 6. Appropriate certification block. | x | x |
| _____ | 7. Date of original drawing and all revisions. | x | x |
| _____ | 8. Name of development. | x | x |
| B. Plot plan at 1" = 40' scale on standard 18" x 24" or 24" x 36" sheets with a 1/2" ruled margin containing the following data. Developments which require more than two 24" x 36" sheets may submit the plot plan at 1" = 100' scale. | | | |
| _____ | 1. Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way, and centerline curves on streets. Monuments are required at corners and angles of all new streets and new street lines, at all points of curvature and tangency, and at critical corners and angles of all new Town open space. Coordinates for monuments shall be in tabular form. | x | x |
| _____ | 2. CGS datum shall be used on all subdivisions accessible to controls. The Town Engineer shall determine the accessibility of these controls. | | |
| _____ | 3. Lot layout numbers, square footage of all lots, and all lot dimensions. Iron pins are required at all property angle points. No lots shall be divided on 2 sheets. | x | x |
| _____ | 4. Yard setbacks dimensioned. | x | x |
| _____ | 5. Easements, noting grantors, grantees and purpose. must be shown in table format, e.g. below | x | x |

| Grantor | Grantee | Type of Easement | Date Filed | Vol/Pg |
|---------|---------|------------------|------------|--------|
| | | | | |

| | | <u>Subdivision</u> | |
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| _____ 6. | Development phasing, if proposed. | x | x |
| _____ 7. | Names of abutting property owners. | x | x |
| _____ 8. | Proposed street names (use approved list of names). | x | x |
| _____ 9. | All open space reserved for common or public uses. | x | x |
| _____ 10. | Appropriate A-2 certification & LS seals. | x | x |

II Topographic map at same scale as plot plan containing all data included on the plot plan plus the following:

| | | | |
|----------|--|---|---|
| _____ 1. | All existing structures, streets, wetlands and watercourses, or other environmentally sensitive areas, including enough data beyond property boundaries to allow a reasonable evaluation of the property's ecological relationship to surrounding areas, 100 yr. floodplain. | existing structs streets wetlands fldpln * | x |
| _____ 2. | Existing and proposed contours to extend a sufficient amount beyond subject property, to determine the effects on the property as follows (town mapping): up to 3% grade: 1' contour interval 3% grade & over; 2' contour interval | x 100' * | x |
| _____ 3. | Boundary limits, nature, and extent of wooded areas, specimen trees, and other significant physical features. | x | x |
| _____ 4. | Existing system of drainage of subject site and of any larger tract or basin of which it is a part (can use Town stormwater study). | x | x |
| _____ 5. | Drainage area map. | * | x |
| _____ 6. | Drainage calculations | * | x |
| _____ 7. | Perc test data, preliminary indication of septic system feasibility if individual sanitary sewerage systems provided. | * | x |

| | | <u>Subdivision</u> | |
|-----------|--|--------------------|----------------|
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| _____ 8. | Proposed utility infrastructure plans, including sanitary sewer, water, storm water management. | * | X |
| _____ 9. | Spot and finished elevations at all property corners, corners of all structures or dwellings, or proposed first floor elevations | X | X |
| _____ 10. | Construction details (per standard specs.) | * | X |
| _____ 11. | Road and paving cross-sections (per, standard specs). | * | X |
| _____ 12. | Proposed street names. | X | X |
| _____ 13. | Landscape plan and details. | X | X |
| _____ 14. | Site identifications signs, traffic control signs, and directional signs. | * | X |
| _____ 15. | Sight triangles at new road intersections. | * | X |
| _____ 16. | Sight triangles at driveway entrance (where there may be a question).. | X | X |
| _____ 17. | Vehicular and pedestrian circulation patterns (less detail necessary for preapplications, concept plan, and general plan of development. | * | X |
| III . | Plans and profiles (1" = 40' horizontally and 1" = 4' vertically) showing the following: | | X |
| _____ | a. Layout of streets in sections coordinated by stations with the profile. | | X |
| _____ | b. Street plan showing roadways, drainage, and partial lot lines | | X |

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|-----------|--|---|---|
| _____ | c. Profile of roadway showing existing and finished grades, all tangent grades, and all vertical curve information | | X |
| _____ | d. Profile will show all catch basins and all drainage lines between catch basins with all invert and top of frame elevations. Drainage pipe material to be described. | | X |
| _____ | e. Typical/critical cross-sections where grading is outside street right-of-way or is at street right-of-way. | | X |
| _____ | f. Where any storm drainage line discharges into an existing brook, sufficient profile of this brook will be shown to determine conditions. | | X |
| _____ | g. Profiles shall show all sanitary sewer lines and manholes, including pipe material, elevations, sizes, lengths, and slopes of pipes. Top of foundation elevations for habitable buildings shall be shown. | * | X |
| _____ 15. | Traffic report (by traffic engineer) | * | * |
| _____ 16. | Open space site improvement plan. | * | X |
| _____ 17. | Architectural elevations/information per Sect. 4.20 of the zoning regulations | | |

* - if required by Town Engineer

ALL INFORMATION REQUIRED ABOVE IS INCLUDED IN THIS APPLICATION AT THE TIME OF SUBMISSION.

_____ Date _____
Plan Preparer (PE/LS)

February 2002; updated 7/28/05