



Town Planning Commission  
 Town of Stratford, CT  
 Application for Approval of Subdivision/Resubdivision Plat &  
 Site Plan Review

Document Amended July 2019

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

In accordance with the Regulations providing for Land Subdivision in the Town of Stratford, CT, adopted February 1, 1956, the undersigned respectfully requests your examination and approval of the Plat(s) presented herewith; for a subdivision as shown on a map entitled \_\_\_\_\_ in \_\_\_\_\_ Zoning District and located generally as follows: \_\_\_\_\_ and after final approval by the Commission do agree:

- (a) To cause to be filed the record subdivision map in the Office of the Town Clerk within 90 days from the date of final approval and delivery of said map by the Commission.
- (b) To complete all street improvements required by the Subdivision Regulations of the Town of Stratford within five (5) years of the date of the final approval of the record subdivision map.
- (c) To offer for dedication to the Town of Stratford, within three months after completion of such street improvements, such streets as are shown on said plat and such other places proposed for public use and
- (d) To comply with all requirements of the Regulations providing for Land Subdivision in the Town of Stratford.

No. of lots in subdivision: \_\_\_\_\_ Lot Sizes: \_\_\_\_\_ Range \_\_\_\_\_ Average \_\_\_\_\_

[ ] check here if property is located within 500 ft. of adjoining Town line.

<b>Property Owner Information</b>	
Name of Owner	
Phone No/Email	
Fax No.	
Owner's Agent Name (if applicable)	
Owner's Agent Phone No/Email	
<b>Developer Information</b>	
Name of Developer	
Phone No/Email	
Fax No.	
Developer's Agent Name (if applicable)	
Developer's Representative Phone No/Email	

Signature of Owner \_\_\_\_\_ Signature of Developer \_\_\_\_\_

**Project Description**

Is the site served by the following public utility infrastructure?

Sanitary Sewer:            Yes:             No:

Water Supply:            Yes:             No:

Storm Sewer:            Yes:             No:

Electric Service:            Yes:             No:

Gas Service:            Yes:             No:

Telephone/Cable Lines:    Yes:             No:

REQUIREMENTS AND PROCEDURE FOR SUBDIVISION APPLICATION

1. If this subdivision is proposed by a developer who is not the owner of the land to be subdivided, but who will, upon its approval by the Commission either acquire title to, or deal with the subdivided land, this application must be made jointly by the owner and the proposed developer of the land.
2. This form must be printed or typed and completed form must be accompanied by **thirteen (13) copies of a preliminary subdivision plat**, prepared by a licensed land surveyor in accordance with Chapter VI of the Subdivision Regulations of the Town of Stratford, Connecticut and **one (1) copy of the property deed**. Of the thirteen (13) copies, **five (5) copies of subdivision plat may be provided on 11" X 17" sheets**.
3. **Zoning development standards must be enclosed** on proposed subdivision plat to ensure zoning compliance.
4. All plans, applications & related paperwork that is to be submitted to the Office of Planning and Zoning **must be folded into 8" X 12" or smaller packets and collated into (13) separate packets**.
5. Accompanying the prints of the preliminary subdivision plat, there shall be a completed copy of a **STATEMENT OF INTENT** signed by the applicant, and where no municipal sanitary sewers are available, a statement of approval from the Town Sanitarian that the property in question may be suitably served with a private sub-surface sewage disposal system.
6. Effective date of receipt is defined by State Statute.
7. Application fee shall be calculated on the basis of \$175//Lot min. Minimum fee is \$800, which includes \$60 State Surcharge.
8. Applicants should note that the Town now charges a 5% inspection fee in addition to performance bonds for public improvements.
9. The Office of Planning and Zoning requires **a digital copy of the entire application to be submitted with the application on a USB FLASHDRIVE**. It must be labeled with the property address and date of hearing.
10. A **Written statement** describing the project and citing the specific provision (s) of the Regulations from which the proposed request is sought.

Minimum Fee - \$800.00

MAKE CHECKS PAYABLE TO THE PLANNING COMMISSION

\$ \_\_\_\_\_ Fee Receipt # \_\_\_\_\_ Date \_\_\_\_\_ Clerk \_\_\_\_\_

TOWN PLANNING COMMISSION  
TOWN OF STRATFORD, CT  
STATEMENT OF INTENT OF SUBDIVIDER

This statement is part of the application for \_\_\_\_\_  
(Name of Subdivision)

by \_\_\_\_\_ and accompanies the proposed  
Subdivision plat.  
(Name of Subdivider)

drawn by \_\_\_\_\_ and dated \_\_\_\_\_

1. Amount of topsoil, or of gravel, clay, sand, and stone which will be removed from the area of the proposed subdivision, and disposed of outside the area.

Topsoil \_\_\_\_\_ cu. yds. Gravel, clay, sand, stone \_\_\_\_\_ cu. yds.

2. Nature and extent of private restrictions or other requirements which are proposed for incorporation in the deeds to individual lots.

3. Waivers requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Other? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Developer, Owner, or Agent

INLAND WETLANDS DETERMINATION

Before submitting this application, the petitioner must contact the Inland/Wetland Officer to determine if the subject property is in compliance.

Subdivision Name: \_\_\_\_\_

Address: \_\_\_\_\_

The subdivision/resubdivision listed above:

\_\_\_\_\_ does represent a regulated activity  
\_\_\_\_\_ does not represent a regulated activity

under the definitions of the Town of Stratford's Inland Wetlands Regulations, pursuant to Chapter 440 of the Connecticut General Statutes.

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Inland/Wetlands Department

Date

Prior to submitting this subdivision application, the petitioner must contact the Building Inspector's Office to determine if the subject property is located within a Flood Zone on the National Flood Insurance Rate Map.

The property located at \_\_\_\_\_

Is  is not  located in a Flood Zone.

Flood Zone Designation: \_\_\_\_\_ Flood Insurance Rate Map (FIRM) Panel no: \_\_\_\_\_

The necessary information must be provided to the Planning and Zoning Commission if the property IS in a Flood Zone.

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Building Official

STATEMENT ON UTILIZATION OF SOLAR ENERGY  
PLANNING COMMISSION  
STRATFORD, CT

SUBDIVISION (RESUBDIVISION) TITLE \_\_\_\_\_

LOCATION \_\_\_\_\_

The Subdivision Regulations of the Town of Stratford require the applicant to demonstrate that he/she has considered, in developing this plan, the use of passive solar energy techniques which would not significantly increase the cost of the housing to the buyer, after tax credits, subsidies, and exemptions, as required under CGS 8-25(b). For the purposes of this requirement, passive solar energy techniques mean site design techniques which maximize solar heat gain, minimize heat loss and provide thermal storage within a building during the heating season and minimize heat gain and provide for natural ventilation during the cooling season. Site design techniques shall include but not be limited to:

1. Alignment of streets along an east-west axis (within 30 degrees of true east).
2. Alignment of lot lines along a north-south axis.
3. Orientation of structures so that the longest side faces south.
4. Location of septic systems on the south side of structure to help insure an area free of accessory structures and major vegetation.
5. Maintenance of a "solar setback" zone keyed to the percent grade and orientation of the slope, and
6. Location of required open space and parking areas on the south side of the structure.

Please demonstrate to the Commission how you have considered the various techniques listed above using the attachment to this statement. For each technique considered, show the approach or alternate approaches studied, the specific site limitations, and cost considerations. Attach additional sheets as necessary.

ATTACHMENT TO STATEMENT ON UTILIZATION OF SOLAR ENERGY

1. STREETS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. LOT LINES: \_\_\_\_\_  
\_\_\_\_\_

3. ORIENTATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. SEPTIC SYSTEMS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. SOLAR SETBACK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. OPEN SPACE AND PARKING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PLANNING COMMISSION

TOWN OF STRATFORD

Instructions to the Applicant for Notification of Adjoining Property Owners.

1. Letters must be sent to each adjoining property owner explaining the requested subdivision (See sample letter below). Names of adjoining property owners may be found in the Assessor's Office.
2. Certificates of Mailing must be obtained from the U.S. Post Office for each letter and presented to the Board.
3. These letters must be mailed no later than fourteen (14) days prior to the public hearing date.
4. Sign this form below and present to the Board at the public hearing along with the Certificates of Mailing.

SAMPLE LETTER

TO WHOM IT MAY CONCERN:

I have applied to the Planning Commission for approval of a subdivision of the following parcel:

\_\_\_\_\_ to create  
\_\_\_\_\_ lots in a \_\_\_\_\_ District.

Copies of the Plans are on file in the Planning and Zoning Office, Room 207, Town Hall, Stratford.

This application will be heard on Tuesday evening, \_\_\_\_\_ at 7:00 PM in the Council Chamber, Town Hall.

Very truly yours,

\_\_\_\_\_  
(Signed)

The undersigned has complied with the Planning Commission requirement of notification of adjoining property owners of the property on which a subdivision has been requested.

Certificates of such mailing are attached hereto.

Signed: \_\_\_\_\_

## **NOTICE TO DEVELOPERS AND CONTRACTORS**

With the advent of stormwater permit regulations from the Connecticut Department of Environmental Protection, the Town of Stratford is making an effort to educate prospective developers, contractors, and others involved in construction activities regarding the various requirements associated with the stormwater permit.

A.) As of March 10, 2003 in order to discharge stormwater from a construction site, all construction projects that disturb 1 acre or more of land must have either:

- an individual stormwater permit form the DEP, or
- coverage under one of Connecticut's general permits.

A DEP permit application form can be obtained from this website:

<http://www.dep.state.ct.us/pao/download.htm>

Disturbance includes, but is not limited to soil disturbance, clearing, grading, and excavation. Operators of sites disturbing less than one acre are also required to obtain a permit if their activity is part of a "larger common plan of development or sale" with a planned disturbance of one acre or greater.

B.) Discharges of stormwater from a property within 500 feet of tidal wetlands may be required to flow through a system designed to retain 1" (one inch) of rainfall.

C.) Conform to the regulations recommended or developed as part of the Town's Stormwater Management Plan or other Town regulations regarding construction and stormwater as may be amended from time to time. These regulations include but are not limited to the following:

- a. Soil and Erosion Control regulations – contact Zoning Office at 385-4017
- b. Inland Wetland regulations – contact I-W Office at 385-4006
- c. Other stormwater related ordinances as they may be amended.

## **OTHER REQUIREMENTS**

Stormwater discharges shall not contain visible floating scum, oil or other matter (except for naturally occurring substances such as leaves and twigs), provided that no person has placed such substances in or near the discharge.

Stormwater discharge shall not result in pollution due to acute or chronic toxicity to aquatic and marine life, impair the biological integrity of aquatic or marine ecosystems, or result in an unacceptable risk to human health. Municipal Stormwater Permit (MS4) requirements apply.

To: Planning and Zoning Dept.  
From: Conservation Office

Re: Wetland Boundaries on Subdivision Applications

Please be aware that effective July 10, 2005, we will require all subdivision applications to provide a soils report from a CT Certified Soil Scientist before a wetlands sign-off can transpire. If no wetlands or watercourses are on the subject property, a letter from the soil scientist will suffice.

Please notify all prospective subdivision applicants as needed. Receipt of a soils report, or receipt of a letter, will allow our department to more expeditiously and more efficiently review incoming applications before a sign-off is granted.

Thank you for your cooperation.

Certified Soil Scientists who commonly work in the Stratford Area:

NOTE: This list is not a complete list and does not constitute an endorsement in any way by the Town of Stratford. The certified soil scientists listed here have requested to be on this list. A complete list of all CT Certified Soil Scientists may be found at:

<http://nesoil.com/ssssne/registry2005.htm>

Alexandra Moch 203-975-7834  
Bill Kenney 203-366-0588  
Otto Theall (Codespoti & Assoc.) 203-375-3661  
Soil Science & Environmental Services 203-272-7837  
Jay Fain and Associates 203-254-3156

#### **FAQs:**

##### **Why do I need to hire a soil scientist?**

According to CT state law, only a soil scientist is empowered to legally define a wetland boundary.

##### **What should I know before I hire a soil scientist?**

Soil scientists vary according to price, and to how quickly they can visit. Generally, how quickly a soil scientist can visit tends to be more important to most homeowners than a slight difference in price. Homeowners should ask about both (how quickly and the price) when contacting a soil scientist!!

##### **How long does soil testing take?**

Most wetland boundary delineations should require 1 field visit, and then a week or two before final reports are written and issued.

Document Amended March 2006, Conservation Office