

SUBDIVISION

A subdivision is defined as the division of a tract or parcel of land into three (3) or more lots for the purpose, whether immediate or future, of sale or building development.

The Town Plan & Zoning Commission is the authority which approves, modifies, or denies a final subdivision plan. A public hearing is required.

APPLICATION PROCESS

The first step is to meet with the Town Planner for a preliminary review of the application and for guidance concerning the information and plans that will be required for submission.

The submission must include:

- Application form and appropriate fees
- Seven (7) full-sized prints of the subdivision plan containing the information called for in § A184-19B of the Subdivision Regulations, together with 13 prints reduced to 11" x 17"
- Additional maps and information as described in § A184-20 of the Subdivision Regulations, or as required by the Town Planner

If the property is within a regulated wetland or watercourse area, the applicant is required to obtain the necessary approval from the Inland Wetlands and Watercourses Agency.

PUBLIC NOTICE & HEARING

The Town Plan & Zoning Commission usually meets the first Monday of each month. Please contact the Planning & Zoning Office for confirmation of meeting dates and to determine the filing deadline for your application.

The date the application first appears on the agenda of a regular meeting of the Commission is the official date of receipt of the application. At that time, a public hearing will be scheduled generally for the next meeting, but no later than 65 days after receipt.

Legal notice of the hearing is published in a local newspaper twice before the hearing.

Required posting of sign:

The applicant must post a notice of hearing on the property continuously for seven (7) days prior to the hearing date. The sign and required accompanying affidavit are provided by the Planning and Zoning Office. The affidavit attesting that the sign was posted correctly must be signed and submitted to the Town Plan & Zoning Commission at the public hearing.

See also Chapter A184 of the West Hartford Code

A copy of the Subdivision Regulations may be purchased at the Planning & Zoning Office for \$3. They are also available online at the Town's website under Planning & Zoning.

FILING APPROVED PLANS

If approved, copies of the approved plans must be filed on the Land Records within 90 days from the date of approval. If not so filed, the approval will automatically be null and void.

The applicant must provide the Town Planner with the following copies of the approved plan:

- Two (2) fixed line mylar reproducible plan sets, prepared in accordance with Connecticut statutory filing requirements
- Three (3) paper sets
- One set in electronic format
- These plans shall not exceed 24" x 36"
- Fee for filing the subdivision plans on the Land Records

FEES

- Subdivision application: \$600/\$100 per lot (whichever is more)
- State of Connecticut surcharge: \$60
- Sign affidavit: \$20
- Filing subdivision plans on the Land Records: \$20 per each original sheet

RESUBDIVISION

A resubdivision is defined as a change in a map of an approved or recorded subdivision or resubdivision if such change:

- affects any street layout, or
- affects any area reserved for public use, or
- diminishes the size of any lot shown thereon and creates an additional building lot, if any of the lots shown thereon have been conveyed after the approval or recording of such map.

The procedure for a resubdivision and the requirements for its application are the same as for an original subdivision, including a public hearing. In addition, all plans of resubdivision should include sufficient information to enable the recorded original subdivision plan to be identified in the town records.

FEES

- Resubdivision application: \$600/\$100 per lot (whichever is more)
- State of Connecticut surcharge: \$60
- Sign affidavit: \$20
- Filing of approved plans on the Land Records: \$ 20 per each original sheet

For more information, call or visit
the Planning and Zoning Office
Room 214, Town Hall
50 South Main Street
West Hartford, CT 06107
(860) 561-7555

Guide to SUBDIVISIONS and RESUBDIVISIONS



