

Town of Ellington Planning & Zoning Commission Subdivision Application

SUBDIVISION NAME: _____ LOCATION: _____ ASSESSOR'S PARCEL NUMBER (APN): _____ - _____ - _____ (If unaware of APN, ask staff for assistance)	Application # <hr/> Date Received
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Application: <input type="checkbox"/> Subdivision <input type="checkbox"/> Re-subdivision <input type="checkbox"/> Modification Approval Requested: <input type="checkbox"/> Final <input type="checkbox"/> Conditional	
<p>Notices associated with this application will be sent to the applicant, if different than the owner, unless otherwise requested.</p> <p>Owner's Information</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>WHEN NOT REQUIRED BY LAW TO MAIL NOTICE BY USPS, MAY NOTICES BE EMAILED TO YOU? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Primary Contact Phone #: _____</p> <p>Secondary Contact Phone #: _____</p> <p>Signature: _____ Date: _____</p> <p><small>By signing below I certify that all information submitted with this application is true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all information and documents required by the Commission have been submitted. Moreover, by signing above I/we expressly provide written consent to the filing of the application and access to the site by the Commission or its staff.</small></p>	<p>Notices associated with this application will be sent to the applicant, if different than the owner, unless otherwise requested.</p> <p>Applicant's Information (if different than owner)</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>WHEN NOT REQUIRED BY LAW TO MAIL NOTICE BY USPS, MAY NOTICES BE EMAILED TO YOU? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Primary Contact Phone #: _____</p> <p>Secondary Contact Phone #: _____</p> <p>Signature: _____ Date: _____</p> <p><small>By signing below I certify that all information submitted with this application is true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all information and documents required by the Commission have been submitted.</small></p>

Total Acreage of Property: _____ **Zone of Property:** _____ **Required Density Factor** (R/LR =.6, RAR =.5): _____

Open Space Proposal (check one): **10% Land Set-Aside** **Fee in Lieu of Land** **Combination**

Amount (square feet & acres): **>25% Slopes:** _____ **Wetlands & Watercourses:** _____ **100-Year Floodplain:** _____

Developable Land: _____ **Lot Yield:** _____ **Remaining Land:** _____ **Area to be subdivided:** _____

of Proposed Development Lots: _____

Public Water: Yes No **Public Sewer:** Yes No *If not served by public water and sewer, applicant/owner shall make application to North Central District Health Department (Enfield Office). If within a public sewer area, application for division must include conceptual approval from the Ellington Water Pollution Control Authority.*

Is parcel located within 500' to any municipal boundary? Yes No

Are there any wetlands/watercourses within 100' of construction activity or within 250' of wetlands/watercourses when located in the Shenipsit Lake Drainage Basin? Yes No *If yes, pursuant to state law application must be made to the Inland Wetlands Agency prior to or simultaneously with application to the Planning and Zoning Commission.*

Are there any wetlands/watercourses on the property proposed for development but not within 100' of construction activity or 250' of construction activity when located in the Shenipsit Lake Drainage Basin? *If yes, state law requires notice be made to the Inland Wetlands Agency prior to or simultaneously with application to the Planning and Zoning Commission.*

Is the project in a public water supply watershed area? Yes No *If yes, applicant shall notify Connecticut Water Company and Commissioner of Public Health about the proposed project by certified mail return receipt w/in 7 days of application (§8-3i(b)). Copy of application, plans, and support documents must accompany notice. Proof of notice and copies of return receipts must be provided to the Planning Department.*

GENERAL INSTRUCTION FOR APPLICATION

Ellington Planning & Zoning Commission Subdivision Application

1. In order for application to be received by the Commission, a completed application, applicable fee, proposed site development plan(s), project narrative and other documentation sufficient to represent the nature of the proposed project must be submitted to the Planning Department, Town Hall Annex, 57 Main Street, Ellington, CT, 06029, by the close of business, the business day prior to the next regular meeting. A list of meeting dates is maintained in the Planning Department, the Town Clerk's Office, and online at www.ellington-ct.gov.
2. One original signed and completed application, one copy of each attachment, and twelve (12) copies of the signed and sealed development plan(s) must be submitted, and electronic copies provided when requested.
3. The owner and applicant (if different) must sign the application.
4. The State mandated surcharge, applicable at the time of submission, shall be submitted with the application. (Please see fee schedule / consult with the Planning Department)
5. A Class A-2 survey of the subject property must be submitted with application and other plans depicting all items required by the Ellington Subdivision Regulations and Ellington Zoning Regulations.
6. Subsequent to original submission, if plans/documents are revised in any way, or additional information is requested by the Commission, revised/additional information shall be submitted TWO WEEKS prior to the next scheduled meeting. If not submitted by this timeframe, the application may be continued or denied, if necessary, based on insufficient time for review.
7. Upon revision to any sheet in a plan set, a notation shall be made on the cover sheet and each plan sheet revised indicating the date and nature of the revision.
8. The applicant, his/her representative and/or qualified professional, must attend the meeting(s) of the Commission for which the application is scheduled to be reviewed. Written notice of the time, date, and place of meetings will be sent to the applicant by the Planning Department.
9. When a public hearing is scheduled, the applicant shall send notice of hearing to all property owners within 100' of the property subject to application by US Post Office Certificate of Mailing a minimum of ten (10) days prior to the hearing date. The Planning Department will provide the applicant with a copy of the public hearing legal notice or other form of correspondence to be enclosed with the mailing and a list of names and addresses of the abutters. Proof of adequate notice shall be provided by the applicant prior to the commencement of hearing. The applicant can generate a list of abutters using the town's GIS mapping found at <https://ellingtonct.mapgeo.io/>
10. If requisite approvals (e.g. Inland Wetland Agency, North Central District Health Department, Ellington Water Pollution Control Authority, etc.) are not present at time of application or when statutory decision timelines are set to expire, application before Planning and Zoning Commission can be deemed incomplete and denied. Applications denied for incompleteness may be resubmitted when all necessary information is present. Application fees will not be refunded and resubmitted application will be subject to standards fees.
11. Inquiries regarding this application may be directed to the Planning Department at (860) 870-3120.