



25. Application Fee included: \$ \_\_\_\_\_ [Checks must be made out to "Town of Suffield".]  
 (\$300.00 per lot [minimum of \$600.00] plus \$60 DEEP fee and \$1 per linear foot of new roadway.)
26. By signing this application I am certifying that the above information is correct and that I have submitted all required documentation and am in compliance with the Town of Suffield Subdivision Regulations. I hereby authorize the Planning and Zoning Commission and their staff to enter upon the property shown on the enforcement and administration of the Town of Suffield Subdivision Regulations.

Record Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature [if other than Record Owner]: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

All applications/plans must contain all of the requirements found in the Town of Suffield Subdivision Regulations, including but not limited to the following item below.

**Instructions: Check all items included in your application and return with application.**

- { } Centerline of all proposed streets staked 100-feet apart with centerline stations marked.
- { } Four [4] full-size plans and eleven [11] reduced 11" x 17" copies of plans.
- { } Copies of all Conservation Commission, North Central District Health Department and Historic District Commission approval letters.
- { } Copies of all drainage reports, traffic studies, and environmental studies related to project.
- { } Locations, boundaries and areas of all lots (proposed and existing), adjacent streets or ways, and the locations and owners' names for all adjacent properties.
- { } Locations and outlines of all existing buildings, wetlands, waterways and other significant site features [stone walls, 24" diameter trees, fences, etc.] within 200 feet adjacent to proposal.
- { } Existing and proposed topography, including contours, locations of wetlands, streams, water-bodies, drainage swales, areas subject to flooding and unique natural land features.
- { } Existing and proposed structures, including dimensions and elevations.
- { } Locations of parking, driveways, sidewalks and access and egress points.
- { } Locations and descriptions of all proposed sewage treatment systems, water supply, storm drainage, and utilities.
- { } Proposed landscape features including the locations and descriptions of screening, fencing and plantings including a street tree plan.
- { } Proposed agricultural buffers and conservation easements.
- { } Location of proposed streets and traffic signs.
- { } Location and description of proposed open space and recreation areas.
- { } Identification of trees 18" in diameter or larger or any unusual species.
- { } Locations and elevations of Flood Hazard/Flood Plain on property.
- { } Identification of natural aquifers and necessary aquifer protection.
- { } Tabular summary to include proposed and required lot area and frontage for each lot; total land area, including ratio of wetlands to non-wetlands; percentage and area of proposed open space, including ration of open space wetlands to non-wetlands; and the average lot area proposed.
- { } Copy of percolation test results [if applicable].
- { } Storm drainage; pre and post development areas and calculations
- { } Erosion and sedimentation plan and narrative.
- { } List of all proposed waivers from the Zoning Regulations and rationale for each.
- { } North point, scale of map and date.
- { } Master development sketch.

**OPEN SPACE**

In accordance with Subdivision Section 800, the conveyance of open space or a fee-in-lieu of open space *[except when a subdivision is transferred to a family member for no consideration]* is required when subdividing land in Suffield.

**PRIOR TO APPLICATION**

All Applicant's are strongly encouraged to meet with the Director of Planning & Development (860-668-3848) to discuss issues related to open space design, waivers from the Subdivision Regulations, requirements for special studies *[i.e., traffic, drainage, other]*, and other issues specific to an application **prior to application!**

Signature Block and Expiration Date notes are required to be placed on each page of the mylars (See sample below) and on the cover sheet of paper copies.

APPROVED	DATE
_____ Chairman	_____
_____ Secretary	_____
_____ Director of Planning & Development	_____
_____ Town Engineer	_____

SUFFIELD PLANNING & ZONING Commission – Expiration Date Of Approval _____
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**TOWN OF SUFFIELD  
FEE IN LIEU OF OPEN SPACE PROCEDURE**

The applicant proposes a real estate appraiser to the Suffield Planning and Zoning Commission to determine the fee in lieu of open space.

Upon approval from the Suffield Planning and Zoning Commission, the applicant hires the proposed real estate appraiser to determine the amount of the fee in accordance with Section 804 of the Suffield Subdivision Regulations.

The estimate of the fee is submitted to the Suffield Planning and Zoning Commission, which sets the amount at a meeting. Written notice of the fee is sent to the applicant and a proportional amount of the fee is paid to the Town of Suffield at the sale of each new lot in the subdivision.

Lots with existing structures are not included in the fee determination.

NOTICE

SITE PLAN APPLICATIONS THAT DO NOT REQUIRE A PUBLIC HEARING MUST BE SUBMITTED TO THE P&Z OFFICE AT LEAST (10) DAYS PRIOR TO THE SCHEDULED MEETING IN ORDER TO GIVE STAFF AND MEMBERS OF THE COMMISSION TIME TO REVIEW SUCH INFORMATION. THIS CAN AVOID ACTION ON YOUR PROPOSAL BEING DELAYED TO A SUBSEQUENT MEETING.

**TOWN OF SUFFIELD**  
**SUBDIVISION/RESUBDIVISION STANDARD APPROVAL CONDITIONS**

1. All pertinent regulations of the Town of Suffield are included in this subdivision/re-subdivision.
2. The Developer agrees to hold the Town harmless for all storm drainage and storm water runoff resulting from the subdivision/re-subdivision.
3. All governmental approval letters associated with the subdivision/re-subdivision [i.e. North Central District for areas with septic systems and/or wells, WPCA for areas with Town sewers, Conservation, Zoning & Planning] shall be reproduced on the subdivision/re-subdivision Mylar presented for signature to the Zoning & Planning Commission.
4. All waivers to subdivision/re-subdivision regulations granted by the Zoning & Planning Commission as part of the approval process for the subdivision/re-subdivision shall be added to the subdivision/re-subdivision Mylar presented for signature to the Zoning & Planning Commission. This may be done by copy of the Zoning & Planning Commission approval letter.
5. For any subdivision/re-subdivision approved with an open space fee requirement under Subdivision Section 804 of the regulations, a note shall be added to the subdivision/re-subdivision Mylar presented for signature to the Zoning & Planning Commission to indicate that the Developer, at the time of the sale of each lot, shall pay the proportional amount of the open space fee for the subdivision/re-subdivision.
6. Plan modifications required by the Zoning & Planning Commission as part of subdivision/re-subdivision approval shall be made to the plans and submitted for staff review prior to signature of the subdivision/re-subdivision Mylar by the Zoning & Planning Commission.
7. For any subdivision/re-subdivision where no bond is required for the installation of iron pins and monuments shown on the subdivision/re-subdivision plan, the Developer shall have the iron pins and monuments installed prior to signature of the subdivision/re-subdivision plan by the Commission with the installation certified in writing by a licensed land surveyor.
8. For any subdivision/re-subdivision where a bond is required to guarantee the construction of public facilities, installation of iron pins and monuments and any other items, the Developer shall post the bond (in an amount approved by the Town Engineer and set by vote of the Zoning & Planning Commission with bond form set by commission council) with the Treasurer's Office prior to signature of the subdivision/re-subdivision Mylar by the Commission.
9. The Developer shall file the signed subdivision/re-subdivision Mylar with the Town Clerk in accordance with the requirements of Section 8-25 of the General Statutes. The latest revision of this Section requires filing within 90 days of the end of the appeal period [fifteen [15] days from the date the notice of the decision was published]. Failure to file the subdivision/re-subdivision plan within this period automatically makes the plan NULL AND VOID, except that the Commission upon written request of the Developer may extend the filing time limit for 2 additional 90 day time periods.
10. A preconstruction meeting shall take place between the Developer, Town Engineer, and Planner.
11. Submission of a separate Auto-CAD file in dwg. format with an assigned projection of NAD 1983 State Plane Connecticut FIPS 0600 Feet for property lines.
12. For any subdivision/re-subdivision involving construction of a new road or roads covered by a performance bond on file in the Treasurer's Office:
  - a. The Developer may request one [1] bond reduction totaling up to 2/3 of the total bond amount prior to the completion of all bonded public improvements. The reduction must be approved by the Zoning & Planning Commission.
  - b. Upon completion of all bonded public improvements, the Developer may request that the Commission release the remaining portion of the bond and for this purpose shall:
    - Request acceptance of streets, easements, or improvements that are part of the Subdivision/re-subdivision;
    - Submit deeds and/or other documents for street, easement or other improvements;
    - Submit "As Built" drawings of all site improvements;
    - Submit a maintenance bond in an amount equal to ten [10] percent of the total construction costs for all public improvements. Said bond shall be written to expire two [2] years from the date of acceptance of streets and/or other bonded public improvements; and,
    - Submit a separate Auto-CAD file in dwg. format with an assigned projection of NAD 1983 State Plane Connecticut FIPS 0600 Feet for [1] property lines, [2] roads, [3]sidewalks, and [4] building locations.
13. The Town Engineer can require the Developer to provide additional drainage facilities should the need for such facilities become evident prior to release of any portion of the road bond.