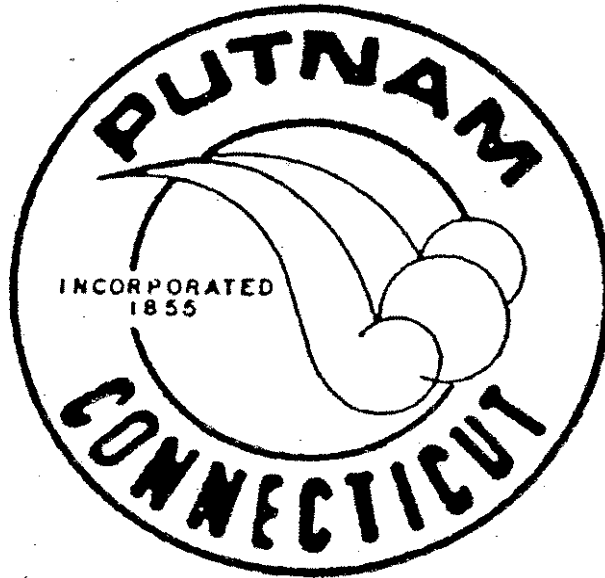


***TOWN OF PUTNAM, CONNECTICUT  
SUBDIVISION REGULATIONS  
PREPARED BY  
PUTNAM PLANNING COMMISSION***



CONSULTANTS: PARE ENGINEERING CORPORATION  
LINCOLN, RHODE ISLAND AND NORWICH, CONNECTICUT  
ENGINEERS - PLANNERS - LANDSCAPE ARCHITECTS

1989

**Adopted January 19, 1990**

Comprehensive Amendment/Restatement prepared September 2014 –  
August 2015 by the Planning Commission  
(with assistance from the NECCOG Regional Engineer)

**Comprehensive Amendment/Restatement approved November 23, 2015  
Effective Date: December 21, 2015**

**(Amended through August 2023)**

TOWN OF PUTNAM SUBDIVISION REGULATIONS

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AUTHORITY

The following regulations are the Subdivision Regulations of the Town of Putnam, Connecticut, which were adopted by the Putnam Planning Commission on November 23, 2015, pursuant to Chapter 126 of the Connecticut General Statutes, as amended.

EFFECTIVE DATE

These Subdivision Regulations and any amendments thereto shall be in full force and effective from the date of adoption by the Commission.

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Edward Briere Jr., Chairman

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Gerard Cotnoir

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Timothy Ford

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Patricia Gilman

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ARTICLE 1 - PURPOSE AND LEGAL STATUS

Section 100 - Purpose - These Regulations are adopted:

To protect and provide for the public health, safety and general welfare of the Town.

To guide the future growth and development of the Town in accordance with the Plan of Conservation and Development.

To provide for adequate light, air and privacy; to secure safety from fire, flood and other danger; and to prevent overcrowding of the land and undue congestion of population.

To protect the character and the social and economic stability of all parts of the Town and to encourage the orderly and beneficial development of all parts of the Town.

To protect and conserve the value of the land throughout the Town and the value of buildings and improvements upon the land, and to minimize the conflicts among the uses of land and buildings.

To guide public and private policy pertaining to the proper subdivision of land so that adequate and efficient circulation, utilities, open space, parks and other facilities will be provided.

To provide the most beneficial relationship between the uses of land and buildings and the circulation of traffic throughout the Town; to avoid congestion in the streets and highways; to insure pedestrian traffic movements appropriate to the various uses of land and buildings; and to provide for the proper location and width of streets and location of building lines.

To establish reasonable standards of design and procedures for subdivisions and resubdivisions; to further the orderly layout and use of land; and to insure proper legal descriptions and monumenting of subdivided land.

To insure that public facilities are available and will have a sufficient capacity to serve the proposed subdivision.

To prevent the pollution of air, stream and ponds; to assure the adequacy of drainage facilities; to safeguard the water table; and to encourage the wise use and management of natural resources throughout the Town in order to preserve the integrity, stability and beauty of the community and the value of land.

To preserve the natural beauty and topography of the Town, to insure appropriate development with regard to these natural features.

To provide for open spaces through the most efficient design and layout of the land while preserving the density of land, as established in the Zoning Regulations of the Town.

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Section 101 - Policy - It is declared to be the policy of the Town of Putnam Planning Commission that the subdivision of land and the subsequent development of the subdivision is subject to the control of the Town pursuant to State Statutes and the Plan of Conservation and Development.

Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from flood or other menace. Land shall not be subdivided until proper provision has been made for drainage, water, sewerage, recreation or open space improvements, and traffic and circulation systems.

The existing and proposed improvements shall conform to and be properly related to the proposals shown in the Plan of Conservation and Development. It is intended that these regulations shall supplement and facilitate the administration of the provisions and standards contained in the building code, Zoning Regulations and Plan of Conservation and Development.

Section 102 - Adoption - By authority of the Planning Commission of the Town of Putnam, adopted pursuant to the powers and jurisdictions vested through the provisions of the General Statutes of the State of Connecticut, as amended, and other applicable laws, the Planning Commission does hereby adopt these regulations and any amendments thereto, and exercises the power and authority to review, approve, modify and approve, and disapproved plans for subdivision or resubdivision of land within the Town which show lots, blocks or sites with or without new streets or highways.

Section 103 - Jurisdiction - The subdivision regulations shall apply to all subdivisions of land, as defined herein, located within the Town.

- A. No land shall be subdivided and no street, driveway, sanitary sewer, stormwater sewer, water main or public service, or other facilities in connection with land subdivision, shall be constructed, maintained, opened or dedicated for public use, or for the common use of occupants of buildings abutting thereon, until a subdivision plan has been approved and the provisions of these regulations have been met.
- B. No subdivider shall sell any lot in a subdivision or erect any building on land in a subdivision unless and until a subdivision plan has been approved.
- C. The Planning Commission shall review and approve or disapprove subdivision plans and shall administer provisions of these regulations.

### Section 104 - Interpretation, Conflict and Severability

- A. Interpretation - In matters of judgment or interpretation of the Subdivision Regulations, the opinion of the Planning Commission shall prevail. In their interpretation and application, the

## TOWN OF PUTNAM SUBDIVISION REGULATIONS

provisions of the Subdivision Regulations shall be construed to be minimum requirements for the promotion of the public health, safety, morals and general welfare.

- B. Conflict - All sections or portions of sections of the Subdivision Regulations heretofore in effect which are inconsistent with the provisions of the Subdivision Regulations are hereby repealed. Wherever the terms of the Subdivision Regulations require a higher standard of development than is required in any other statute, local ordinance or regulations, the provisions of the Subdivision Regulations shall govern. Wherever the provisions of any other statute, ordinance or Regulations require a higher standard of development, the provisions of such statute, ordinance or regulations shall govern.
- C. Severability - If any section, clause, provision, or portion of the Subdivision Regulations shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of the whole of these Regulations or any other section, clause, provision or portion other than the part so decided to be invalid or unconstitutional.
- D. If State statute or State or local governmental regulations requires a higher standard than contained in these subdivision regulations, the higher standard shall prevail and be deemed to be required by these regulations. If any provision of these regulations shall contradict or be in violation of State Statute as amended, the provisions of the State Statute shall prevail over the specific language of these regulations.

Section 105 - Saving Provisions - These regulations shall not be construed as:

Abating any action now pending under, or by virtue of, prior existing subdivision regulations, or

Discontinuing, abating, modifying any penalty accruing or about to accrue under prior existing subdivision regulations, or

Affecting the liability of any person under prior existing subdivision regulations, or

As waiving any right of the municipality under any section or provision existing at the time of adoption of these regulations, or

Vacating or annulling any rights obtained by any person except as shall be expressly provided for in these regulations.

Section 106 - Appeals - Any person aggrieved by an official action of the Planning Commission on a subdivision application may appeal therefrom within fifteen (15) days of such official action to the Superior Court for the Judicial District of Windham.

Section 107 - Amendments and Conditions

- A. Amendments - The Planning Commission may, from time to time, amend the Subdivision Regulations in the manner prescribed by the General Statutes of the State of Connecticut, as now or hereafter amended.
- B. Conditions - The applicant has the duty to comply with reasonable conditions laid down by the Planning Commission for design, dedication, improvement and restrictive use of the land so as to conform to the purposes herein.

Section 108 - Waiver of Requirements - Where the Planning Commission finds that practical difficulties may result from compliance with the Subdivision Regulations, it may approve waivers so that substantial justice may be done and the public interest secured. Such waiver shall not have the effect of nullifying the intent and purpose of the Subdivision Regulations. Further, the Planning Commission shall not approve waivers unless it shall make findings based upon the evidence presented to it in each specific case that:

- A. The granting of the waiver will not be detrimental to the public safety, health or welfare, or have a significant adverse effect on other adjacent property;
- B. The conditions upon which the request for a waiver is based are unique to the property for which the waiver is sought and are not applicable generally to other property;
- C. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular difficulty to the owner would result if these regulations are carried out; and
- D. The waiver will not in any manner conflict with the provisions of the Zoning Regulations, Plan of Conservation and Development, or regulations of any other Town board or commission.

In approving waivers, the Planning Commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of these regulations. A petition for any such waiver shall be submitted in writing by the subdivider at the time when the subdivision plan is filed for the consideration of the Planning Commission. The petition shall state fully the grounds for the application and all of the facts relied upon by the petitioner. A three-quarters vote of all the members of the Commission shall be required to approve a waiver and the Commission shall state on its record the reasons for granting the waiver.

Section 109 - Conformance to Zoning - All subdivisions must conform to the provisions of the Putnam Zoning Regulations.

Section 110 – Open Space Residential Development (OSRD)

A. Definition and Purpose. For the purposes of these regulations, the term "conventional subdivision" refers to a subdivision conforming to the base requirements for zoning districts as stated in Section 401 of the Town of Putnam Zoning Regulations. The term "Open Space Residential Development (OSRD)" refers to subdivisions in the AG-2 and R-40 zoning districts conforming to the requirements and purposes of Section 705 of the Town of Putnam Zoning Regulations as amended.

B. Considerations. Effective July 17, 2014, Section 705.A.2. of the Putnam Zoning Regulations states:

Any applicant applying for a single-family residential subdivision located in the R-40 and AG-2 districts, creating four or more building lots, shall apply for an OSRD subdivision under these Regulations, unless the applicant can demonstrate to the Planning Commission that a conventional single-family residential subdivision would better serve the purposes of this Section of these Regulations in the particular case.

In determining whether or not to allow a conventional subdivision, rather than an OSRD subdivision, the Commission shall consider, but not be limited to, the following criteria:

- Size of the proposed subdivision;
- The Town of Putnam Plan of Conservation and Development;
- The presence of any existing open spaces, recreation areas, and/or land for other public purposes in the vicinity;
- The need for buffer areas between incompatible land uses;
- Protection of flood plains, wetlands, and watercourses;
- Conservation of natural features as scenic vistas, ridge tops, rock outcroppings, waterfalls, etc.;
- Protection of significant habitats for plant and animal species; and
- Linkages connecting open spaces; and
- Any other of the purposes of an OSRD subdivision referred to in Section 705.A.1. of the Town of Putnam Zoning Regulations as amended.

C. Procedures for Approval

Except as otherwise provided in this Section and/or in Section 705 of the Town of Putnam Zoning Regulations as amended, all OSRD subdivision plans and applications must meet the procedural and substantive requirements of these Subdivision Regulations as determined by the Planning Commission and of the Town of Putnam Zoning Regulations.

Section 111 – Enforcement - Any person, firm or corporation making any subdivision of land without the approval of the Commission shall be subject to a fine of not more than two hundred dollars (\$200.00) for each lot sold or offered for sale or so subdivided. Each day any provision of the Subdivision Regulations is violated shall constitute a separate and distinct offense.

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Any subdivision of land in violation of the terms of these Regulations is hereby declared to be a public nuisance. It shall be the duty of the Planning Commission, or its agent, to enforce these Regulations and to advise the Town attorney of any violations. The Town attorney shall institute appropriate action or proceedings to restrain or abate such violation.

ARTICLE II - PROCEDURES

Section 200 - General

- A. All applicants shall submit an application to, and receive approval from the Commission in accordance with these regulations before any offer is made for the sale of any part thereof, and before any permit for the erection of a structure is granted.
- B. Official Submission Dates - In all matters where an application, request or appeal must be submitted to the Commission, the date of receipt of such application, request or appeal by the Commission shall be the day of the next regularly scheduled Commission meeting, immediately following the day of submission to the Commission or its agent of such application, request or appeal, or 35 days after submission, whichever is sooner, as per the Connecticut General Statutes. In the event of any conflict between this section and the Connecticut General Statutes (Section 8-26 d) the provisions of the Statutes will prevail.
- C. All applications shall be submitted at least 7 days prior to the next regularly scheduled Planning Commission meeting.
- D. Fees - As part of any application for subdivision plan approval, a fee(s) shall be required. The fee(s) shall be the greater of that called for under either: applicable State Statute; or, Ordinance adopted by the Town of Putnam.

Section 201 - Preliminary Subdivision Plan - All applicants are strongly urged to file a non-binding preliminary subdivision plan for review and comment by the Commission. The purpose of the preliminary plan is to identify areas of concern and to give direction to the subdivider prior to the development of the formal application.

- A. Timing and Procedure - A preliminary subdivision plan will be placed on the Commission's next agenda after receipt of the plan and application. Every effort will be made to expedite the review.
- B. Contents - The preliminary subdivision plan submission shall include a minimum of three (3) copies of the plan at a scale not greater than 1"=100', showing lots, easements, roads, open spaces, drainage, wetlands, contours at 10-foot intervals, utilities, vicinity map and other information pertinent to the subdivision.
- C. The subdivider is urged to submit the preliminary plan to the Inland Wetland Commission for their review and comment at this time.

Section 202 - Subdivision Plan

- A. Application Procedure and Requirements - The application shall:

TOWN OF PUTNAM SUBDIVISION REGULATIONS

1. Be made on forms available from the Land Use Office, together with required fees and with six (6) paper copies of the subdivision plan;
2. The six (6) copies will be distributed, by the applicant, to the Planning Commission, and, forthwith, to the following: Highway Department; Northeast District Department of Health; Water and Sewer - if applicable; Police Department - if applicable; and Fire Department.

Letters of approval from the above groups as applicable as well as any other agency, commission, etc. that may be required, shall be submitted by the above groups to the Planning Commission for its review prior to the lapse of 30 days following the filing date of the plan with said groups. If no such letter is received from any of the above groups as noted above, it will be presumed that said group or groups do not disapprove of the subdivision plan as submitted.

3. Include two (2) extra copies, if within 500 feet of a bordering town, for the Northeastern Connecticut Council of Governments (NECCOG) (or its successor) and the bordering town in question.
4. Include all offers of dedication to the Town. Submittal shall include deeds of all streets, land for local government uses, utility easements, parks and other easements, agreements, etc. Any dedication shall be reviewed by the Town Attorney for approval as to form and content along with a title certification satisfactory to the Town Attorney, which shall be completed before the Commission-approved plan(s) is filed with the Town Clerk.
5. Connecticut Department of Transportation (CTDOT) approval is required for curb openings and/or drainage systems on state highways, which shall be submitted to CTDOT for its approval according to plans approved by the Commission under these Regulations.
6. Be accompanied by evidence (i.e. submission letter stamped as received and dated by the receiving agency) of submission of the plans with the Inland Wetlands and Watercourses Commission for its review and approval. The Planning Commission shall receive the Inland Wetlands and Watercourses Commission's written approval of the plans before the close of the public hearing and/or, if no public hearing is held, before granting its approval.
7. Include evidence (i.e. submission letter stamped as received and dated by the receiving agency) that all applications for wells and septic systems have been submitted to the Northeast District Department of Health, or, if public water and/or sewer are proposed, include evidence that all applications for connection to the public water and/or sewer system have been submitted to the Putnam Water Pollution Control Authority.
8. No final approval shall be endorsed until all requirements of the Commission have been met.

9. All subdivisions must meet the requirements of this Article II and Article III of these Regulations.

B. The Plan Requirements.

1. General – the plan shall be an accurate Class A-2 survey, prepared by and containing the name, stamp, and signature of a Connecticut licensed land surveyor. The plan shall be at a scale not more than 1"-40' and shall be drawn on polyester film (mylar), numbered in sequence if more than one (1) sheet is used. Sheet size shall be 24"x36". Subdivisions containing proposed streets or other improvements shall also contain the name and stamp of a Connecticut registered professional engineer who is responsible for their design. Additionally, a signature of a soil scientist qualified pursuant to Section 22a-38 of the Connecticut General Statutes, as amended, shall be entered on the plan if wetlands are present. The Class A-2 survey shall be noted as pertaining to horizontal accuracy. Vertical and topographic accuracy shall be noted on the plan(s) at minimums of Class V-3 for vertical and Class T-3 for topographic. Furthermore, topographic elevations shall be based upon the most recent FEMA standard (NAVD 88), and so stated on the plan. The horizontal survey shall be coordinated to the Connecticut State Grid (NAD 83) for future GIS use. Additionally, topographic elevations benchmarks shall be established and shown on the plans—at least two shall be included on each sheet and scattered throughout the project area.

The surveyor's and engineer's original signatures shall be affixed to any submitted plans. This is also applicable to the soil scientist who verifies any wetland delineation shown on the plan(s) and shall be included herein.

2. Index Map - is required if the proposed subdivision is divided into sections or is of such size that more than one plan sheet is required.
3. Location Map – (scale 1"=1000') showing the location of the subdivision in relation to major streets in the Town, is required.
4. Features - The final plan shall show the following:
  - a. The location of property with respect to surrounding property and streets, the names of all abutting property owners of record and those owners of land separated from the site only by a street, and the names of adjoining streets.
  - b. The location of existing streets, easements, water bodies, streams and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, bridges and other significant features. Where wetland areas have been delineated, the applicable upland review area and any 100-year floodplain shall be shown in accordance with wetland and zoning regulations.

TOWN OF PUTNAM SUBDIVISION REGULATIONS

- c. The location and width of all existing and proposed streets, easements, alleys, other public ways, rights-of-way and building setback lines.
- d. The locations, dimensions, areas and numbers of all proposed or existing lots and the location of groundwater test holes and percolation tests, if applicable. All test hole and percolation test data shall be listed on a plan sheet.
- e. The location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation and conditions, if any, of the dedication or reservation.
- f. The name of the owner or owners of land to be subdivided and the name of the subdivider if other than the owner.
- g. The date of the plan, north arrow, and scale.
- h. Sufficient data to determine readily the location, bearing and length of all lines, including horizontal curves (arc length, radius, tangent, central [delta] angle, chord, chord angle, point of curvature station, point of tangency station), and to reproduce such lines upon the ground and the location of all proposed monuments, iron pins and drill holes. Furthermore, at least three points on the perimeter property and two points on the centerline of a proposed road shall be tagged with State of Connecticut plane grid coordinates (NAD 83).
- i. Profile plans shall include, but not necessarily be limited to, the following: horizontal scale of not less than 1" = 40' and a vertical scale of not less than 1" = 4'; existing ground profile along centerline or baseline; centerline or baseline design profile; existing and proposed elevations calculated and noted at 50-foot intervals along tangent sections and at 35-foot intervals within vertical curves; tangent line slopes expressed in feet per foot (4 decimal places); beginning and end of vertical curve stationing; length of vertical curve; high or low point station and elevation, if applicable; point of vertical intersection station and elevation; property lines; street intersections with station and design profile elevation; "K" factor and algebraic difference of tangents; and underground utilities and drainage systems. Profile drawings shall include a grid having horizontal lines (whole elevations) at ascending 1-foot intervals along the vertical axis and vertical stationing lines drawn along the horizontal axis of the grid at 50-foot intervals along tangent sections, 25-foot intervals within vertical curve sections and odd stations, e.g., intersecting street centerlines.
- j. Name of the subdivision and all new streets to be approved by the Commission.
- k. Zoning district(s) and municipal boundary lines.
- l. Indication of the use of any lot other than residential proposed by the subdivider.

- m. Topographical contours at 2-foot intervals, except in very flat areas where 1-foot contours shall be required. Spot elevations shall be made available and placed on the plan where the ground is very flat.
- n. A comprehensive drainage report shall be prepared by a Connecticut registered professional engineer with his/her name, stamp and signature on the report cover and submitted to the Commission for review and approval. The report shall demonstrate that the rates of runoff from the site after development of the subdivision will closely match or match those of the pre-development condition, for the 2-, 10-, 25- and 100-year Type III design storms. Stormwater drainage facilities shall be designed to replicate, to the extent possible, the pre-development characteristics of stormwater runoff currently flowing onto the site, whether from inside or outside the subdivision, as well as the stormwater runoff which may be expected to flow onto the site under conditions of full development permitted under the Zoning Regulations in effect at the time of the submission of the Subdivision Plan application, in the post-development condition. The drainage design shall be in accordance with the latest Connecticut Department of Transportation "Highway Design Manual" and "2000 Drainage Manual" and the "2004 Connecticut Stormwater Quality Manual" of the Connecticut Department of Energy and Environmental Protection, as amended, in effect at the time of plan submission, unless otherwise specified herein. In order to minimize impact to downstream drainage facilities, increase the environmental quality of stormwater runoff, and to provide for water conservation and increased groundwater recharge measures, Low Impact Development (LID) methods as defined in the latest edition of the "2004 Connecticut Stormwater Quality Manual", as amended, shall be incorporated into the stormwater design for the subdivision. The hydrologic method used in estimating the peak discharge should be based on National Resource Conservation Service (NRCS) methods or other equivalent hydrologic computational techniques. Other methods of estimating the peak discharge may be used if approved by the Commission. For design of culverts, the Manning Equation shall be used. Other methods of drainage design may be used if approved by the Commission. The engineer shall design the drainage system piping in accordance with the natural drainage boundaries of the total contributing drainage area (watershed), using a minimum of a 10-year design frequency storm. A 50-year design frequency storm shall be used for all bridge openings or major culverts. A 100-year design frequency storm shall be used for all detention and/or retention basins. The report shall demonstrate that the drainage design of the subdivision will meet the construction and performance requirements of Section 303 of these Regulations.

#### C. Construction Plans

- 1. Construction plans shall be prepared by a Connecticut registered professional engineer for all required improvements. They shall be drawn at a horizontal scale of not more than 1" = 40' and a vertical scale of not more than 1" = 4' when printed out at full size on 24" x 36" media. The following shall be shown:

a. Site Plan

- i. Show the locations of street pavement, including curbs, berms and gutters; sidewalks and driveway openings; drainage pipes, catch basins and manholes; sanitary sewer pipes and manholes; water mains and fittings, gate valves, fire hydrants and blowoffs; other underground or aboveground utilities; signs and street trees; light standards; 100-year flood plain; easements and rights-of-way. Drainage and sanitary sewer systems shall be labeled with inlet/outlet invert elevations (2 decimal places),  $\pm$  gradient (4 decimal places), top of frame/grate elevations (2 decimal places), size and material composition of interconnecting pipes, and retention/detention basin elevations. Construction details and notes shall be included on a separate plan (see Section 202C.d.i. below).
- ii. Street rights-of-way shall have a centerline with tick marks drawn at 50-foot intervals (stations) and at the start and end of any horizontal curve with end point stationing (2 decimal places) noted. A Horizontal Curve Data Table shall be included on the plan sheet where there are horizontal curves, to include the following data: central angle [delta], radius, tangent, length of curve, chord, and chord angle.
- iii. Existing and proposed contour lines shall be drawn at no greater than 2-foot intervals, however, where the slope of the ground is 2% or less, a 1-foot interval shall be required. Spot elevations shall be made available upon request. Steep slopes of 25% and greater and rock outcrops shall be cross-hatched and labeled accordingly.
- iv. Wetlands, which are delineated (flagged) by a certified Connecticut Soil Scientist, shall be accurately located on the plan along with any upland review area. Pond high and low water elevations shall be shown.
- v. Other pertinent features to be drawn on the plan include, but not necessarily limited to, the following: buildings, miscellaneous structures, pathways, railroad tracks, tunnels, walls, fences, overhead utilities, cemeteries, significant trees, woodland edges, etc.
- vi. Sight line distances shall be included on the plan from a point 10-feet inside a driveway or an intersecting street (each way).
- vii. Areas of U.S. Department of Agriculture, Natural Resources Conservation Service soil types shall be shown on the plan.
- viii. If applicable, soil test hole and percolation test sites shall be accurately shown on the plan. Data collected at each test site and the date it was collected shall be included on the plans. Alternatively, the data element may be placed on a "Construction Details and Notes" plan.

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- ix. An estimate of the cost of all required improvements shall be prepared by a Connecticut registered professional engineer at the Applicant's expense and submitted to the Commission for its guidance in setting the amount of any financial guarantee required.
- b. Profile Plan
- i. Profile plans shall include both existing ground and proposed design profiles along the centerline of the road right-of-way. Existing and proposed elevations shall be noted at 50-foot intervals along tangent sections and at 25-foot intervals within vertical curves. Slopes shall be indicated on tangents. Vertical curves shall include the following information on the plan: beginning and ending stations (2 decimal places) with elevations (2 decimal places); high/low point stations with elevations, where applicable; curve length; and k value with algebraic difference. Road profiles shall incorporate vertical curves at all changes of slope along the centerline of the road right-of-way—angle points are unacceptable.
  - ii. Existing and design elevations shall be noted at every 50- and 25-foot station interval as well as the location of centerlines of intersecting streets.
  - iii. Portions of drainage and sanitary sewer systems and underground utilities shall be shown on the profile, where practical.
  - iv. Profiles shall be drawn over a grid (1' interval vertical and 25- or 50-foot interval horizontal with odd stations where necessary). Graphical scales (horizontal and vertical) shall be drawn on the plan.
  - v. Certain easements and retention/detention basins may require their own profile drawing.
- c. Cross-Sections
- i. Where steep slopes exist, if required by the Commission, cross-sections shall be drawn at 50-foot intervals perpendicular to the centerline of the right-of-way, however, odd station cross-sections may be required. The sections shall show existing and proposed topographic elevations from at least 25 feet into the property on the left to a point at least 25 feet into the property on the right. Property lines, drainage and sanitary sewer components and other underground utilities shall be accurately drawn in their proposed horizontal and vertical location where intersected by the cross-section.
  - ii. Certain easements and retention/detention basins may require their own cross-section drawing.

d. Construction Details and Notes

- i. Construction details and notes (general construction notes, soil erosion and sedimentation control, sequence of construction, landscaping, emergency contact information, etc.) shall be contained on a dedicated plan sheet. Here it should be clearly noted that construction of the subdivision is to be in accordance with Town regulations and standards and the State of Connecticut Department of Transportation Form 816, "Standard Specifications for Roads, Bridges and Incidental Construction," latest edition.

D. Erosion and Sediment Control Plan - Whenever plans for the proposed subdivision show that it will result in the cumulative disturbance of more than one-half acre of land, the subdivider will submit with the subdivision plan an erosion and sediment control plan that presents, in mapped and narrative form, the measures to be taken to control erosion and sedimentation both during and after construction. The plan shall be based on the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control as amended, which is available from the Connecticut Department of Energy and Environmental Protection, and on the requirements of the Putnam Zoning Regulations.

Section 203 - Public Hearing - After the application has been filed and it is determined by the Commission that the requirements of these regulations have been met, the Commission shall:

- A. When a subdivision is within 500 feet of a Town boundary, submit the Subdivision Plan to the Northeastern Connecticut Council of Governments (NECCOG) (or its successor) for an advisory report. If such report of NECCOG (or its successor) is not submitted to the Commission within thirty (30) days after transmittal, it shall be presumed that such agency does not disapprove of the proposed subdivision.
- B. Public Hearing - The Commission shall hold a public hearing on the subdivision application. Notice of the public hearing shall be given by publication in a newspaper of general circulation in the Town at least twice at intervals of not less than two days; the first not more than fifteen days, nor less than ten days, and the last not less than two days prior to the date of such hearing; and, by sending a copy thereof by registered or certified mail to the applicant.
- C. After the public hearing, the Commission shall approve the subdivision if the subdivision plan and accompanying certificates, documents, plans and data conform to the conditions and requirements of these regulations. In granting approval, the Commission may attach conditions that it deems necessary to modify the subdivision plan or documents, and to preserve the purpose and intent of these regulations. The Commission shall approve, modify and approve, or disapprove, any subdivision application or maps and plans submitted within sixty-five (65) days after the close of the public hearing in accordance with the requirements of these regulations. Notice of the decision of the Commission shall be published in a newspaper having a substantial circulation in the Town and addressed by certified mail to the subdivider by the Secretary of the Commission within ten (10) days after the decision

has been rendered. The notice shall state that: the application was approved, modified and approved, or disapproved, together with the date of such action. An extension of this period may be had with the consent of the subdivider. The grounds for approval, modified approval, or denial, shall be stated in the records of the Commission. No changes, modifications or revisions shall be made in any subdivision plan after approval and endorsement by the Commission. Any change, modification or revision shall require a new subdivision application to be filed with the Commission. In the event that a subdivision plan is recorded without complying with this requirement, the same shall be considered null and void, and the Commission shall institute proceedings to have the plan stricken from the records of the Town Clerk.

Section 204 - Final Plan

- A. Subdivision approval shall take effect when all conditions of approval have been met and the subdivision plan has been endorsed by the Commission and filed with the Town Clerk. The Commission shall either endorse the Subdivision Plan to permit filing with the Town Clerk when all conditions of final approval have been met and all required subdivision improvements have been completed in accordance with the plans as approved, or when a financial guarantee satisfactory to the Commission to cover the full cost of all improvements has been filed in a form and manner satisfactory to the Commission.
- B. Financial Guarantee - In lieu of completion of all or part of the required improvements prior to the endorsement of the Subdivision Plan, the subdivider may file with the Commission, a financial guarantee in accordance with Article IV, and request the Commission to approve the subdivision on the condition that the subdivider expressly agrees to complete all improvements within the time specified by the commission or if the commission shall fail to specify a time within five years or as otherwise required by statute. This undertaking shall be guaranteed by a proper financial guarantee as provided in Article IV.
- C. Filing - The Subdivision Plan, (i.e. mylar) shall be filed through the Land Use Office by the Applicant. The Applicant shall pay the requisite filing fee, and said plan shall be permanently filed in the office of the Town Clerk. No plan shall be approved for filing by the Land Use Office unless and until the statutory appeals period has elapsed without the taking of an appeal. Forthwith, after the expiration of the appeal period, the Chairman or Secretary of the Commission shall sign the plan and a written notice shall be mailed, return receipt requested, to the applicant, indicating that the ninety-day period for filing of the plan has commenced to run. Any subdivision plan not so filed within ninety (90) days as aforesaid or within ninety (90) days of the date upon which such plan is taken as approved by reason of the failure of the commission to act shall become null and void. The physical filing of the signed plan with the Town Clerk shall be the responsibility of the Applicant.
- D. Contingent Approval - The Commission may authorize the filing of a plan with conditional approval endorsed thereon. Such approval shall be conditioned upon (1) the actual construction, maintenance, and installation of improvements or utilities prescribed by the Commission; or (2) the occurrence of a financial guarantee as provided in this section and

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Article IV of the regulations. Upon the occurrence of either of such events, the Commission shall cause a final approval to be endorsed thereon in the manner provided in this section. Any such conditional approval shall lapse five years from the date it is granted unless said time period is extended pursuant to the provisions of Section 8-25 of the Connecticut General Statutes. Any person, firm, or corporation who prior to such final approval sells or offers for the sale of any lot subdivided pursuant to a conditional approval shall be fined not more than \$500.00 for each lot sold or offered for sale, and any plan conditionally approved shall provide in large and prominent letters on the plan that the approval is conditional and that no lots may be sold or offered for sale until final approval is endorsed directly on said plan by the appropriate authority acting for the Commission. In addition, any applicant who receives conditional approval shall execute and record simultaneously with the filing of the plan a caveat substantially in the form as contained in the appendix of these regulations indicating that no lot can be sold or transferred until final approval of the plan as herein provided.

- E. Release of Conditions - At the request of the subdivider the Commission shall execute a statement certifying: that the subdivision has received approval; all of the conditions of approval have been met; and, all required subdivision improvements have been completed in accordance with plans and specifications as approved.
- F. Certificate of Compliance - Before release of any financial guarantee, or before the Commission endorses any Subdivision Plan to permit filing with the Town Clerk when no financial guarantee has been posted, the Commission shall request the subdivider to present a statement signed and sealed by the engineer who prepared the construction plans and specification for the subdivision improvements, certifying that such engineer has inspected all of the required construction work and that all of the required improvements have been completed in accordance with plans and specifications as approved. Any expense incurred in securing a certificate of compliance shall be borne by the subdivider.

ARTICLE III - STANDARDS

Section 300 - General – All land to be subdivided or resubdivided shall be deemed suitable for building purposes in the judgment of the Commission. In all subdivisions or resubdivisions, the layout of the development should show due regard for natural features such as large trees, groves, water courses, scenic points, historic points or other community assets which add to the attractiveness or value of the area and shall take into consideration any land not deemed suitable for development.

Proper provision shall be made for the supply of potable water, storm drainage and disposal of sanitary sewerage; for soil erosion control; and for the proper provision of flood control measures. Proposed streets shall be in harmony with existing or proposed principal streets and arranged with the proper width and with safe intersections to provide an adequate and convenient system for present and prospective traffic needs. All subdivision and resubdivision plans shall be in reasonable conformance with the Plan of Conservation and Development as adopted by the Commission.

Reserve strips of land which, in the opinion of the Commission, show an intent by the subdivider to control access to the land of another, are prohibited.

Section 301 – Lots/Blocks

- A. Lots - All lots shall conform to the requirements of the Putnam Zoning Regulations established for the district within which the subdivision or resubdivision is located.
1. All lots shall front on an existing or proposed public street.
  2. Side lot lines shall be substantially at right angles or radial to street lines.
  3. Corner lots shall have sufficient width to provide for the required building setback on both abutting streets.
  4. Reverse frontage lots are prohibited except where they are essential: to provide separation from traffic arteries; to provide protection to abutting properties; or to overcome certain conditions of topography or orientation.
  5. All lots in a subdivision shall be numbered consecutively with the first lot designated with the number one. No fraction, suffix or prefix shall be permitted. Adjoining subdivisions having the same name shall not duplicate the numbers of the previous plan, but shall continue the sequence used in the previous plan.
- B. Blocks - Residential blocks shall be of sufficient depth to accommodate two tiers of lots, except where reverse frontage lots are required. Interior walks may be required where

necessary to facilitate circulation or provide access to community facilities. The length, width and shape of blocks shall be designed with due regard for:

1. Provision of suitable building sites for the type of use contemplated;
2. Elimination of excessive street area;
3. Safe and convenient vehicular and pedestrian circulation;
4. Topography and drainage; and
5. The requirements of the Zoning Regulations.

### Section 302 - Streets

#### A. Street System.

1. Streets shall be logically related to the topography so as to produce reasonable grades and suitable building sites.
2. The subdivider shall be responsible for the construction, development, installation and completion of all streets and sidewalks within the subdivision. In addition, the subdivider shall be responsible for the construction and installation of all utilities including, but not limited to, electric lines, gas lines, water mains, sanitary sewer lines, storm sewer lines and drains, and the necessary fire alarm protective system. All streets, sidewalks and utilities shall be constructed and installed by the subdivider at his own expense in accordance with the standards, requirements and specifications of these Regulations and the regulations of the Connecticut Department of Transportation.
3. Residential streets shall be laid out as to discourage through traffic; however, the arrangement of streets shall provide for the continuation of existing or proposed major streets or highways.
4. If lots resulting from original subdivision are large enough to permit resubdivision, or if a portion of the tract is not subdivided, adequate street rights-of-way to permit further subdivision shall be provided as necessary.
5. The arrangement of streets in a subdivision shall provide for the continuation of streets as required by the Commission in adjoining subdivisions or for their proper future projection when adjoining property is not subdivided, and shall be of a width consistent with that of existing connecting streets.
6. Where a subdivision abuts or contains an existing or proposed major street or highway, the Commission may require marginal access streets, driveways, reverse frontage lots, or such additional treatment as will reduce the number of intersections with such street or

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highway, separate local and through traffic, and provide protection for abutting properties.

7. Dead end streets shall be prohibited, except as short stubs to permit future street extension into adjoining tracts, in which case they shall be provided with a temporary turn-around of standard cul-de-sac radius.

- B. Cul-de-sac - Permanent cul-de-sacs shall not exceed one thousand (1,000) feet, and shall have at the closed end a turn-around containing a right-of-way having an outside radius of fifty (50) feet, which shall be paved to a radius of forty (40) feet. In non-residential developments, the Commission may require an outside radius of seventy (70) feet which shall be paved to a radius of sixty (60) feet

### C. Street Requirements.

1. Minimum street right-of-way widths shall conform to the following:
  - a. A primary residential street and/or a non-residential street shall have pavement 28-feet in width centered in a right-of-way 60-feet in width.
  - b. A secondary residential street shall have pavement 24-feet in width centered in a right-of-way 50-feet in width.
2. Short extensions of existing streets with lesser right-of-way requirements may be permitted at the discretion of the Commission.

### D. Street Alignment

1. Horizontal curves shall be incorporated into the design wherever there is a change in direction of the centerline of the roadway. Horizontal curves shall be laid out in accordance with the following standards:
  - a. Primary residential street and non-residential street – 150 feet.
  - b. Secondary residential street – 100 feet.
2. On a primary residential street, reverse horizontal curves shall be separated by a forty (40) foot or more length of tangent section.

### E. Street Grades

1. Centerline grades shall be not less than 1%, nor more than 10%. Vertical curves shall be used at all changes in slope and shall be designed in relation to the extent of the grade change and to provide the following minimum sight distance:
  - a. Primary residential street and/or non-residential street – 200 feet.

- b. Secondary residential street – 150 feet.
- 2. Where the grade of any street at the approach to an intersection exceeds 3%, leveling areas having a maximum grade of 3% shall be provided for a minimum distance of 50 feet measured from the nearest right-of-way line of the intersecting street.

F. Street Intersections.

- 1. Streets shall be laid out so as to intersect as nearly as possible at right angles (90°). However, no street shall intersect another at an angle of less than 60 degrees. In all cases intersections shall be designed so as to provide satisfactory land usage and safe traffic conditions.
- 2. Intersections with major streets or major highways should be reduced to a minimum.
- 3. Streets entering opposite sides of another street shall be laid out either directly opposite one another or with a minimum offset of 150 feet between their centerlines.
- 4. Curve radii shall be provided at street intersections varying according to the types of streets intersecting and the angle at which they intersect; provided, however, that none shall be less than 25 feet.

G. Connecticut Department of Transportation Permit

- 1. Where a proposed road or drain joins with a State Highway, the subdivider shall obtain a permit for such connection from the Connecticut Department of Transportation.

Section 303 - Drainage

A. General Requirements.

- 1. No subdivision or resubdivision shall be approved which does not make adequate provision for storm or flood water runoff control. The stormwater management system shall be separate and independent of any sanitary sewer system and shall, wherever possible, utilize techniques designed to recharge groundwater, minimize downstream flooding, etc. Low Impact Development (LID) methods as defined in the latest edition of the 2004 Connecticut Stormwater Quality Manual, as amended, shall be incorporated into the stormwater design for the subdivision unless impractical in the particular instance. Storm sewers, where required, shall be designed in accordance with the standards of the regulations and said Connecticut Stormwater Quality Manual. A copy of design computations shall be submitted along with plans.
- 2. If LID methods are not used, inlets shall be provided so that surface water is not carried across or around any intersections, nor for a distance of more than 350 feet in the gutter.

When capacities are exceeded at a point, catch basins shall be used to intercept flow at that point.

B. Nature of Stormwater Facilities.

1. Location

- a. The subdivider may be required by the Commission to carry away by pipe or open ditch, any spring or surface water that may have existed previous to, or may result from, the subdivision. Such drainage facilities shall be located in the road right-of-way where feasible, or in perpetual unobstructed easements of appropriate width.

2. Accessibility to Public Storm Sewers

- a. If a connection to a public storm sewer will be provided eventually, as determined by the Commission, the subdivider shall make arrangements for future stormwater disposal at the time the plan receives approval. Provision for such connection shall be incorporated in the financial guarantee required for the subdivision plan.

3. Accommodation of Upstream Drainage Areas

- a. A culvert or other drainage facility shall be large enough to accommodate potential runoff from its entire upstream drainage area whether inside or outside the subdivision. The subdivider shall submit to the Commission, calculations to establish the necessary size of the facility, based on applicable construction standards and specifications assuming conditions of maximum potential watershed development permitted by the zoning regulations.

4. Effect on Downstream Drainage Areas

- a. The subdivider shall study the effect of the subdivision on existing downstream drainage facilities outside the area of the subdivision. Where it is anticipated that the additional runoff incidental to the development of the subdivision will overload an existing downstream drainage facility, the Commission may require the subdivider to take steps to minimize the impact on downstream properties.

5. Low Impact Development (LID)

- a. In order to minimize impact to downstream drainage facilities, increase the environmental quality of stormwater runoff, and to provide for water conservation and increased groundwater recharge measures, Low Impact Development (LID) methods as defined in the latest edition of the 2004 Connecticut Stormwater Quality Manual, as amended, shall be incorporated into the stormwater design for the subdivision.

6. Flood Prone Areas.

- a. If a proposed subdivision is in a flood prone area, (1) it shall be consistent with the need to minimize flood damage within the flood prone area; (2) all public utilities and facilities such as sewer, gas, electric and water systems, shall be located and constructed to minimize and eliminate flood damage; and (3) adequate drainage shall be provided to reduce exposure to flood hazards.
- b. Flood prone areas shall be preserved from any and all destruction or damage resulting from clearing, grading, or dumping of earth, waste material or stumps.
- c. All subdivisions located in a flood prone area shall include base flood elevation data on the plans.

Section 304 - Water Supply Facilities

- A. General Requirements - if a public water supply is within 200 feet of a subdivision boundary, measured along a street, alley or easement, the water supply lines shall be extended to serve the subdivision and connected to the subdivision. The cost of extending this line will be borne by the developer, under the supervision of the Water Pollution Control Authority. Upon completion of the extension, the line shall become the property of the Water Pollution Control Authority. Application for water line extensions shall be made through the Water Pollution Control Authority office and will be contingent upon approval of the developer's plans and specifications. When a public water supply is more than 200 feet from the subdivision boundary, the Commission may require a water system, subject to the approval of the Fire Marshal, capable of providing fire protection if it finds that the size of the proposed development requires such a water system to insure the public health and safety.

Water supply facilities design shall be in conformance with the Water Pollution Control Authority's design criteria and engineering requirements. All water supply facilities shall be compatible with the long range planning for water supply within the Town.

- B. Fire Hydrants - Where public water is available or required, fire hydrants may be required where necessary to insure the public health and safety. Fire hydrants shall be located no more than 500 feet apart in residential areas and no more than 300 feet apart in commercial/industrial areas, and shall be approved by the Water Pollution Control Authority. To eliminate future street openings, all underground utilities for fire hydrants, together with the fire hydrants themselves, and all other supply improvements, shall be installed before any final paving of a street shown on the subdivision plan. All fire protection facilities (i.e. hydrants, sprinklers, etc.) shall be designed and installed in conformance with the standards, requirements and direction of the Town of Putnam Fire Marshal. Furthermore, all proposed fire protection facilities shall be in accordance with the National Fire Protection Association (NFPA) as well as the local fire protection authority. Fire hydrant flow tests shall be required in the area of the proposed subdivision to see if there is sufficient water pressure and delivery volume (under stress) for the proper operation of a fire hydrant pursuant to the

Water Pollution Control Authority's specifications. In areas where a public water supply is not available within 200 feet measured along a street, alley or easement, a dry hydrant accessing a pond with adequate water supply for firefighting purposes, if such a pond is available within 500 feet from the subdivision and along a public street, alley or easement, or within the subdivision, shall be included within or adjacent to the subdivision. Such dry hydrants shall be installed in accordance with the specifications of the Fire Marshal.

- C. Private potable water wells shall be reviewed and approved by the appropriate public health authority.

#### Section 305 - Sanitary Sewer/Septic Systems

##### A. Public Sewer Systems.

1. Public sewer systems shall be constructed throughout the subdivision and shall be connected to existing public sewer facilities when such facilities are within 100 feet of any boundary of the proposed subdivision measured along any street, alley or right-of-way. The cost of extending such facilities will be borne by the developer, under the supervision of the Water Pollution Control Authority. Upon completion of the extension, the line shall become the property of the Water Pollution Control Authority. Applications for sewer line extensions shall be made through the Water Pollution Control Authority office and will be contingent upon approval of the developer's plans and specifications.
2. When public sewer facilities will be made available to the area within 100 feet of any boundary of the proposed subdivision measured along any street, alley or right-of-way, within a period of five years, as determined by the Putnam Water Pollution Control Authority, public sewer systems shall be installed throughout the subdivision and up to the boundary for future connections. Such systems shall be capped and shall include all underground sewer lines for a complete system from the homes or commercial/industrial users along streets or easements to the subdivision boundary.
3. Where a subdivision has frontage on an existing street, public sewer facilities may be required within the existing street right-of-way if existing public sewer facilities are within 100 feet of any boundary of the proposed subdivision measured along any street, alley or right-of-way. The cost of extending such facilities will be borne by the developer, under the supervision of the Water Pollution Control Authority.
4. Sanitary sewers shall be located within street rights-of-way unless topography dictates otherwise. When located in easements on private property, access shall be provided to all sewer lines, manholes, and other related sewer facilities. The proposed location of sewer facilities shall be shown on the final plan of subdivision, and easements to the Town shall not be less than twenty (20) feet wide.

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5. Sanitary sewer facilities design shall be in conformance with the Water Pollution Control Authority's design criteria and engineering requirements. All sanitary sewer facilities shall be compatible with the long range planning for sewerage the Town.
- B. Septic Systems - When the subdivision is not served by sanitary sewer, a statement from the Northeast District Department of Health shall be obtained and submitted to the Commission by the Subdivider certifying that the land to be subdivided and the subdivision plans are satisfactory for private sewage disposal. Adequacy of plans for sewage disposal facilities shall be based on percolation tests carried out in accordance with State Public Health Code Regulations, and witnessed by the Northeast District Department of Health or its designated alternate. At least one test pit shall be dug and one percolation test made for each lot. The method of making such tests and reporting of said results shall be as prescribed by the State Public Health Code and the Northeast District Department of Health. At its discretion, the Commission may require the subdivider to submit a report from a sanitary engineer licensed to practice in the State of Connecticut, certifying that the land to be subdivided and the subdivision plan are satisfactory for private sewage disposal and water supply systems. All sewage disposal systems and water supply systems shall meet the applicable requirements of the Connecticut State Department of Health. All costs in connection with securing a sanitation certificate, making, witnessing and reporting of percolation tests, test pits, sanitary engineering reports, etc., shall be borne by the subdivider.

### Section 306 - Sidewalks and Berms

- A. Sidewalks are required in all subdivisions, and berms are required in all non-LID subdivisions, in accordance with the following standards:
  1. Five-foot wide concrete sidewalks shall be included in the non-pavement right-of-way on both sides of all streets in all subdivisions unless waived by the Commission in accordance with this section. Sidewalks shall be located at least 2-feet from the road edge. This area shall be loamed and seeded.
  2. Cape Cod berm shall be provided on both sides of all streets in all non-LID subdivisions and shall be constructed to provide for driveway cuts and sidewalk ramps at intersections at the time of construction unless waived by the Commission in accordance with this section.
  3. All sidewalk and Cape Cod berm construction shall comply with the requirements of these Regulations and of the Connecticut Department of Transportation's "Standard Specifications for Roads, Bridges and Incidental Construction" Form 816, latest revision, and any Town of Putnam detail drawings.
  4. All Cape Cod berms, as shown on Appendix C, Figures, TYPICAL CROSS SECTION – RESIDENTIAL STREETS (NON-LID), shall be designed with cuts at all pedestrian crosswalks to provide adequate and reasonable access for the safe and convenient movement of physically handicapped persons. The following specifications shall be

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complied with: (1) the cut shall have a detectable warning strip; (2) the cut shall be at least thirty-six inches wide; and (3) the cut shall have a slope not greater than 1-inch per foot and shall be beveled at the bottom.

5. Sidewalks shall meet standards described in the Americans with Disabilities Act “ADA Standards for Accessible Design”, latest revision thereto.

B. The Commission may waive the requirement for berms and sidewalks if:

1. The subdivision is less than ten (10) lots and is unable to be expanded;
2. The subdivision is in a rural area and is located outside of a one-mile radius from any school or commercial area; or
3. The Applicant demonstrates that in the particular instance the exclusion of berms better serves the purposes of employing Low Impact (LID) construction methods.

C. The Commission may waive the sidewalk on one side of the street in rural areas.

Section 307 - Utilities – Utilities (electric, telephone, CATV, broadband, etc.) shall be provided and installed underground in all subdivisions in accordance with appropriate utility company design criteria and engineering requirements.

Section 308 - Street Lighting - Street lighting fixtures shall be full cutoff fixtures and shall be provided in all subdivisions and shall not be spaced more than three hundred (300) feet apart. The developer shall install fixtures prior to the acceptance of the street. The provisions of this section shall apply only to property located within the special service district of the town.

Section 309 - Parks and Public Area Reservations - The tract to be subdivided should not be a part of or encroach upon an area or areas designated in the Plan of Conservation and Development for future public facilities. Due regard shall be shown for the preservation of outstanding natural and cultural features such as scenic areas, water courses and historic sites. Land for parks, playgrounds, recreation areas and open spaces shall be provided and reserved in each subdivision as deemed necessary and in locations deemed proper by the Commission. Said open spaces, parks and playgrounds shall be shown on the subdivision plan. The land reserved shall be of such size, location, shape, topography and general character as to be useful to satisfy the needs determined by the Commission. The reservation of land shall also conform to any Town plan pertaining to parks, playgrounds, recreation areas and open spaces. In determining the need for provision of land for parks, playgrounds, recreation areas and open spaces, the Commission shall be guided by, but not limited to, a standard of 1,000 square feet of land area for each building lot and a minimum reservation area of one acre, and shall take into consideration the size of the subdivision and any existing parks, playgrounds, recreation areas and open spaces in the neighborhood. Pursuant to the provisions of CGS Section 8-25 as

amended, the applicant may, with the approval of the Commission, pay a fee to the Town or pay a fee to the Town and transfer land to the Town in lieu of this requirement to provide open spaces. Such payment or combination of payment and the fair market value of land transferred shall be equal to not more than ten per cent of the fair market value of the land to be subdivided prior to the approval of the subdivision. The fair market value shall be determined by an appraiser jointly selected by the Commission and the applicant. A fraction of such payment the numerator of which is one and the denominator of which is the number of approved parcels in the subdivision shall be made at the time of the sale of each approved parcel of land in the subdivision. Payments made to the Town under this section shall be deposited in a fund which shall be used for the purpose of preserving open space or acquiring additional land for open space or for recreational or agricultural purposes.

Where the property line of a proposed subdivision abuts an existing park, playground, recreation area or open space, the Commission may require the new park, playground, recreation area or open space to form a continuation of the existing area to provide a single large unified area. Such parks, playgrounds, recreation areas or open spaces shall abut or have direct access to a public right-of-way dedicated to public use. No privately owned reserved strip which controls access to such areas will be permitted. The right-of-way shall not be included in the required area, shall be at least 20-feet wide and shall be leveled off in a manner suitable for pedestrian and vehicular traffic with a maximum grade of 10 percent.

When a park, playground or other recreation area or open space shall have been shown on a subdivision plan, the approval of said plan shall not constitute an acceptance by the Town of such area. The Commission shall require the Plan to be endorsed with appropriate notes to this effect. The Commission may also require the filing of a written agreement between the subdivider and the Town covering future deed and title, dedication, and provision for the cost of grading, development, equipment and maintenance of any such recreation area. Where title to land designated for parks, recreation areas or open space is to remain with the subdivider or reserved by deed covenant for the common use of the property owners of the subdivision, there shall be submitted copies of agreements or other documents showing the manner in which such areas are to be maintained and the provision made therefor. All agreements and covenants covering the maintenance of such unceded parcels of land shall be acceptable to the Town Counsel as to their legal sufficiency.

Section 310 - Preservation of Natural Features - In the consideration of the subdivision, the Commission shall make such recommendations as necessary to preserve and enhance or produce scenic values and conditions for the improvement of subdivision or development design.

#### Section 311 - Non-Residential Subdivisions

##### A. General

1. A nonresidential subdivision shall be subject to all the requirements of these regulations.

B. Standards

1. In addition to these regulations, the applicant shall demonstrate to the satisfaction of the Commission that the street, parcel and block pattern proposed, is specifically adapted to the uses anticipated and takes into account other uses in the vicinity. The following principles and standards shall be observed:

- a. Street rights-of-way, pavement width and pavement thickness shall be according to the following:

<u>Function</u>	<u>ROW</u> <u>Width</u>	<u>Pavement</u> <u>Width</u>	<u>Pavement</u> <u>Thickness</u>
Office Park	50'	24'	4"
Industrial	60'	30'	6"
Commercial	60'	30'	6"
Mixed Industrial & Commercial	60'	30'	6"

- b. Streets carrying nonresidential traffic, especially truck traffic, shall not normally be extended to the boundaries of adjacent, existing or potential residential areas.

Section 312 - Driveways

- A. Where permitted, access drives serving residential properties must have a minimum paved width of twelve (12) feet, and a maximum paved width of fifteen (15) feet, at the street line. During construction of roads, paved driveway apron areas shall be paved to the property line or a distance of 10-feet from the edge of the paved road; whichever is greater.
- B. Access drives in multi-family, commercial and industrial subdivisions serving any required paved parking lots as a direct access drive from a street shall, when measured at the beginning of the driveway after the radii are parallel, be paved not less than twelve (12) feet in width or more than sixteen (16) feet in width for one-way traffic (parking spaces angled at 70 degrees or less only), and shall be paved not less than twenty-four (24) feet in width or more than thirty (30) feet in width for two-way traffic. Traffic lanes may be separated by landscaped islands. Where necessary for safe and efficient vehicular movement and capacity, extra traffic lanes may be added. To the extent practical, access drives shall align with access drives to lots across the street, if any, or, where such alignment is not possible, be offset a minimum of 150 feet between their centerlines. Curve radii shall be provided at the points where such an access drive intersects a street, varying in dimension according to the type of street intersected, the angle at which the drive intersects the street, and the intensity of the use of the adjoining lot.

## TOWN OF PUTNAM SUBDIVISION REGULATIONS

### C. Connecticut Department of Transportation Permit

1. Where a proposed drive joins with a State Highway, the subdivider shall obtain a permit from the Connecticut Department of Transportation for connection of such drive to the State Highway.

### Section 313 - Easements

- A. Easements shall be provided as necessary for public utilities and shall have a minimum width of twenty (20) feet. Such easements shall be located on or adjacent to rear or side lot lines to the extent feasible.
- B. Where a subdivision is traversed by a watercourse, there shall be a drainage easement or right-of-way conforming substantially to the line of such watercourse and of such width as will be adequate to provide drainage and permit access for maintenance by the Town.
- C. Easements for sanitary sewers, water mains and public rights-of-way and easements and discharge rights for storm drainage and water courses draining existing or proposed public streets or public streets that may be constructed in the future shall be confirmed by written easements and deeds describing the land involved and privileges of the Town in a legal form satisfactory to the Town Counsel.

### Section 314 – Tree Planting/Loaming and Seeding

#### A. Tree Planting

1. The subdivider shall supply and plant, to the specifications shown on the subdivision plan. Trees shall be planted not less than twenty (20) feet from the street line.

#### B. Loaming and Seeding

1. All exposed and disturbed areas, except hard surfaced areas, shall be covered with a minimum of four (4) inches of loam and suitably seeded by proper application of lime, fertilizer, seed and mulch, so as to establish a good ground cover and prevent erosion. The following minimum application rates apply:

<u>Material</u>	<u>Application Rate (lb./1,000 s.f.)</u>
Seed	According to Specific Seed Mix
Fertilizer (10-10-10)	7.5
Lime	200
Mulch	115

## TOWN OF PUTNAM SUBDIVISION REGULATIONS

NOTE: Increase seeding rate by at least 10% and inoculants for legumes by 4x when application is by hydroseeding. Also, warm season seed mixes may be applied during the spring planting period only.

All seed shall produce an acceptable stand of perennial grass approved by the Commission.

### Section 315 - Street Signs/House Numbers/Street Names

- A. Street Signs - Street signs shall be erected by the subdivider at the expense of the subdivider, under the direction of the Department of Public Works.
- B. House Numbers - House numbers shall be assigned by the Town Assessor.
- C. Street Names - Names of new streets shall not duplicate nor bear phonetic resemblance to the names of existing streets within the Town. Streets which join or are in alignment with streets of abutting or neighboring properties shall bear the same name. Street names shall be included on the Subdivision Plan. Street names shall be approved by the Board of Selectmen and a Town Meeting.

Section 316 – Bounds – Monuments shall be set throughout the subdivision in accordance with the requirements of the Connecticut Association of Land Surveyors (CALS), Minimum Standards of Accuracy, Content and Certification for Surveys and Maps, as amended.

Section 317 – Soil Erosion and Sediment Control – A soil erosion and sediment control plan shall be prepared in accordance with the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control as amended, which is available from the Connecticut Department of Energy and Environmental Protection, and the requirements of the Putnam Zoning Regulations and approved by the Commission.

### Section 318 - Energy Conservation

- A. The applicant shall, in the design of the final subdivision plan, demonstrate to the Commission, that he/she/it has provided a subdivision site development design that encourages energy-efficient patterns of development and land use, the use of solar and other renewable forms of energy, and energy conservation. Said site development design shall demonstrate to the Commission that the applicant has considered, in developing the plan, using passive solar energy techniques which would not significantly increase the cost of the housing to the buyer, after tax credits, subsidies and exemptions. As used in this Section, 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

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and minimize heat gain and provide for natural ventilation during the cooling season. The site design techniques shall include, but not be limited to:

1. House orientation, so that the building is located as close to the north lot line as possible to increase yard space on the south site of the building for better capture and control of prevailing sun during the various seasons;
2. Street and lot layouts such that the maximum possible number of houses are placed on south-facing slopes;
3. Vegetation and landscaping, and natural and man-made topographical features, that take into account the effects of prevailing winds and prevailing sun during the various seasons, water conservation, the deployment and usage of alternative energy systems (such as wind or solar photovoltaics), and protection of solar heat gain or solar shading during the various seasons, as appropriate within the development.

### **319 Floodplains**

If a proposed subdivision, including the placement of a manufactured home park or subdivision, is located in a Special Flood Hazard Area (SFHA) the following requirements shall apply:

1. All subdivision proposals shall be consistent with the need to minimize flood damage.
2. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.
3. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards.
4. The Building Official shall require the applicant to provide BFE data for all subdivision proposals, including manufactured home parks and subdivisions. In all special flood hazard areas where base flood elevation (BFE) data is not available, the applicant shall provide a hydrologic and hydraulic engineering analysis performed by a registered professional engineer that generates BFEs for all subdivision proposals and other proposed development, including manufactured home parks and subdivisions.

ARTICLE IV –  
ASSURANCE FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

Section 400 - Improvements and Financial Guarantee

- A. Completion of Improvements - All applicants shall be required to complete all the street and other improvements as specified in the subdivision plan or as required in these regulations, and to dedicate public improvements to the Town, free and clear of all liens and encumbrances.
1. The applicant shall submit a "Certificate of Title" indicating all title restriction, prior to the conveying any land to the Town indicating all title restrictions.
- B. Financial Guarantee
1. Except in cases of conditional approval or where all improvements have been constructed prior to final approval of the plan the applicant shall post a financial guarantee for the construction of such improvements prior to the time of filing the subdivision plan in the Land Records in an amount estimated by the Commission. This financial guarantee shall be in the form of an irrevocable letter of credit, a cash deposit with the Town, or a bank passbook or statement savings account payable to the Town. The financial guarantee shall be accompanied by a written and executed agreement which shall be satisfactory to the Town Attorney. If a letter of credit is used, it shall be satisfactory to the Town Attorney. If a cash deposit with the Town, or a bank passbook or statement savings account payable to the Town, is used, it shall be accompanied by an agreement substantially in accordance with the sample form in Appendix A, and said agreement shall be satisfactory to the Town Attorney.
  2. The period within which required improvements must be completed shall be incorporated in the financial guarantee agreement and shall not in any event exceed five (5) years or except as otherwise provided by Section 8-25 of the State of Connecticut General Statutes.
  3. Maintenance During Construction - All maintenance, including snowplowing, prior to formal acceptance of any road or associated drainage improvements shall be and remain upon the developer and shall be covered by the financial guarantee for the construction of improvements.
- C. Failure to Complete Subdivision - Where a financial guarantee for the construction of improvements has been posted and required improvements have not been installed within the time specified by the Commission the Town may thereupon declare the financial guarantee to be in default and require that all the improvements be installed. If necessary the Town shall, in addition to call the financial guarantee, proceed against the individual developer and/or owner of said premises. The continued maintenance of any agreed financial guarantee for the construction of improvements is a condition of approval of all subdivisions and the lapse or

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failure of such financial guarantee prior to final release by the Commission shall be grounds for revocation of the subdivision approval as to all unbuilt lots.

### Section 401 - Inspections of Improvements

- A. General Procedure - The Commission or its agent shall provide for inspection required improvements during construction and insure satisfactory completion. If it is found upon inspection that any of the required improvements have not been constructed in accordance with the construction standards and specifications, the applicant shall be responsible for completing the improvements in accordance with said standards and specifications.
- B. Modification of Improvements - If the applicant finds that a deviation from the approved plan is necessary, he shall notify the Commission of the extent and type of modifications prior to executing any change. The item will be reviewed at the next Commission meeting.
- C. Release or Reduction of Financial Guarantee for the Construction of Improvements
  - 1. Certificate of Satisfactory Completion - The Commission will not recommend acceptance or dedication of required improvements, nor release a financial guarantee for the construction of such improvements until all required improvements have been satisfactorily completed and until the applicant's engineer or surveyor has certified to the Commission, through submission of detailed "as-built" survey plans of the subdivision, that the layout of the line and grade of all public improvements are in accordance with construction plans for the subdivision and are ready for dedication to the local government. Upon such approval and recommendation, the Town may thereafter accept the improvements for dedication.
  - 2. Reduction of Financial Guarantee for the Construction of Improvements - A financial guarantee for the construction of improvements may be reduced upon actual completion of public improvements and then only to the ratio that the public improvement dedicated bears the total public improvements of the plan. In no event shall a financial guarantee for the construction of improvements be reduced below ten (10%) percent of the principal amount.

### Section 402 - Maintenance of Improvements and Financial Guarantee for Maintenance

- A. The applicant shall be required to maintain all improvements in the subdivision and provide for snow removal, street cleaning, drainage and general maintenance on streets and sidewalks until acceptance of said improvements by the Town. In the event that the applicant fails to comply, the Town is authorized to perform the necessary work without incurring any liability, and to charge such work to the applicant in accordance with Section 400.
- B. The applicant shall be required to file a Financial Guarantee for maintenance, with the Commission, in a form acceptable to the Town Attorney, prior to acceptance, in an amount

*TOWN OF PUTNAM SUBDIVISION REGULATIONS*

equal to ten (10) percent of the original cost of the public improvements, in order to assure the satisfactory maintenance of the required improvements for a period of one (1) year after the date of their acceptance by the Town.

ARTICLE V – DEFINITIONS

Section 500 - General - The purpose of this Article is to define the terms and words that are specific to the subdivision of land or to the Subdivision Regulations. Article VIII - Definitions, of the Zoning Regulations, are hereby incorporated as part of these Subdivision Regulations.

Section 501 - Definitions

1. Applicant, Subdivider or Developer - shall mean an individual, partnership, firm, corporation, legal entity or agent thereof who, or which, undertakes the subdivision or resubdivision of land or any activity, included in the subdivision regulations. For the purpose of the Subdivision Regulations, these three terms shall be synonymous.
2. Application - Refer to Section 200
3. Agent - That person or persons designated by the Planning Commission to enforce these regulations.
4. Certification - means a signed, written approval by a Connecticut registered professional engineer that the soil erosion and sediment control plan has been prepared based on the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control as amended, which is available from the Connecticut Department of Energy and Environmental Protection, and that the subdivision plan, including the soil erosion and sediment control plan, has been prepared in accordance with the applicable requirements of the Town of Putnam Zoning Regulations.
5. Commission - shall mean the Town of Putnam Planning Commission.
6. Cul-de-sac - shall mean a street or a portion of a street with only one (1) vehicular outlet that has a turn-around at the end. (Sec. 302B)
7. Dead End Street - shall mean a street or a portion of a street with one vehicular outlet, and not terminated by a cul-de-sac. Dead End Streets are not permitted.
8. Detention Basin - an area excavated or constructed for the purpose of temporary storage of stormwater runoff.
9. Development - shall mean any man-made change to improved or unimproved real estate including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.
10. Discharge or Rate of Flow - the volume of water passing a particular point in a unit of time, cubic feet per second (cfs), or gallons per minute (gpm).

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11. Disturbed Area - an area where the natural vegetative ground cover is destroyed, moved or removed.
12. Easement - shall mean the right to use land owned by another for a special limited purpose.
13. Final Plan - A complete and exact subdivision plan prepared in form for official recording, to define property lines, proposed streets and other improvements. (Sec. 204)
14. Financial Guarantee - shall mean a type of surety posted by the applicant with the Town, which guarantees that all required improvements shall be completed as per the approved plans and these regulations. For the purpose of the Subdivision Regulations, a Financial Guarantee shall be either an irrevocable letter of credit from a bank licensed to do business in the State of Connecticut, a cash deposit with the Town, or a bank passbook or statement savings account payable to the Town.
15. Improvements - shall mean all things constructed or placed within the subdivision, including but not limited to, the following:
  - a. Roads, streets, alleys, driveways, access ways, entrances into rights-of-way, street signs, and lights.
  - b. Grading, slopes, retaining walls and monuments.
  - c. Sidewalks, crosswalks, pedestrian paths and bicycle paths.
  - d. Berms, gutters and curve returns at intersections.
  - e. Water mains, utility pipes and utility conduit lines.
  - f. Sodding, landscaping, tree planting and erosion control measures.
  - g. Stormwater drainage facilities and related appurtenances.
16. Land Dedication - shall mean either land reserved and formally restricted of the land record for the benefit of the lot owners of a specific subdivision or land formally conveyed either in fee or in easement to the town or non-governmental entity approved by the town for a public purpose including, but not limited to, conservation, recreation or open space.
17. Loam, Topsoil - shall mean a rich, easily pulverized soil, consisting of a mixture of varying proportions of clay, sand and organic matter capable of supporting cultivated vegetation.
18. Monument - a permanent marker installed to designate the legal limits of a street, boundary or right-of-way. (Sec. 315)

19. Performance Guarantee - refer to Sec. 400, Improvements and Financial Guarantee, and to definition of Financial Guarantee.
20. Preliminary Subdivision Plan - shall mean a preliminary plan of the entire property under single ownership, drawn in accordance with the requirements of these Subdivision Regulations and including required supporting documents. The purpose of this plan is to enable the applicant and the Planning Commission to identify potential problems and to take corrective measures prior to filing a Subdivision Plan.
21. Resubdivision - as set forth in the Connecticut General Statutes, shall mean a change in the plan of an approved or recorded subdivision or resubdivision, if such change:
  - a. Affects any street layout shown on such plan;
  - b. Affects any area reserved thereon for public use; or
  - c. 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 plan.
22. Reverse Frontage Lot - shall mean a lot extending between and having frontage on a major street or highway and a residential street, with vehicular access solely from the residential street. This limitation shall be guaranteed through granting a lien against the property to the Town.
23. Retention Basin - an area excavated or constructed for the purpose of stormwater runoff. Discharge from the retention basin is achieved through the infiltration of the stored runoff into the ground.
24. Soil Erosion and Sediment Control Plan - shall mean a scheme that minimizes soil erosion and sedimentation resulting from development and shall include, but not be limited to, a plan and narrative based on the provisions of the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control as amended, which is available from the Connecticut Department of Energy and Environmental Protection, and on the requirements of the Putnam Zoning Regulations.
25. Street Right-of-Way or Right-of-Way - shall mean that portion of land between property lines over which a street, path, driveway, utility lines, and other public improvements are built or reserved for future use.
26. Street - Primary Residential - a street which serves the prime function of collection or distribution of intracommunity residential traffic.
27. Street - Secondary Residential - a street which is used primarily for residential access.

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28. Subdivision - as set forth in the Connecticut General Statutes, shall mean the division of a tract or parcel of land into three or more parts or lots, made subsequent to the adoption of subdivision regulations by the Commission for the purpose, whether immediate or future, of sale or building development, expressly excluding development for municipal, conservation or agricultural purposes, and includes resubdivisions.
29. Subdivision Plan - shall mean a drawing in final form showing a proposed subdivision containing all information or detail required by these Subdivision Regulations, to be presented to the Commission for approval and which, if approved, may be duly filed or recorded by the subdivider in the office of the Municipal Clerk. (Sec. 302)
30. Wetlands and Watercourses - areas defined in accordance with Section 22a-38 of the General Statutes of Connecticut and the Town of Putnam Inland Wetlands and Watercourses Regulations.



Appendix A  
Sample Financial Guarantee Agreement Form &  
Conditional Approval Contract

TOWN OF PUTNAM PLANNING COMMISSION

PERFORMANCE SECURED BY DEPOSIT OF MONEY

AGREEMENT made this date \_\_\_\_\_, between the Town of Putnam, acting by and through the Putnam Planning Commission, and \_\_\_\_\_, who has a usual place of business at \_\_\_\_\_ (the "Applicant"), to secure construction of ways and installation of municipal services and other improvements for the subdivision of land located \_\_\_\_\_ (Assessor's Map \_\_\_\_ Parcel \_\_\_\_\_) and owned by \_\_\_\_\_ and shown on a plan entitled "\_\_\_\_\_", that was prepared by \_\_\_\_\_, dated \_\_\_\_\_, that depicts \_\_\_\_\_ residential building lots and was granted subdivision approval by the Planning Commission pursuant to a Certificate of Approval filed with the Putnam Town Clerk on \_\_\_\_\_,

KNOW ALL PERSONS by these presents that the Applicant hereby binds and obligates itself/himself/herself/themselves and the Applicant's executors, administrators, devisees, heirs, successors and assigns to the Town of Putnam, acting by and through the Putnam Planning Commission, in the sum of \$ \_\_\_\_\_ dollars, and has secured this obligation by depositing with the Town of Putnam Treasurer a deposit of money in the aforementioned sum to be deposited in a subdivision escrow account in the name of the Town of Putnam. Said deposit shall be used to insure the performance by the Applicant of all covenants, conditions, agreements, terms and provisions contained in the following documents:

- 1) The Application for approval of the subdivision plan, dated \_\_\_\_\_;
- 2) CGS Sections 8-25, 8-25a, 8-25b and 8-26 as amended;
- 3) The Town of Putnam's applicable Subdivision Regulations;
- 4) The conditions set forth in the Planning Commission's Vote of Approval of the subdivision;
- 5) The subdivision plan as qualified by the Planning Commission's Vote of Approval and as hereinafter endorsed and recorded; and
- 6) The following additional documents that set forth construction or installation requirements:
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
  - D. \_\_\_\_\_
  - E. \_\_\_\_\_

This Agreement shall remain in full force and effect until the Applicant has fully and satisfactorily performed all of the obligations secured hereunder or has elected to provide another method of securing performance as provided for under CGS Sections 8-25, 8-25a, 8-25b and 8-26 as amended. Furthermore, in the event that increased security is required to be posted, the Applicant agrees that the Applicant shall post said security in a timely manner.

Upon satisfactory and timely completion of all of the obligations secured hereunder, the deposit of money made hereunder, including any interest accrued thereon, shall be returned to the Applicant and this Agreement shall become void. The time for completion of said obligations shall be not later than five years from the date of this agreement or such later date as may be specified by formal vote of the Planning Commission with the concurrence of the Applicant. The Planning Commission shall have the right, but not the obligation, to use the deposit made hereunder to complete the required obligations in the event that the Applicant defaults. Said deposit shall remain in place until all of the obligations secured hereunder are satisfactorily completed or the Planning Commission applies said funds and uses them to complete said obligations. Any failure by the Planning Commission to exercise this right shall not operate as a waiver or constitute laches. Any unused portion of the deposit and interest accrued will be returned to the Applicant upon satisfactory completion of the secured obligations as determined by the Planning Commission.

The Applicant hereby grants a license to the Town of Putnam and the Putnam Planning Commission and its agents to perform the obligations secured hereunder and agrees to grant any easement that the Town may deem necessary to perform said work.

In consideration of the terms and conditions of this Agreement, the Town, by and through its Planning Commission, hereby accepts the aforesaid deposit in the amount specified as security for the performance of the obligations referenced above.

Any amendments to this Agreement or to the form of the surety provided shall be agreed upon in writing and executed by all parties to this Agreement.

IN WITNESS WHEREOF, we set our hands and seals in agreement hereto this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and in consideration of the vote of the Planning Commission duly taken on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PUTNAM PLANNING COMMISSION

STATE OF CONNECTICUT

Windham, SS. \_\_\_\_\_, 20\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, a/the member(s) of the Planning Commission of the Town of Putnam, personally known to me/who identified him/herself/themselves satisfactorily to me, and acknowledged the foregoing instrument to be his/her/their free act and deed and for the stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

**If the Applicant is a Trust:**

IN WITNESS WHEREOF, I also set my hand and seal in agreement hereto this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ on behalf of the \_\_\_\_\_ Trust, being duly authorized to do as set forth in the documentation provided herein, and for consideration of good and valuable consideration, the receipt of which is hereby acknowledged.

\_\_\_\_\_  
Trustee (Print Name: \_\_\_\_\_)

STATE OF CONNECTICUT

Windham, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, as Trustee of said Trust, who identified him/herself satisfactorily to me, and acknowledged the foregoing instrument to be his/her free act and deed and for the stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

TRUSTEE'S CERTIFICATE

\_\_\_\_\_, Connecticut \_\_\_\_\_, 20\_\_

I, \_\_\_\_\_, hereby state under oath that I am a Trustee of the Trust (the "Trust"), that the Trust is in full force and effect, that I am the sole Trustee of the Trust or am duly authorized under the terms of the Trust to make this statement and that the above-referenced Trustee is authorized under the Trust to enter into this Agreement.

\_\_\_\_\_  
Trustee

STATE OF CONNECTICUT

\_\_\_\_\_, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, as Trustee of said Trust, who identified him/herself satisfactorily to me, and acknowledged the foregoing instrument to be his/her free act and deed and for the stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**If the Applicant is a corporation:**

IN WITNESS WHEREOF, I also, on behalf of \_\_\_\_\_ (the “Corporation”), being duly authorized to do so in accordance with the documentation provided herewith, and for good and valuable consideration, the receipt of which is hereby acknowledged, hereby set my hand and seal in agreement hereto this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Corporation  
By: President/Treasurer (circle one)

STATE OF CONNECTICUT

, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, who identified him/herself satisfactorily to me, and acknowledged the foregoing instrument to be his/her free act and deed and for the stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

CORPORATE CLERK CERTIFICATE

, SS \_\_\_\_\_, 20\_\_\_\_

I, \_\_\_\_\_, the duly appointed clerk of \_\_\_\_\_, (the “Corporation”) hereby state, being under oath, hereby certify that I am the duly appoint clerk of the corporation and that the above named \_\_\_\_\_ is the president/treasurer of the Corporation or was authorized, by a proper vote of the Corporation taken on \_\_\_\_\_, 20\_\_\_\_, at a meeting of the Corporation that was duly convened, to enter into this Agreement on behalf of the Corporation.

\_\_\_\_\_  
Clerk (Print Name: \_\_\_\_\_)

STATE OF CONNECTICUT

, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, as Clerk of the said Corporation, who identified him/herself satisfactorily to me, and acknowledged the foregoing instrument to be his/her free act and deed and for the stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

TREASURER'S ACKNOWLEDGEMENT OF DEPOSIT

Putnam, Connecticut

This is to certify that I, \_\_\_\_\_, Town Treasurer for the Town of Putnam, Connecticut, received a deposit of money from the Applicant in the amount of \$ \_\_\_\_\_ Dollars and deposited said monies in an interest bearing/noninterest bearing account with the following financial institution: \_\_\_\_\_ in account number \_\_\_\_\_ on the following date: \_\_\_\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Town Treasurer

Date \_\_\_\_\_

COVENANT  
CONDITIONAL APPROVAL CONTRACT

KNOW ALL MEN BY THESE PRESENTS that whereas the undersigned has submitted application dated \_\_\_\_\_, to the Putnam Planning Commission for approval of a Subdivision Plan of a certain subdivision entitled \_\_\_\_\_ identified as Assessors Map(s)\_\_\_\_, Lot(s)\_\_\_\_, shown on plans dated \_\_\_\_\_ and has requested the Commission to approve such plan without requiring a Financial Guarantee.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the Putnam Planning Commission approving said plan without requiring a financial guarantee, and in consideration of one dollar in hand paid, receipt whereof is hereby acknowledged, the undersigned covenants and agrees with the Town of Putnam as follows:

1. The undersigned will not sell any lot in the Subdivision or erect or place any permanent building on any such lot until the work on the ground necessary to serve adequately such lot has been completed in the manner specified in the aforesaid application and accompanying plans, and in accordance with the covenants, conditions, agreements, terms and provisions contained in the following:
  - a. Application for Approval of a Subdivision Plan dated \_\_\_\_\_.
  - b. The Subdivision Regulations adopted by the Planning Commission.
  - c. The Plan as defined by the above Subdivision Regulations and as qualified by the Certificate of Approval issued by the Planning Commission dated \_\_\_\_\_.
2. This agreement shall be binding upon the executors, administrators, devisees, heirs, successors, and assigns of the undersigned.

It is the intention of the undersigned and it is hereby understood and agreed that this Contract shall constitute a covenant running with the land included in the aforesaid subdivision and operate as a restriction upon said land; provided, however, that nothing herein shall be deemed to prohibit a conveyance by a single deed, subject to such covenant, of either the entire parcel of land shown on the subdivision plan or of all lots not previously released by the Planning Commission.

It is understood and agreed that lots within the subdivision shall, respectively, be released from the foregoing conditions upon the completion of the required improvements and approval by the Commission or by the filing of a Performance Guarantee acceptable to the Commission.

Date\_\_\_\_\_

3. The undersigned represents and covenants that the undersigned is the owner (\*) in fee simple of all the land included in the aforesaid subdivision and that there are no mortgages of record or otherwise on any of said land, except such as are described below and subordinated to this Contract, and the present holders of said mortgages have assented to this Contract prior to its execution of the undersigned.

IN WITNESS WHEREOF the undersigned applicant as aforesaid, does hereunto set his/her hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20.

Applicant\_\_\_\_\_

Signature

Address\_\_\_\_\_

\_\_\_\_\_

Description of Mortgages:

(Give complete name and Town Clerk reference)

(\*If there is more than one owner, all must sign)

Assents of Mortgagees: \_\_\_\_\_

STATE OF CONNECTICUT

\_\_\_\_\_,SS \_\_\_\_\_, 20\_\_\_\_

Then personally appeared the above named \_\_\_\_\_and acknowledged the foregoing instrument to be \_\_\_\_\_ free act and deed, before me.

\_\_\_\_\_  
Notary Public

My Commission expires:\_\_\_\_\_

Date\_\_\_\_\_

**If the Applicant is a Trust:**

IN WITNESS WHEREOF, I also set my hand and seal in agreement hereto this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ on behalf of the \_\_\_\_\_ Trust, being duly authorized to do as set forth in the documentation provided herein, and for consideration of good and valuable consideration, the receipt of which is hereby acknowledged.

\_\_\_\_\_  
Trustee (Print Name: \_\_\_\_\_)

STATE OF CONNECTICUT

Windham, SS.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, as Trustee of said Trust, who identified him/herself satisfactorily to me, and acknowledged the foregoing instrument to be his/her free act and deed and for the stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

TRUSTEE'S CERTIFICATE

\_\_\_\_\_, Connecticut \_\_\_\_\_, 20\_\_

I, \_\_\_\_\_, hereby state under oath that I am a Trustee of the \_\_\_\_\_ Trust (the "Trust"), that the Trust is in full force and effect, that I am the sole Trustee of the Trust or am duly authorized under the terms of the Trust to make this statement and that the above-referenced Trustee is authorized under the Trust to enter into this Agreement.

\_\_\_\_\_  
Trustee

STATE OF CONNECTICUT

\_\_\_\_\_, SS.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ , before me, the undersigned notary public, personally appeared \_\_\_\_\_, as Trustee of said Trust, who identified him/herself satisfactorily to me, and acknowledged the foregoing instrument to be his/her free act and deed and for the stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

Date\_\_\_\_\_

**If the Applicant is a corporation:**

IN WITNESS WHEREOF, I also, on behalf of \_\_\_\_\_ (the  
“Corporation”), being duly authorized to do so in accordance with the documentation provided  
herewith, and for good and valuable consideration, the receipt of which is hereby acknowledged,  
hereby set my hand and seal in agreement hereto this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Corporation

By: President/Treasurer (circle one)

STATE OF CONNECTICUT

, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public,  
personally appeared \_\_\_\_\_, who identified him/herself  
satisfactorily to me, and acknowledged the foregoing instrument to be his/her free act and deed  
and for the stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

CORPORATE CLERK CERTIFICATE

, SS

\_\_\_\_\_, 20\_\_\_\_

I, \_\_\_\_\_, the duly appointed clerk of \_\_\_\_\_, (the  
“Corporation”) hereby state, being under oath, hereby certify that I am the duly appoint clerk of  
the corporation and that the above named \_\_\_\_\_ is the president/treasurer of the  
Corporation or was authorized, by a proper vote of the Corporation taken on \_\_\_\_\_,  
20\_\_\_\_, at a meeting of the Corporation that was duly convened, to enter into this Agreement on  
behalf of the Corporation.

\_\_\_\_\_  
Clerk (Print Name: \_\_\_\_\_)

STATE OF CONNECTICUT

, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public,  
personally appeared \_\_\_\_\_, as Clerk of the said  
Corporation, who identified him/herself satisfactorily to me, and acknowledged the foregoing  
instrument to be his/her free act and deed and for the stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

Appendix B  
Subdivision Application Form and Checklist

TOWN OF PUTNAM SUBDIVISION REGULATIONS



APPLICATION # \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

SCHEDULED MEETING DATE \_\_\_\_\_

PLANNING COMMISSION

**Check one:**

- ☐ APPLICATION FOR SUBDIVISION  
☐ APPLICATION FOR RE-SUBDIVISION  
☐ CORRECTION OF AN EXISTING NON-CONFORMANCE

**APPLICANT AND ENGINEER**

Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Address \_\_\_\_\_  
Engineer \_\_\_\_\_ Phone # \_\_\_\_\_  
Engineer's Address \_\_\_\_\_  
Owner (if different from applicant) \_\_\_\_\_  
Owner's Address \_\_\_\_\_ Phone # \_\_\_\_\_

**PROPERTY INFORMATION**

Subdivision Name: \_\_\_\_\_  
Number of Lots \_\_\_\_\_ Total Acreage \_\_\_\_\_  
Zoning Classification \_\_\_\_\_ Location \_\_\_\_\_  
Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_  
Does this plan encompass or is it adjacent to: \_\_\_\_\_ Wetlands \_\_\_\_\_ Flood Hazard Area \_\_\_\_\_ Aquifer  
If this application is for a re-subdivision: Original approval date \_\_\_\_\_ Town Clerk's Map # \_\_\_\_\_

**SUBDIVISION IMPROVEMENTS**

Sewage Disposal: \_\_\_\_\_ Private \_\_\_\_\_ Public \_\_\_\_\_ Drinking Water: \_\_\_\_\_ Private \_\_\_\_\_ Public \_\_\_\_\_

**IMPROVEMENT LIST**

Total length of new street measured at centerline: \_\_\_\_\_  
Total length of curbs for new streets: \_\_\_\_\_  
Total length of sidewalks for development: \_\_\_\_\_  
Total number of catch basins: \_\_\_\_\_  
Total number of manholes: Drainage: \_\_\_\_\_ Sanitary Sewer: \_\_\_\_\_  
Total length of drain pipes: 10" \_\_\_\_\_ 12" \_\_\_\_\_ 15" \_\_\_\_\_ 18" \_\_\_\_\_  
Other: Size: \_\_\_\_\_ Length \_\_\_\_\_  
Total length of water pipes: 6" \_\_\_\_\_ 8" \_\_\_\_\_ 12" \_\_\_\_\_ 16" \_\_\_\_\_  
Other: Size: \_\_\_\_\_ Length \_\_\_\_\_  
Total length of sanitary sewers: 8" \_\_\_\_\_ 10" \_\_\_\_\_ 12" \_\_\_\_\_ 15" \_\_\_\_\_  
Other: Size: \_\_\_\_\_ Length \_\_\_\_\_  
Total number of permanent bounds: \_\_\_\_\_  
Approximate cubic yards of rock and ledge excavation: \_\_\_\_\_  
Approximate cubic yards of gravel excavation: \_\_\_\_\_  
Approximate cubic yards of fill: \_\_\_\_\_

# TOWN OF PUTNAM SUBDIVISION REGULATIONS

## APPLICATION CHECKLIST

The following check list is to be completed by the applicant to insure that all required material is submitted. Failure to submit all required material shall cause the submission to be deemed incomplete. Any incomplete applications will be rejected by the Planning Commission. The Commission will use this form to verify that all required material has been received.

<u>SUBDIVISION PLAN</u>	<u>Applicant's Checklist</u>	<u>Planning Commission's Checklist</u>
Name of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Name, Address & Phone # of Owner	<input type="checkbox"/>	<input type="checkbox"/>
Name, Address & Phone # of Applicant	<input type="checkbox"/>	<input type="checkbox"/>
Name, Address & Phone # of Engineer	<input type="checkbox"/>	<input type="checkbox"/>
Date	<input type="checkbox"/>	<input type="checkbox"/>
North Arrow	<input type="checkbox"/>	<input type="checkbox"/>
Scale (1" - 40')	<input type="checkbox"/>	<input type="checkbox"/>
Location Map (1" -1000')	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Classification/Municipal Boundary Line	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed contours	<input type="checkbox"/>	<input type="checkbox"/>
Property location with respect to surrounding property & streets	<input type="checkbox"/>	<input type="checkbox"/>
Names of adjoining property owners	<input type="checkbox"/>	<input type="checkbox"/>
Names of adjoining streets	<input type="checkbox"/>	<input type="checkbox"/>
Location of all water bodies, streams & other pertinent features (swamps, railroads, buildings, parks, cemeteries, drainage ditches, bridges, signs)	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing and proposed streets, easements and other rights-of-way and their names	<input type="checkbox"/>	<input type="checkbox"/>
Location, dimension, area & building setback lines of all proposed & existing lots	<input type="checkbox"/>	<input type="checkbox"/>
Location of groundwater test holes	<input type="checkbox"/>	<input type="checkbox"/>
Location & dimension of property to be dedicated to the Town	<input type="checkbox"/>	<input type="checkbox"/>
Bearings and lengths of all lines and all curve data	<input type="checkbox"/>	<input type="checkbox"/>
Location of all monuments, iron pins and drill holes	<input type="checkbox"/>	<input type="checkbox"/>
Location of 50-foot wetland buffer zone (no activity)	<input type="checkbox"/>	<input type="checkbox"/>
Location of proper soil, erosion and sediment control	<input type="checkbox"/>	<input type="checkbox"/>
Location of proposed building and septic system	<input type="checkbox"/>	<input type="checkbox"/>
Calculation for proposed Performance Bond	<input type="checkbox"/>	<input type="checkbox"/>
Calculation for street intersection sight lines	<input type="checkbox"/>	<input type="checkbox"/>
Signature boxes for Commission: Planning, Expiration date, Wetland and Zoning (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Approval from Northeast District Department of Health	<input type="checkbox"/>	<input type="checkbox"/>

## FEE SCHEDULE

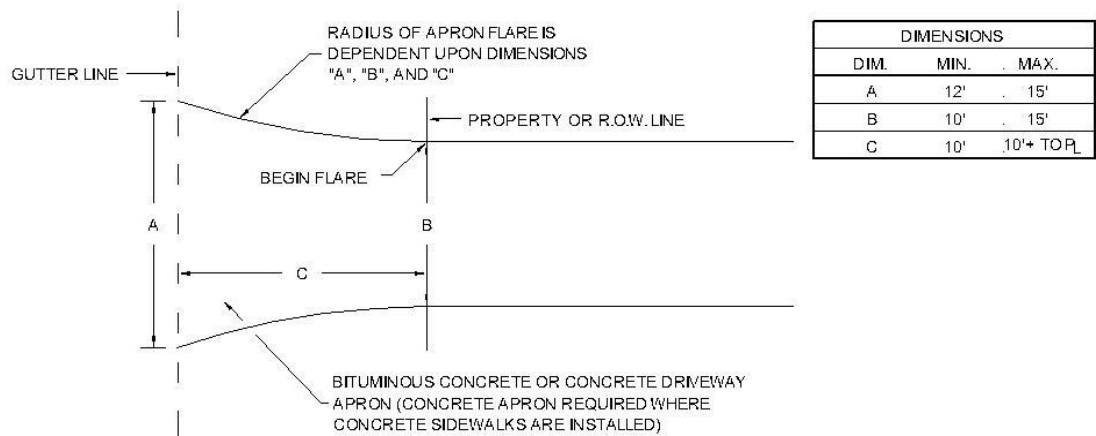
Public Hearing Fee:	\$175.00	Due with Application
Sub-Division & Re-Subdivision Fee:	\$100.00/Per Lot	Due with Application
Inspection of construction of new or rebuilt road, drainage and other site improvements:	2% of estimated cost	Due within one (1) week of final approval of application

**Town of Putnam 126 Church Street Putnam, CT 06260 (860) 963-6803 Phone (860) 963-5398 Fax**

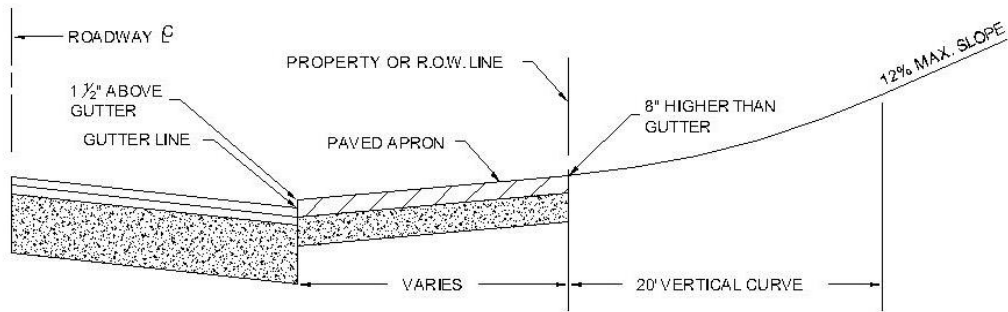


Appendix C  
Figures

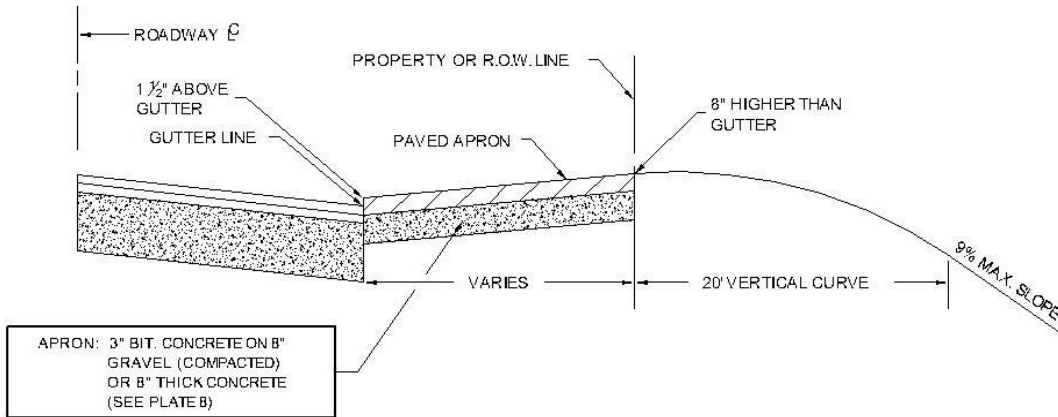
# TOWN OF PUTNAM SUBDIVISION REGULATIONS



PLAN VIEW



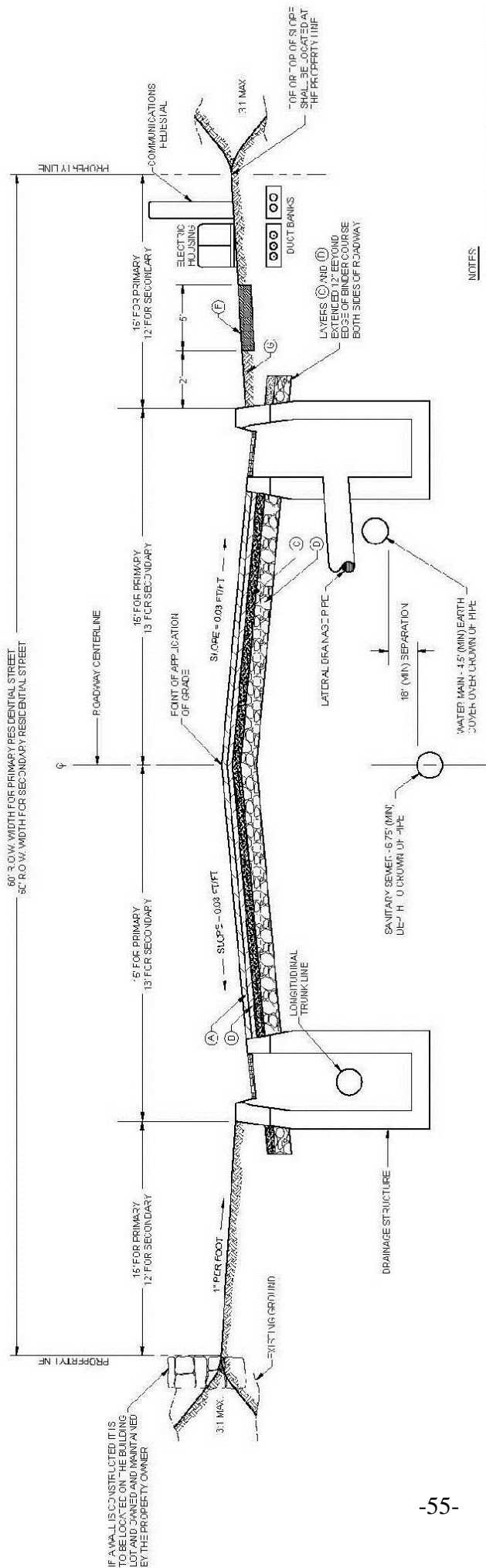
ELEVATION - UPHILL DRIVEWAY



ELEVATION - DOWNHILL DRIVEWAY

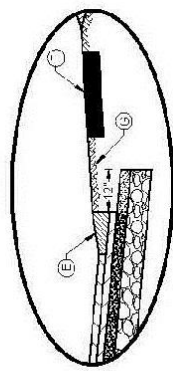
## RESIDENTIAL DRIVEWAY DETAIL

(NOT TO SCALE)



NOTES

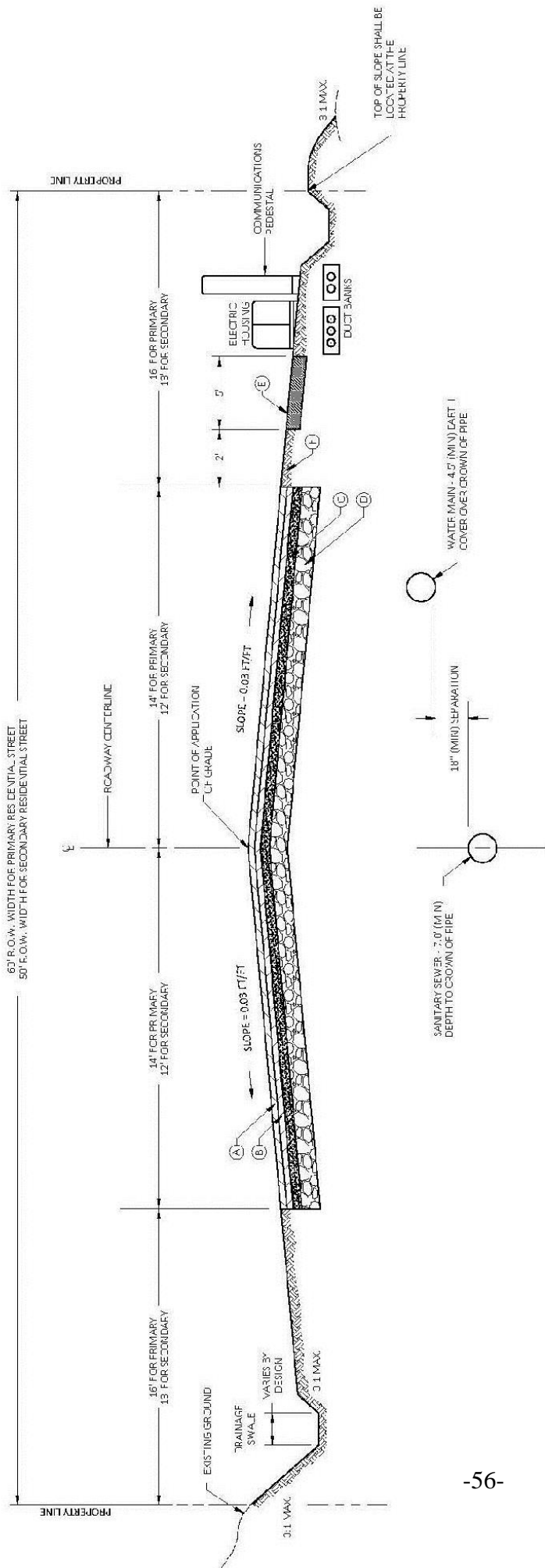
1. INDICATED THICKNESS OF ALL MATERIALS IS AFTER REQUIRED COMPACTION IS ACHIEVED.
2. IF THE SURFACE WEARING COURSE IS NOT PLACED OVER THE FINISH COURSE WITHIN 5 DAYS, A ASPHALT TACK COAT SHALL BE APPLIED TO THE BINDER COURSE IMMEDIATELY PRIOR TO PLACING THE SURFACE WEARING COURSE.
3. IF THE SUBGRADE DEPTH SHALL BE INCREASED TO 10\"/>



CARE AND REPAIR TREATMENT TO BE USED ALONG PAVEMENT EDGES (BOTH SIDES)

TYPICAL CROSS SECTION - RESIDENTIAL STREETS (NON-LID)  
(NOT TO SCALE)

- (A) 2\"/>



- NOTES:**
1. INDICATED THICKNESS OF ALL MATERIALS IS AFTER REQUIRED COMPACTION IS ACHIEVED.
  2. IF THE SURFACE WEARING COURSE IS NOT PLACED OVER THE UNDER COURSE WITHIN 5 DAYS, A ASPHALT TACK COAT SHALL BE APPLIED TO THE UNDER COURSE IMMEDIATELY PRECEDING PLACEMENT OF THE SURFACE WEARING COURSE.
  3. THE SURFACE DEPTH SHALL BE INCREASED TO 15" WHERE EDGE ROCK IS ENCOUNTERED.
- LEGEND:**
- (A) 2" CLASS 2 BITUMINOUS CONCRETE SURFACE WEARING COURSE (PRIMARY)
  - (B) 1 1/2" CLASS 1 BITUMINOUS CONCRETE SURFACE WEARING COURSE (SECONDARY)
  - (C) 1 1/2" CLASS 1 BITUMINOUS CONCRETE BINDER COURSE (PRIMARY)
  - (D) 8" PROCESSED AGGREGATE BASE
  - (E) 12" CRUSHED OR BANK RUN GRAVEL SUBGRADE
  - (F) FORTLAND CEMENT CONCRETE SIDEWALK, 1% CROSS SLOPE, WHERE REQUIRED
  - (F) TOPSOIL (4" MIN), SEED, FERTILIZER AND LIME

# **TYPICAL CROSS SECTION – RESIDENTIAL STREETS (LID)** (NOT TO SCALE)

## Appendix D Amendments

For reference purposes. Not a legally adopted part of these regulations.  
The Town of Putnam has had subdivision regulations in effect since June 15, 1956

<b>Date of Vote</b>	<b>Effective Date</b>	<b>Subject of Amendment</b>
July 19, 2023	August 18, 2023	Added Section 319 Floodplains

