

Town of Ellington Planning & Zoning Commission Subdivision Application

SUBDIVISION NAME: _____ PROPOSED STREET NAME(S): _____ (If new, subject to Town approval) LOCATION: _____ ASSESSOR PARCEL NUMBER (APN): _____ - _____ - _____ (If unaware of APN, ask staff for assistance)	Application # <hr/> Date Received
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Application: Subdivision Re-subdivision Modification
 Approval Requested: Final Conditional

<p>Notices associated with this application will be sent to the applicant, if different than the owner, unless otherwise requested.</p> <p>Owner's Information</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>MAY NOTICES BE EMAILED TO YOU WHEN THEY ARE NOT REQUIRED BY LAW TO BE MAILED? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Primary Contact Phone #: _____</p> <p>Secondary Contact Phone #: _____</p> <p>Signature: _____ Date: _____</p> <p><small>By signing above, I certify that all information submitted with this application is true and accurate, that I am aware of and understand the application requirements and regulations, and acknowledge the application is only considered complete when all information required by the commission has been submitted. I acknowledge that new or revised information submitted later than two weeks prior to a commission meeting may cause delays or denials. I expressly provide consent to the filing of the application and access to the site by the commission and its staff.</small></p>	<p>Notices associated with this application will be sent to the applicant, if different than the owner, unless otherwise requested.</p> <p>Applicant's Information (if different than owner)</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>MAY NOTICES BE EMAILED TO YOU WHEN THEY ARE NOT REQUIRED BY LAW TO BE MAILED? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Primary Contact Phone #: _____</p> <p>Secondary Contact Phone #: _____</p> <p>Signature: _____ Date: _____</p> <p><small>By signing above, I certify that all information submitted with this application is true and accurate, that I am aware of and understand the application requirements and regulations, and acknowledge the application is only considered complete when all information required by the commission has been submitted. I acknowledge that new or revised information submitted later than two weeks prior to a commission meeting may cause delays or denials.</small></p>
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Total Acreage of Property: _____ **Zone of Property:** _____ **Required Density Factor** (R/LR = 0.6, RAR = 0.5): _____
Area to be subdivided: _____ State "N/A" if modification, a re-subdivision not subject to Section 3.2, or developable land yields 4 or less lots.

Open Space Proposal (check one): 10% Land Set-Aside Fee in Lieu of Land Combination N/A
 If N/A, please explain: _____

Amount (acres): Slopes ≥25%: _____ **Wetlands & Watercourses:** _____ **100-Year Floodplain:** _____
Developable Land: _____ **Lot Yield:** _____ **Remaining Land:** _____

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

Is parcel located within 500' to any municipal boundary? Yes No
Are there any wetlands/watercourses within 100' of construction activity or within 250' of wetlands/watercourses when located in the Shenipsit Lake Drainage Basin? Yes No *If yes, pursuant to state law application must be made to the Inland Wetlands Agency prior to or simultaneously with application to the Planning and Zoning Commission.*

Are there any wetlands/watercourses on the property proposed for development but not within 100' of construction activity or 250' of construction activity when located in the Shenipsit Lake Drainage Basin?
 Yes No *If yes, state law requires notice to the Inland Wetlands Agency prior to or simultaneously with application to the Planning and Zoning Commission.*

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

GENERAL INSTRUCTION FOR APPLICATION

Ellington Planning & Zoning Commission Subdivision Application

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

ATTENTION BUILDERS AND DEVELOPERS, please refer to the latest U.S. Postal Service National Delivery Planning Standards – A Guide for Builders and Developers. The Guide provides the local postmaster the authority to determine if curbside or centralized mail delivery will be approved for new developments. Before making application to the Ellington Planning and Zoning Commission, please review development plans with the Vernon Postmaster (141 Union Street, Vernon, CT). If centralized mail delivery is required, the proposed development plans shall indicate the location for the centralized mailbox approved by the Vernon Postmaster.