

TOWN of EAST HAVEN
INSTRUCTIONS and FEE SCHEDULE for
SUBDIVISION/RE-SUBDIVISION APPLICATION

Attached, please find the Planning & Zoning Commission's application for a Subdivision and/or Re-Subdivision. Your submitted application, along with the required maps, plans and related documents are expected to be accurate, and in compliance with the subdivision/re-subdivision Regulations.

Please note that the Regulations are specific as to what is required. Elements such as the "Key map", the scale of drawings, utility plans, sedimentation and erosion control, topography etc. ARE NOT discretionary inclusions. Any submission, or any part thereof will be reported to the Commission as either incomplete or substandard, and a DENIAL (without prejudice) will be strongly advocated by the Commission staff.

Also note that **15** individual, complete and, collated sets of the proposal (including a "field card") is required. These individual sets should be folded (by you) to a size of 8.5 inches by 11 inches. This office does not do your collating, folding or make your copies.

Waivers: Our regulations allow for an applicant to request a "waiver" of certain requirements contained in the regulations; however, the Commission Staff will strongly oppose any requested waiver or modification to the required concrete curbs and sidewalks unless the circumstances are extremely unusual. Any other requested waiver of elements in the Subdivision Regulations will also be critically scrutinized, and only items that are unnecessary to irrelevant to the proposal should even be considered for a waiver request.

The applicant and his technical staff should also pay particular attention to the "Sedimentation and Erosion Control and Storm Water Management" sections of the Regulations (sections 47 and 48) as they may pertain to the proposal. For instance, retention/detention ponds may be the most economical method for you (as the developer) for storm water management; but they might not be the best option for the Town. As Town representatives, the staff's concern is what is best for the Town and not for your financial success.

Fee Schedule:

Subdivision: Application fee \$250.00 + \$40.00 per lot

Re-Subdivision: Application fee \$250.00 + \$40.00 per lot + \$250.00 Advertising fees

Notification:

A public hearing is discretionary for a subdivision; but it is **required by law** for a Re-Subdivision. In any instance where a public hearing is to be held the applicant must supply a complete and accurate description of the land to be divided with the submitted application so that the required advertising can be completed by this office. The applicant is also responsible for determining if the proposed project fall within a "watershed area" and, if so, for notifying the Regional Water Authority (c.g.s. 22a-42f) within seven (7) days of submission. Once again this is the applicant's responsibility!

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Inland-Wetlands: The Engineering Department reviews all project for areas of responsibility under the jurisdiction of the Inland/Wetlands Commission. State Law requires approval from Inland/Wetlands before the Planning and Zoning Commission can act on the project...so, there are **NO CONDITIONAL APPROVALS**.

Coastal Area Management (C.A.M.): goes through the Office of the Town Engineer; be advised that there is a 35 day review period required by the D.E.P.

Informal, preliminary consideration: Section 2.1.1 of the Subdivision/Re-Subdivision Regulations allow for a meeting with the Commission Staff to informally review your project prior to submission. Appointments are upon request; However, if you choose to exercise this option, the Staff has the right to expect a complete (informal) plan. While we will be happy to answer any questions, we are not here to tell you what is missing or what the Commission might expect, or what you can "get away" with. Remember, the more complete your proposal is, the easier it is to review and the easier it is for the Commission to make an informed decision.

Open Space: Our Regulations require a minimum of 1 acre of open space be dedicated to each approved subdivision. This is **NOT OPTIONAL**. The regulations do provide an option (Section 7.16) that allows a developer to "offer" to purchase his Open Space requirement (the Commission is not obligated to accept the offer) at a formula of payment set by State Law.

Consequently your proposal should either show the open space, ...or....you should supply a letter to the Commission indicating your desire to "purchase" your open space requirement. If you opt to offer to purchase, the Town will then contact a LICENSED LAND APPRAISER (of their choosing) for a land appraisal that you are required to compensate (pay) to appraise the proposed lots. Payment for this private service (appraiser) will be made prior to any decision. Once again, your alternatives as a professional developer is to either provide the open space that is required, or to offer to "pay" 10 percent of the-fair market value of the lots to be subdivided" to the "Open Space Fund" for the Town. This money then will be allocated either for the purchase of additional open space by the Town or for the improvement of existing open space. Also remember that the Commission is not (by Law) obligated to accept this payment.

Finally, as a professional developer, with a professional staff (surveyor, engineer, architect etc.) it should be obvious that deviations, or omissions from the required elements for a subdivision/re-subdivision should not, and will not be acceptable. Simply put, any facet of the application, plan, or any related documents that is not in compliance with the Regulations will be regarded as either inadequate and/or incomplete and will result in a request for a denial (without prejudice) for that reason. Repeated reproduction of plans because of omissions and/or errors benefit no one and (from the Town side) only requires repeated plan review and unnecessary delays for the developer. That said, I would like to thank you for your anticipated cooperation and due diligence in this matter of our mutual concern.

Respectfully,

Town of East Haven
Planning and Zoning Administrator