

SUBDIVISION / RE-SUBDIVISION

No subdivision or re-subdivision of land shall be made by any person, firm or corporation until a map for such subdivision or re-subdivision has been approved by the Haddam Planning and Zoning Commission and has been recorded in the Office of the Haddam Town Clerk.

Process – in order:

1. **Confer with the Haddam Town Planner** regarding your plan to subdivide or re-subdivide.
2. **Complete the green Subdivision Application.**
Fee, Payable to the Town of Haddam: \$200.00 per lot – **Minimum Fee: \$ 350.00**
(includes Legal Notice Fees)
3. If there are any Designated Wetlands on the property, an Inland Wetlands Application must be submitted (and approved) prior to approval of the Subdivision by the P&Z Commission.
4. **CT River Area Health District** will require a **Subdivision Plan Review** (\$ 100 per lot) to ensure that there is adequate room for a replacement septic system and that the new lot is capable of accommodating a well and septic system.
5. At time of Application, submit a **Site Plan**, and other documentation as required, The Town Planner will advise what specific documentation is needed.
6. At time of Application Submission, get the **Date** of the **Haddam Planning & Zoning** Meeting, at which your Subdivision application will be heard by the Commission.
7. You will need to post a yellow **P&Z Sign** (available from the Land Use Office). The sign must be posted a minimum of 10 days prior to the date of the P&Z Meeting (not including the day of the meeting). A refundable check deposit of \$ 75.00, payable to the Town of Haddam, is required when you take the sign.
8. The Town will publish a **Legal Notice** of the Application in the newspaper of record (The Haddam News, published each Thursday).
9. You will receive an **Agenda** from the Town of Haddam Land Use Office – either by email (if provided) or US Mail.
10. Applicant **attends** the meeting of the Haddam Planning and Zoning Commission.

*** **Note:** If the Subdivision is approved by the Commission, there is a 15 day appeal period. After the 15 days, you will receive a letter of approval. After receiving the letter, the applicant must submit 2 sets of final plans to the Land Use Department and they must **record a MYLAR** with the Haddam Town Clerk.

**TOWN OF HADDAM
PLANNING AND ZONING COMMISSION
30 Field Park Drive
Haddam, CT 06438**

APPLICATION FOR _____ OFFICIAL DATE: _____
 SUBDIVISION RE-SUBDIVISION STANDARD CONSERVATION

1. Name of Applicant: _____ Phone: _____
 Address: _____ City: _____ State: _____ ZIP _____
2. Location of Property: _____
 Total Acres of Property: _____
3. Assessor's Map #: _____ Lot #: _____ Volume: _____ Page: _____ Zoning District: _____
4. Record Property Owner: _____ Phone: _____
 Address: _____ City: _____ State: _____ ZIP _____
5. Name of Land Surveyor: _____ Phone: _____
 Address: _____ City: _____ State: _____ ZIP _____
6. Name of Engineer: _____ Phone: _____
 Address: _____ City: _____ State: _____ ZIP _____
7. Are there any easements or deed restrictions currently on the land proposed to be subdivided or re-subdivided to the Haddam Zoning Commission? ____ YES ____ NO, If yes attach explanation
8. Does the applicant have any holdings in contiguous properties? ____ YES ____ NO, If yes attach explanation
9. Has the applicant previously submitted an application for this subdivision to the Haddam Planning and Zoning Commission? ____ YES ____ NO, If yes, explain: (attach explanation)
10. Has the applicant proposed a phased approval? ____ YES ____ NO, If yes attach explanation
11. Please check method of Open Space dedication:
 - a. _____ Deeded to the Town or State
 - b. _____ Conveyed to a non-profit conservation trust or corporation
 - c. _____ Easement to the Town or a non-profit conservation Trust
 - d. _____ Owned by Homeowners Association
 - e. _____ Retained by developer and subject to easements.
12. Is the applicant requesting any waivers of certain supporting information as permitted under Section 5 of the subdivision regulations? ____ YES ____ NO, If yes, explain: _____
13. Are there any wetlands or watercourses within the subdivision boundaries? ____ YES ____ NO
 If yes, please attach a copy of the application to the Wetlands and /or report from that Commission.
14. Is there any cutting of timber planned within the subdivision boundaries? ____ YES ____ NO
15. Does any portion of the proposed subdivision lie within a Flood Hazard Area? ____ YES ____ NO
16. Is a Connecticut Department of Transportation permit required? ____ YES ____ NO
17. Is there a application for a Town of Haddam Driveway permit on file? ____ YES ____ NO
18. To whom does the applicant request that any notices or questions concerning this application be directed?
 Name: _____ Title _____ Phone: _____
 Address: _____ City: _____ State: _____ ZIP _____

The undersigned hereby acknowledges having read the Subdivision Regulations of the Town of Haddam and that this application, to best of their knowledge, conforms to said regulations have been submitted, and that approval of this application is contingent upon compliance with all other applicable Federal, State, and Local Regulations.

I/We the owner (s) of said property do hereby grant the Haddam Planning and Zoning Commission permission to inspect the property at any time for the purpose of site inspections associated with this application. .

OWNER

APPLICANT

OWNER

APPLICANT

PUBLIC NOTICE SIGNS

PUBLIC NOTICE SIGNS ARE NOW PART OF THE HADDAM ZONING AND SUBDIVISION REGULATIONS. PLEASE READ THE FOLLOWING REGULATION:

30-5 Sign

For each application for a site plan approval for which a public hearing has been noticed or special permit, the applicant shall post a sign, not smaller than thirty six (36) inches, facing the street, and visible from the street, bearing the following words with letters not less than three (3) inches high and provided by the Land Use Office.

PUBLIC NOTICE

This property is the subject of an application
Before the Haddam Planning and Zoning Commission
For information, call the Land Use Office at 345-8531

Such sign shall be posted at least ten (10) days before any public hearing on (not including the day of the public hearing or the day the sign is erected) on the application.

The applicant shall, at the time of the Commission meeting at which the matter is to be acted upon, or at the time of the public hearing, submit an affidavit of compliance with this provision, and a photo of the actual sign