



Planning Department · Hamden Government Center
2750 Dixwell Avenue · Hamden, CT 06518
Phone (203) 287-7070 Fax (203) 287-7075
www.hamden.com

TOWN OF HAMDEN SUBDIVISION and RESUBDIVISION APPLICATION

PLEASE READ

Instructions

Below please find a list of the materials to be submitted to the Planning Office. It is your responsibility to provide all of this information. Please consult the Zoning and Subdivision Regulations and Zoning Map. While Town staff will be happy to answer your questions, it is not the function of the staff to either prepare the information or assure its accuracy.

DEADLINE FOR APPLICATIONS:

Completed applications must be submitted **by 3:00 pm on the 15th of the month** to the Planning Office, 3rd Floor, Hamden Government Center, 2750 Dixwell Avenue, Hamden, CT 06518 in order to be put on the agenda for the meeting **two months later**. The regular meetings of the Planning Section of the Planning and Zoning Commission are held on the third Tuesday of each month.

REQUIREMENTS:

1. **FEE** \$275 plus \$130 per lot or \$725 minimum (subject to change). Cash or check payable to the Town of Hamden.
2. The application for subdivision/resubdivision approval shall be submitted to the Planning Office for review by the Planning Commission. Pursuant to the Hamden Subdivision Regulations, a complete application consists of one (1) original, signed and sealed, and (8) sets of:
 - a. Subdivision or Resubdivision maps
 - b. Topographic maps and accompanying data
 - c. Erosion and Sediment Control maps and accompanying data
 - d. Public Improvements and Utilities Maps and accompanying data
 - e. Any other documentation required by the Planning Commission
 - f. Location map identifying specific site and closest major streets

3. Approval from the Inland Wetland Agency (if required) shall be submitted at the time of application.
4. **All maps must be folded** not to exceed the dimensions of 11½ x 9 ½". Fold maps so that the title block is face up.
5. **Regional Water Authority (RWA)** – Please complete the attached RWA Notification Form and send by certified mail to the address below. This notice shall be mailed within seven (7) days of the date of the application. Documentation of mailing shall be provided to the Hamden Planning Office.

Environmental Analysts, Environmental Planning Department
Regional Water Authority
90 Sargent Drive
New Haven, CT 06511

6. Any changes of use, installation or expansion on property with a **septic system and/or well water require approval of the Quinnipiac Valley Health District (QVHD.)** Receipt of approval must be submitted along with this application. QVHD can be reached at:

1151 Hartford Turnpike
North Haven, CT 06473
Phone 248-4528
Fax 248-6671
7. All applicants for any project located within a public water supply aquifer or watershed area are now required by Public Act No. 06-53 of the CT General Statutes to notify The Connecticut Commissioner of Public Health of the proposed project within seven days of filing. The instructions are on the last page of the application package. Submit a property description with as-built drawings, and certify that all monuments and pins have been set as approved.
8. Any revision to maps or additional information required beyond the original submission must be received in the Planning and Zoning Office at least ten (10) days prior to the public hearing or Commission meeting.
9. A public hearing is only held for resubdivision applications and not for subdivision applications.
10. Hamden Subdivision Agreement – two completed originals after Commission approval
11. Pursuant to the Hamden Subdivision Regulations, two (2) copies of a bond estimate form for a subdivision or resubdivision shall be submitted to the Planning Office after Commission approval.



Re/Subdivision # _____
 Date of Filing _____
 Fee _____
 Date Paid _____
 Receipt # _____

**TOWN OF HAMDEN
 SUBDIVISION and RESUBDIVISION APPLICATION**

PROPERTY ADDRESS

_____ (Street Number) _____ (Zip Code)

NAME OF SUBDIVISION/RESUBDIVISION

Total Number of Acres _____ Total Number of Lots _____ ZONE _____

TOTAL ACREAGE OF OPEN SPACE PROPOSED

TOTAL LINEAR FOOTAGE OF PROPOSED ROAD

APPLICANT _____ TELEPHONE _____
 (Name)

ADDRESS _____ (Zip Code)
 (Street No.)

EMAIL ADDRESS OF PRIMARY CONTACT _____

PROPERTY OWNER(S)

(If title is held in partnership a sworn statement disclosing the identification of equitable owners is required.)

Name Mailing Address (include zip code) Telephone No.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Are there Wetlands on the property? Y / N
2. Has an application been submitted to Inland/Wetland? Y / N Date submitted_____
3. Has an application been submitted to RWA? Y / N Date submitted_____ (If your property is located in APZ/WS please attach a copy of RWA application.)
4. Is any portion of the property identified on this application within 500' of the boundary of an adjoining town? Y / N
5. Will a significant portion of traffic, resulting from the proposed activity on the site identified on this application, use streets of an adjoining municipality to enter or exit the site? Y / N
6. Will a significant portion of the sewer or water drainage, from the proposed activity on the site identified on this application, flow through and significantly impact the drainage and sewerage system of an adjoining municipality? Y / N
7. Will water runoff, from the proposed activity on the site identified on this application, impact streets or other municipality or private property of an adjoining municipality? Y / N

If the answers to questions 1 and 2 are "yes" have you received approval from the Inland Wetlands Commission? Y / N Date of Inland Wetlands Approval _____

If the answer is "yes" to questions 4, 5, 6 or 7, pursuant to *Connecticut General State Statutes Section 8-3h*, you must provide stamped (not metered) envelopes with completed certified mail tickets addressed to any municipalities that abut your property. The towns that abut Hamden are listed below:

- | | |
|---|---|
| 1. Town Clerk of North Haven
18 Church Street
North Haven, CT 06473 | 2. Town Clerk of New Haven
135 Church Street
New Haven, CT 06510 |
| 3. Town Clerk of Cheshire
84 South Main Street
Cheshire, CT 06410 | 4. Town Clerk of Wallingford
45 South Main Street
Wallingford, CT 06492 |
| 5. Town Clerk of Bethany
40 Peck Road
Bethany, CT 06525 | 6. Town Clerk of Woodbridge
11 Meeting House Lane
Woodbridge, CT 06525 |

NOTE: APPLICATION CANNOT BE SCHEDULED FOR PROCESSING UNTIL ALL THE ABOVE INFORMATION IS COMPLETE AND RECEIVED.

REMARKS

SIGNATURE _____ (PROPERTY OWNER) _____ (Please print or type name) MAILING ADDRESS _____ _____ _____	SIGNATURE _____ (ADDITIONAL PROPERTY OWNER) _____ (Please print or type name) MAILING ADDRESS _____ _____ _____
SIGNATURE _____ (ADDITIONAL PROPERTY OWNER) _____ (Please print or type name) MAILING ADDRESS _____ _____ _____	SIGNATURE _____ (ADDITIONAL PROPERTY OWNER) _____ (Please print or type name) MAILING ADDRESS _____ _____ _____

RIGHT OF ENTRY: The undersigned owner and/or authorized Agent grants permission to Planning and Zoning Commission Members, Zoning Enforcement Officers, Town Planner or their authorized representatives to enter and re-enter property herein referred to, for purposes of inspecting said property prior to Commission action and during construction to see that all conditions stipulated as part of any approval are being met.

It is further agreed that in the event that a bond is forfeited as a result of failure to complete all required improvements, the Town of Hamden and/or duly authorized persons will be permitted right of entry to complete unfinished work, regardless of change in ownership. Such rights to be included as part of deed and to remain in effect until all required work has been completed and bond released by appropriate Commission.

Applicant must make certain that application meets the Zoning requirements of the zone district in which the subdivision or resubdivision is located. If approved, construction must proceed in accordance with approved plans. Any changes proposed by an applicant shall be submitted in advance to the Planning and Zoning Office for review and prior approval by the staff or by the Commission as required. Any changes made prior to such review and

approval shall constitute a violation of *Section 846 of the Zoning Regulations*. Application must be accompanied by a Subdivision or Resubdivision plan and accompanying data as described in Section IV of the SUBDIVISION REGULATIONS.

SUBDIVISION AGREEMENT – THE TOWN OF HAMDEN, CONNECTICUT
(to be completed after Commission approval)

The undersigned subdivider, developer, applicant or subsequent subdivider, developer, applicant, hereby submits a subdivision plan for a subdivision known as _____, owned by _____ and developed by _____ dated _____ and revised to _____ scale one (1) inch equals _____ feet, and certified by _____ Registered Engineer No. _____ and/or by _____ Land Surveyor No. _____ located in the Town of Hamden for approval by the Town Planning and Zoning Commission, and such other officials, agencies or bodies as may, by law, be required to approve.

In full consideration for such approval and the privileges accruing thereto, the undersigned subdivider, developer, applicant or subsequent subdivider, developer, applicant hereby agrees to comply with all the requirements, stipulations and conditions imposed by the Town Planning and Zoning Commission, including but not limited to the following:

1. To submit a bond as required by and permitted by the Town Planning and Zoning Commission in accordance with the Hamden Subdivision Regulations, in an amount sufficient to cover the cost of the required subdivision improvements; to submit an estimate, prepared by a registered engineer, which estimate shall be subject to the approval of the Town Engineer and Town Planner; the preferred bond for completion submitted in compliance with this requirement shall be a certified check payable to the Town of Hamden. Special waiver may be requested for submission of a bond on another form;
2. In the event the undersigned conveys subdivision development rights lots, prior to completion of improvements required by the Planning and Zoning Commission, it shall become the responsibility of the undersigned to submit and original Subdivision Agreement signed by the subsequent party at conveyance along with a bond release request, to the Office of Planning and Zoning, to ascertain that subsequent party assumes responsibility for completion of improvements required by the Planning and Zoning Commission, and agrees to replace the bond, or portion of the bond, posted by the original party.
3. To submit complete profiles of each proposed street, showing existing ground surface on the center line and gutter lines and the proposed center line and gutter line grades; elevation of all profiles shall be based on town data; to submit plans and profiles of all storm and sanitary sewers; all plans and profiles shall be in accordance with all specification of the Town Engineer, if any, and the format shall be in accordance with the requirements and/or specification of the Town Engineer, if any;

To construct all roads, sidewalks, other frontage improvements, storm sewers, sanitary sewers, as required and approved, and other improvements, both within the proposed right-of-way and without same, as required or approved by the Town Planning and Zoning Commission; the approval of filing of record subdivision plan shall not be deemed to constitute or to be evidence of an acceptance by the public or by the Town of any streets, recreation areas or other dedicated land; such acceptance shall be by formal resolution of the Hamden Legislative Council in accordance with the procedures provided by law until such acceptance, the undersigned subdivider, developer, applicant or subsequent subdivider, developer, applicant hereby agrees to assume full and complete responsibility for the maintenance of all streets, storm sewers, sanitary sewers, recreation areas, and proposed dedicated lands and for the payment of all taxes on same until the date of acceptance by the Legislative Council. To maintain the health, safety and welfare of the community, the subdivider, developer, applicant or subsequent subdivider, developer, applicant shall also arrange for trash and snow removal until the street is accepted and Town services commence;

4. To erect and maintain on any and every corner at which a proposed subdivision street intersects a street, public or private, not built as part of this subdivision, a secure sign, of a size and color and with letters of a size approved by the Town Planner, reading as follows:

“THIS IS NOT A PUBLIC ROAD”

(developer name and address)

To keep all streets closed to general use until consent is given by the Hamden Legislative Council to open same; which consent is not to be construed as an acceptance of any street as a public highway; prior to such consent, however, the subdivider, developer, applicant or subsequent subdivider, developer, applicant, may utilize said streets to the extent that may be necessary for the construction and sale of his properties;

5. To notify, in writing, any person who buys or contract to buy any lot within this subdivision, prior to acceptance of the street abutting said lot, that said lot does not abut an accepted street, and that the undersigned subdivider, developer, applicant, or subsequent subdivider, developer, applicant, shall assume all responsibility for same in accordance with paragraph 3 hereof, and shall file a copy of said notification with the Town Planner within ten (10) days of conveyance to avoid a violation of said subdivision agreement. Said violation would be recorded in the Hamden Land Records. A notification form is attached hereto: “Notice of Developer’s Responsibilities” forms available in Planning and Zoning Office. Nothing in this paragraph shall be deemed to permit the sale of or building upon any lot in contravention of the Hamden Subdivision Regulations; such violation will be recorded in the Hamden Land Records;

6. Furthermore, no zoning permit will be issued prior to the Town Planner submitting a signed copy of the notice of developer's responsibility for the right of way maintenance demonstrating that it has been recorded in the Hamden Land Records (notification form attached hereto).
7. To construct all roads and storm and sanitary sewers under the supervision of the Town Engineer and to notify the Town Engineer when work is to commence. Any work completed without such inspection or approval by the Town Engineer shall be deemed improper and rejected. No sanitary sewer work shall be performed unless approved by the Water Pollution Control Authority;

To construct all roads and storm sewers in accordance with existing town specifications and Connecticut State Highway specifications, if applicable, and the latest additions and amendments thereof and thereto to construct all sidewalks, curbs and aprons in accordance with Rules, Regulations and Specifications for Sidewalk and Curb Apron Construction, as adopted by the Hamden Legislative Council and under the supervision of the Sidewalk Inspector of the Engineering Department; to construct all sanitary sewers in accordance with specifications adopted by the Water Pollution Control Authority, Town Engineer; all subcontractors retained by the subdivider, developer, applicant or subsequent subdivider, developer, applicant, must be approved by Town Engineer;

8. To guarantee and maintain the stability of all work and materials within any proposed roadway, planting strip, or sidewalk area for a period of twelve months from the date of the completion of the installation of same. Any defects, shrinkage, or other faults which may appear within twelve months from the completion of the installation of said proposed roadway, planting strip, or sidewalk area arising in the opinion of the Town Engineer from materials or workmanship not in accordance with the Town of Hamden regulations and specifications for construction and acceptance of interior roads in subdivisions or any damage to said proposed roadways or sidewalk areas by frost appearing within the like period, shall upon the directions in writing of the Town Engineer, and within such reasonable time as shall be specified therein, be amended and made good by the subdivider, developer, applicant or subsequent subdivider, developer, applicant, at his own cost, and in case of default the Town of Hamden may employ and pay other persons, including employees of said Town of Hamden, to amend and make good such defects, shrinkage, or other defaults and damage, and all expenses consequent thereon or incidental thereto shall be borne by the subdivider, developer, applicant or subsequent subdivider, developer, applicant, and shall be recoverable from him by the Town of Hamden, or may be deducted by said Town of Hamden from any monies which the subdivider, developer, applicant or subsequent subdivider, developer, applicant, may have deposited with said Town as security for completion of improvements, the Town of Hamden may utilize any bond filed by the subdivider, developer, applicant or subsequent subdivider, developer, applicant, to effect the making good of such defects, shrinkage, or other defaults or damage, which bond shall specifically provide for same. Should any defective work have been done

or material supplied by any subcontractors employed within this subdivision, the subdivider, developer, applicant or subsequent subdivider, developer, applicant, shall be liable to make good in the same manner as if such work or materials had been done or supplied by the subdivider, developer, applicant or subsequent subdivider, developer, applicant.

However, the provisions of this paragraph shall not be construed as restricting the liability of the subdivider, developer, applicant or subsequent subdivider, developer, applicant, for breach of contract with any person, firm, corporation, municipality, or other legal entity by reason of nonconformance with the Town of Hamden regulations and specifications for construction and acceptance of interior roads in subdivision or defects or faulty workmanship;

9. To supply and plant shade trees if required by the Town Planning and Zoning Commission, of a type approved by the Town Planning and Zoning Commission, and to locate same in such places within the right-of-way and at such intervals as the Town Planning and Zoning Commission may require;
10. To permit the Town of Hamden to erect street signs of a quality and design which it deems appropriate for which the undersigned agrees to pay the full cost of materials and labor for both fabrication and installation;
11. To offer to dedicate to the Town of Hamden, after the completion of said street and improvements, such streets as are shown on said plat and such other spaces as the undersigned proposes for public use and to furnish such deeds as required by the Town Planning and Zoning Commission and the Town Attorney; such offer does not bind said town to accept said streets and spaces, nor is any requirement or approval of said streets or spaces by the Town Planning and Zoning Commission, sufficient to constitute acceptance of same;
12. To furnish and set reinforced concrete monuments as approved at all street intersections at all angles and curves and other critical points in the street lines, the tops of which shall be set to establish grades, which monuments will be set in after all other street developments have been completed and in conjunction with the laying out of the sidewalk, if any, the accuracy of location of which shall be certified by the land surveyor making the record subdivision plat;
13. To submit a record subdivision plot on such material, of such a size and scale as the Hamden Town Planning and Zoning Commission may require, showing among other things:
 - a. length, bearing or direction of all straight lines,
 - b. deflection angles, radii, arcs and central angles of all curves,
 - c. building lines,
 - d. zoning easements or rights-of-way,

- e. location of all monuments,
- f. the basis of bearings referenced to the horizontal control or other monuments,
- g. the location of, and detailed plans for, all drainage facilities, water courses, storm and sanitary sewers, culverts, catch basins, headwalls, and
- h. the location of all houses or structures, erected on or within said subdivision; to submit separate sheets for sanitary sewer record maps, following the drafting standards of the Hamden Engineering Department; the plat shall exhibit a certificate of completion, signed by the engineer for the subdivision;

14. To comply with the following special requirements, conditions or specifications:

If any sections, subsection, paragraph, sentence clause, or phrase in this agreement shall, for any reason be held to be invalid by a decree or decision of any court of competent jurisdiction, such adjudication shall be deemed to apply only to the section, subsection, paragraph, sentence, clause or phrase so adjudged, and the remainder of this agreement shall be deemed valid and effective.

Dated the _____ day of _____, 20____.

Signed in the presence of:

(Developer's signature)

(Please print name)

(Please print name)

(Owner's signature)

(Please print name)

(Please print name)

(Contractor's signature)

(Please print name)

(Please print name)

APPROVED PURSUANT TO RESOLUTION OF THE HAMDEN TOWN PLANNING AND ZONING COMMISSION THE _____ DAY _____, 200____.

HAMDEN TOWN PLANNING AND ZONING COMMISSION

Signed _____

Title _____

Date _____

**NOTICE OF DEVELOPER'S RESPONSIBILITIES
FOR RIGHT OF WAY MAINTENANCE**

This notice is pursuant to Paragraph No. 5, Subdivision Agreement, Town of Hamden, Connecticut, and pertains to record file located in Planning Office known as:

Above referenced subdivision/resubdivision was approved by the Planning Section, Planning and Zoning Commission on _____ (date) and recorded in the Hamden Land Records in

Volume _____ on Page number _____, a copy of which is attached hereto, and incorporated herein by referenced.

Please be advised that Lot number _____, located in above referenced subdivision/resubdivision, does not abut a Town-accepted street. The approval and filing of any subdivision plan shall not be deemed to constitute or to be evidence of an acceptance by the public or by the Town of any streets, recreation areas or other dedicated land; such acceptance shall be by formal resolution of the Hamden Legislative Council in accordance with the procedures provided by law.

Per C.G.S. Statute 8-26c the State allows the developer up to five (5) years to complete the street and request Town acceptance. THE UNDERSIGNED DEVELOPER(S) HEREBY AGREE(S) TO ASSUME FULL AND COMPLETE RESPONSIBILITY FOR THE MAINTENANCE OF ALL STORM SEWERS, SANITARY SEWERS, STREETS, RECREATION AREAS, AND PROPOSED DEDICATED LANDS AND FOR THE PAYMENT OF ALL TAXES ON SAME UNTIL THE DATE OF ACCEPTANCE BY THE LEGISLATIVE COUNCIL. TRASH PICK-UP MUST ALSO BE ARRANGED BY THE DEVELOPER(S) SINCE THE TOWN OF HAMDEN PROVIDES THE SERVICE ONLY TO TOWN ACCEPTED ROADS.

Please note that this Notice shall not be deemed to permit the sale of or building upon any lot in contravention of the Hamden Subdivision Regulations.

Dated at _____, this _____ of _____ in the
(City and State) (Day) (Month)
Year _____.

(Signature of Developer)

(Typed name of Developer)

(City and State)

(Phone No.)

I hereby acknowledge receipt of this Notice on this the _____ of _____,
(Day) (Month)
year _____.

(Buyer Signature)

(Buyer printed Name/Address)

Public Water Supply Watershed/Aquifer
Project Notification Form
For The
South Central Connecticut Regional Water Authority

REQUIREMENT:

All applicants before a municipal Planning and Zoning Commission, Inland Wetlands Commission, or Zoning Board of Appeals for any project located within a public water supply watershed are required by Public Act 89-301 (Sections 8-3i and 22a-42f of the Connecticut General Statutes) to notify the affected public water utility by certified mail within 7 days of the application.

GENERAL INFORMATION:

Maps showing the location of Regional Water Authority (RWA) watershed boundaries are on file with municipal planning and zoning, and inland wetlands staff, and Town Clerks. The applicant's notification to the RWA should include the information requested on pages two and three. The RWA may request additional information if it is determined that a more detailed review is necessary. Any questions should be directed to (203) 401-2741, or (203) 401-2743.

Please mail this completed form and attachments to:

Environmental Analysts
Environmental Planning Department
Regional Water Authority
90 Sargent Drive
New Haven CT 06511

1. Applicants are requested to submit any information that was included in the application to the municipality including: site plan, project narrative, sediment and erosion control plan and drainage calculations if applicable.

2. Project address _____ Town _____

3. Application for: ___ Planning and Zoning ___ Inland Wetlands ___ Zoning Board of Appeals

4 Project Description: _____

5. Waste Water Disposal: ___ Septic System ___ Public Sewer ___ None

6. Water Supply: ___ Private Well ___ Public Water

7. Heating Fuel: ___ Oil ___ Gas Other _____

Applications involving additions or modifications to single family residences or applications with no site disturbance and no storage or use of hazardous chemicals skip to item 18.

8. Total acreage of project site _____

9. Total acreage of area to be disturbed including structures, additions, paving, and soil disturbance

10. Percent of existing impervious surfaces including buildings, roads and pavement _____

11. Proposed increase in impervious surfaces _____

12. Number of **existing and proposed** floor drains or sump pumps and their point of discharge e.g. sanitary sewer, holding tank, or ground

13. Are there any wetlands or watercourses on the property? If so, describe

14. Brief description of **existing and proposed** stormwater management system, including roof drainage, paved areas etc., and discharge points e.g. municipal system, drywells, streams, vegetated areas, detention basins etc. Attach drainage plans and calculations if available_____

15. List of **existing and proposed** underground or above-ground storage tanks including age, capacity and contents

16. List of potentially harmful chemicals stored or used on property (**existing and proposed**) and typical onsite volumes, including but not limited to petroleum products, lubricants, solvents, detergents, and pesticides

17. Describe any wastes generated and their means of disposal

18. Contact Information:

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Name of Person Completing Form

Signature

Date

NEW REQUIREMENT: NEED TO NOTIFY
CONNECTICUT DEPARTMENT OF PUBLIC HEALTH

Using Public Water Supply Watershed or Aquifer Area Project Notification Form

Note: All applicants before a municipal Planning Commission, Zoning Commission, Planning and Zoning Commission, Zoning Board of Appeals or Inland Wetlands Commission for **any project located within a** public water supply aquifer **or** watershed **area** are now required by Public Act No. 06-53 of the CT General Statutes to notify The Connecticut Commissioner of Public Health of the proposed project within seven days of filing.

To notify the Commissioner of Public Health, you must use the Online Notification Form, which you can find by doing the following:

1. Type in the following URL to access the website:
www.dir.ct.gov/dph/water/web_form.htm -- It will take you to the DPH Drinking Water Section web page and the form you need to complete.
2. Answer each question. For Steps 2.1 and 2.2., consult the map in the Planning & Zoning Department to see which one applies. **Note: If your property lies outside the public water aquifer and watershed areas, you do not need to fill out the online form.**
3. For Step 2.3, the PWSID number is: **0930011**
4. Print a copy of the completed form and submit to the Planning and Zoning Department with your application.
5. If you have any questions or problems concerning the website contact the Department of Public Health staff at: (860) 509-8000.