



**MADISON PLANNING & ZONING COMMISSION**

TOWN OF MADISON, Land Use Office  
8 Campus Drive, Madison, CT 06443  
203 245-5632

(FOR OFFICE USE ONLY)	
Appl. No.	_____
Date Filed	_____
Fee Paid	_____
DEP Fee	_____
Unique ID	_____
Date of Receipt	_____

- SUBDIVISION APPLICATION**
- RESUBDIVISION APPLICATION**
- LOT LINE REVISION / SUBDIVISION MODIFICATION APPLICATION**

**INSTRUCTIONS:** All required plans and supporting data and full application fee must be submitted with this application form. Checks should be made payable to the Town of Madison. ***Unless specifically waived, all required information must be provided and plans must include all items listed in Section 6.3 of the Subdivision Regulations.***

**1. LAND LOCATION AND DESCRIPTION:**

- a. Street Address: \_\_\_\_\_
- b. Map: \_\_\_\_\_ Lot(s): \_\_\_\_\_ District: \_\_\_\_\_
- c. Total Acreage: \_\_\_\_\_ Total Open Space: \_\_\_\_\_
- d. Number of Lots: \_\_\_\_\_ Linear Feet of Proposed Road or Road to be Modified: \_\_\_\_\_
- e. Attach copy of deed and describe any easements or deed restrictions relating to the site and attach a copy of each:

**2. SUBDIVISION NAME :** \_\_\_\_\_

(Note that the Subdivision Name should also appear in the title block of all plan sheets.)  
FOR LOT LINE REVISION/MODIFICATION Date of original approval: \_\_\_\_\_  
Original Application Number: \_\_\_\_\_

**3. APPLICANT:**

- a. Name: \_\_\_\_\_
- b. Mailing address: \_\_\_\_\_
- c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_
- d. If corporation, list names and addresses of officers:

\_\_\_\_\_

e. Interest in property: \_\_\_\_\_

**4. RECORD OWNER:**

- a. Name: \_\_\_\_\_
- b. Mailing Address: \_\_\_\_\_
- c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

5. DESIGNATED CONTACT:

- a. Name: \_\_\_\_\_
- b. Mailing Address: \_\_\_\_\_
- c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

6. PROFESSIONAL ENGINEER:

- a. Name: \_\_\_\_\_
- b. Mailing Address: \_\_\_\_\_
- c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

7. LICENSED LAND SURVEYOR:

- a. Name: \_\_\_\_\_
- b. Mailing Address: \_\_\_\_\_
- c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

8. LICENSED ARCHITECT:

- a. Name: \_\_\_\_\_
- b. Mailing Address: \_\_\_\_\_
- c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

9. LANDSCAPE ARCHITECT / LANDSCAPER:

- a. Name: \_\_\_\_\_
- b. Mailing Address: \_\_\_\_\_
- c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

10. ATTORNEY:

- a. Name: \_\_\_\_\_
- b. Mailing Address: \_\_\_\_\_
- c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

11. SUBMISSION REQUIREMENTS include a written PROJECT DESCRIPTION. Submit all items required in Section 6.3 and/or listed on the attached checklist. Complete attached checklist. (Lot line revision/modification applications must include all information that is relevant.)

12. COASTAL BOUNDARY. Projects partially or fully within the Madison Municipal Coastal Boundary must meet the additional requirements of Coastal Site Plan application and review as set forth in the Connecticut General Statutes and Section 25 of the Madison Zoning Regulations. The Coastal Site Plan application must be attached to this application **and an additional full set of plans submitted**.

Site  is  is not within the Coastal Boundary.

13. FLOOD HAZARD ZONE. Sites partially or fully within the Town's Special Flood Hazard Area must meet the requirements of the Flood Plain Ordinance of the Town of Madison.

Site  is  is not within the Flood Hazard Area.

14. ADJOINING MUNICIPALITIES. Sites within 500 feet of, or affecting, an adjacent municipality require notification to that municipality and may also require notification to the regional planning agency.

- Site is within 500 feet of an adjoining municipality.
- There may be significant traffic, water or sewer system, or water runoff impact on an adjoining municipality from this project.
- Site is not within 500 feet and will not impact any adjacent municipality.

15. INLAND WETLANDS AND WATERCOURSES. Any application that involves an activity regulated by the Inland Wetlands Agency must be submitted to that Agency for a review prior to, or simultaneous with, submission to the Planning and Zoning Commission.

- This plan was submitted to the Inland Wetlands Agency on \_\_\_\_\_ (date).
- Permit, copy of which accompanies this application and is a part hereof, has been issued by the Inland Wetlands Agency.
- Letter is attached, signed by the authorized agent for the Inland Wetlands Agency, indicating no jurisdiction.
- \_\_\_\_\_ Signature of Authorized Agent to indicate no jurisdiction.

16. WATER SUPPLY:

- Public Utility as per P.A. 84-330 (Attach copy of Certificate of Public Convenience)
- Individual Private Wells
- CT Water Company

17. WATER COMPANY NOTIFICATION. The applicant must provide written notice to the affected water company and to the CT Department of Public Health when any project is within an aquifer protection area or watershed of that water company.

- Project is not within an aquifer protection area or watershed of a water company.
- Project is within an identified Level A Aquifer Protection Area or a water company watershed and that company and the CT DPH have been notified.

18. GENERAL PERMIT FOR THE DISCHARGE OF STORMWATER. Any activity that will cumulatively disturb five (5) acres or more requires a General Permit for the Discharge of Stormwater from the CT DEP.

- Project will not disturb more than 5 acres.
- Project will disturb more than 5 acres and a copy of the General Permit Registration will be supplied to the Town prior to the start of any construction on the site.

20. CONSERVATION COMMISSION INFORMATION.

a. Is the property enrolled in any local or state forest, open space or farm tax abatement program?  yes  no. If yes, then please describe:

b. Have any prior proposals and/or applications been submitted for this site?

yes  no. If yes, please describe (attach additional sheets if necessary).



19. PERFORMANCE BOND. The applicant may be required to file a performance bond in an amount approved by the Planning and Zoning Commission to guarantee satisfactory completion of all work as shown in a form approved by Commission Counsel. Such bond shall not be released until so voted by the Commission.

20. SIGNATURES REQUIRED ON THIS APPLICATION. The following is the legal agreement regarding application approvals which must be signed by the applicant or by the owner, if different from the applicant. Signatures of agents acting for either of the above are not acceptable unless written authorization from the applicant and/or owner is also submitted.

*The undersigned hereby applies for approval of the foregoing Subdivision/Resubdivision and declares that the statements contained in this application and in all documents and/or drawings submitted as part of same are, to the best of his/her knowledge and belief, true and accurate as presented. Further, as owner, the undersigned covenants and grants hereby permission to the Madison Planning & Zoning Commission and its authorized representatives to enter upon the property proposed for the development for purposes of inspection.*

*Furthermore, the undersigned covenants and agrees with the Planning & Zoning Commission of said Town of Madison that said Subdivision, if approved, will be constructed in accordance with the applicable regulations, ordinances and special acts of the Town of Madison and any other applicable laws, codes and regulations of the State of Connecticut and the United States.*

*The undersigned covenants and agrees that all work in connection with said approval shall be completed within a period of five (5) years or such other time as allowed by statute unless an extension of this time has been approved by the Planning and Zoning Commission.*

*The undersigned covenants and agrees that no lots shall be sold or offered for sale prior to final approval of the subdivision/resubdivision.*

*This agreement shall be binding on the heirs, executors, administrators, assigns, and successors of the undersigned.*

**APPLICANT(S)/CORPORATE OFFICER(S)**

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*signature* *print name* *date*

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*signature* *print name* *date*

**OWNER(S)/CORPORATE OFFICER(S) IF DIFFERENT FROM APPLICANT**

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*signature* *print name* *date*

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*signature* *print name* *date*

## CHECKLIST

### Minimum Subdivision Plan Requirements

- Plan Sets. Per Section 6.1 of the Subdivision Regulations, **three paper copies of the plan set** are required. An **additional plan set is required for a Coastal Site Plan** application. An **11" X17" reduction of the complete plan set** shall also be submitted.

Per Section 6.3 of the Subdivision Regulations, the plan shall show the following:

- a. Name and location of subdivision; name of record owner, subdivider and designer; north point, date and scale.
- b. Names of all abutting owners.
- c. Proposals for water supply and general drainage, including all proposed changes in the natural drainage.
- d. Proposals for utilities including electric, telephone, gas, and television lines, all underground where possible.
- e. Proposals for dedication of all open space and other public areas and conditions of such dedications.
- f. Names of roads.
- g. Contour lines at an interval of not more than ten feet except, where proposed subdivision improvements will alter the existing grade, not more than two foot contours are required.
- h. A location map showing the nearest existing roads in all directions.
- i. A report of the general character of the soil based on appropriate soil tests conducted by a professional engineer. There shall be at least two deep test pits at least 50 feet apart on each lot with test results indicated on the plan, however the location and number of all test holes required shall be determined by the Madison Health Department. In addition, the Madison Health Department shall be notified prior to the digging of all test holes. The Commission may require further tests and may require submission of plans prepared by a licensed sanitary engineer for an adequate sewage disposal system on any lot.
- j. Important features such as existing structures, edge of pavement on both sides of existing roads, railroads, sewage disposal systems, water supply wells, large wooded areas and fields, large ledge outcroppings, lakes, ponds, streams, brooks, and swamps that are located on the property under consideration or that have a direct relation to it.
- k. Boundaries of all inland wetlands and watercourses as defined by Sec. 22a-38 (15) and (16) C.G.S.
- l. Boundaries of the Flood Plain District as delineated on the Flood Insurance Rate Map, Town of Madison.
- m. Locations of all permanent monuments including at least two on diagonal corners of each lot.
- n. Dimensions and areas of all lots and parcels, including those to be reserved or dedicated as public parks, playgrounds or recreation centers, width of roads and easements in feet and decimals of a foot; except that the distance of a line extending to a varying boundary such as a brook or water line may be approximate.
- o. Direction of all lines, either by bearings or angles.

- p. Building lines.
- q. Radii of all curves and lengths of arcs.
- r. For all applications with proposed new roads: Elevation of all roads at the center of each intersection and at each change of grade. Points must be located by distance from the nearest road intersection. All elevations must be referred to some permanent benchmark which must be described on the plan.
- s. Outline of paved road surface within the right-of-way.
- t. A statement signed and sealed by a licensed land surveyor that the plan conforms to the Standard of Class A-2 of the standards recommended by the Connecticut Association of Land Surveyors, Inc. Horizontal control for subdivisions of ten lots or more shall be based on the Connecticut coordinate systems; vertical control shall be based on NGGVD 1929.
- u. 11X17 copies of all plans submitted.

Additional items that may be required for complete review of proposal:

- v. Parcel history.
- w. Certificate of Title.
- x. Draft deeds and easements for roads, open space, shared driveway and utilities, drainage, etc.
- y. Site Development Plan.
- z. Cut and fill calculations.
- aa. Drainage calculations.
- bb. Traffic report.
- cc. Fee-in-lieu of Open Space calculations / letter indicating willingness to accept open space from proposed recipient agency.
- dd. Location of nearest fire fighting water supply.
- ee. Written request for any waivers requested under Section 14.
- ff. Soil erosion and sediment control plan.
- gg. Preliminary CT DOT approval for any curb cuts proposed for state roads.
- hh. Report from the State Archaeologist.
- ii. Other (status of all other required approvals, draft legal documents, etc.)  
Please List: