

## SUBDIVISION PROCEDURES

The procedure set forth within is provided to you as a guide for subdivision. Depending on the complexity of the plan, the procedure will vary. With subdivision involving the construction of a road, or the subdivision contains more than ten (10) lots; it is recommended that you set up a meeting with the Town Planner to review a preliminary plan.

Applications for subdivisions or resubdivisions must be submitted at least seven (7) days prior to the regular meeting. Applications will be accepted until 12:00 noon of the deadline date for submission. If an application is complex (large number of lots, or involves construction of a road), it is best the plan is submitted two to three weeks prior to the meeting to allow time for the Town staff to review the plan, and the Engineer preparing the plan, time to revise the plan prior to the meeting.

All necessary approvals from any Local or State Departments/Commissions or Agencies must be secured prior to submission of the plan.

- (1) Subdivision: Three hundred dollars (\$300.00) plus three hundred fifty dollars (\$350.00) per lot, with any lot proposed to contain an existing house or labeled "remaining land" to be considered a lot for fee purposes; plus \$200 and \$1.00 per linear foot of new road construction review; plus 5% estimated cost of work (road, storm drainage) to be computed by the Town Engineer.
  - (2) Resubdivision: Five hundred and twenty five dollars (\$525.00) per application plus three hundred fifty dollars (350.00) per newly created lot (Required public hearing costs are included plus \$60.00 State fee)
2. The plan will be forwarded to the various municipal departments, and the various reviews will be forwarded to you and your Engineer.
  3. Revisions should be made to the plan by your Engineer in accordance with the departmental reviews. The revised plan must be submitted by 12:00 noon the Friday before the meeting.
  4. The Commission will receive the plan at the next regular meeting after submission.
  5. If the application is not a Resubdivision and the Commission does not desire to conduct a public hearing on the application, the Commission has 65 days to review the plan and act on it.

If the application is a Resubdivision, the Commission must schedule a public hearing date within 65 days.

The Commission must close the hearing within 30 days.

The Commission must finalize their review of the application and act on the application within 65 days after the hearing is closed.

6. After all revisions are made to the plan; the Commission will approve, notify and approve, or deny the application. Please note conditional approval is not permitted by Connecticut General Statutes (i.e., approve with the condition that the Inland Wetlands and Water Courses Commission approves the plan). The only type of conditional approval permitted (according to case law) are those conditions which the Commission or the applicant has authority over, such as bonding, because the applicant controls the bond.
  7. Once the plan is approved, all modifications must be made to the plan prior to endorsement by the Chairman. One (1) Mylar and three (3) prints must be provided of the revised plan.
  8. If a bond is necessary for road improvements, the bond must be posted prior to endorsement (see bond procedures).
  9. After the revised plans are submitted (and the bond is posted if required), the Chairman will endorse the plan. Once the plan is endorsed, it must be filed with the Town Clerk within 90 days of its endorsement or the plan will be null and void.
  10. In the event any road improvements are required, prior to commencing the improvements, a permit for such improvements must be obtained from the Town Engineer.
  11. After all work is completed or a substantial amount of work is completed, a bond release or reduction may be requested. Such request must be submitted in writing to the Commission one week prior to the regular meeting. The Town Engineer and Town Planner will inspect the site and make a recommendation to the Commission.
  12. When all work is completed to the Commission's satisfaction, the Commission will release the entire bond with the exception of the 5% required maintenance bond. The maintenance bond shall be maintained for a one year period. After the one year period, a final inspection will be completed, and if no corrections are required, the Commission will release the maintenance bond. If corrections are required, the maintenance bond shall not be released until such time that corrections are made.
- Immediate construction of improvements (See Section 360.4) permits the construction of such improvements without posting a bond. However, the subdivision cannot be endorsed by the Chairman, nor can any of the lots be sold. The basic procedures will remain the same with the exception of posting the bond. After improvements are completed, accepted and a 5% maintenance bond posted, the plan may be endorsed and filed with the Town Clerk.

Subdivision Appl. # \_\_\_\_\_

Date Submitted \_\_\_\_\_

Received By \_\_\_\_\_

Fee \_\_\_\_\_

**SUBDIVISION APPLICATION**

1. Applicant's Name \_\_\_\_\_
2. Applicant's Address \_\_\_\_\_
3. Owner's Name \_\_\_\_\_
4. Owner's Address \_\_\_\_\_
5. Acreage of Parcel \_\_\_\_\_
6. Zone of Parcel \_\_\_\_\_
7. Number of Lots \_\_\_\_\_
8. Location of Parcel (east, west, north, south) \_\_\_\_\_  
Tax Map Number \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_
9. State intentions for use of remaining land \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. If future development is proposed for the remaining land, please provide preliminary layout and phasing of the future development. Please note that the layout is provided to the Commission for informational purposes as to the feasibility for future development of the remaining land. By no means is the preliminary layout approved as the subdivision of the remaining land.
11. Approvals from the following agencies, commissions, departments, etc. must be provided with this application. If approval notices are not obtained and are not submitted with the application, the application will be deemed incomplete and will not be accepted.  
(If applicable)
  - a. Inland Wetlands and Water Courses Commission  
Date of Approval \_\_\_\_\_

- b. Zoning Board of Appeals  
Date of Approval \_\_\_\_\_
- c. Northeast District Department of Health  
Date of Approval \_\_\_\_\_
- d. Water Company  
Date of Approval \_\_\_\_\_
- e. Water Pollution Control Authority  
Date of Approval \_\_\_\_\_
- f. Review by the Connecticut Department of Transportation, Submit letter with application.
- g. Other miscellaneous Commission or agencies that may have jurisdiction over this subdivision, i.e., Connecticut Department of Environmental Protection, Historic Commission.

12. Please provide the following information:

- a. Location of any easements, rights-of-ways, etc.
- b. If improvements are proposed, provide bond estimate certified by a Professional Engineer licensed in the State of Connecticut.
- c. Six copies of plan.
- d. Fee
  - 1. Subdivision: Three hundred dollars (\$300.00) plus three hundred fifty dollars (\$350.00) per lot, with any lot proposed to contain an existing house or labeled "remaining land" to be considered a lot for fee purposes; plus \$200 and \$1.00 per linear foot of new road construction review; plus 5% estimated cost of work (road, storm drainage) to be computed by the Town Engineer.
  - 2. Resubdivision: Five hundred and twenty five dollars (\$525.00) per application plus three hundred fifty dollars (350.00) per newly created lot (Required public hearing costs are included plus \$60.00 State fee)
- e. Drainage Calculations and a narrative comparing the runoff from the site before the development and after the development.
- f. Proposed Name of Proposed Street \_\_\_\_\_

g. Names and addresses of all abutting property owners (owners of record)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h. Name and Connecticut Registration Number of Land Surveyor and/or Professional Engineer. All plans must have original signatures.

i. Name of Soil Scientist \_\_\_\_\_

j. Erosion and Sediment Control Plan

k. Detail drawings of all improvements

13. The undersigned hereby acknowledges that this application to the best of his or her knowledge conforms to the Subdivision Regulations of the Town of Killingly and that approval of the plan is contingent upon compliance with all requirements of said Regulations. The undersigned hereby authorizes the Killingly Planning and Zoning Commission, or its agents, to enter upon the property to be subdivided for the purpose of inspection and enforcement of said Subdivision Regulations.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Applicant)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Owner)

14. The undersigned warrants and guarantees that all of the improvements as shown on the final approved subdivision map, will be installed in a good and workmanlike manner, and individually and severally guarantees to provide all necessary funds with respect thereto.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Applicant)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Owner)

—REVISED JUNE 15, 2018—

**PROJECTS WITHIN A PUBLIC WATER SUPPLY WATERSHED OR  
AQUIFER AREA**

“As required by Sections 8-3i and 22a-42f of the Connecticut General Statutes, ALL APPLICANTS, before a Town Board for any project within a public water supply aquifer and/or watershed area are required to notify a water company of any such proposed project by certified mail NO LATER THAN SEVEN (7) DAYS after the date of the application...”

For those within a Connecticut Water Company watershed, they need to file the attached updated Project Notification Form, which is required for applications for projects within their aquifer or watershed areas.

Said form is to be mailed, certified mail return receipt, to the following:

Jessica Demar, Environmental & Regulatory Compliance Coordinator  
Connecticut Water Company  
93 West Main Street  
Clinton, CT 06413

(Office) 860.669.8636

(Fax) 860.669.9326

(Customer Service) 800.286.5700

**Public Water Supply Watershed or Aquifer Area  
Project Notification Form**

**Requirement:**

All applicants before a municipal Zoning Commission, Planning and Zoning Commission, Zoning Board of Appeals, or Inland Wetlands Agency for any project located within a public water supply aquifer or watershed area are required by Section 8-3i and Sec. 22a-42 of the CT General Statutes to notify Connecticut Water Company of the proposed project by certified mail not later than 7 days after the date of the application. The notice should be sent to: Jessica Demar, Environmental & Regulatory Compliance Coordinator, Connecticut Water Company, 93 West Main Street, Clinton, CT 06413 by Certified Mail, Return Receipt.

**General Information:**

1. Location map of the project site (please show enough information to locate site).
2. Site plans, including soil erosion and sediment control plan, which have been submitted to the town commission for review.
3. Project address \_\_\_\_\_
4. Total acreage of project site \_\_\_\_\_
5. Existing land use \_\_\_\_\_
6. Description of proposed project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Acreage of area to be disturbed including structures, additions, paving, and soil disturbance \_\_\_\_\_  
\_\_\_\_\_
8. Type of sanitary system (circle one): septic system / public sewer / none
9. Number of **existing or proposed** floor drains and their point of discharge e.g. sanitary sewer, holding tank, or ground \_\_\_\_\_  
\_\_\_\_\_
10. Water accessed by (circle one): private well / public water / none  
If other, please specify \_\_\_\_\_

11. Distance of site disturbance to nearest watercourse or wetland \_\_\_\_\_

12. Brief description of **existing and proposed** stormwater management system, including roof drainage, paved areas etc., and discharge points e.g. municipal sewers, drywells, streams, vegetated areas, detention basins etc. \_\_\_\_\_

13. Type of heat for facility \_\_\_\_\_

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

15. 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 \_\_\_\_\_

16. Describe any wastes generated and their means of disposal \_\_\_\_\_

17. Date application will be heard by Planning and Zoning Commission \_\_\_\_\_

18. Date application will be heard by Zoning Board of Appeals \_\_\_\_\_

19. Date application will be heard by Inland Wetlands Commission \_\_\_\_\_

20. Name, address and telephone number of contact person for the project:

\_\_\_\_\_  
Name of person completing form




\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# AQUIFER PROTECTION AREAS KILLINGLY, CONNECTICUT

## LEGEND

-  Level A Aquifer Protection Area (Final Adopted)
-  Level A Aquifer Protection Area (Proposed)
-  Level B Aquifer Protection Area (Provisional)

## EXPLANATION

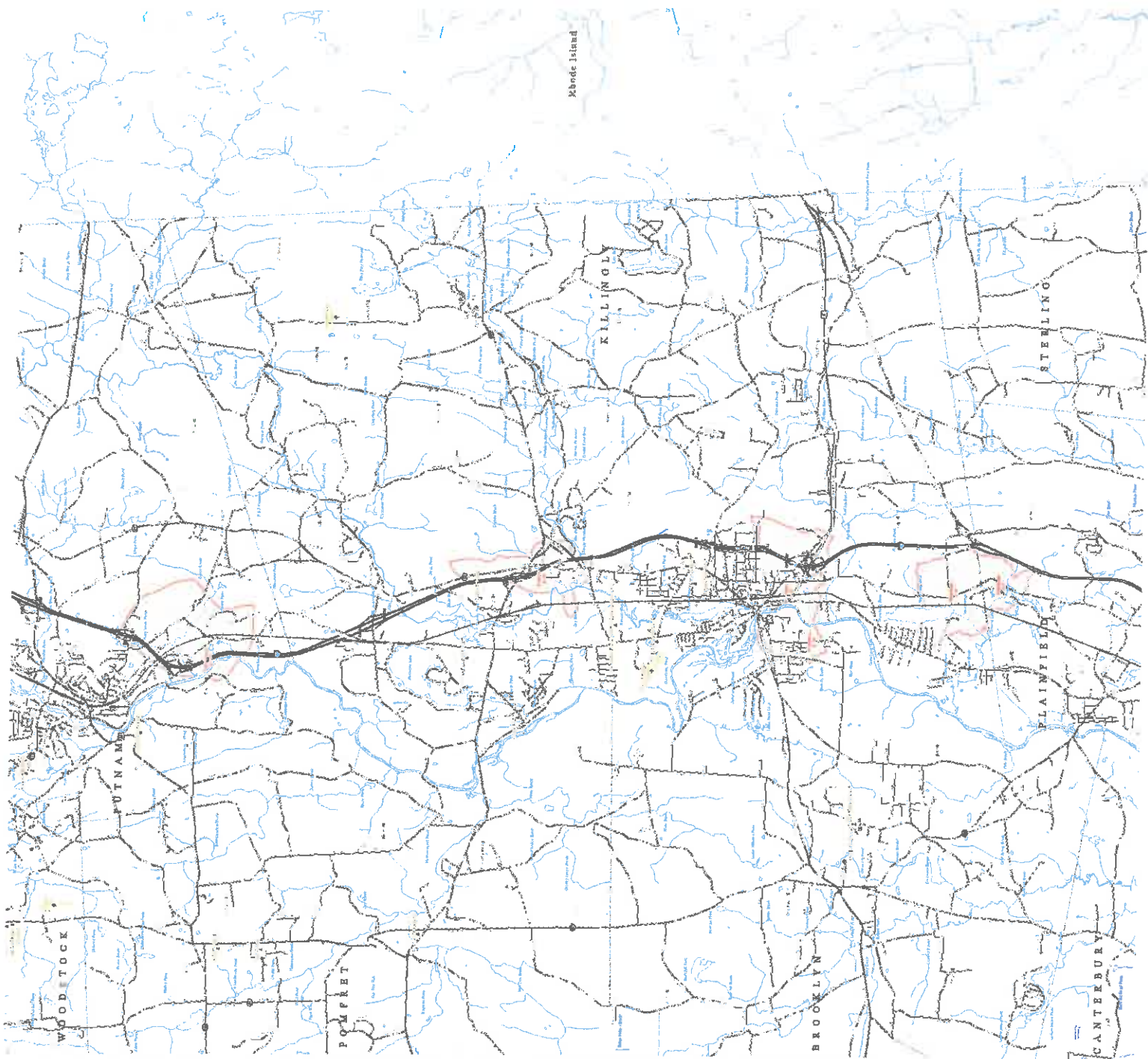
The public facilities depicted herein are shown in accordance with the provisions of the Connecticut General Statutes, Chapter 266a-24, which provides for the protection of aquifers. The aquifer protection areas are shown in accordance with the provisions of the Connecticut General Statutes, Chapter 266a-24, which provides for the protection of aquifers. The aquifer protection areas are shown in accordance with the provisions of the Connecticut General Statutes, Chapter 266a-24, which provides for the protection of aquifers.

## DATA SOURCES

AGRICULTURE, FORESTRY AND CONSERVATION DEPARTMENT, STATE OF CONNECTICUT. Aerial photographs, 1980-1981. The data was obtained from the Department of Agriculture, Forestry and Conservation, State of Connecticut. The data was obtained from the Department of Agriculture, Forestry and Conservation, State of Connecticut.

STATE DATA. Data on state boundaries from the Connecticut State Department of Economic Development, 1980. The data was obtained from the Connecticut State Department of Economic Development, 1980.

## MAY LOCATIONS






























# NATURAL DIVERSITY DATA BASE AREAS

## KILLINGLY, CT

### LEGEND

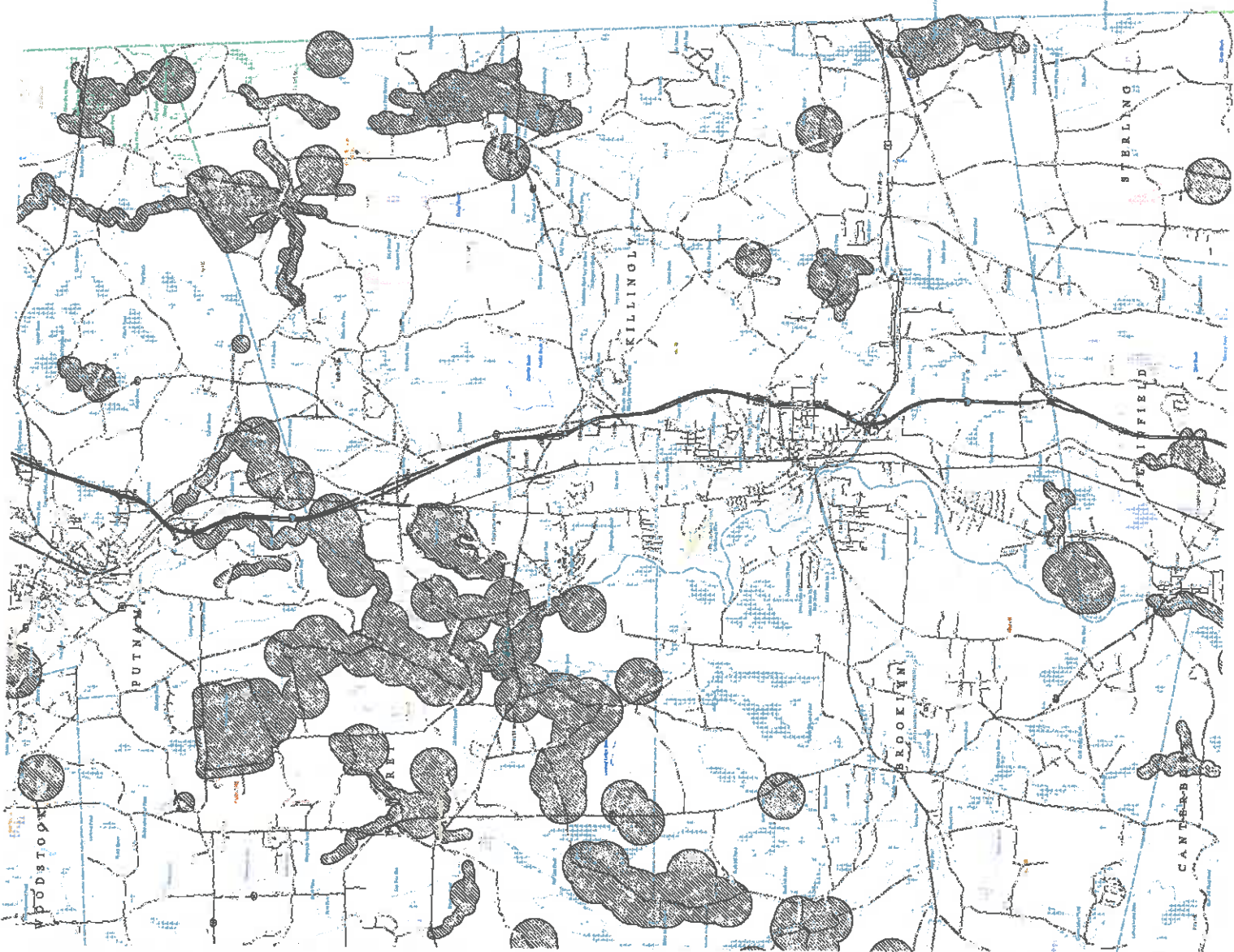
-  State and Federal Listed Species and Significant Natural Communities
-  Railroad
-  Interstate
-  US Route
-  State Route
-  Ramp
-  Road
-  State Boundary
-  County Boundary
-  Town Boundary
-  Watercourse
-  Intermittent Watercourse
-  Dam
-  Aqueduct
-  Open Water
-  Intermittent Water
-  Marsh area on USGS topo map
-  Cranberry Bog
-  Dam
-  Fish Habitat
-  Aqueduct
-  Sewage Pond
-  Water Tank

### EXPLANATION

This map depicts the location of the wetland and other natural resources in the Killingly area. The map is based on a 1:25,000 scale map of the Killingly area, which was prepared by the Connecticut Department of Energy and Environmental Protection, Bureau of Natural Resources, in 1998. The map is based on the 1998 map, which was prepared by the Connecticut Department of Energy and Environmental Protection, Bureau of Natural Resources, in 1998. The map is based on the 1998 map, which was prepared by the Connecticut Department of Energy and Environmental Protection, Bureau of Natural Resources, in 1998.

### DATA SOURCES

STATE MAP DATA - Based on data acquired from the Connecticut Department of Energy and Environmental Protection, Bureau of Natural Resources, in 1998. The data is based on the 1998 map, which was prepared by the Connecticut Department of Energy and Environmental Protection, Bureau of Natural Resources, in 1998.



## Watershed or Aquifer Area Project Notification Form

### REQUIREMENT:

Within seven days of filing, all applicants before a municipal 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 required by Public Act No. 06-53 of the CT General Statutes to notify The Commissioner of Public Health and the project area Water Company of the proposed project by providing the following information.

To determine if your project falls within a public water supply aquifer or watershed area visit the appropriate town hall and look at their *Public Drinking Water Source Protection Areas* map. If your project falls completely within or contain any part of a public water supply aquifer or watershed you are required to complete the following information.

**Note: You will need information obtained from the *Public Drinking Water Source Protection Areas* map located in the appropriate town hall to complete this form.**

**Step 1:** Have you already notified the CT Department of Public Health (CTDPH) of this project?

No, Go to Step 2

Yes, I have notified DPH under a different project name - Complete steps 4-6

Yes, same name different year - Notification Year  Complete steps 4-6

**Step 2:**

1. Name of public water supply aquifer your project lies within:

2. Name of the public water supply watershed your project lies within:

3. Public Water Supply Identification number (PWSID) for the water utility:

**Step 3:** For 1-5 Check all that apply

1. My project is proposing:

Industrial use;  Commercial use;  Agricultural use;  Residential use;

Recreational use;  Transportation improvements;  Institutional (school, hospital, nursing home, etc.);

Quarry/Mining;  Zone Change, Please Describe:

Other, Please describe:

2. The total acreage of my project is:

Less than or equal to 5 acres  Greater than 5 acres

3. My project site contains, abuts or is within 50 feet of a:

Wetland;  Stream;  River;  Pond or Lake

4. Existing use of my project site is:

- Grassland/meadow;  Forested;  Agricultural;  Transportation;  Institutional (school, hospital, nursing home, etc.);  Residential;  Commercial;  Industrial;  Recreational;  Quarry/Mining
- Other Please Describe: \_\_\_\_\_

5. My project will utilize:

- septic system;  existing public sewer;  new public sewer;  agricultural waste facility;
- existing private well;  new private well;  existing public water supply;
- new public water supply, if new have you applied for a certificate of public convenience and necessity from DPH?  Yes  No

6. My project will contain this percentage of built up area (buildings, parking, road/driveway, pool):  Less than or equal to 20%  Greater than 20% to 50%  Greater than 50%

**Step: 4 Applicants Contact Information:**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax number: \_\_\_\_\_

**Step 5: Please provide the following if available:**

Project name: \_\_\_\_\_

Project site address: \_\_\_\_\_

Town: \_\_\_\_\_

Project site nearest intersection: \_\_\_\_\_

Project site latitude and longitude: \_\_\_\_\_

**E-mail completed form to [dph.swpmail@ct.gov](mailto:dph.swpmail@ct.gov)**