



Planning and Zoning Commission

Town of Lebanon

579 Exeter Road, Lebanon, Connecticut 06249
(860) 642-6028, Fax (860) 642-2022

SUBDIVISION FILING PROCEDURES

1. Preliminary Review Procedure:

Section 4.1 of the Subdivision Regulations provide for a preliminary review of a subdivision preliminary review of a subdivision proposal by the Commission and its staff. This review will result in a report to the applicant that can be used to bring the proposed subdivision into agreement with the requirements of the regulations.

- a. A "Preliminary Review Application Form" is available at the Commission Office.
- b. There is a "Preliminary Plan" fee. Please see "Fee Schedule."
- c. There is no time limit for the completion of this review.

2. Final Plan Procedure:

A "Final subdivision Plan" is a plan that meets all of the requirements of the Subdivision Regulations.

- a. This plan must be filed with a completed "Final Plan Application form" along with the required fees and consist of two (2) copies of the plan on mylar and two (2) on paper as is required by the regulations.
- b. This final plan may be the only filing of the applicant if he feels his plan meets all of the requirements of the regulations, or, it may be a plan that has evolved from the preliminary review procedure as described in Section 4.1 of the Subdivision Regulations.
- c. Once the final plan has been submitted, the Commission at its option, may call a public hearing on the plan.
- d. The Commission will act on the plan within 65 days of receipt of the final plan of the public hearing as the case may be. However, time extensions are possible if requested by the applicant.
- e. The final action of the Commission will be to:
 - 1) Approve
 - 2) Modify and approve
 - 3) Disapprove.
- f. In the event the subdivision has been approved with modifications, the Commission shall solicit the applicant's approval in writing for the modifications imposed by the Commission.

Disapproval of the modifications on the part of the applicant or failure to reply within the 65-day period shall cause the Commission to disapprove the plan. The Chairman shall not endorse the plan until this approval by the applicant has been received by the Commission.

3. Resubdivision.

- a. Prior to submitting a formal application for resubdivision, an applicant may submit his plan of resubdivision to the Commission for a preliminary review as outlined in (1) above.

Regulations and Requirements

In order for the Lebanon Planning and Zoning Commission to approve a subdivision or resubdivision the plan must comply with various town, state, and federal regulations which may mean other boards, commissions, agencies or organizations must also review your plan and various permits may need to be obtained.

The most common include:

Subdivision Regulations

The subdivision plan must conform to the town's Subdivision Regulations administered by the Lebanon Planning and Zoning commission. These regulations address the permitted land uses and minimum dimensional requirements for such used within the town's various zoning districts.

Zoning Regulations

The subdivision plan must conform to the town's Zoning Regulations administered by the Lebanon Planning and Zoning Commission. These regulations address the permitted land uses and minimum dimensional requirements for such uses within the Town's various zoning districts.

Zoning Variances

Where the proposed plan does not meet the requirements of the Zoning Regulations a variance may be required. Variances can be requested from the Zoning Board of Appeals.

Inland Wetland Regulations

If the subdivision includes wetlands or water courses, approval for activities in or adjacent to those areas must comply with the Town's Inland Wetland Regulations as administered by the Lebanon Inland Wetland's Commission.

Driveway Requirements

Driveway cuts onto a town road require approval by the Lebanon Board of Selectmen and driveway cuts onto state roads require approval by The Connecticut Department of Transportation.

New Roads

Subdivisions where new roads are proposed must also receive Selectmen and/or Connecticut Department of Transportation permits.

Regional Referrals

Where a subdivision abuts or includes land in two or more municipalities the Planning and Zoning Commission must refer the plan to the regional planning agencies (RPA) serving those towns.

Small Water Companies

Where a subdivision is proposed to be supplied with water by a company serving 15 to 250 service connections or 25 to 1,000 persons on a regular basis, a certificate of "Public convenience and Necessity" is required from the Connecticut Department of Health Services (DHS) and the Department of Public Utility Control (DPUC).

Other

There are many other types of reviews and permits which a subdivision may require.

APPLICANTS ARE STRONGLY ENCOURAGED TO DISCUSS THEIR APPLICATION WITH THE TOWN PLANNER PRIOR TO APPLICATION.

PRELIMINARY APPLICATION FOR APPROVAL OF A SUBDIVISION PLAN

Application is hereby made for the approval of plan entitled: () subdivision: () Resubdivision: () Revised Subdivision

Name & Address of Applicant: _____

Telephone: _____

Name & Address of Owner of Record: _____

Telephone: _____

Name & Address of Engineer and/or Surveyor: _____

Telephone: _____

Location of Tract: _____

Land Record Reference: Volume _____ Page: _____ Tax Assessor Reference: Map: _____ Card No.: _____

Acreage to be subdivided: _____ Total Acreage in Tract: _____

Number of Proposed Lots: _____ Sections: _____ New Road: _____

Length: _____ Existing Structures (describe) _____

Deed Restrictions or Covenants: _____ (Copy Attached)

Easements and R.O.W.'s, existing and proposed: _____

Open Space: _____

Permission is hereby given for the Commission or its designated agent to enter the property for the purpose of reviewing the proposed subdivision.

Owner of Record: _____ Date: _____

Signature

Please Print Name

Owner of Record: _____ Date: _____

Signature

Please Print Name

Applicant: _____ Date: _____

Signature

Please Print Name

ALL SIGNATURES ARE NECESSARY TO PROCESS APPLICATION

FOR COMMISSION USE ONLY

File #: _____

Date Received: _____ Sanitarian's Report: _____ D.O.T. or Selectman: _____ Inland Wetlands _____

Bond is needed; _____ Small Water co. Certificate: _____ Regional Referral: _____ Legal Review Required: _____

_____ Erosion & Sedimentation Plan: _____ Fee Received: \$ _____

**PRELIMINARY PLAN CHECK LIST FOR INFORMAL REVIEW OF SUBDIVISION PLANS PROPOSED TO
THE PLANNING & ZONING COMMISSION OF THE TOWN OF LEBANON**

PLAN NAME: _____

APPLICANT NAME: _____

ADDRESS: _____

In order to obtain opinions on a proposed subdivision and expedite the approval of a subdivision plan, a subdivider may review with the Commission and its staff in a preliminary and informal manner any proposal for a subdivision prior to submission of a final plan. It should be clearly understood that such informal review enjoins no official status and that consent with regard to the feasibility of the informal plan on the part of the Commission in no way mandates approval of the required plan.

Informal review is encouraged in the interest of improved communication between the applicant and the Commission with regard to intent and general design, but is at the sole discretion of the applicant.

- A. Suggested information – the subdivider may submit such information as he deems would be of assistance to the Commission and its staff in its review. Include as a minimum an informal plan incorporating the following:

| | |
|----------------------------------|---|
| _____ (1) North arrow | _____ (8) Tentative lot lines |
| _____ (2) Scale | _____ (9) Open space |
| _____ (3) Location map in insert | _____ (10) Ledge, Wooded |
| _____ (4) Name of subdivider | _____ areas. Water courses, wetlands, if any |
| _____ (5) Name of subdivision | _____ (11) Unusual topo- |
| _____ (6) Date | _____ graphical features, if any |
| _____ (7) Tentative lot lines | _____ (12) Topography, in- |
| | _____ cluding contour lines which may be based on |
| | _____ U.S.C.S. maps |

The informal plan should be drawn to scale of not more 200' to the inch. It should show sufficient information about the subdivision or resubdivision to form a clear basis for discussion of the basic factors and problems affecting the proposed development.

- B. Detailed information – Nothing herein shall be construed to prevent a subdivider from presenting maps and documentation in greater detail and containing more information to the Commission, if the subdivider feels it is in his best interest to do so.

FOR PZC USE ONLY

Date Received: _____ PZC informal comments _____

**SUBDIVISION PLAN MAP CHECK LIST FOR REVIEW OF SUBDIVISION PLANS PROPOSED TO THE
PLANNING & ZONING COMMISSION OF THE TOWN OF LEBANON, CONNECTICUT**

PLAN NAME _____

APPLICANT NAME _____

ADDRESS _____

SUBDIVISION PLAN MAP REQUIREMENTS ARE SPECIFIED IN SECTION 4.2.h .OF THE LEBANON
SUBDIVISION
REGULATIONS.

GENERAL FORMAT

| | |
|--|--------------------------------------|
| _____ A-2 Survey | _____ 1"=40' |
| _____ PE/LS Seal | _____ Copies, 2 originals & 2 copies |
| _____ Sheet size (24" x 36" to 25" x 37") | |

CONTENT

| | |
|--|-----------------------|
| _____ Subdivision Title | _____ Date |
| _____ Name-Landowner | _____ Scale |
| _____ Name-Subdivider | _____ North Arrow |
| _____ Name-Applicant | |
| _____ Street lines (Existing & Proposed) | _____ Lot _____ Lines |
| _____ Buildings (w/in 200') | _____ Numbers |
| _____ Adjacent Property Owners | _____ Area (Sq. Ft.) |
| _____ Variances/Special Permits | _____ Open Space |
| _____ Monuments & Pins | _____ Dimensions |
| _____ Zoning District(s) | _____ Setback Lines |
| _____ Streets _____ Existing & Proposed Layout | |
| _____ Names | |
| _____ Easements & R. O. W. | |
| _____ Utilities & Drainage Easements & R.O.W. | |

PLANNING & ZONING COMMISSION
FINAL APPLICATION FOR APPROVAL OF A SUBDIVISION PLAN

Application is hereby made for the approval of a plan entitled () subdivision; () resubdivision; () revised subdivision

Name of Applicant: _____ Phone: _____

Address of Applicant: _____

Name of Owner of Record: _____ Phone: _____

Address of Owner of Record: _____

Name of Engineer and/or Surveyor: _____ Phone: _____

Address of Engineer and/or Surveyor: _____

Location of Tract: _____

Land Record Reference: _____ Volume: _____ Page: _____

Tax Assessor Reference: _____ Map: _____ Card No.: _____

Acreage to be Subdivided: _____ Total Acreage in Tract: _____ Number of Proposed Lots: _____

Sections: _____ New Road: _____ Length: _____

Existing Structures (describe): _____

Deed Restrictions or Covenants: _____

Easements and R.O.W.'s , existing and proposed: _____

Open space. See Attached Sheet: _____

Permission is hereby given for the Commission or its designated agent to enter the property for the purpose of evaluating the proposed subdivision.

Owner of Record: _____ Date: _____

(Please Print)

(Signature)

Owner of Record: _____ Date: _____

(Please Print)

(Signature)

Applicant: _____ Date: _____

(Please Print)

(Signature)

ALL SIGNATURE ARE NECESSARY TO PROCESS APPLICATION

FOR COMMISSION USE ONLY

Date Received: _____ File # Assigned: _____ Sanitarian Report: _____ Perc Test Fees Paid: _____

Inland Wetlands Report: _____ Bond is Needed: _____ Legal Review Required: _____ E & S Control Plan: _____

FEES RECEIVED (please see attached fee schedule)

Subdivision: \$ _____ E & S Control Plan: \$ _____ Preliminary: \$ _____ Final: \$ _____ Revised: \$ _____

Review of Design of New or Rebuilt Roads, Drainage & Other Site Improvements: \$ _____ State Fee: \$ _____ (\$30)

Legal Review: \$ _____ Supervision & Inspection of Construction of New or Rebuilt roads, Drainage & Other site Improvements: \$ _____

Commission Action: _____ **Date:** _____ **Public Hearing:** _____ **Fee:** \$ _____

**FINAL APPLICATION CHECK LIST FOR REVIEW OF SUBDIVISION PLANS PROPOSED TO THE
PLANNING & ZONING COMMISSION OF THE TOWN OF LEBANON, CONNECTICUT**

PLAN NAME: _____

APPLICANT NAME: _____

ADDRESS: _____

The check list is intended to aid in preparing and reviewing proposed subdivisions of land. It is a summary of requirement contained in the Lebanon subdivision regulations. It may be used by the Planning & Zoning Commission, staff, and the subdivider as a handy reference in determining if a proposal meets these requirements. This check list is not, however, a substitute for, nor does it contain all the detailed requirements in the town's subdivision regulations or other applicable town regulations and procedures or State Statutes, Regulations, and procedures. Please refer to those documents.

Requirements

Citation

X = Satisfactory

o = Not Satisfactory

_____ Application form

_____ Other

_____ Fee

_____ Highway permits (Selectmen/CT DOT for driveways,
roads drainage)

_____ Ownership documentation

_____ Inland Wetlands Commission approval

_____ Statement of intent re: future development

_____ Variance/Special Permit (ZBA or PZC)

_____ Estimate of improvement costs

_____ Small Water Company Certificate

_____ Sanitary report

_____ RPA Referral

_____ Documents (Deeds, Restrictions, Covenants, Etc.)

_____ Erosion & Sediment Control Plan

_____ Subdivision Plan Map (see separate check list for
requirements)

_____ Other

FOR COMMISSION USE ONLY

Date received: _____ PZC Comments: _____

Reviewer's Name: _____ Title: _____

Signed: _____ Date: _____

_____ Structures (Water, Drainage, Sidewalks, Curbs) _____ Location

_____ Test Holes _____ Size

_____ Locations

_____ Profiles

_____ Results

_____ Percolation Tests

_____ Sanitarian's Recommendation

_____ Elevations (Key on existing roads, spot on proposed)

_____ Contours at scale adequate to indicate drainage & grade)

_____ Wetlands, Waatercourses, Intermittent streams, Flood hazard

_____ Location map 1" = 1000' Index map (in multi-sheet subdivision)

_____ Map of applicant's holdings

_____ Subdivision compliance statement

_____ Signatures spaces: _____ PZC

_____ IWC

_____ First Selectman

_____ Sanitarian

_____ Plan & Profile drawings of all structures & improvements

_____ Erosion & Sediment Control Plan

_____ Other: _____

FOR COMMISSION USE ONLY

Date Received: _____ PZC Comments: _____

Reviewer's Name: _____ Title: _____

Signed: _____ Date: _____

OPEN SPACE DISPOSITION

The requirements for the dedication of Open Space can be satisfied in a number of ways. (Please refer to Section 6.8 of the Subdivision Regulations for the complete test.) Please indicate below in the appropriate space how you plan to meet this requirement.

- _____ a. Perpetual dedication to the town.
- _____ b. Perpetual dedication to the State of Connecticut.
- _____ c. Perpetual dedication to a land trust or other private organizations whose purpose is the preservation of historic and natural sites for the public benefit and use.
- _____ d. Dedication to a homeowner's association.
- _____ e. Utilization of a conservation easement(s), with or without public access.
- _____ f. Utilization of a recreation easement.
- _____ g. Private ownership with the appropriate taking of development rights by a public entity. (State or Town).
- _____ h. Any combination of the above or any suitable alternative approved by the Commission.
- _____ i. Because the Commission is aware that it may not be desirable in all situations to require the dedication of open space land in all subdivision, particularly those which are small, and because there is a need to treat all developers equally, the Commission, at its discretion, may accept from the developer a fee in lieu of land dedication for all or any part of the open space, if the developer choose to so offer.

Method chosen: _____

Total acres in open space: _____ Number of acres wetlands: _____

Number of acres ponds or lakes: _____ Number of acres dry-non-wetlands lots: _____

_____ Is method chosen by fee in lieu of open space, or

_____ Combination of a fee plus land dedication.

Appraised value of land to be subdivided prior to approval of subdivisions:

Name of appraiser: _____

Fee apportioned to each lot: _____

FOR LEBANON PZC USE

Checklist for Erosion & Sediment Control Plans

Plan of: _____

Submitted by: _____

Date submitted: _____

Section 7.8 of the Lebanon Zoning Regulations requires on erosion & sedimentation control plan to contain the following:

NARRATIVE: DESCRIBING:

- _____ 1. The development
- _____ 2. Schedule for grading & construction activities
 - _____ a. Start & completion dates
 - _____ b. Sequence/grading & construction activities
 - _____ c. Sequence/installation and/or application
 - _____ d. Sequence/final stabilization
- _____ 3. Design criteria
- _____ 4. Construction details
- _____ 5. Installation and/or application procedures
- _____ 6. Operations & Maintenance
- _____ 7. space for certification signatures

for
proposed
soil
erosion &
control
measures
& storm water
management

SITE PLAN MAP: SHOWING

- _____ 1. Location & adjacent properties
- _____ 2. Existing topo
- _____ 3. Proposed topo
- _____ 4. Soil types
- _____ 5. Wetlands, watercourses & water bodies
- _____ 6. Existing structures
- _____ 7. Proposed alterations (including cleared, excavated, filled or graded areas, proposed structures, utilities, roads new property lines)
- _____ 8. Location & design details for all proposed E & S measured storm water facilities
- _____ 9. Sequence/installation and/or application
- _____ 10. Sequence/final stabilization
- _____ 11. Space for certification signatures

4.2 I. Notification of Neighboring Property Owners: To ensure ample opportunity for neighborhood opinion to be expressed, the applicant shall be responsible for notifying, in writing, all property owners within 200 feet of the **perimeter boundaries** of the subdivision. Such notice, which shall be sent by certified mail at least ten (10) days prior to the date of the scheduled public hearing, shall include a copy of the subdivision application form submitted to the Commission, the date and time of the scheduled public hearing and the fact that the subject plans are on file in the offices of the clerk to the hearing and the fact that the subject plans are on file in the office of the clerk of the Commission. A copy of the applicant's notice to neighboring property owners, a list of the property owners notified, and return receipts from the certified mailings shall be filed in the offices of the clerk to the Commission at least five (5) days prior to the public hearing.

Where no public hearing is scheduled on an application, the notification requirements detailed herein shall apply, however, notification shall be sent within 15 days after the meeting at which the Commission determines the application complete. Refer to Section 4.2 Application for Approval of Plan. The same information shall be forwarded, however, instead of the date and time of the public hearing, the date and time of the Commission's next regularly scheduled meeting at which the subdivision will be scheduled for review shall be substituted.

ABUTTING PROPERTY OWNERS RESEARCH INSTRUCTIONS

1. Contact the Assessor's Office for a print out of a map showing all properties with the required area. It will take time to get the map configured to your specific needs, so either call them or request it (860-642-6141) or return at a later time to pick it up.
2. Once you have the printed map:
 - (a) go to the Assessor's Maps (located on the front counter in the Assessor's Office),
 - (b) find the map for your parcel,
 - (c) transfer the lot numbers of abutting property owners from the Assessor's map to the printed map.
3. Go to the Map List print out (located on the big table in the vault) and transfer the names of the property owners to the corresponding lot numbers you just put on your printed map.
4. Using the Assessor's Property Owners List, which is printed by map/parcel number, obtain the abutters' mailing addresses.

NOTE: It is the applicant's responsibility to ensure that abutter information is correct. Town employees will assist you in determining the required notification area if they are available.

Notification requirements:

Zoning Board of Appeals Applications: All owners of property within 250' of the applicant's parcel; this includes properties across the street or highway.

Zone Change: All owners of property located adjacent to the applicant's parcel; this includes properties across the street or highway.

Special Permit: all owners of property located adjacent to the applicant's parcel; this includes properties across the street or highway.

Subdivision/Resubdivision: all owners of property located within 200' of the perimeter boundaries of the subdivision; this includes properties across the street or highway.

Inland Wetland Applications: All owners of property abutting the applicant's parcel; this includes properties across the street or highway.

Property Location: _____

| <u>Assessor's Map #</u> | <u>Parcel #</u> | <u>Property Owner Name/Address</u> | <u>Certified Receipt #</u> |
|-------------------------|-----------------|------------------------------------|----------------------------|
|-------------------------|-----------------|------------------------------------|----------------------------|