

### **3.3 REVIEW AND REFERRAL -**

The Commission shall formally consider the proposed subdivision or re-subdivision after the complete application has been submitted. The application for approval of a proposed subdivision or re-subdivision shall be considered complete when the Commission, at the Regular Meeting, has made a determination that all the application requirements of these Regulations have been fulfilled by the applicant. In reviewing the application, the Commission shall consider the proposed subdivision or re-subdivision and shall determine whether the maps, plans and accompanying certificates and documents conform to the requirements of these Regulations. The Commission may request the applicant to submit such additional information that it deems necessary to make a reasonable review of the proposed subdivision in accordance with the requirements of these Regulations.

**3.3.1** Every applicant shall be afforded the opportunity to appear before the Commission. If no public hearing is conducted, notice shall be given to the applicant by mail not less than seven days before the date of the Commission meeting at which the applicant will be afforded the opportunity to appear before the Commission; and such notice shall advise the applicant of the date, time and place of the Commission meeting.

**3.3.2** The Commission may refer the application to other agencies, commissions or consultants to review and comment on the proposed application within their areas of concern and expertise.

**3.3.3** When the land proposed for subdivision or re-subdivision abuts or includes land in a neighboring community, the Commission shall refer the application for advisory comment to the Housatonic Valley Council of Elected Officials and, if such community is Kent, Washington or Roxbury, also to the Northwestern Connecticut Regional Planning Agency.

**3.3.4** When any portion of land proposed to be subdivided or re-subdivided is a) within five hundred feet of an adjoining town, b) will generate significant traffic over the streets of that town, c) will significantly affect the drainage or sewerage system of that town or d) will create water runoff affecting facilities or property in the adjoining town, then the Commission shall notify the clerk of that adjoining municipality of the pendency of the application and no hearing may be conducted on such application unless the adjoining town has received such notice.

**3.3.5** When any portion of land proposed to be subdivided or re-subdivided is within the watershed of a water company as defined in C.G.S. 16-1, and which company has filed a map of its watershed boundaries on the land records of New Milford, the applicant shall provide written notice of the application to the water company and submit evidence of such notice to the Commission at the time of application.