SECTION 4

MAP, PLAN AND REPORT STANDARDS

4.1 GENERAL –

The maps and plans required by these Regulations shall show the information and be prepared in accordance with the standards hereinafter specified. The following requirements are applicable to all maps and plans:

4.1.1 All maps, plans, and profile drawings shall be prepared by and shall bear the name, signature and seal of a land surveyor or engineer, or both, as required by law. They shall also show the following:

a) Title of the subdivision, which shall not duplicate the title of any previous subdivision in the Town.

b) Name and address of the owner of the land to be subdivided; name and address of the applicant, if different from the owner.

c) Date, scale, true north and magnetic north points, Town and State.

4.1.2 Record maps for filing in the Town Clerk's office shall be clearly and legibly drawn and shall be submitted on a polyester film not less than 3 mils thick, and having a sheet size of either 12" x 18", 18"x 24", or 24" x 36". All plan and profile and construction drawings for filing in the Department of Public Works shall be clearly and legibly drawn and shall be submitted either on a photographic washoff mylar, not less than 3 mils thick, or an original ink mylar not less than 3 mils thick, and having a sheet size of 24" x 36".

4.1.3 A locator map shall be supplied (scale: 1"=1,000') showing the location of the subdivision in relation to primary roads in Town.

4.2 TRANSMITTAL LETTER -

A narrative overview of existing conditions will be submitted with discussion of site areas most and least suitable for development. The discussion should reflect the applicant's familiarity with State and Town Regulations relative to land use, health, buildings, roads and other pertinent development issues. It should present the basic market strategy for the subdivision and the manner in which the proposed subdivision will be planned to satisfy the purpose of these regulations in conformity with zoning and in furtherance of the goals of New Milford Plan of Conservation and Development.

4.3 EXISTING CONDITIONS MAP -

The purpose of the existing conditions map is to identify the site's features with sufficient information for the Commission to review and consider with respect to the several purposes of these regulations, as listed in Section 1.3. The existing conditions map shall show the following for the parcel to be subdivided and for a reasonable distance, but not less than 200 feet adjacent to the parcel:

4.3.1 Existing streets, including the paved travel way and the street lines on both sides; also the classification of existing streets on the Circulation Plan of the New Milford Plan of Conservation and Development and a notation as to whether any streets are designated scenic roads or country roads by municipal ordinance or in the Plan of Conservation and Development.

4.3.2 Property line of the parcel to be subdivided and adjacent properties along with the names of adjacent subdivisions or owners and any existing easements.

4.3.3 Any existing storm drainage system and identification of downstream drainage facilities likely to be affected by the parcel's development.

4.3.4 Existing utilities including any utility easements over the parcel.

4.3.5 Existing buildings, structures, stone walls, wells, septic systems, cisterns and other site improvements such as but not limited to trails, fences and driveways including a notation if any buildings or structures are designated as historic.

4.3.6 General soils types by Soils Conservation Service classification and specific identification of areas likely to be shallow to bedrock, areas of wetlands soils and rocky outcrops. Identification of areas likely suitable for on site septic disposal, including results of sufficient percolation and deep pit tests to indicate variation of soils types, at least one (1) test for each five (5) acres. All tests shall be clearly numbered and identified on the supplemental map.

4.3.7 Wooded areas by foliage line, meadows, farmlands and individual trees greater than 30" diameter breast high or specimen type tree.

4.3.8 Watercourses, ponds, aquifers, floodplains and any water supply watershed area.

4.3.9 On a separate map, existing elevations and contours at 2' intervals with specific identification of areas with slopes in excess of 25%. It also should be noted whether the parcel is situated on one of the following hills or mountains: Bear Hill, Peat Hill, Iron Hill, Green Pond Mountain, Mount Tom, Long Mountain including Rock Cobble Hill, Sawyer Hill, Candlewood Mountain, Pine Knob, Great Mountain, Second Hill, Mine Hill, Cedar Hill, Stilson Hill, Carmen Hill, Town Hill, Pine Hill, Boardman Mountain, Fort Mountain and Guarding Mountain (as identified on U.S.G.S. maps Kent and New Milford quadrangles). Existing elevations should be tied into the Connecticut Data.

4.3.10 Reserved for future use.

4.3.11 Existing zoning classification and Land Use Category in New Milford's Plan of Conservation and Development.

4.3.12 Adjacent open space abutting the parcels, including ownership of this open space.

4.4 SITE PHOTOGRAPHS –

Site photographs should be a simple visual presentation of key site features. Photos should be no smaller than 4" by 6" and should be in color. At a minimum, photos should include pictures of the existing street frontage, the entry and centerline of proposed streets, notable features identified on the map of existing conditions, and a typical likely building site. Photos should be labeled and keyed to an index map which could be the map of Existing Conditions.

In the preparation of a feasibility plan layout, the applicant and his engineer should reference the development strategies for rural conservation set forth in the New Milford Plan of Conservation and Development. The map should include notes or narrative illustrating the conservation or explaining the elimination of key natural or historic site features.

4.5 RECORD SUBDIVISION MAP -

The record subdivision or re-subdivision map shall be prepared with an accuracy meeting or exceeding standards for a "Class A-2 Survey" of the Connecticut Association of Land Surveyors, Inc. The map shall show the following:

4.5.1 Existing and proposed property lines including street lines on both sides of an existing street, with the opposite street line tied into the proposed subdivision or re-subdivision; adjoining street and property lines for a distance of 200 feet and names of adjacent subdivisions or owners.

4.5.2 Existing and proposed watercourses, wetlands, ponds, easements and rights-of-way; channel and building lines; encroachment lines to protect natural features.

4.5.3 Proposed lots and lot numbers; existing and proposed open spaces for parks and playgrounds; the square footage of all lots and open spaces, the buildable area of all lots, and the total acreage of land included in the subdivision.

4.5.4 Existing permanent buildings and structures.

4.5.5 Dimensions in all lines to the hundredth of a foot; all bearings or deflection angles on all straight lines; and the central angle, tangent distance and radius of all arcs.

4.5.6 The width of all existing and proposed streets, rights-of-way and easements, street names.

4.5.7 Existing and proposed monuments.

4.5.8 The zoning district or districts in which the subdivision is situated and any zoning district boundary lines.

4.5.9 An index map, if the proposed subdivision is divided into sections or is of such size that more than one sheet is required, showing the entire subdivision with lots, lot numbers, streets, street names and delineation of areas covered by the section or sheet.

4.5.10 The survey relationship of proposed streets to nearby monumented Town streets or State Highways where practical.

4.5.11 The words "Approved by the New Milford Planning Commission" with a designated place for the signature of the Chairman or Secretary and date of approval.

4.5.12 A designated area with the words "As Specified in Section 8-26c of the General Statutes, expiration date is _____".

4.6 INFRASTRUCTURE CONSTRUCTION PLANS -

Plan and profile drawings, including typical cross-section, of all proposed streets, storm drains, sanitary sewers, public water supply lines, catch basins, manholes, ditches, watercourses, headwalls, sidewalks, gutters, curbs, fire suppression equipment, and other structures shall be submitted.

Profile drawings shall be drawn to a horizontal scale of 1" = 40' and a vertical scale of 1"= 4'. Plan drawings shall be drawn to a scale of not smaller than 1" = 40'. All contours shall be at 2-foot intervals based on field or aerial surveys except as otherwise provided herein. Profile drawings and elevations shall be based on Town, State or U.S. benchmarks or other permanent benchmarks approved by the Commission; the benchmarks used shall be noted on the plan. As-built mylars shall be prepared by a professional engineer or licensed land surveyor and submitted to the Commission. Plan-profile drawings shall show at least the following information in accordance with good engineering practice and as appropriate for the particular subdivision:

4.6.1 Layout of proposed streets in plan and profile indicating right of way dimensions, width of right-of-way and of paving, existing and proposed centerline grade lines with stations every 50 feet, vertical curve data and percentage of grade, with a typical cross-section detail. In non-development areas existing and proposed contours may be at an interval not exceeding ten feet based at a scale of 1"=40' based on a field or aerial survey or based on an available U.S.G.S. contours, including proposed regrading cuts, fills and soil/rock removal. In non-development areas, 10 feet is acceptable.

4.6.1a Design Report: All design criteria and data used to develop the plan and profile drawings will be attached.

4.6.2 Depth, invert, slope and size of all pipes, ditches, culverts, manholes, catch basins, headwalls and watercourses, a sample ditch and watercourse cross sections.

4.6.2a Drainage Report: A drainage analysis map shall show the tributary watershed area and downstream area affected by run-off. Drainage computations shall consider the entire watershed area: criteria and computations used in determining pipe sizes shall be submitted on

4.6.3 Approximate location of lot lines intersecting the street lines, lot numbers and street names and any proposed drives and house numbers.

4.6.4 A traffic study, if required by the Commission.

4.6.5 Location of all existing and proposed utilities such as gas, electric, telephone, underground and overhead utility poles, water and sewer and fire suppression equipment.

4.6.5a Sanitation and Water Supply Study Report: This report will present the estimates of public water supply and public sewage disposal requirements if needed, or the results of soils investigations, including borings, seepage tests and test pits for areas proposed for on -site sewage disposal, a description and schematic layout of proposed sewage disposal system and description of proposed water supply system.

4.6.6 Location of siltation basins, detention basins, retention basins, soil erosion and sediment control measures, limits of on-site soil disturbance, water courses, inland wetlands, construction narrative sequence.

4.6.7 The limits of any areas of tree removal necessary to provide effective use of a passive solar energy system, based on an assumed mature tree height of 50 feet.

4.6.8 Cost Estimates: Engineer's quantity estimates, unit prices and cost estimates for infrastructure construction in a format and level of detail acceptable to the Commission.

In addition to the plan and profile drawings, other necessary construction drawings and details shall be submitted as required by New Milford Road Ordinance.

4.7 FEASIBILITY MAP –

The feasibility map shall show existing conditions, the proposed road and lot layout of the subdivision. If only part of the preliminary plan is being developed, a preliminary plan of contiguous land of the applicant that may be subdivided in the future shall be submitted. In the preparation of a feasibility plan layout, the applicant or his engineer should reference the developed strategies for rural conservation set forth in the current New Milford Plan of Conservation and Development. The map should include notes or narrative illustrating the conservation or explaining the elimination of key natural or historic site features. The feasibility map shall show at least the following information, with the understanding that more detailed preliminary plan studies and/or discussions with the Commission could result in minor to substantial changes in the plan. The feasibility plan should encompass the overall tract, even if only part is being proposed for subdivision:

4.7.1 Existing and proposed road, utility and drainage systems, location of existing and proposed roads, utility systems including potential extension to provide access to adjacent properties, preliminary grade estimates and sight distance at intersections and curves.

4.7.2 Location of all borings, deep hole tests, percolation test holes with a table displaying test results.

4.7.3 Layout of dwellings and recreational facilities, if any, sewage disposal systems and reserve areas including MLSS spread, and also showing 75-foot well radii and regulated wetlands or watercourses set-back lines. Also show lot area, required yard set-backs.

4.7.4 Principal wooded areas, any ledge outcrops and existing stone walls and fences within the subdivision, existing and proposed trails.

4.7.5 Location of all siltation basins, erosion and sediment control measures for each lot, and limits of soil disturbance.

4.7.6 Location and limits of areas subject to potential flooding; boundaries of any Flood Prone Areas and floodways and the base flood elevation date thereof; and the lowest floor elevations that would be applicable for a building on any lot in the Flood Prone Area.

4.7.7 Schematic site development proposal for each lot showing proposed building location, parking area and driveway, well location and 75' well radius, septic system location and any regulated set-backs from watercourses or wetlands. All proposed driveways shall be shown with profile grades and sight distances noted. Proposed contours shall be shown for driveways with grades between 10% to 15 % in residential subdivisions and between 6% to10% in commercial or industrial subdivisions. Proposed contours shall be shown to reflect the earthwork required to achieve the sight distances noted.

4.7.8 Layout of proposed areas to be seeded and landscaped with proposed type of planting by common name and general location including type and locations of trees to be planted.

4.7.9 Layout of existing and proposed lot lines and street lines.

4.7.10 Proposed dedicated open space and conservation or scenic easement areas.

4.7.11 Include assessor's map and lot number of original parcel.

4.7.12 Sidewalks, gutters and special structures.

4.8 EROSION AND SEDIMENTATION CONTROL PLAN –

The following shall apply to the submission and approval of an Erosion and Sedimentation Control Plan. All provisions of this Section are in addition to other requirements of these Regulations. No land development which is cumulatively more than one-half acre in area shall be undertaken in any district unless certification of a Control Plan in compliance with the provisions of this Section has first been obtained from the Commission or its designated agent. No permit shall be issued until a Control Plan has been approved by the Commission or its designated agent, or it has been determined that a Control Plan is not required.

4.8.1 Required Submission-

The submission of material required to obtain approval of a Control Plan shall include, but not be limited to the name, address and phone number of the contact person responsible for the plan and the following plan components:

A narrative describing:

a. The development;

b. The schedule for grading and construction activities including;
1. Start and completion dates;
2. Sequence of grading and construction activities;
3. Sequence for installation and/or application of soil erosion and sediment control measures;
4. Sequence for final stabilization of the project site.

c. The design criteria for proposed soil erosion and sediment control measures and storm water management facilities.

d. The construction details for proposed soil erosion and sediment control measures and storm water management facilities.

e. The installation and/or application procedures for proposed soil erosion and sediment control measures and storm water management facilities.

f. The operations and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities.

g. The engineer's cost estimate for the proposed control plan measures and facilities.

A site plan map drawn to a scale of not less than one inch to 100 feet to show:

a. The location of the proposed development and adjacent properties;

b. The existing and proposed topography including soil types, wetlands, watercourses and water bodies;

c. The existing structures on the project site, if any;

d. The proposed area alterations including cleared, excavated, filled or graded areas and proposed structures, utilities, roads and, if applicable, new property lines;

e. The location of and design details for all proposed soil erosion and sediment control measures and storm water management facilities;

f. The sequence of grading and construction activities;

g. The sequence for installation and/or application of soil erosion and sediment control measures;

h. The sequence for final stabilization of the development site.

Any other information deemed necessary and appropriate by the applicant or requested by the Commission or its designated agent.

4.8.2 Minimum Acceptable Standards -

a. Plans for soil erosion and sediment control shall be developed in accordance with these Regulations using the principles as outlined in the Connecticut Guidelines for Soil Erosion and Sediment Control (1985), as amended. Control Plans shall result in a development that; minimizes erosion and sedimentation during construction; is stabilized and protected from erosion when completed; and does not cause off-site erosion and/or sedimentation.

b. The Commission (or the County Soil and Water Conservation District) may grant exceptions when requested by the applicant if technically sound reasons are presented.

c. The appropriate method from Chapter 9 of the Connecticut Guidelines for Soil Erosion and Sediment Control (1985), as amended shall be used in determining peak flow rates and volume of runoff unless an alternative method is approved by the Commission.

4.8.3 Issuance or Denial of Certification -

a. The Commission shall either certify that the Control Plan, as filed, complies with the requirements and objectives of this section or deny certification when the development proposal does not comply with this Section.

b. Nothing in these Regulations shall be construed as extending the time limits for the approval of any application under Chapters 124, 124 A or 126 of the General Statutes.

c. Before certification, any plan submitted to the Town may be reviewed by the County Soil and Water Conservation District which may make recommendations concerning such plan, provided such review shall be completed within 30 days of the receipt.

d. The Commission may send a copy of the development proposal to the Conservation Commission or other review agency or consultant for review and comment.

4.8.4 Bond or Other Assurance -

a. The estimated costs of measures required to control soil erosion and sedimentation, as specified in the Control Plan, may be required to be covered in a bond or other assurance acceptable to the Commission.

b. Site development shall not begin unless the Control Plan is certified and those control measures and facilities in the plan scheduled for installation prior to site development are installed and functional.

c. Planned soil erosion and sediment control measures and facilities shall be installed as scheduled according to the Control Plan. Additional soil erosion and sediment control measures and facilities may be required as field conditions warrant.

d. All control measures and facilities shall be maintained in effective condition to ensure compliance with the Control Plan.

4.8.5 Inspection -

Inspections shall be made by the Commission's designated agent during development to ensure compliance with the Control Plan and that control measures and facilities are properly performed or installed and maintained. The Commission shall require the permittee to verify through bi-weekly progress reports that soil erosion and sediment control measures and facilities have been performed or installed according to the Control Plan and are being operated and maintained. Additional control measures may be required by the inspector as field conditions warrant.

4.9 SCHEMATIC ARCHITECTURAL DRAWINGS –

These drawings should illustrate the type of dwelling units proposed in an affordable housing development. The drawings should present sufficient detail to provide a sense of the intended architectural style of the complex and the layout of typical units.