



The Planning Commission

Town of New Fairfield

New Fairfield, Connecticut 06812

Type of Application

Fee: \$500.00 application fee
\$300.00 per lot
\$100.00 per public hearing

- Subdivision
- Resubdivision
- Other

APPLICANT CHECKLIST: The Application must include Twelve {12} sets of the following, or it will not be accepted. All completed applications must be stamped received by the close of business on the application deadline date *no exceptions*

- Completed Application
- Letter of Authorization (if required for agent)
- Fee
- Name of Proposed Subdivision
- Certified, return receipts of abutting property owners together with names and addresses
- Legal description of property
- Title Search
- Any easement narratives
- Confirmation from Conservation Commission of application submission
- A-2 survey, topographical survey with accompanying maps and certification from Professional Engineer and/or Connecticut Licensed Land Surveyor
- Soil/Erosion sedimentation control plan. Please include existing conditions, construction activity and post development plans
- Perc and Deep Test pit information
- Documentation of Open Space (deed)
- M.A.I. (Master Appraisal Institute) or S.R.A. (Senior Resident Appraiser) appraisal of open space for fee in lieu of. This is required even if you are proposing open space
- Confirmation of notification to municipal water company, Danbury area, New York watershed (if applicable)
- Confirmation from Candlewood Lake Authority of submittal of application and maps, (if applicable)
- Report from Connecticut Certified Archaeologist (this applies to subdivisions/resubdivisions with 10 or more lots)

Reports required where applicable:

- Conservation Commission (Inland/Wetlands)
- Erosion Control Officer
- Health and Sanitation Department
- First Selectmen
- Town Engineer
- Zoning Commission (Zoning Enforcement Officer)
- Park & Recreation Department
- Fire Department
- Fire Marshall
- Water Supply Committee
- Town Counsel

If application is approved, the following will be required:

- Present final Mylar to be signed and dated by the Planning Commission
- File one copy with the Tax Assessor's office (scale applicable to Assessor's maps)

Mylar Information:

- Name of Owner
- Name of Development
- Names of abutting property owners
- Vicinity Map
- Original property survey, including boundary lines, prior to 1948
- Proposed property boundary lines and layout of lots
- Zoning setback delineation
- Wetlands, watercourses and soil types
- Stone walls, historic and archaeologically sensitive sites
- Areas identified as natural habitats
- Easements
- Location and grades of driveways and access ways
- New street names
- Monuments
- Public areas and open space
- Fire tank or water source location
- All other items not mentioned above but required per A-2 property survey standards for the State of Connecticut
- Date approval expires (stamped on map)

*** NOTE: THE CHAIRMAN WILL SIGN THE MYLAR AFTER EXPIRATION OF THE APPEAL PERIOD AND ACCEPTANCE OF NOTIFICATION OF SATISFACTORY RESOLUTION OF BINDING ISSUES/AGREEMENT BY THE SELECTMEN'S OFFICE. ***Also see notes to applicant listed below on Page 3 of 3***

Notes to Applicant:

1. All applicable items described in Appendix A Application Checklist including Twelve (12) copies/sets of submitted items shall accompany this application by the application deadline date ***no exceptions.***
2. In addition, the application shall be accompanied by fees as follows:

\$500 – APPLICATION FEE

\$300 – PER LOT

\$100 –PER PUBLIC HEARING

If the Commission determines that the application is to be the subject of a public hearing, the applicant shall be responsible for defraying the cost of additional legal notice publications. {see public hearing fee above}

3. The applicant shall be responsible for staking out all proposed streets and access ways. See section 6.04 5.
4. No construction activity, including clearing of trees or disturbance of soil not otherwise permitted as of right, shall take place while the subdivision is pending and the Planning Chairman has signed the Mylar. See Section 6.03 j.
5. The applicant shall be responsible for submitting application to the Inland Wetland Commission. See Section 6.03 5.
6. The applicant may request of the Commission for a Pre-Application Conference to review subdivision preliminary plans. See Section 6.02.
7. The complete application shall be submitted at least seventeen (17) working days prior to the next regular scheduled meeting of the Commission. See Section 6.01 4
8. Upon receipt of the final stamp of approval, the applicant shall submit five (5) copies of final maps (Assessor's map shall be lin. = 200 feet). Map needs to be 36"L x 24"W