

MEMORANDUM

TO: Subdivision Applicants
FROM: Town of Weston Planning and Zoning Commission
DATE: March 15, 2005
RE: Subdivision Application Plot Plan Requirements

Important: The following is provided only as a guide to the Weston Subdivision Regulations and does not revise or replace any requirement of those Regulations.

Each application for subdivision submitted to the Weston Planning and Zoning Commission shall include (i) a Map of Natural Features, (ii) a Subdivision Plan, and (iii) a Soil Erosion and Sedimentation Control Plan Site Map, each conforming to the following minimum requirements:

Map of Natural Features (s.2.4.4):

1. Be signed, dated and certified as being “substantially correct” by a registered land surveyor to the “Weston Planning and Zoning Commission” (ss.2.4.4 and 2.5.1(a)).
2. Be clearly entitled “Map of Natural Features of [Name of Subdivision] Weston, Connecticut” (s.2.5.1(e)).
3. Indicate all maps, surveys and other instruments referenced in the preparation of the map (s.2.5.1(e)).
4. Show the entire site and all dimensions thereof (s.2.4.4(f)).
5. Be drawn to the largest practicable decimal scale but not larger than one inch equals forty feet and not smaller than one inch equals one hundred feet (ss.2.4.4 and 2.5.1(d)). All text must be in uppercase block lettering and in 14-point type.
6. Indicate ‘north’ and include a “vicinity map” showing all surrounding public and private roads and major streams, rivers or bodies of water (ss.2.4.4(g) and 2.5.1).
7. Indicate the names of all current adjacent lot owners (ss. 2.4.3 and 2.5.1(e)).
8. Show any existing easements, rights of way or other encumbrances which can be plotted together with any evidence of encroachments and include a statement regarding the nature of each or include a statement that none exist on the site. (s.2.5.1(e)).
9. Show the topography of the site at a contour interval of five feet or less except where the site lies within wetlands or floodplains where the contour interval shall be two feet (s.2.4.4(a)).

10. Show the boundaries of the watershed drainage basin divides of all perennial streams, significant intermittent streams and drainage courses (s.2.4.4(b)) or include a statement that none exist on the site.
11. Show the boundary of all wetlands (s.2.4.4(b)) or include a statement that none exist on the site.
12. Show the boundary of the 100-Year Flood Zone (s.2.4.4(c)) or include a statement that no portion of the site lies within it.
13. Show the stratified drift aquifers underlying the site (s.2.4.4(d)) or include a statement that none exist on the site.
14. Show and list all “Protection Zones” and “Critical Planning Units” as designated by the Weston Environmental Resources Manual (s.2.4.4(e)) and all “Special Natural Characteristics” as defined in Section 3.2.1 of the Subdivision Regulations, or include a statement that none exist on the site.
15. Show and list any existing area or structure designated for special protection by the Weston Conservation Commission or the Weston Historic District Commission (s.2.4.4(f)) or include a statement that none exist on the site.
16. Show all pertinent existing features of the site including, without limitation any streams, ponds, wetlands, floodplains, hydrants, marshes, ledges, trails, roads, driveways, stone walls, fences, dams, buildings and other structures, wells, septic systems, or drainage pipes noting pipe sizes (s.2.4.4(f)).
17. Show all pertinent existing features of the area lying within 200 feet of a proposed subdivision of a site less than 10 acres, 300 feet of a proposed subdivision of a site less than 25 but more than 10 acres, and 500 feet of a proposed subdivision of a site more than 25 acres (hereinafter, the “Contiguous Area”) (s.2.4.4(h)). It is the responsibility of the applicant to obtain all necessary authorizations to enter upon and survey Contiguous Areas
18. Be dated or revised to within six (6) months of the date of application.

Subdivision Plan (s.2.4.12)

1. Be signed, dated and certified as being “substantially correct” by a registered land surveyor to the “Weston Planning and Zoning Commission” (s.2.5.1(a)).
2. Be clearly entitled “Subdivision Plan of [Name of Subdivision] Weston, Connecticut” (ss.2.5.1(e) and 2.4.12(a)).
3. Show the entire site and all lots therein and the dimensions (in acres to the nearest hundredth) of the site and each lot (s 2.4.12(a)).
4. Show distances and bearings of the boundary lines of the site and all proposed lots (2.4.12(a))

5. Be drawn to the largest practicable decimal scale but not larger than one inch equals forty feet and not smaller than one inch equals one hundred feet (ss.2.4.4 and 2.5.1(d)). All text must be in uppercase block lettering and in 14-point type.
6. Indicate 'north' and include a "vicinity map" showing all surrounding public and private roads and major streams, rivers or bodies of water (ss.2.5.1 and 2.4.12(k)).
7. Indicate the names of all current adjacent lot owners (ss. 2.4.12(b) and 2.5.1(e)).
8. For the entire site and each proposed lot, show any existing or proposed easements, rights of way or other encumbrances which can be plotted together with any evidence of encroachments and include a statement regarding the nature of each or include a statement that none exist on the site. (s.2.5.1(e)).
9. Show all wetlands, floodplains and slope encroachment lines and boundaries of other areas to be excluded from development or include a statement that none exist on the site (s.2.4.12(g)).
10. Show the location and dimension of any proposed open space parcels or include a statement that none are proposed on the site.
11. In each proposed lot, show the Minimum Lot Dimension rectangle described in Section 321.4 of the Zoning Regulations (s.2.4.12(f)).
12. For each proposed lot, include a statement of (i) the Required Frontage pursuant to Section 321.4 of the Zoning Regulations and (ii) the actual frontage.
13. For each proposed lot, the setback lines (from the property lines and from watercourses (pursuant to s. 321.5 and 312.7 of the Zoning Regulations)) shall be shown and clearly labeled.
14. For each proposed corner lot, an "Intersection Visibility Line" shall be drawn (and clearly labeled) pursuant to Section 312.6 of the Zoning Regulations. With respect to each intersection of any proposed road with a public road, a statement shall be included that such intersection complies with Section 3.10.6(b).
15. Include a statement of (i) the applicable Minimum Lot Area pursuant to Section 321.3 of the Zoning Regulations, and (ii) the actual lot area less (A) any portion of the lot (a) reserved for or used as a road, right-of-way or access way, (b) subject to easements prohibiting building or structures within such easement, and (c) subject to an exclusive easement other than drainage easements, and less (B) 80% of any portion of such lot that is under water or defined as "very poorly drained", pursuant to Section 311.4 of the Zoning Regulations.
16. Show the names, location, layout and width (at the narrowest point) of all existing and proposed roads, turnarounds, easements and rights of way together with distances and bearings of each. A statement shall be included that all such roads, easements and rights-of-way conform to Section 3.10 of the Subdivision Regulations, the Weston Plan of Development and the Weston Roads Analysis (s.2.4.12(d)). This requirement is in addition to and not in limitation of the plan requirements set forth in Section 2.4.6 of the Subdivision Regulations.

17. Show the existing or proposed access to a public road (including a measurement of the width of any curb cut) and stating the name of such road. In the event any columns or other structures exist or are proposed, the plan shall include a measurement of the narrowest point between them.
18. Show a proposed driveway apron for each lot and a statement that each driveway apron, as proposed, conforms to the Weston Driveway Ordinance (s.2.4.12(h)).
19. Show all existing structures and significant natural or man-made features on the site or Contiguous Area either (i) not shown on the Map of Natural Features, or (ii) proposed to remain on the site (s.2.4.12(c)) or include a statement that none exist on the site.
20. Show all proposed or existing storm drainage, utility or road structures including, without limitation, bridges, culverts, retaining walls, drainage swales, retention basins, ponds dams, spillways, sidewalks, curbs, manholes, fences, guardrails utility stations signs or streetlights (s.2.4.6(b)(5)) or include a statement that none exist on the site.
21. Show existing or proposed fire hydrants and indicate whether each such hydrant is or shall be pressurized or dry. If no hydrants are existing or proposed within the subdivision, the map shall include a statement of the distance (in feet) to the nearest operational hydrant from each proposed access to a public road (s.3.8.3).
22. Show all proposed or existing common water supply or septic facilities (s.2.4.6)(b)(6)) or include a statement that none exist or are proposed on the site
23. Include a statement that no utilities shall be above-ground (s.2.4.12(i)).
24. Show the approximate area, dimensions, and location of all other land completely or partially owned or controlled by the applicant, developer or owner of the proposed subdivision located contiguous to or across the street from the proposed subdivision. (s.2.4.12(b) and Amendment dated November 10, 1987).
25. Be dated or revised to within six (6) months of the date of application.

Soil Erosion and Sedimentation Control Plan Site Map (ss. 2.4.7 and 3.11, as amended)

1. Be signed, dated and certified as being “substantially correct” by a registered land surveyor to the “Weston Planning and Zoning Commission” (ss.2.4.4 and 2.5.1(a)).
2. Be clearly entitled “Soil Erosion and Sedimentation Control Plan Site Map [Name of Subdivision] Weston, Connecticut” (s.2.5.1(e)).
3. Indicate all maps, surveys and other instruments referenced in the preparation of the map (s.2.5.1(e)).
4. Show the entire site and all dimensions thereof (s.2.4.4(f)).

5. Be drawn to the largest practicable decimal scale but not larger than one inch equals forty feet and not smaller than one inch equals one hundred feet (ss.2.4.4 and 2.5.1(d)). All text must be in uppercase block lettering and in 14-point type.
6. Indicate 'north' and include a "vicinity map" showing all surrounding public and private roads and major streams, rivers or bodies of water (ss.2.4.4(g) and 2.5.1).
7. Indicate the names of all current adjacent lot owners (ss. 2.4.3 and 2.5.1(e)).
8. Show (i) existing and proposed topography, (ii) proposed alteration during developmental activity, and (iii) location and design detail of soil erosion and sedimentation control measures (Amendment of Section 3.11.9 dated June 25, 1985).
9. Include a narrative which includes:
 - a. the sequence of developmental activities such as grading, installation of drainage devices and erosion/sedimentation controls;
 - b. the sequence for final stabilization of the area; and
 - c. a signed statement of the project engineering that an "as built" certification will be submitted under his seal and signature at the completion of developmental activities (Amendment of Section 3.11.9 dated June 25, 1985).
10. Include such other planning and design elements as may be required to be demonstrated by Section 3.11 of the Subdivision Regulations.
11. Be dated or revised to within six (6) months of the date of application.