

SUBDIVISION REGULATIONS

Chapter 166
From the
CODE of the TOWN OF TOLLAND
COUNTY OF TOLLAND
STATE OF CONNECTICUT

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ARTICLE I
General Provisions

Section 166-1. Preamble.

According to the General Statutes, the Town of Tolland Planning and Zoning Commission has the right and responsibility to regulate the subdivision of land in the community. For the purpose of securing the orderly and coordinated development of the Town of Tolland and to assure the safety, health, welfare and comfort of its people, the town has promulgated these regulations regarding the subdivision of land.

Section 166-2. Authority.

The Town of Tolland Planning and Zoning Commission is established pursuant to Chapter 126 of the General Statutes of the State of Connecticut and the Tolland Town Charter to adopt, amend and administer subdivision regulations.

Section 166-3. Title.

These regulations shall be known as the "Subdivision Regulations for Tolland, Connecticut."

Section 166-4. Purpose.

- A. The purpose of these regulations is to provide for a flexible approach for the design and division of land while assuring that significant natural and man-made resource areas within the Town will be conserved and protected without increasing overall density. Specifically, these regulations are designed to further the following objectives:
1. To promote design flexibility in land development.
 2. To promote development that is sensitive to site characteristics.
 3. To preserve and provide land for open space, parks and playground purposes which contribute to the health, safety and welfare of the residents of the Town of Tolland. Such Open Space shall preserve land that will serve the purposes as detailed in Section 166-15.
- B. These regulations are designed to promote proper street widths, grades and construction; lot layout; provision of safe water supplies and sanitary sewage facilities; stormwater drainage systems; adequate utilities; suitable open spaces; and related public improvements.

Section 166-5. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

APPROVAL, CONDITIONAL - An action by the Planning and Zoning Commission, as cited in Section 8-25 of the General Statutes, which accepts the proposed subdivision, accepts the subdivision with modifications or an inaction by the Commission which results in an acceptance by default. Such "approval(s)" does not constitute final approval. Lots with Conditional Approval may not be offered for sale.

APPROVAL, FINAL - An administrative action by the Commission's designated agent whereby a subdivision meets the conditions applied by the Commission when Conditional Approval was

secured. Such conditions must be in accord with Section 166-12. Lots with Final Approval can be offered for sale.

BUILDABLE AREA – The contiguous area of a lot, exclusive of wetlands, watercourses, water bodies, wetland buffers, detention areas, utility or drainage easements and principal structure setback areas.

CERTIFICATE OF OCCUPANCY- The description of "certificate of occupancy" in Section 29-265 of the General Statutes is hereby made the definition of "certificate of occupancy" in these regulations.

COMMISSION - The Planning and Zoning Commission of the Town of Tolland.

GENERAL STATUTES - The General Statutes of the State of Connecticut, 1958 Revision, or as from time to time revised or amended.

OPEN SPACE – Land to be set aside, as provided for in Section 8-25 of the General Statutes, for open space, parks and playgrounds.

OPEN SPACE, PRIMARY – Land to be dedicated to the Town of Tolland in conjunction with Flexible Residential Development. At the option of the Planning and Zoning Commission, land may be dedicated to a non-profit organization established for the purposes of land preservation and/or conservation.

OPEN SPACE, SECONDARY- Land to be protected, set aside or used for recreation in conjunction with Flexible Residential Developments and may be Conservation easements, vegetation easements and buffer areas.

PUBLIC IMPROVEMENT WORK - Any improvements required by the Commission, as a condition of subdivision approval, pursuant to Section 8-25 of the General Statutes, for the public health, safety or welfare, including but not limited to the grading and improvement of streets and the provision of public utilities and services.

RECONFIGURATION – Any adjustment, change or modification in the location of any portion of the boundary of a lot or other tract or parcel of land, regardless of whether such reconfiguration would create a subdivision or resubdivision under these regulations.

RESUBDIVISION - A change in a map of an approved or recorded subdivision or resubdivision, if such change:

- A. Affects any street layout shown on such map.
- B. Affects any area reserved thereon for public use.
- C. Diminishes the size of any lot shown thereon and creates an additional building lot if any of the lots shown thereon have been conveyed after the approval or recording of such map.

SINGLE-ACCESS SUBDIVISION – A subdivision served by a road that is permanently restricted to one access and which road or roads can include a loop or cul-de-sac or a combination thereof. Access will be considered permanently restricted if the abutting properties are any one of the following:

- A. owned by the State of Connecticut or the Town of Tolland;

- B. of a size and/or configuration that will not allow reasonable development of a road and lot(s);
- C. occupied by an expanse of wetlands that would require crossing of wetlands or watercourses in excess of 200 feet, or;
- D. comprised of topography too steep or otherwise unsuited for further road construction.

SUBDIVISION - The division of a tract or parcel of land into three (3) or more parts or lots for the purpose, whether immediate or future, of sale or building development, expressly excluding development for municipal, conservation or agricultural purposes, and includes resubdivision. For the purposes of this definition, a "tract" shall be any contiguous land under common ownership on November 16, 1962, the date subdivision regulations were first adopted by the town, which land is not divided by an existing street.

TOWN - The Town of Tolland, Connecticut.

TOWN PLAN OF DEVELOPMENT - The Town of Tolland Plan of Conservation and Development, adopted in August 1999, including any amendments thereto.

WATERSHED - A region or area determined by the Town Engineer forming a drainage basin with rainwater ultimately draining to a particular watercourse.

WORK - All physical improvements required by the approved plan (Conditional Approval), other than the staking out of lots, and includes but is not limited to the construction of roads, storm drainage facilities and water and sewer lines, the setting aside of open space and recreation areas, installation of telephone and electric services, planting of trees and other landscaping, and installation of retaining walls or other structures.

ARTICLE II Procedures

Section 166-6. General.

- A. Wherever in these regulations the term "subdivision" is used, it shall refer to both subdivision and resubdivision unless otherwise specifically stated.
- B. Construction standards for public improvement work shall be in accordance with the Design Manual.
- C. Subdivision plans must be in accordance with the Town Zoning and Wetlands Regulations.
- D. In cases where reasonable and necessary need for an off-site improvement or improvements is necessitated or required by the proposed development application and where no other property owners receive a special benefit thereby, the Commission may require the applicant, as a condition of subdivision approval and at the applicant's sole expense, to provide for and construct such improvements as if such were on-site improvements, including development of public roads contiguous to the subdivision.

- E. Single-access subdivision requirements. It is recommended that single-access subdivisions include no more than 35 building lots. The Commission may, by four concurring votes of the full body, allow additional lots if the applicant demonstrates to the Commission's satisfaction that:
1. Such an increase in building lots (and additional roads, if applicable) will not pose safety or access problems for residential traffic, service vehicles, school buses, emergency equipment and Town maintenance vehicles, or;
 2. The adjacent property has the physical characteristics that would allow the road to be extended in the future. The ownership of the adjacent parcel will be a factor to be considered. As an example, state and town land will not be considered for a road extension except to provide public access to public or privately held open space or recreational land. In all cases, the applicant must demonstrate, and the Commission must find, that it is likely that the road will ultimately be extended to another public road.
- F. Single-access subdivisions may only originate from public, through roads.
- G. Vegetation and rural landscape preservation.
1. Where new roads are proposed, the entrances shall be landscaped to visually ease the transition from the existing town road to the proposed subdivision. A buffer area shall be maintained along the existing road frontage. The use of natural features such as wetlands, existing woodlands, slopes, stone walls, etc. is encouraged. The new road shall only be cleared of existing vegetation to provide for safety, drainage, construction, snow shelf and utilities.
 2. On collector and arterial roads, a buffer area shall be maintained with a minimum depth of forty (40) feet extending along the existing road frontage and may be protected by a conservation easement. In instances where only part of a naturally wooded buffer exists, the Commission may require additional plantings in the buffer area.
 3. Minimize clearing of vegetation at the edge of the road, clearing only as much as necessary to create a driveway entrance with adequate sight distance.
 4. Preserve stone walls, hedgerows, and unique landforms and site topography.
 5. Wherever agricultural uses and other uses abut, buffers consisting of vegetative screening, woodlands, vegetated berms or natural topographic features shall be preserved, supplemented or provided.
 6. Trees significant because of their size, appearance, location and/or species shall be delineated on plans and protected whenever practical.
- H. Professional designer requirement.

Conceptual and Subdivision submission proposals with road extensions, or new roads with five or more lots, must be designed by a Professional Engineer specializing in Civil Engineering and a Landscape Architect (LA). The Landscape Architect will be involved with the Site Analysis evaluation and the overall design of the subdivision road and lot layout. A report must be submitted from the LA noting potential impacts on natural and man-made features, and scenic views and vistas, as well as factors and criteria used in the subdivision design and final plans. Final plans shall include the name, signature and seal of a landscape architect licensed by the State of Connecticut.

I. Sites of Archaeological Significance

For all proposed subdivisions located within a high sensitivity area, as shown on the Town's official archaeological base map, the applicants shall make a written inquiry by Certified Mail, Return Receipt Requested, of the State Archaeologist to determine if there is evidence of sites of archaeological significance within the subdivision. Any significant sites shall, where possible, be left undisturbed and may be considered in meeting the minimum Open Space requirements of Section 166-15 of these regulations. A copy of the transmittal letter shall be submitted to the Commission to verify this requirement. If no memorandum from the State Archaeologist is received within 30 days from receipt of notice, it shall be presumed that the State Archaeologist has determined that the area is not located within an area of archaeological significance.

J. No lot line shall be reconfigured or relocated other than a subdivision as defined in Section 166-5 or any activity performed that affects soil characteristics or hydraulic conditions that reduce the potential repair area, unless the Town Planner or Zoning Enforcement Officer have affirmed compliance with the Zoning Regulations and the Director of Health or Sanitarian has determined that a code complying area exists on the lot for the installation of a sub-surface sewage disposal system.

K. No parcels, reserve strips or other remnants of land of a size unsuitable for a building lot shall be left in any subdivision. Any land area, regardless of size, which does not conform to the requirements of these or other applicable codes and regulations or is rendered useless for building according to sound engineering practice shall be:

- i. Included in an adjoining conforming lot, or
- ii. Designated and deeded as "Open Space"

Section 166-7. Subdivision Application Procedures.

A. Early planning.

Regulations. The subdivider should become familiar with State Statutes and Town regulations and other pertinent data as they relate to land use so that the subdivider is entirely aware of the requirements for subdivision and the subdivision process.

Consultations. The subdivider should consult with the appropriate State agencies and Municipal officials for technical assistance in the formation of plans and critical time frames, etc.

B. Pre-application procedures/Site Analysis Plan (Required).

Any proposed subdivision of 5 or more lots and/or any proposed subdivision including a new road or road extension must include the submission of a Site Analysis Plan. The plan shall be drawn at 200 scale unless waived by the Planning Staff due to the size and shape of the parcel or other relevant factors.

The purpose of this plan is to allow the Commission, Wetlands Commission, Conservation Commission and Staff, to review the overall site for general planning purposes taking into the consideration, recreation and Open Space issues, wetland impact, environmental concerns including the preservation of vegetation, and traffic circulation patterns.

The Site Analysis Plan shall show at least the following information:

1. A 1000 Scale key map showing the parcel and adjacent roads, any town line within 500 feet of the site and other notable features such as parks and municipal buildings, etc.
2. A legend
3. Existing contours at two-foot intervals.
4. Soil classifications as derived from the Tolland County Soil Survey.
5. Designated wetlands and watercourses including the identification of vernal pools, brooks or streams and showing flow directions, water courses, ponds, swamps and marshes within 500 feet of the subject parcel as derived from existing resources such as USGS Quadrangle maps and/or aerial photographs.
6. Flood Hazard Areas and the 100-year flood elevation as derived from Flood Insurance Rate Maps (FIRM).
7. Aquifer Protection Areas as taken from the Town Aquifer Protection Map.
8. Significant stone walls, hedgerows, significant rock outcroppings and unique landforms.
9. Significant vegetation, including trees and other plant-life that are significant because of their size, species, appearance, location or wildlife habitat value.
10. On-site and adjacent active agricultural land with uses identified.
11. Adjacent Open Space and recreational land that has been formally set aside for that purpose, whether privately or publicly held.
12. Existing pathways and/or proposed pathways as specified in Section 170-2 D, and existing or proposed sidewalks within 500 feet of the site.
13. Identify on or off-site sources of significant noise and/or visual impact.
14. Identify historically or architecturally significant structures and/or areas on or adjacent to the site.
15. The proximity of sites designated as areas of special concern (shown shaded on a CT DEP map entitled "Town of Tolland State and Federal listed Species and Significant Natural Communities". The sites must be indicated if they are within ½ mile upstream or downstream from the subject parcel.
16. Those parts of the site that are better suited for development and those parts of the site where development should be discouraged.

After the Site Analysis Plan has been reviewed, the Commission may schedule a mutually convenient date to walk the property with the applicant and his/her site designer. The purpose of this visit is to familiarize local officials with the property's special features and to provide them an informal opportunity to offer guidance to the applicant regarding the development.

Within thirty days after submission of the plans, Staff will consolidate all comments and recommendations and prepare a report for the subdivider.

C. Conceptual submission

Submission of Conceptual Plans shall be encouraged for all subdivision requests and required for all parcels of land containing 15 or more acres unless waived by the Town Planner. Conceptual submissions shall provide a plan for both Flexible Residential Subdivision and Traditional Residential Subdivision designs meeting the requirements contained in the Zoning Regulations. Several concepts may be submitted concurrently.

The subdivider shall prepare plans for submission to the Planning Staff for distribution to the Planning and Zoning, Wetlands and Conservation Commissions and staff. The application

will be placed on the Planning and Zoning Commission agenda for an informal discussion and recommendations by the Commission. This conceptual submission shall not be deemed to constitute any portion of the official and formal procedure of subdivision application and approval.

Each concept plan shall contain all information required on the Site Analysis Plan (See Section 166.7 B) and the following:

1. A 200 scale plan showing in greater detail the proposed lots, open space, road design and adjacent properties (recommended option – see item 2 below).
2. Overall Plan (See Section 166-9 B).
3. Layout of the roads.
4. Layout of proposed lots.

The submission of the conceptual proposal(s) does not alter the requirements or procedures for the submission of an application for subdivision. Any review, comments or recommendations made by the Commission or Staff are limited to the information presented in the conceptual plans and are not to be considered as a commitment to approve a definitive subdivision for which more detailed information is required. In the event that the subdivider chooses to submit only final subdivision plans, all of the items listed in Section 166-9 shall be provided and shall be in accordance with Section 166-6 H 1.

Section 166-8. Subdivision Submission Requirements.

- A. Notice and supporting datum. Prior to the Commission considering any proposed subdivision, the following requirements shall be met. All required information shall be submitted to the Planning Office by the person or corporation proposing a subdivision at least ten (10) days in advance of the Commission's next regular meeting. The meeting dates are posted in the Town Clerk's office. Twelve (12) copies of the subdivision plans and all the supporting data shall be submitted at the time of application.
- B. Application for subdivision. Application for approval of a subdivision or resubdivision shall be made to the Commission, in writing, on forms prescribed by the Commission; the application shall include the following:
 1. Applicant's name, mailing address and phone number.
 2. Owner of record: name, mailing address and phone number.
 3. Location of property and Assessor's map number.
 4. Property volume and page number.
 5. Type of application, i.e., subdivision or resubdivision.
 6. Total number of lots requested.
 7. Lot numbers.
 8. Zoning classification of parcel.
 9. History of Planning and Zoning Commission action.
 10. Applicant's signature.
 11. Record owner's signature.
 12. A list containing the names and mailing addresses, including Zip Codes, of all owners of record whose land, or any part thereof, falls within 500 feet of any portion of the subject property. The date of the research must be noted. The list must be submitted no more than

- 20 days nor less than 15 before the Public Hearing. The list is not necessary if it is determined that a Public Hearing is not required.
13. Notice of the Public Hearing shall be mailed to the owner(s) of record by United States Post Office Certificate of Mailing by the applicant no less than 10 days prior to the date of the hearing. The Planning office shall provide said notice. The applicant shall at the time of the hearing present proof of the measures taken to comply with this section. If the applicant has, in good faith, taken reasonable measures to comply with this section, the failure of any person entitled to receive such notice of a public hearing shall be the equivalent of the receipt of notice.
 14. The required application fee as per Ordinance #50.
 15. Solar access requirements: as per Connecticut General Statutes Section 8-25(b), as amended, and Section 166-9 I herein.
- C. Road centerline staking. The road centerline of any proposed subdivision must be staked and/or flagged with surveyor's tape and road stations shall be marked thereon. Intersections must be indicated. The centerline must be so marked no later than 10 days after the plans are submitted.

Section 166-9. Subdivision Plan Requirements.

A. General.

1. All plans shall be prepared by and bear the seal and signature of a land surveyor licensed to practice in the State of Connecticut. The accuracy of the information on the plans shall conform to the Class A-2 requirements of the Regulations of Connecticut State Agencies, Section 20-300 b-1 to 20-300 b-20 "Minimum Standards for Surveys and Maps in the State of Connecticut". Where subdivisions are proposed in non-residential zones, some plan requirements may be waived or modified by the Commission, taking into consideration that fact that in such zones all development proposals require either Site Plan of Special Permit/Site Plan submissions on a lot by lot basis
 2. The plans must be on 24 x 36-inch sheets and shall be drawn to a scale of 1 inch equals 40 feet, 1 inch equals 50 feet or 1 inch equals 100 feet. One inch equals 40 feet is the preferable scale. One inch equals 50 feet or 1 inch equals 100 feet may be used if lot sizes dictate that those scales are more appropriate. If a scale of 1 inch equals 100 feet is used, areas where details are required for review purposes shall be shown at a scale of 1 inch equals 40 feet.
 3. The plans shall be blue line or black line on white paper and shall be good quality prints with dense and clear line work and notations.
 4. All engineering plans shall bear the seal and signature of a professional engineer licensed to practice in the State of Connecticut.
 5. Except as noted elsewhere in this Article, all plans shall show the following basic information if applicable to the application.
- B. Overall plan. An overall plan, based on the Site Analysis Plan (See 166-7 B) shall be submitted, preferably on one sheet, at a scale of 100 or 200 feet per inch showing the following:
1. Key map, north arrow, scale, contour interval and match lines if necessary.
 2. Topography.
 3. Wetlands and wetlands boundary field numbers .
 4. Water courses, ponds, swamps and marshes within 500 feet of the subject parcel as derived from existing resources such as USGS Quadrangle maps and/or aerial photographs.

5. Tree lines, stone walls and existing structures.
6. Areas of special concern (see 166-7 B. 16).
7. Roads with station numbers including major cut and fill areas.
8. Lot layout, proposed open space, proposed house and septic system location.
9. Lot lines and other boundaries.
10. Drainage features including flow directions.
11. Nearby utility structures.

C. Cover sheet. The cover sheet shall contain:

1. A one-thousand-scale key map showing the site, scale, proposed roads, lot layout, road names, existing roads, municipal boundaries and public water, sewer and gas utilities.
2. A two-hundred-scale plan of the subdivision, showing the proposed road layout, lots and lot numbers, total project acreage, adjacent roads, existing and proposed open space, parks, public property, scale and names of property owners within five hundred (500) feet of the subdivision.
3. North arrow with its declination from Magnetic North noted (Typical throughout on all scale plans and on all sheets).
4. All plans must include an index to locate proposed lots, technical data and other relevant details.
5. The name of the subdivision, the name(s) and addresses of the property owner(s), the names and addresses of the subdividers and the name(s) and address of the firm which prepared the plans.
6. A sheet number.
7. Conditional and Final Approval signature blocks (See Appendix 1).
8. A note regarding the requirement of the installation of property pins and road monuments.
9. A note regarding the nature of the water supply and the wastewater treatment and a statement about the requirement that the sewage disposal system must be designed by a Registered Professional Engineer, if appropriate.
10. A note that each driveway must meet Town standards and that each driveway apron must be paved before issuance of a Certificate of Occupancy, if appropriate.
11. A note specifying the submission of a lot-specific erosion and sedimentation control during the septic disposal system permit process.
12. All other standard informational notes. Depending on the cover sheet contents, notes may be placed on another sheet and identified accordingly.
13. Town line within five hundred (500) feet of the project.
14. A note specifying whether or not any part of the development is located within the Shenipsit Lake watershed.

D. Subdivision plan contents.

1. The subdivision plan shall contain the following information as a minimum:
 - a. The subject property, including all proposed lots and street boundary lines.
 - b. Names of all abutting property owners, including those separated from the project by a road, but excluding those separated by a limited access interstate highway.
 - c. All easements and rights-of-way and their intended purpose. All dimensions, bearings, areas and grantor/grantee information shall be indicated.
 - d. Abutting land uses and zone boundaries.
 - e. Proposed and existing recreation sites, conservation easements, stream belt, all open space and other public areas, as well as proposed improvements to the same.

- f. Existing pathways and/or proposed pathways as specified in Section 170-2 D, and existing or proposed sidewalks within 500 feet of the site.
 - g. All parcels to be deeded to the Town are to be assigned a parcel identification.
 - h. Proposed building lots and other parcels, with lot numbers, dimensions, bearings, building lines and areas. All areas are to be in square feet and acres.
 - i. Lot frontages may be measured at floating building lines in lieu of street lines.
 - j. All dimensions, bearings and widths of all road rights-of-way, including interior angles, tangents, radii, chords and arc lengths.
 - k. Labeled existing and proposed highway monuments.
 - l. Labeled existing and proposed property pins.
 - m. Adjacent utility poles and structures, including utility company name and pole number.
 - n. Existing and proposed road names.
 - o. Road classifications.
 - p. Written and graphic scale on each sheet.
 - q. North arrow on each sheet
 - r. Legend, if applicable.
 - s. Sheet numbers.
 - t. Solar access requirements as per Connecticut General Statutes Section 8-25(b), as amended, and Section 166-9 I of these regulations.
 - u. A title block (See Appendix 2).
2. Each sheet shall boldly reference the sheet number containing the legend, approval signature block and notes. All sheets shall boldly reference the other parts of the total subdivision plan, e.g., topographic plan, plan and profiles and the erosion and sedimentation control plan, etc. When appropriate, on small subdivision plans this information may be consolidated. Depending on the cover sheet contents, notes may be placed on another sheet and identified accordingly.
 3. Each building lot and Open Space parcel must be shown in their entirety on a single sheet. For large parcels, see Section 166-9 A. 2.
- E. Contour and vicinity plan contents.
1. The contour and vicinity plans shall contain the following information as a minimum:
 - a. All items listed in Subsection D above, except Subsection D 1 b.
 - b. All existing wetlands and watercourses as determined by a certified soil scientist. The names of all water bodies, streams, etc., shall be identified. The name and signature of the soil scientist must appear on the first sheet of the contour and vicinity plans.
 - c. Floodplain limit lines, stream encroachment lines, flood hazard areas and aquifer zones.
 - d. Shenipsit Lake watershed boundary.
 - e. Proposed wetlands and/or watercourses.
 - f. Water courses, ponds, swamps and marshes within 500 feet of the subject parcel as derived from existing resources such as USGS Quadrangle maps and/or aerial photographs
 - g. Approximate locations of proposed primary and reserve septic areas.
 - h. Proposed location and size of sewer laterals and street sewers and related structures.
 - i. Buildable area of each lot. The areas must be identified. If the buildable area is not sufficient to accommodate a 20-foot by 24-foot accessory structure, in addition to a

- dwelling, a bold note must be applied to the lot advising that it has a restricted buildable area and may not have adequate area to support accessory structures.
- j. Proposed well location.
 - k. Proposed location and size of water mains, house connections, hydrants and related structures. Indicate flow directions.
 - l. Proposed location of telephone, cable and electrical lines and related structures.
 - m. Proposed location of gas mains, services and related structures.
 - n. Separate plans and profiles at a scale 1 inch equals 40 feet horizontal and 1 inch equals 4 feet vertical shall be furnished for each public water and/or sewer system.
 - o. Location and size of existing and proposed stormwater drainage system structures, showing rate of slope, flow direction, flow line and top of frame elevations and grade changes. Proposed and existing structures shall be labeled. All proposed and existing catch basins shall be numbered. Drainage calculations shall be furnished in a separate document.
 - p. Traffic calming methods.
 - q. Present foliage line.
 - r. Unique or specimen trees or tree stands (as determined with the assistance of Town Staff).
 - s. Existing man-made and natural structures, including substantial stone walls, notable rock outcrops and massive boulders.
 - t. Deep hole and percolation test location and number. Test data shall be furnished in a separate document.
 - u. Approximate location of proposed dwelling and driveway.
 - v. Existing and proposed contours at two-foot intervals based on United States Geological Survey NAVD '88 datum. The datum and the location and the identification of the source benchmark are to be indicated.
 - w. Proposed surface grading of lots, where appropriate. Elevations at points of change in gradient and proposed and existing direction of surface water flow must be identified.
 - x. Show proposed grading and slope treatment of driveways.
 - y. Curblines, pavement widths and sidewalks.
 - z. Rights to drain.
 - aa. Street station numbers.
 - bb. Storm drainage, sewer, water and other utility structures within three hundred (300) feet of the subdivision.
2. The first sheet of the contour and vicinity plans shall contain the legend and all notes that deal with the contour and vicinity plans; each additional sheet shall boldly reference the sheet number containing the legend and notes. All sheets shall boldly reference the other parts of the total subdivision plan, e.g., the subdivision plan, the erosion and sedimentation control plan, etc.
- F. Plan and profiles.
1. The plan and profile sheets shall be prepared by an engineer licensed to practice in the State of Connecticut. They shall be drawn to a scale of 1 inch equals 40 feet horizontal and 1 inch equals 4 feet vertical. The following information shall be shown on the plan and profile sheets:
 - a. All lot lines, rights-of-way, lot numbers and easement lines that intersect street lines.
 - b. The location and widths of all roads, rights-of-way and easements.

- c. The location, size and elevations of all proposed and existing drainage, water supply and sewage disposal structures. Flow lines, top of frame elevations and flow directions (indicated by arrow) are to be labeled.
 - d. A typical road cross-section will include a right-of-way, pavement width, curbs, sidewalks, slopes, utility locations and construction material details.
 - e. Typical for drainage structures, driveways, curbs, sidewalks, public utilities and related structures not specified herein.
 - f. Typical for traffic calming devices and techniques.
 - g. Existing utility poles and structures, including utility company name and pole number.
 - h. Stations indicating proposed elevations along the centerline of the road at fifty-foot intervals tied in with stations on the profile map.
 - i. Profiles of the existing and finished grades along the centerline of the proposed and existing intersecting roads.
 - j. Profiles of the existing grades at the proposed street lines.
 - k. Pertinent data on vertical curves showing the length, station and elevations at the point of curvature, point of intersection and the point of tangency.
 - l. The location and elevation of bench marks within the subdivision. Upon completion of the roads, at least one (1) benchmark must be established for every one thousand (1,000) feet of road.
 - m. Permanent benchmarks must be established on any site where extensive excavation or fill will occur. The Commission may determine that additional benchmarks are required during construction. Such installation shall be the responsibility of the subdivider.
 - n. Legend.
 - o. Sheet numbers.
 - p. A title block. See Appendix 2 for an example.
2. The first sheet of the plan and profiles shall contain the legend and all notes that deal with the plan and profiles section; each additional sheet shall boldly reference the sheet number containing the legend and notes. All sheets shall boldly reference the other parts of the total subdivision plan, e.g., subdivision plan, topographic plan and erosion and sedimentation control plan, etc.

G. Erosion and sedimentation control plan contents.

1. An erosion and sedimentation control plan must be submitted with the subdivision application. It must be prepared in accordance with the Tolland Zoning Regulations.
2. In addition to the requirements of the Tolland Zoning Regulations, the erosion and sedimentation control plan shall contain the following:
 - a. Legend.
 - b. Sheet numbers.
 - c. Title block (See Appendix 2).
 - d. Certification block (See Appendix 7).

H. Subsurface sewage disposal/water supply report.

1. The applicant shall obtain a statement from the Director of Health or authorized agent that the proposed subdivision layout satisfactorily provides for on-site sewage disposal in

- accordance with the "Public Health Code" of the State of Connecticut when proposed lots are not to be served by public sewers.
2. Where public sewers are available, the subdivider shall extend the same into the proposed project. The proposed extension shall be designed to meet the needs of the current proposal and in certain cases may be oversized to provide for future expansions. Plans and specifications must be approved by the Town Engineer and meet the standards set forth in the Town's Sewer Regulations.
- I. Solar access requirements. The developer shall employ site design techniques, which maximize solar heat gain, minimize heat loss and provide thermal storage within a building during the heating season and minimize heat gain and provide for natural ventilation during the cooling season. The site design techniques shall include but not be limited to:
 1. House orientation.
 2. Street and lot layout.
 3. Vegetation.
 4. Natural and man-made topographical features.
 5. Protection of solar access within the development.
 - J. Sidewalks & Pathways
 1. The Commission may require the subdivider to install sidewalks and pathways for pedestrians and bicycles on existing or proposed streets or elsewhere in a subdivision after considering:
 - The proximity of the subdivision to schools, parks, playgrounds or other community facilities,
 - The proximity of the subdivision to shopping facilities,
 - The presence of other sidewalks or pedestrian trails in the area,
 - The Tolland Plan of Conservation & Development,
 - The need for sidewalks or pedestrian trails in the area, and
 - The topography of the area.
 2. When required by the Commission, sidewalks and pathways provided by the subdivider shall:
 - Be constructed in accordance with Town specification, and
 - Be graded and surfaced as directed by the Commission.
 - K. Development review. The Town Planner is responsible for receiving subdivision plans and for submitting the same to appropriate town officials and various agencies for their review. The Planner shall compile all staff comments prior to the Planning and Zoning Commission meeting on the subdivision proposal. The subdivider may avail himself of the staff comments formulated at either the early planning stage (Section 166-7 A) or the submission of final plan stage (Sections 166-8 and 166-9).

- L. Supplemental supporting data. The Commission may require the submission of technical data from the subdivider to demonstrate that the site will support the proposed subdivision without adverse impact on adjacent properties and public systems.

Section 166-10. Waiver of the Design Manual Standards.

- A. Where the Commission finds that extraordinary hardship may result from strict compliance with the Design Manual Standards, it may waive the standard so that substantial justice will be done and the public interest secured, provided that such waiver will not have the effect of nullifying the interest and purpose of these regulations nor will such waiver have a significant adverse effect on adjacent property or on public health or safety. Such a waiver requires four favorable votes. Extraordinary hardship will exist when the integrity of a subdivision, or a section of the subdivision, will be severely compromised due to the proximity of unique topographic features including ledge outcrops, sensitive water resources and wetlands, adjacent land uses including historical, archeological, open space and conservation sites.

Section 166-11. Conditional Approval Requirements.

- A. Public hearing. The Commission may hold a public hearing regarding any subdivision proposal if, in its judgment, the specific circumstances require such action. No plan of resubdivision shall be approved by the Commission without a public hearing. Notice of public hearings and procedures shall be as prescribed by statute.
- B. Conditional Approval. The Commission shall give Conditional Approval to the subdivision if it finds that the subdivision map, plans, accompanying certificates, documents and data conform to the requirements of these regulations. In order for the subdivision to be approved, the land to be subdivided shall be of such character that it can be used for building purposes without danger to health or the public safety, that proper provision shall be made for water, drainage and sewerage and, in areas contiguous to brooks, rivers or other bodies of water subject to flooding, including tidal flooding, that proper provision shall be made for protective flood-control measures and that proposed streets are in harmony with existing or proposed principal thoroughfares shown in the Plan of Development as described in Connecticut General Statutes (Section 8-23), especially in regard to safe intersections with such thoroughfares, and so arranged and of such width as to provide an adequate and convenient system for present and prospective traffic needs. In addition, the Commission may require the provision of open spaces, parks and playgrounds when and in places deemed proper by the Commission, which open spaces, parks and playgrounds shall be shown on the subdivision plan. Further, proper provision shall be made for soil erosion and sediment control pursuant to Connecticut General Statutes (Section 22a-329). Such approval shall not constitute final approval. All work in the subdivision shall be completed within five years after the approval of the plan.
- C. Conditional Approval with modifications. In granting such approval, the Commission may require such modifications as it deems necessary to accomplish the purpose and intent of these regulations.
- D. Approval by default. Failure of the Commission to act within the time frame as set forth in Subsection E below shall constitute approval by default.
- E. Time frame for approval or disapproval. The Commission shall approve, approve with modifications or disapprove the subdivision within the time frame as prescribed by statute.

- F. Notification of decision. The Commission shall notify the subdivider of its decision, in writing, within the time frame, and in a form, as prescribed by statute.
- G. Erosion and sedimentation control Performance Bonding.
 - 1. Where required, the subdivider shall post a performance bond to insure the proper implementation of erosion and sedimentation control measures associated with the proposed public improvement work. The bond amount shall be determined by the subdivider and engineer and approved by the town. No public improvement work may commence unless the bond has been posted.
 - 2. The bond shall be released or reduced by the Commission or its designated agent upon certification by the Town Engineer or the Town Planner that the erosion and sedimentation controls have been implemented and the site has been stabilized.
 - 3. Notwithstanding the provisions above, the bonding and bond reduction procedures shall be in accordance with Sections 166-13 and 166-17.

166-12. Final Approval Requirements.

- A. Significance of final approval. After a proposed subdivision receives Conditional Approval or receives such approval with modifications, the subdivider must comply with the following requirements prior to final approval of the subdivision, as the term "final approval" is used in Section 8-25 of the Connecticut General Statutes. No subdivision of land shall be made and no land in any subdivision shall be sold or offered for sale until final plans subdivision prepared in accordance with the requirements of these regulations have been finally approved by the Commission and have been filed in the office of the Town Clerk.
- B. Requirements of final approval. Final approval of the subdivision shall occur when the plans are in conformance with the requirements of the Planning and Zoning Commission and the following requirements have been met:
 - 1. Public improvement cost certification. If public improvements are required by the Commission, either the subdivider shall complete all such improvements or, where not yet completed, the subdivider shall provide the Commission with a detailed estimate, certified by the engineer for the subdivider, of the costs of the public improvements at the time of such certification and an estimate of what such costs will be as of two (2) years after the date of such certification (See Appendix 3).
 - 2. Performance Bond. If public improvements are required by the Commission but not yet completed, the subdivider shall provide to the Commission or its designated agent a Performance Bond in an amount satisfactory to the Commission to assure completion of the public improvements before the end of the five-year approval period (See 166-11 B). Section 166-13 sets forth the bonding procedure and Appendices 4 and 5 list general forms of acceptable Performance Bond documents and Agreements.
 - a. Insurance. The subdivider shall secure a policy for liability insurance that names the Town of Tolland as an additional insured. The policy must be maintained until all public improvements have been completed and accepted by the Town of Tolland pursuant to Article III of these regulations. The limits of said policy shall be \$1,000,000. The policy must include the name and phase of the subdivision to be covered.

3. Map endorsement. The Commission Chairman or Secretary shall endorse the signature block on the original plan of any plan of subdivision that gains Conditional or Final Approved by the Commission. See Appendix 1 for an example.
 4. Time limit for Final Approval. Unless the applicant shall comply with all of the requirements of this Subsection B, including its subsections, within five (5) years from the date of Conditional Approval, Conditional Approval with modifications or approval by default (see Section 166-11 B, C or D), exclusive of any time during which the Commission's decision is being appealed, such subdivision Conditional Approval, Conditional Approval with modification or approval by default shall lapse, and no final approval shall be granted.
- C. Delivery of plans to subdivider. No final plans shall be delivered to the applicant for filing with the Town Clerk until the following has occurred:
1. Appeal period. The appeal period must have elapsed, or, in the event of an appeal, a determination has been made by dismissal, withdrawal or judgment, and the appeal period to that has elapsed.
 2. Performance Bond. If required, a Performance Bond acceptable to the Commission shall have been delivered to Commission or its designated agent.
 3. Subdivision modifications. The Commission's modifications to the subdivision must have been met
 4. Fees/assessments/deeds. All fees, assessments, deeds, etc., must have been filed with or paid to the Town of Tolland as may have been required by the provisions of these Subdivision Regulations.
- D. Filing of plans shall be as stipulated in this section (or as otherwise permitted by the General Statutes).
1. Time frame for filing plans. Having completed the requirements of this section, the final approved plans shall be delivered to the applicant or his assignee as prescribed by the General Statutes. The applicant has 90 days, after the expiration of the appeal period, to record it with the Town Clerk; otherwise, said approval becomes null and void.
 2. Extension for filing plans. The Commission may extend the filing for 2 additional periods of 90 days each, during which time the final approval shall remain valid.
 3. Filing of approved subdivision plan. The applicant shall file with the Town Clerk, at his expense, the final subdivision plan approved by the Commission. Said plan shall be filed on materials acceptable to the Town Clerk.
 4. If, between subdivision approval and the delivery of the plans to the owner of the subdivision, the applicant or his assignee conveys the property, such person shall notify the Commission, in writing, of such conveyance.
- E. All subdivision plans shall be submitted to the Town in digital format in accordance with the Tolland's Current Digital Submission Standard. Applicants who submit a hardcopy map without digital data will be subject to additional fees.

Section 166-13. Filing a Performance Bond.

If public improvements are a part of the subdivision, the applicant shall deliver to the Commission a Performance Bond for public improvement work in substantially the same form as set forth in Appendices 4 & 5. The Commission shall accept any of the following forms of surety to secure performance of public improvement work:

- A. Letters of credit. If acceptable in form to the Town, a letter of credit from a Connecticut financial institution, which shall be payable to the Town of Tolland and which shall allow for partial withdrawals (See Appendix 4).
- B. Escrow Account. The full bond amount shall be submitted to the town for deposit in a Municipal Developer Escrow Account. All interest shall be paid to the applicant.
- C. Performance Bond instruments may be changed (from one document type to another) as approved by Town Staff.
- D. Utility company letters. The Commission will accept a letter in lieu of a bond from a utility company that will install services as shown in the final plan. Said letter shall contain statements to the effect that all work will be done within a reasonable time and at no expense to the Town of Tolland.

Section 166-14. Obtaining Permits and Construction Authorization.

- A. Building construction authorization. No building construction shall commence in any portion of an approved subdivision that has not received final approval (See Section 166-12 B).
- B. The zoning permit will be issued once the pavement base course (along the entire required minimum lot frontage, including the driveway access point), has been placed and approved by the Town and a Performance Bond posted for the remainder of the public improvement work per Section 166-13.
- C. Issuance of permits. The review process involves a zoning permit, septic or sewer permit, a wetlands review and two building permits. One building permit is issued for the foundation and the other for a framing permit. Once the foundation has been completed, a foundation “as built” plan must be submitted and an erosion and sedimentation control inspection conducted. The framing permit will be issued after the “as built” and the erosion and sedimentation controls have been approved.

Section 166-15. Open Space Dedication and Criteria.

- A. Criteria for the Dedication of Open Space – Land dedicated as Open Space shall meet one or more of the following provisions:
 - 1. Its location shall reflect consideration of open space systems, which are designated in the Town Plan of Conservation of Development, Zoning Regulations and Conservation Commission maps.
 - 2. It shall be located to protect desirable wetlands and watercourses, forests, wildlife, agriculture and other natural resources and features, unique geologic and topographic formations, environmentally sensitive areas, scenic areas and vistas, recreation areas, historic and prehistoric sites and structures, land that contains rare or unusual flora and fauna, significant tree stands and man-made features such as stone walls.
 - 3. It shall be located in areas which connect existing open space or areas with the greatest potential for future open space, green space and wildlife corridors and/or pathways.
 - 4. It shall be suitable for public recreational use.
 - 5. It shall be left in a natural, undisturbed condition.

The open space shall be noted on the plan as "Reserved For Open Space Purposes".

B. Open Space Requirements in Traditional Residential Developments (TRD & WTRD)

1. The Planning and Zoning Commission, at its discretion, may require the reservation of open space in any subdivision as a condition of approval. The open space land shall be set aside for use as open space, parks and playgrounds as provided for in the Connecticut General Statutes, Section 8-25, and shall be shown on the subdivision plan. The land, which can be up to 10 percent of the total parcel being subdivided, shall be deeded to the town as a condition of final approval.
2. In lieu of or in conjunction with the dedication of open space land, the Commission may secure conservation easements or may establish covenants to protect and preserve land, wetlands and/or water bodies that have unique geographic, archaeological or ecological features.
3. The applicant, with the approval of the Commission, may pay a fee to the municipality and/or pay a fee to the municipality and transfer land to the municipality in lieu of any requirement to provide open spaces.
4. Such payment or combination of payment and the fair market value of land transferred shall be equal to not more than 10% of the fair market value of the land to be subdivided prior to the approval of the subdivision. The fair market value shall be determined by an appraiser jointly selected by the Commission and the applicant and said appraisal must be approved by the Assessor. A fraction of such payment, the numerator of which is 1 and the denominator of which is the number of approved parcels in the subdivision, shall be made at the time of the sale of each approved parcel of land in the subdivision and placed in a fund in accordance with the provisions of Section 8-25b of the Connecticut General Statutes.
5. The open space requirements shall not apply if:
 - a. The transfer of all land in a subdivision of less than five parcels is to a parent, spouse, child, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew or first cousin for no consideration, or
 - b. The subdivision is to contain affordable housing, as defined in Section 8-39a of the Connecticut General Statutes as amended, equal to twenty-five percent or more of the total housing to be constructed in such subdivision.

When a subdivision is to be exempted from any Open Space requirements because the land is to be transferred to a family member as per Section 8-25 of the Connecticut General Statutes, then the notice in Appendix 9 shall be attached to Final Subdivision Plans.

6. Banking Open Space.
 - a. At the Commission's discretion, excess Open Space land within a subdivision under consideration, which is deemed suitable for Open Space purposes, may be banked to satisfy all or part of the Open Space consideration in any other subdivision. The land can only be used as Open Space or to supplement Open Space, for another subdivision if, in the Commission's opinion, there is not sufficient suitable land within the proposed subdivision for that purpose. Suitability shall be as determined according to the criteria as listed in 166-15 A. The Commission may elect to receive a fee in lieu of Open Space, open space land within the proposed subdivision, banked Open Space from another subdivision, or any combination thereof, to satisfy the Open Space obligation for that subdivision.

- b. If the subdivision site does not provide desirable open space opportunities as determined by the Conservation Commission, Staff and Planning and Zoning Commission, the applicant may offer alternate open space on other land under his/her ownership in the Town. The Commission will determine the terms and conditions of such an arrangement and all appropriate land records will be modified and documents will be executed to ensure compliance with the provision.
- c. Banked Open Space will be indicated on the original subdivision plan as to its area and dimensions and will be labeled as such. The amount of banked Open Space shall be included in the approval motion, shall be included in the minutes and shall be noted in the approval letter to the applicant.

C. Open Space Requirements in Flexible Residential Developments (FRD & WRFD).

- 1. Open space shall be directly accessible to the largest practicable number of lots. All lots without frontage on the common open space shall have unencumbered access to the open space without the need to pass through other lots unless by conservation easement.
- 2. A portion of the open space may be used for underground drainage fields, individual or community septic systems, stormwater management ponds and/or basins or underground utilities.
- 3. Primary and secondary open space shall be contiguous unless waived by the Commission.
- 4. Control of Open Space (as a condition of approved by the Commission).
 - a. Primary open space shall be at least 10% of the total site and shall be deeded to the Town of Tolland. The Commission may accept a fee in lieu of Open Space or a combination of fee and Open Space as provided for in Section 166-15 B. 3 and 4. At the option of the Planning and Zoning Commission, land may be dedicated to a non-profit organization established for the purposes of land preservation and/or conservation.
 - b. Secondary open space shall be at least 30% of the total site and shall be one or more of the following:
 - i. Deeded to the Town of Tolland
 - ii. Reserved as a conservation, buffer or vegetation easement
 - iii. Deeded to a non-profit conservation organization
 - iv. Deeded to a homeowner's organization
 - v. Reserved as an agricultural easement for the exclusive use of crop production.
 - c. Land marked "Reserved for open space purposes" on the plan shall be maintained as open space in perpetuity. The donation of open space land shall not require the consent of adjacent property owners.
 - d. As a condition of approval of the FRD, Open space deeded to a homeowner's association shall be filed in the office of the Town Clerk, on a document acceptable to the Town Attorney, which document:
 - i. Shall establish an association of property owners to maintain the land reserved for open space purposes, with the power to assess the members for all necessary costs;
 - ii. Shall be binding to all future owners;
 - iii. Shall be perpetual;
 - iv. Shall not be affected by any change in zoning or land use;

- v. Shall assure appropriate maintenance of the reserved land;
- vi. May be enforced by adjoining property owners or the Town by appropriate court action; and,
- vii. Shall provide that if maintenance, preservation or use of the open space no longer complies with the provisions of the document, the Town may take all necessary action to assure compliance and assess against the association all costs incurred by the Town for such purposes.

ARTICLE III PUBLIC IMPROVEMENTS

Section 166-16. Road Acceptance Procedures.

The developer shall request, by letter, a final inspection of public improvement work from the town when all work has been completed. In the event of partial completion of public improvement work, Section 166-17 should be followed. The subdivider shall furnish the following in anticipation of final acceptance:

- A. Maintenance Bond. A Maintenance Bond (Appendix 4) and Maintenance Agreement (Appendix 6), to be in force for two full winter periods shall be filed prior to the release of the Performance Bond. For the purpose of this section, winter periods will include the span between December 31 and April 15. The Maintenance Bond shall be equal to at least 5% of the original public improvement cost estimate (See Section 166-13 for acceptable bond instruments).
- B. As-built plan. An "as-built plan" is a plan drawn on an acceptable reproducible material which shows the as-built status of the development. The plan must show those features required in the Design Manual and those items noted in Appendix 8.
- C. Warranty deed. A warranty deed conveying all public improvements, open space, easements and other rights shall be furnished the town. A certificate of title and conveyance tax forms must accompany the Warranty Deed.
- D. Certificate of merestone and pins. A certificate by a registered land surveyor shall be furnished the town acknowledging that all merestones and pins have been installed pursuant to the final plan.

Section 166-17. Performance Bond Reductions.

The subdivider shall provide the Commission's agent with a detailed estimate, certified by the subdivider's engineer, of the costs of the remaining public improvement work which is required as part of the subdivision. The cost for the remaining work shall be estimated for the maximum remaining time allowed after the date of certification (See Section 166-12 B 1). The Commission/agent may, at its discretion, grant a bond reduction, provided that:

- A. No reduction shall reduce the bond amount below the estimated cost of completing the unfinished portions of the covered improvements, including inflation and contingency considerations.
- B. No reduction shall be granted until the Commission or its agent has received verification from the appropriate Town Staff that 50% or more of the required improvements have been satisfactorily completed.

- C. No public improvements bond may be reduced below \$5,000, nor less than the required Maintenance Bond, whichever is greater, nor shall it be reduced more than twice.

Section 166- 18. Road Acceptance.

Upon receipt of documents required in Section 166-16, the Planning and Zoning Commission shall consider acceptance of the public improvements.

- A. Acceptance of public improvement work shall be considered by the Planning and Zoning Commission when the appropriate Town Staff submits a satisfactory report on the results of the final inspection. In addition, a letter from the Town Attorney must be received by the Planning and Zoning Commission stating that the following are in order: warranty deed, maintenance bond and certificate of title or Title Insurance in a form acceptable to the Town Attorney.
- B. Upon receipt of the documents set forth in Subsection A above, the Planning and Zoning Commission shall then recommend acceptance of the public improvement work and related land parcels and easements, etc. by the Town Council.

APPENDICIES 1 – 8

APPENDIX 1

SUBDIVISION PLAN FINAL APPROVAL BLOCK

CONDITIONAL APPROVAL

This subdivision received Conditional Approval by the Planning and Zoning Commission.

Signature _____

Date of Conditional Approval _____

Pursuant to Title 8 of The Connecticut General Statutes and Section 166-11 B, C & D of these regulations, all work in connection with this subdivision must be completed by _____, otherwise the approval will lapse.

Lots within a subdivision with Conditional Approval can not be sold or offered for sale.

FINAL APPROVAL

This subdivision received Final Approval as authorized by the Planning and Zoning Commission.

Signature _____

Date of Final Approval _____

Pursuant to Title 8 of the Connecticut General Statutes and Section 166-12 B of these regulations, all work in connection with this subdivision must be completed by _____, otherwise the approval will lapse.

This approval, unless otherwise indicated by special notation, does not include specific approval of driveway construction, building size or location, or septic design. Subdivision may also be subject to conditions, the satisfaction of which may be a prerequisite to the issuance of a Zoning or Building Permit. Buyers are advised to inquire at the Tolland Development Office.

APPENDIX 3

PUBLIC IMPROVEMENT COST CERTIFICATION

DATE: _____

PROJECT: _____
 SECTION: _____

# ITEM	UNIT MEAS.	UNITS	UNIT COST	TOTAL COST
1 Clearing and grubbing	LS			
2 Grading	LS			
3 Subbase	CY			
4 Processed aggregate	TON			
5 Bituminous concrete	TON			
6 Bituminous curb	LF			
7 RCP 15"	LF			
8 RCP 18"	LF			
9 RCP 24"	LF			
10 RCP 30"	LF			
11 RCP 36"	LF			
12 RCP 48"	LF			
13 Type "C" C Basin	EA			
14 Type "C" C Basin Dble.	EA			
15 Manholes	EA			
16 RCCE 18"	LF			
17 RCCE 24"	LF			
18 RCCE 30"	LF			
19 RCCE 36"	LF			
20 Riprap	CY			
21 Pins and monuments	LS			
22 Guardrail	LF			
23 Silt Fence	LF			
24 Hay bale erosion check	LF			
25 Loam and seed	SY			
26 CLDIP 8"	LF			
27 CLDIP 10"	LF			
28 Endwalls	EA			
29 Saddles	EA			
30 Tees	EA			
31 Bends	EA			
32 Gate valves	EA			
33 Thrust blocks	EA			
34 Reducing valves	EA			
35 Services	EA			
36 Blowoffs	EA			
37 Hydrants	EA			
38 Other _____				
39 Other _____				
40 Other _____				
41 Other _____				
Subtotal _____				
42 Legal, contingency and engineering _____%				
engineering				
Total _____				

I certify that the above unit costs fairly represent the construction requirements for the section identified.

Signed _____ P.E.

APPENDIX 4

LETTER OF CREDIT, SAMPLE FORM

PERFORMANCE OR MAINTENANCE BOND (Include only the one that applies).

Town of Tolland
Attn: Planning and Zoning Commission
21 Tolland Green
Tolland, Connecticut 06084

Gentlemen:

On the instructions and for account of _____ of _____ Connecticut, we hereby establish our Irrevocable Letter of Credit No. _____ in your favor, available by your draft drawn on us at sight, for any sum not exceeding the total amount of _____ (\$ _____).

Drafts drawn under this credit must be accompanied by this Letter of Credit, and:

1. A statement purportedly signed by the beneficiary stating that "The amount of this drawing represents funds due and owing to the Town of Tolland as a result of the nonperformance or unsatisfactory performance of improvements authorized by the Town of Tolland under Planning and Zoning Commission, approval dated _____ for _____ SUBDIVISION." PZC Application # _____.

Partial drawings are permitted.

All drafts drawn under this Letter of Credit must bear on their face the clause "Drawn under _____ Bank F.S.B. Credit No. _____, dated _____, 20____.

We engage with you that draft(s) drawn under and in compliance with the terms and conditions of this credit will be duly honored upon presentation and delivery of documents, as specified, to the above address, Attn: Loan Department, on or before _____, 20____.

Except so far as otherwise expressly stated, this documentary credit is subject to the "Uniform Customs and Practice for Documentary Credits, ICC Publication No. 500."

Bank Signature Block

APPENDIX 5

PERFORMANCE AGREEMENT - SAMPLE FORM

Between _____ (hereinafter, "Developers") and THE PLANNING AND ZONING COMMISSION OF THE TOWN OF TOLLAND (hereinafter, "Commission").

Developers are delivering herewith a Cashier's Check in the amount of \$_____. This is being delivered as surety for the performance bond and is hereby accepted by the Commission.

The parties agree that said funds shall remain in the name of the Town of Tolland in escrow as surety for public improvement work that must be completed on the Subdivision. Said public improvement work shall be conveyed to the Town of Tolland after it has been accepted by the Town. The bond will also cover erosion-related problems.

The Performance Bond covers _____ Subdivision, Planning and Zoning Commission App. _____. It shall be in force until released by the Tolland Planning and Zoning Commission. The applicant may petition the town for a reduction in the bond amount based on performance of the covered improvements submitted by _____, Consulting Engineers, pursuant to the Town of Tolland Subdivision Regulations.

If, at any time, any of the items covered by this bond fail or suffer damage or loss, the Town shall withdraw funds from the escrow account sufficient to cover the failure, damage or loss. However, if there are no problems, then all the funds deposited in said escrow account, together with any interest earned thereon, shall be delivered forthwith to the developers.

DATED AT TOLLAND, this _____ day of _____, 20__.

DEVELOPERS

PLANNING AND ZONING COMMISSION,
TOWN OF TOLLAND, OR ITS AGENT

APPENDIX 6

MAINTENANCE AGREEMENT, SAMPLE FORM

Between _____ (hereinafter, "Developers") and THE PLANNING AND ZONING COMMISSION OF THE TOWN OF TOLLAND (hereinafter, "Commission").

Developers are delivering herewith a Cashier's Check in the amount of \$_____. This is being delivered as surety for the maintenance bond and is hereby accepted by the Commission.

The parties agree that said money shall remain in the name of the Town of Tolland in escrow in lieu of a maintenance bond for all public improvement work, erosion control measures and conditions of subdivision which may be required as a result of material, workmanship or other failures of work which have been deeded to the Town of Tolland.

The surety covers _____ Subdivision, Planning and Zoning Commission App._____. It shall be in force for a period as provided for in the Town of Tolland Subdivision Regulations. The developers may petition for a reduction in the surety in accordance with the Town of Tolland Subdivision Regulations.

If, at any time, any of the items covered by this bond fail or suffer damage or loss, the Town shall withdraw funds from the escrow account sufficient to cover the failure, damage or loss. However, if there are no problems, then all the funds deposited in said escrow account, together with any interest earned thereon, shall be delivered forthwith to the developers.

DATED AT TOLLAND, this _____ day of _____, 20____.

DEVELOPERS

PLANNING AND ZONING COMMISSION,
TOWN OF TOLLAND, OR ITS AGENT

Appendix 7
CERTIFICATION BLOCK

This plan complies with the requirements and objectives of the Planning and Zoning Commission Soil Erosion and Sediment Control Regulations, dated 8 July 1985		
Effective Date: 15 July 1985		Revised Date _____
_____	_____	_____
Agent for the Planning and Zoning Commission		Date
_____	_____	_____
Certifying Agent	Date	Reg. No.

Appendix 8

AS-BUILT PLAN REQUIREMENTS

A. Plan and Profile Format.

1. The "as-built" plan shall be in a plan and profile format with plan being at a scale of 1" = 40' and the profile being at a scale of 1" = 40' horizontal and 1" = 4' vertical. The "as-built" plan must be signed and sealed by a licensed surveyor or engineer as required.

B. "As-Built" Plan Contents.

1. Utility systems. The "as-built" plan shall show all above and below ground utility structures and service devices, including but not limited to the following: sewer, water, gas, electric, telephone, cable television lines and lighting fixtures.
2. Storm drainage systems. The top of frame and flow lines of all drainage structures shall be shown. Catch basins shall be numbered, underdrains and outlets shall be shown and all structures identified as to type material used and size of same. Symbols with a supporting legend are recommend.

C. Labels and Identifiers.

1. All utility poles, structures and cabinets shall be indicated, with number identifications, and owners listed.
2. All dimensions and locations of streets, easements, rights-of-way, property lines, boundary lines, sidewalks and pavement shall be labeled.
3. Lot numbers and catch basin numbers are to be marked.
4. Existing benchmarks with elevations and identification shall be shown.
5. Road centerlines at fifty-foot intervals shall be shown.
6. Profiles showing the finished grade of the pavement course at the road centerlines is to be shown.
7. All points identifying the intersection of easement and property lines with street lines are to be shown.
8. Highway monuments shall be indicated.

Appendix 9

FAMILY TRANSFER OPEN SPACE EXEMPTION NOTICE

Notice: This subdivision has been exempted from the Open Space requirements and the requirements for fees in lieu of Open Space upon the express condition that all lots in the subdivision will be transferred by the subdivider to persons who are the subdivider's parent, spouse, child, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew or first cousin for no consideration. No portion of this subdivision shall be deemed a zoning lot until all of such transfers have been executed. The Planning and Zoning Commission and the Zoning Enforcement Officer may require reasonable evidence of the relationship of the transferee to the transferor and the fact that the transfer was made for no consideration before any portion of this subdivision will be treated as a zoning lot.