

TOWN OF WARREN  
INSTRUCTIONS FOR FILLING OUT APPLICATION FOR A SUBDIVISION

1. These instructions and the attached form may be used for the application for a major subdivision, a minor subdivision, a resubdivision, or a revision. See sec. 2 and 3.8 for definitions of the above terms.  
To clarify the use of the word "tract" in the definition of "subdivision": A tract of land comprises all the land in one piece owned by a person or persons and is not separated by roads or tracts owned by others. Parcels may have been acquired at various times to constitute that tract.
2. Three copies of the completed forms with all the required attachments and the filing fee as prescribed by the Schedule of Fees must be delivered to the Chairman, Vice-chairman, or the Secretary at least 7 days before the regularly scheduled commission meeting usually held on the second Tuesday of each month. See sec. 3.1.  
The secretary will assign a number to the application when it is received by the commission. This number must be used in any further reference or communications on this subdivision.
3. In complying with sec. 4.3.2 and 4.2.2, to make things clearer subdividers and engineers often put the basic plan data on one map for filing purposes and the basic plan data plus additional data of contours, watercourses and wetlands, etc. on a second map.
4. The written report by the developer or his engineer on the adequacy of the plan of the proposed septic systems and water supply must be submitted to the commission with the endorsement thereon of the Sanitarian of the Torrington Area Health District. See sec. 4.3.4.
5. If a road is to be constructed, 3 sets of the map plans required by the Town road ordinance must be submitted with the subdivision application. The applicant must also submit the plans to the Board of Selectmen. Prior to scheduling the hearing or taking other action, the commission must receive from the Selectmen a notice that the plan for the proposed street complies with the road ordinance and which states their requirement for the amount of the road bond.  
Where no road is required, a statement must be obtained from the selectmen (or the state D.O.T. if on a state road) that it is feasible to construct driveways on the lots in conformance with the driveway ordinance (or state D.O.T. Encroachment Regulations).
6. If wetlands or watercourses are involved in the subdivision, the applicant must submit a copy of the subdivision application to the Warren Conservation Commission. See sec. 4.3.6.c. Their report concerning the feasibility of any involvement of wetlands must be received prior to any hearing or action by the P. & Z. Commission.
7. On the Erosion and Sediment Control Plan, the professional engineer must make the certification statement called for in sec. 5.8.5.
8. Other considerations (items 10, 11, 12 and 13 in the application form) must be addressed. If not applicable, it must be so stated.

1/5/87.