

Town of New Hartford
Planning & Zoning Commission

SUBDIVISION OR RE-SUBDIVISION APPLICATION

Date: _____

Applicant: _____

Mailing Address: _____

Telephone/Cell Phone No.: _____

Name of Property Owner: _____

Mailing Address: _____

Location of Property: _____

Name of Abutting Property Owners: _____

No. Of Acres: _____ No. Of Lots: _____

Name and Length of Proposed Road/Street: _____

Name of Proposed Subdivision: _____

Fee: SEE FEE ORDINANCE **INCLUDE \$30.00 STATE OF CONNECTICUT FEE**

Signature and Address of Applicant

Signature and Address of Property Owner

THIS CHECK LIST REFERS TO THE SUBDIVISION REGULATIONS, WHICH ARE THE TRUE BASIS FOR A COMPLETE APPLICATION.

Check List of Specific Requirements

1. Informal consideration with the Zoning Enforcement Officer
2. Completed application Fee Record Subdivision Map (see below)

Specifications:

- A-2 Transit Survey
- Mylar 24" x 36" (for filing)
- Scale: 1" = 40' (preferred)
1" = 100' (maximum)
- Scale: 1" = 200'
- Electronic copy-ArcView 8.0 (format)

Inclusions:

- | | |
|--|---|
| <input type="checkbox"/> Subdivision Title | <input type="checkbox"/> Proposed lots and numbers |
| <input type="checkbox"/> Name and Address of Owner/Applicant | <input type="checkbox"/> Survey Angles |
| <input type="checkbox"/> Whole parcel being divided, each part in detail | <input type="checkbox"/> Existing/proposed monuments |
| <input type="checkbox"/> Existing/proposed property lines | <input type="checkbox"/> Existing buildings/structures |
| <input type="checkbox"/> Adjoining property lines for 200' | <input type="checkbox"/> Zoning districts and boundaries |
| <input type="checkbox"/> Names of all Abutters | <input type="checkbox"/> Fire districts and boundaries |
| <input type="checkbox"/> Size of Lots, Total Acreage | <input type="checkbox"/> Location maps, 1" - 1,000' scale |
| <input type="checkbox"/> Size of Open Space in Subdivision | <input type="checkbox"/> showing primary roads |
| <input type="checkbox"/> Date, scale, North Point, Town, State | <input type="checkbox"/> Survey relationship of proposed |
| | <input type="checkbox"/> to town roads/state highways |
| | <input type="checkbox"/> Index Map |
| | <input type="checkbox"/> Approval signature space |

Other Documents:

- Water Supply Feasibility Report
- Sewage Disposal Feasibility Report
- PROOF OF CERTIFIED NOTIFICATION
- *Upon Approval - A 200 Scale Map of Subdivision w/ Title Block on Mylar will be required

APPLICANT WILL REFER TO SUBDIVISION REGULATIONS TO PREPARE SUBDIVISION/RE-SUBDIVISION APPLICATION

TOWN OF NEW HARTFORD

FEE ORDINANCE

Pursuant to Section 8-1c of the Connecticut General Statutes, it is hereby ordained that:

The following schedule of fees shall be charged for the processing of applications by the **New Hartford Planning and Zoning Commission**. Payment of all fees must accompany the application.

TYPE OF APPLICATION	FEE *
1. Special exceptions in a residential zone, except as noted below.	\$150.00
2. Special exceptions in other zones, except as noted below.	\$200.00
3. Home occupations, accessory apartments, amendments to regulations, zone changes.	\$ 50.00
4. Site plans.	\$ 75.00 plus .10 sq. ft. 1,000.00 maximum
(When site plan is in conjunction with a special exception, the minimum fee shall be \$200.00. The fee for special exception may be waived when in conjunction with a site plan.)	
5. Subdivision on existing road	\$150.00 per lot
6. Subdivision on proposed road	\$250.00 per lot
7. Multi-family dwellings (Section 13)	\$500.00 plus \$75/unit
8. Cluster development	per subdivision
9. Hospitals, sanitariums, rest homes, convalescent or nursing homes	per site plan
10. Sand and Gravel.	\$75.00 plus \$50/acre

Section 1 - Pursuant to the provisions of Sec.8-1c of the Connecticut General State Statutes, the existing town ordinance establishing fees for processing land use applications is hereby amended by adding the following provision thereto:

* DOES NOT INCLUDE \$30.00 STATE OF CONNECTICUT LAND USE APPLICATION FEE *

LEGAL NOTICE
TOWN OF NEW HARTFORD

The Fee Ordinance for the Planning & Zoning Commission which was adopted at a Town Meeting held May 15, 1991 with an effective date of June 5, 1991 has been amended as follows:

Section 1 - Pursuant to the provisions of Sec.8-1c of the Connecticut General State Statutes, the existing town ordinance establishing fees for processing land use applications is hereby amended by adding the following provision thereto:

The fees previously set are the Minimum Application Fees required. When the actual cost of processing an application exceeds the Minimum Application Fee, due to the need for outside consultant services, the Permit Granting Authority shall charge the applicant a surcharge fee to fund the approximate actual costs of processing the application.

The expenses for such outside consultants may be estimated by the Permit Granting Authority upon receipt of the application, based upon the projected expenses of reviewing, evaluating and processing the application. This reasonable estimate, together with the appropriate application fee, shall be paid forthwith, and the application shall be deemed incomplete until these fees have been submitted.

For the purpose of this ordinance an "outside consultant" means a professional who is not an employee of the town including, but not limited to, engineering, traffic, environmental and planning professionals.

Any portion of the surcharge fee not expended by the town on the project shall be rebated to the applicant upon completion of the review, evaluation and processing of the application.

The commission shall bill the applicant for any costs incurred by the town in excess of the surcharge fee paid by the applicant. This bill shall be paid by the applicant prior to the issuance of any permits.

This ordinance shall become effective fifteen (15) days after publication.

Dated at New Hartford, Connecticut this 25th day of February, 1998.

Patricia J. Halloran
Town Clerk
Town of New Hartford

Effective Date: March 14, 1998

PLANNING & ZONING COMMISSION
Town of New Hartford

****NOTICE TO ALL LAND USE APPLICANTS****

Public Act 06-53, Notification Process-Effective 10/1/2006, the Commissioner of the CT Department of Public Health (CTDPH) must be notified by applicants before a municipal planning and/or zoning commission, zoning board of appeals, or inland wetlands commission for any project located within a public water supply aquifer protection area or watershed area. This requirement is in addition to the standing required notification to water companies potentially affected by a project.

“...Such notice shall be made by Certified Mail, Return Receipt requested, and shall be mailed not later than seven days after the date of the application.”

Mailing address:

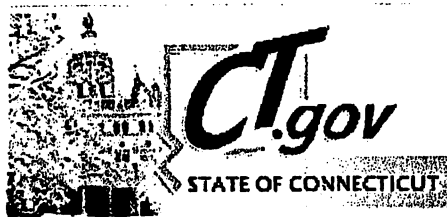
**J. Robert Galvin, M.D., M.P.H., Commissioner
CT Department of Public Health
410 Capitol Avenue
Hartford, CT 06106**

(860) 509-7101

On-line notification form:

http://www.dph.state.ct.us/BRS/Water/Source_Protection/web_form.htm

Copy of on-line form is attached.



Connecticut Department of Public Health Drinking Water Section



ABOUT US PROGRAMS AND SERVICES PUBLICATIONS FORMS CONTACT US HOME

- DWS HOME
- ABOUT THE DWS
- CONTACT INFO
- LINKS
- EMERGENCY PREPAREDNESS AND RESPONSE
- INFORMATION FOR PUBLIC WATER SUPPLY CONSUMERS
- INFORMATION FOR PUBLIC WATER SUPPLY SYSTEMS

Public Water Supply Watershed or Aquifer Area Project Notification Form

REQUIREMENT:

Within seven days of filing, all applicants before a municipal Zoning Commission, Planning and Zoning Commission, Zoning Board of Appeals or Inland Wetlands Commission for any project located within a public water supply aquifer or watershed area are required by Public Act No. 06-53 of the CT General Statutes to notify The Commissioner of Public Health and the project area Water Company of the proposed project by providing the following information.

To determine if your project falls within a public water supply aquifer or watershed area visit the appropriate town hall and look at their *Public Drinking Water Source Protection Areas* map. If your project falls completely within or contain any part of a public water supply aquifer or watershed you are required to complete the following information.

Note: You will need information obtained from the *Public Drinking Water Source Protection Areas* map located in the appropriate town hall to complete this form.

Quick Links

Step 1: Have you already notified the CT Department of Public Health (CTDPH) of this project?

- No, Go to Step 2
- Yes, I have notified DPH under a different project name Complete steps 4-6
- Yes, same name different year - Notification Year Complete steps 4-6

Step 2:

1. Name of public water supply aquifer your project lies within:
2. Name of the public water supply watershed your project lies within:
3. Public Water Supply Identification number (PWSID) for the water utility:

Step 3: For 1-5 Check all that apply

1. My project is proposing:
 - Industrial use;
 - Commercial use;
 - Agricultural use;

- Residential use;
- Recreational use;
- Transportation improvements;
- Institutional (school, hospital, nursing home, etc.);
- Quarry/Mining;
- Zone Change, Please Describe:

- Other, Please describe:

2. The total acreage of my project is:

- Less than or equal to 5 acres
- Greater than 5 acres

3. My project site contains, abuts or is within 50 feet of a:

- Wetland;
- Stream;
- River;
- Pond or Lake

4. Existing use of my project site is:

- Grassland/meadow;
- Forested;
- Agricultural;
- Transportation;
- Institutional (school, hospital, nursing home, etc.);
- Residential;
- Commercial;
- Industrial;
- Recreational;
- Quarry/Mining
- Other Please Describe:

5. My project will utilize:

- septic system;
- existing public sewer;

- new public sewer;
- agricultural waste facility;
- existing private well;
- new private well;
- existing public water supply;
- new public water supply, if new have you applied for a certificate of public convenience and necessity from DPH?
- Yes No

6. My project will contain this percentage of built up area (buildings, parking, road/driveway, pool):

- 10% or less
- 20% to 40%
- 50% or more

Step 4 Applicants Contact Information:

Name:

E-mail address:

Telephone:

Fax number:

Step 5: Please provide the following if available:

Project name:

Project site address (include town):

Project site nearest intersection:

Project site latitude and longitude:

Step 6:

Public Water Supply Watershed or Aquifer Area Project Notification Form

REQUIREMENT:

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To determine if your project falls within a public water supply aquifer or watershed area visit the appropriate town hall and look at their *Public Drinking Water Source Protection Areas* map. If your project falls completely within or contain any part of a public water supply aquifer or watershed you are required to complete the following information.

Note: You will need information obtained from the *Public Drinking Water Source Protection Areas* map located in the appropriate town hall to complete this form.

Step 1: Have you already notified The CT Department of Public Health (CTDPH) of this project? **No** **Complete Steps 2 - 6**

Yes, I have notified DPH under a different project name

OR I have notified DPH under the same name but in the year _____. **Complete Steps 4 - 6.**

Step 2:

1. Name of public water supply aquifer your project lies within _____.
2. Name of public water supply watershed your project lies within _____.
3. Public Water Supply Identification number (PWSID) for the water utility that manages the watershed or well(s):
CT _____.
4. Project Town _____.

Steps 3: For 1-5 check all that apply

1. My project is proposing:
 - Industrial (factory)
 - Commercial (business)
 - Agricultural (farm, field, nursery)
 - Residential (housing – single or multiple family)
 - Recreational (trail, ball field, complex)
 - Transportation improvements (road widening or relocation, parking lot expansion)
 - Institutional (school, hospital, nursing home etc)
 - Quarry/Mining
 - Zone Change, please describe _____.
 - Other, please describe _____.
2. The total acreage of my project site parcel is:
 - 5 acres or less
 - Greater than 5 acres
3. My project site contains, abuts or is within 50 feet of a:
 - Wetland(s)
 - Stream
 - River
 - Pond or lake

