

BOROUGH PLANNING COMMISSION
229 CHURCH STREET
NAUGATUCK, CONNECTICUT 06770

APPLICATION FOR APPROVAL OF SUBDIVISION OR RESUBDIVISION

DATE: _____

1. Name of Applicant: _____
(If Applicant represents a corporation or partnership, give full name of same)
Mailing Address: _____

Phone and Fax: _____
2. Address to which notices may be sent (also include contact person, phone and fax number): _____

3. Name and address of record owner of property: _____

Address: _____

Phone & Fax: _____
4. Name and license number of Engineer or Land Surveyor: _____

Address: _____

Phone & Fax: _____
5. Subdivision Name: _____
6. Subdivision location (including address if applicable): _____
Assessor's Lot Number: _____
Zoning District: _____
7. Names of all owners of adjacent property (from Assessor's office) and their mailing address, including zip code and property address: (Attach separate sheet if necessary).

8. Area of property (in acres): _____ No. of proposed lots: _____
9. Easements, deed restrictions or other encumbrances upon the property (attach a separate sheet if necessary):

10. Deeds or Deeds recorded in Town Clerk's Office (attach a separate sheet if necessary):
Date: _____ Volume: _____ Page: _____
11. Area of Open Space: _____
Proposed method of disposition: _____
12. Please answer the following questions:
 - a) Does the property contain areas classified as inland wetlands or watercourses? Y_____ N_____
 - b) Is the property within watershed or aquifer areas as mapped by the Connecticut Water Co.? Y_____ N_____

- c) Is any portion of the property identified on this application within 500 ft. of the boundary of an adjoining community? Y _____ N_____
- d) Will a significant portion of traffic, resulting from the proposed activity on the site identified on this application use streets within an adjoining municipality to enter or exit the site? Y_____ N_____
- e) Will a significant portion of the sewer or water drainage from the proposed activity on the site identified on this application flow through and significantly impact the drainage and sewer system within an adjoining municipality? Y_____ N _____
- f) Will water runoff from the proposed activity on the site identified on this application impact streets or other municipality or private property within an adjoining municipality? Y_____ N_____

13. Is this application accompanied by:

	Applicant	Land Use Office
A. Subdivision Application fee \$100.00 per lot, \$500.00 min.		
B. Police/Fire Application fee (\$50.00)		
C. State DEP FEE (\$30.00)		
D. Plans (10 copies) <ul style="list-style-type: none"> • Master plan (if applicable) • Record Subdivision Map • Site Development • Grading Plans • Construction Plans • Erosion Control Plan • Engineering Report 		
E. D.O.T Permit (copy of application)		
F. Easements and Deeds		
G. Other Exhibits		
H. Water Pollution Control Board Approval		
I. Valley Health Report		
J. Inland Wetlands Approval		
K. Property Entrance Agreement (signed by applicant and owner)		

*NOTE: The Subdivision Application Fee, Police/Fire Commission Fee should be combined in one check
The State Fee should be a separate check.

SITE ACCESS

The Owner and the Applicant and their successors and assigns, hereby grant entrance by the Borough or its agents or representatives onto the property for the purposes of inspecting the property and any proposed improvements, and installing the proposed and required improvements in the event of failure of the applicant to make such improvements or properly maintain them until the Borough has assumed responsibility for them. Such agreement shall be reflected in the deed of any property transfer to remain in effect until all the improvements have been completed, approved and accepted. Should the ownership change prior to completion, the new owner shall assume responsibility for completion per the Commission approval.

APPLICANT

OWNER

Signature: _____

Signature: _____

(Print or type applicant's name)

(Print or type owner's name)

Mailing Address: _____

Mailing Address: _____

Phone and Facsimile: _____

Phone and Facsimile: _____

BOROUGH PLANNING COMMISSION
BOROUGH OF NAUGATUCK, CONNECTICUT

SUMMARY OF PROCEDURE FOR SUBDIVISION APPLICATIONS

The following information is an outline of the procedure for Subdivision applications. The Subdivision Regulations contain more specific information in regard to the steps listed below. This is to be used as a guide only and is superceded by the Borough Regulations and the Connecticut General Statutes.

I. PRE-APPLICATION REVIEW

Applicant Submits:

Preliminary Plan for informal review by Borough Staff (this is recommended, but is not required).

II. FORMAL APPLICATION REQUIREMENTS:

Applicant submits the following information, if applicable, 7 days prior to regular meeting of Planning Commission:

1. Application Form (10 copies), including Police Commission application. (Obtain from Land Use Office)
2. Application Fee
 - a. Subdivision Application Fee: ~~\$2500~~ ^{\$100.00} a lot, ~~\$7500~~ ^{\$500.00} minimum
 - b. Police Commission Application Fee: \$25.00
 - c. State Fee: ~~\$30.00~~ (separate check)
3. Maps and Plans (10 copies).
 - a. Master Plan
 - a. Record Subdivision Map
 - b. Site Development Plan
 - c. Grading Plan
 - d. Sediment and Erosion Control Plan
 - e. Construction Plans
4. Engineering Report (2 copies)
5. Other Approvals (if applicable)
 - a. Inland Wetlands Commission
 1. Inland Wetlands Permit
 2. Sediment and Erosion Control Certification
 - b. Water Pollution Control Board
 - c. Naugatuck Valley Health District
 - d. The Land Use Office will submit plans to the Fire Commission.
 - e. The Land Use Office will submit the application and plans to the Police Commission.
6. Connecticut State Highway Department Permit (copy of application prior to endorsement of Record Subdivision Map; copy of permit to be submitted to Building Inspector prior to issuance of a building permit)
7. Schedule of Maintenance of Improvements
8. Open Space (method of dedication, etc.)

9. Easements and Deeds
10. Site Access Agreement (attached to application)

III. FORMAL APPLICATION PROCEDURES:

Commission Action:

1. Refer application to regional agency, if applicable.
2. Refer application to adjacent municipality, if applicable.
3. Refer to other agencies, departments or officials as necessary.

Applicant Action:

1. Refer application to the Connecticut Water Company, if applicable (within 7 days of the date of application to the Planning Commission).

Commission Action:

1. Review completeness of application and if necessary request additional information.
2. Determine whether a public hearing will be held:
 - a. Publish notice of any hearing.
 - b. Send a copy of notice to applicant.

Applicant Action:

1. If a public hearing is held, the applicant shall notify adjacent property owners (at least 10 days prior to the public hearing).

Commission Action:

1. Approve, modify and approve, or disapprove subdivision.
2. Publish notice of decision.
3. Send notice of decision to applicant.

IV. FILING AND RECORDING OF APPROVED PLANS

Applicant Action:

1. Upon approval and within 90 days from the expiration of the appeal period, or in the case of an appeal, within 90 days of the termination of the appeal by dismissal, withdrawal or judgement in favor of the applicant, the applicant shall have the Record Subdivision Map endorsed by the Planning Commission and filed in the Town Clerk's office (allow at least 10 working days within the 90 day period for the Borough Planner and the Borough Engineer to review, and the Commission to sign, the Record Subdivision Map).
2. Prior to endorsement by the Planning Commission, the following action shall be taken by the Applicant if applicable to the particular subdivision:
 - a. Conditions/modifications of approval shall be addressed.

- b. The Record Subdivision Map, supporting plans and documents shall be revised to conform to any modifications called for in the Commission's action.
- c. The Director of Health (NVHD) shall endorse the Record Subdivision Map.
- d. The Borough Engineer shall endorse the Record Subdivision Map.
- e. Easements and deeds required by these Regulations or the Planning Commission shall be presented, in executed form.
- f. A written statement from the Borough Engineer indicating completion of any required subdivision improvements shall be submitted. In lieu of completion, the applicant shall execute an agreement and file a letter of credit or other surety as approved by the Borough Attorney.
- g. A copy of the application for the Connecticut State Highway Department Permit shall be submitted.

The Applicant shall submit the following maps and plans:

- a. Three (3) paper sets of the final plans (one for Planning records and two for Engineering records).
- b. Two (2) Record Subdivision Map Mylars® (polyester film or equivalent) for endorsement by the Planning Commission. The first Mylar® shall be filed in the Town Clerk's office. The second Mylar® shall be filed in the Assessor's office.

Commission Action: (By Chairman)

- 1. Refer easements and deeds (conveyances) to Borough Attorney for approval (deeds are referred to Board of Mayor and Burgesses for acceptance).
- 2. Refer bonds to Borough Attorney for approval.
- 3. Chairman endorses Record Subdivision Map (once all of the above items are completed).

Applicant Action:

- 1. File Subdivision Map with Town Clerk as mentioned above.
- 2. File conveyance of easements and deeds with Town Clerk (after approval by Borough Attorney and the Board of Mayor and Burgesses)

V. COMPLETION OF IMPROVEMENTS

Applicant/Developer Action:

Before release of the full amount of the subdivision surety, or before the Commission endorses any subdivision map to permit filing with the Town Clerk when no surety has been posted, the following shall be completed if applicable to the particular subdivision:

- 1. All improvements shall have been satisfactorily completed and inspected by the Borough Engineer. The Borough Engineer shall submit a written statement that certifies that the improvements have been satisfactorily completed.
- 2. The street (binder course of pavement) shall have been at least through one winter.

3. All easements and deeds shall have been submitted, if not previously provided. Title to such easements and deeds shall be unencumbered.
4. All street signs, stop signs, and traffic control signs and devices shall have been completed by the applicant and inspected and/or verified by the Police Commission.
5. All hydrants and improvements required as part of the Fire Commission approval shall have been completed by the applicant and inspected by the Fire Commission.
6. An as-built survey(s) shall have been prepared and submitted in accordance with the Borough of Naugatuck Engineering Department's requirements.
7. The applicant's land surveyor, licensed to practice in the State of Connecticut, shall certify the installation and precise location of monuments by noting such monuments and their location on the as-built plans and by signing and sealing the plans.
8. The applicant shall submit to the Commission a letter requesting the Borough of Naugatuck's acceptance of all streets shown on the Record Subdivision Map, except such streets labeled as "private streets". Documentation for acceptance of such streets shall be in a form and with accompanying documents as approved by the Borough Attorney. Warranty deeds for new streets or right-of-way land must have been executed and delivered to the Borough Attorney with a copy to the Commission. Title to said roads shall be unencumbered.

VI. CERTIFICATE OF OCCUPANCY AND BUILDING PERMIT

Applicant Action Prior to Issuance of Building Permit:

1. See Building Official for Building Permit requirements.
2. Applicant shall submit a copy of Highway Permit to the Building Official, if applicable.

Applicant Action Prior to issuance of Certificate of Occupancy:

1. See Building Official for Certificate of Occupancy requirements.
3. The street(s) has been at least paved to its full width and length.
4. Utilities have been installed in accordance with these Regulations.
5. Sidewalks (if required) and curbing have been constructed up to and including the point of the Certificate of Occupancy.
6. Monuments and pipes/pins have been installed.
7. Street signs have been installed.

BOROUGH PLANNING COMMISSION
246 RUBBER AVENUE
NAUGATUCK, CONNECTICUT 06770

APPLICATION FOR SIDEWALK WAIVER

- 1) Name of Applicant _____
- 2) Address _____
- 3) Name of Subdivision _____
- 4) Sidewalk Waiver Request - Section 4.13.3 _____
- 5) Application Fee - \$25.00 attached _____

Signed: _____
APPLICANT

BY _____

Date Received: _____

By _____



Land Use Plan Review Application

Engineering Department Water Pollution Control Authority

Date Submitted: _____

Project Name & Location _____

Applicant:

Name _____ Home Phone _____ Business Phone _____

Street Address _____ City _____ State _____ Zip _____

Agent (attorney, engineer):

Name _____ Home Phone _____ Business Phone _____

Business Address _____ City _____ State _____ Zip _____

Documents	Submitted	Dates:
Commission Application	_____	_____
Plans:	_____	_____
Traffic Studies:	_____	_____
Drainage Studies:	_____	_____
Soil Report:	_____	_____
Sediment, Erosion Control Plan:	_____	_____
Sewage Capacity Study:	_____	_____
Other:	_____	_____

Person/Commission Requesting Review: _____

Name and Date of Next Commission Meeting: _____

Comments: _____

Please allow 20 days for review
WPCA reviews which require main sewer line extension, please fill in attached form.

WATER POLLUTION CONTROL AUTHORITY
229 CHURCH STREET, NAUGATUCK, CT

APPLICATION FOR MAIN EXTENSION

Project Title: _____ Project Description: _____

Date of Application _____ Address _____

Applicant _____ Address _____

Town _____ State _____ Zip Code _____

Phone _____ Emergency Phone _____ Cell Phone _____

Property Use: ___ Single Family Residence _____ Multi-Family Residence (#Units ___)

___ Commercial Construction _____ Length of Main Extension _____ # of Units

Estimated Sewer Flow (if Commercial) _____ Gallons Per Day _____

NOTE:

*Sanitary Sewer Plan: 7 copies required Attached _____

*Sanitary Sewer Capacity/Study Attached _____

*must be submitted 7 days prior to WPCA Regular Meeting

This approval, if issued, is based upon the plans and information submitted. Falsification, by misrepresentation or omission, or failure to comply with the conditions of approval of this permit shall constitute a violation of the Borough of Naugatuck Water Pollution Control Authority – Sanitary Sewer Ordinances. All work will comply with WPCA Ordinances and Engineering Department Standard Sewer Construction Notes and Details.

If enforcement of the Naugatuck Water Pollution Control Authority – Sanitary Sewer Ordinances is required, the applicant shall pay all costs associated with any enforcement action including attorney fees, administrative costs and court costs.

RECEIVED: Applicant has received Standard Sewer Construction Notes and Details

FEES: \$50.00 per unit and \$500 per Pump Station

Applicant's Signature _____ Date _____

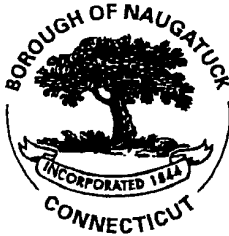
WPCA USE ONLY

Approval hereby _____ Issued _____ Denied

Reason for Denial: _____

Fee Paid: Check # _____ Date _____

Approved by WPCA Date: _____
Borough Engineer or Authorized Representative



BOROUGH OF NAUGATUCK

WATER POLLUTION CONTROL BOARD

229 CHURCH STREET
NAUGATUCK, CT 06770
203 / 720-7060
FAX 203 / 720-7099

WPCA Application Procedure

As directed by the Water Pollution Control Authority the following application and review procedure will be followed as of 9/28/06:

1. No applications or projects will be placed on the WPCA regular meeting agenda if not received on or before the 2nd Wednesday of the month.
2. Revised maps or information submitted following the 2nd Wednesday or received at the meeting will not be discussed.
3. In order to receive engineering comments on a project prior to the regular meeting, plans and information for review must be received at least 3 weeks prior to the meeting. Information received following that date may or may not receive engineering comments at the following regular meeting.

WATER POLLUTION CONTROL AUTHORITY
STANDARD CONDITIONS FOR SANITARY SEWER EXTENSIONS
& SANITARY SEWER CONSTRUCTION

Design Standards

1. Approval of construction documents by the Borough Engineer
2. Verify that the receiving sewer has capacity to accept the proposed flows. If necessary, the WPCA may require the repair of existing inflow/infiltration problems in the area where the connection is proposed.
3. Extend the last manhole to the far limit of the property and prepare an evaluation of the feasibility for future extensions.
4. In developed neighborhoods, extend laterals to the R.O.W. line for future tie-ins. In undeveloped neighborhoods and cross-country easements a wye may be left on the main line if approved by the WPCA and Borough Engineer.
5. Developer of any property or sub-divisions of three (3) or more building lots situated within the Borough whose property line, at any point, is within five hundred (500) feet of an existing or future public sanitary sewer is required, at his expense, to install suitable toilet facilities in all houses or buildings located on said building lots, and to connect such facilities directly with proper public sewer in accordance with the provisions of this ordinance.
6. A separate and independent building sewer shall be provided for every building; except where an industrial complex, commercial or multiple dwelling installation, has provided a private sewer system on its own property to drain several buildings to an interceptor for discharge by gravity or pumping to the Borough sewer. This type of building sewer connection shall be approved by the Borough Engineer.
7. Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Borough Engineer, to meet all requirements of this ordinance.
8. All pipe used must conform with the latest specifications for sewer pipe as established by the Borough Engineer
9. The sewer extension shall be designed and sized to allow for future extensions. The applicant shall submit a study examining the feasibility of future sewer extensions and estimates of future flows.
10. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to

permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

11. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain, which in turn is connected directly or indirectly to a public sanitary sewer.
12. The connection of the building sewer into the public sewer shall conform to the requirements of the Borough Engineer or other applicable rules and regulations of the Borough. All such connections shall be made gastight, watertight, and root proof. The Borough Engineer before installation must approve any deviation from the prescribed procedures and materials.
13. Provide cleanouts each 75 feet of laterals
14. Provide 10-foot minimum separation distance for sewer and water lines.
15. Whenever possible the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by approved means and discharged into the sanitary sewer.
16. All work shall adhere to Borough ordinances and the "GUIDES FOR DESIGN OF WASTEWATER TREATMENT WORKS" TR-16, New England Interstate Water Pollution Control Commission.

Permits and Fees

1. All main line and R.O.W. lateral sewer work must be bonded at 110% of the estimated construction costs.
2. Obtain a Street Opening Permit prior to constructing the sewer main line.
3. Obtain a Sewer Permit for the laterals and pay connection fee prior to submitting for a Building Permit for individual lots or buildings.
4. All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the Borough for any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

Construction

1. Contact Call-Before-You-Dig at 1-800-922-4455 before beginning excavation.
2. The connection of the building sewer to the building drain shall be made with a rubber ring or adaptor fitting so as to have a watertight and root proof joint. No other joint shall be approved.

3. All sewer construction must conform to the Water Pollution Control Ordinances and the Borough of Naugatuck Engineering Department sewer construction details and specifications.
4. The connection of the building sewer into the public sewer shall conform to the requirements of the Borough Engineer or other applicable rules and regulations of the Borough.

Inspection

1. Prior to installation of required sewers, the developer shall apply to the Engineering Department for a permit, and apply to the Borough Engineer for an inspection. There shall be one-week notice to the Borough Engineer prior to the need for an inspection. The inspector shall be on the job at all times during construction. The application shall be supplemented by plans, specifications, and other information as deemed necessary by the Borough Engineer. Upon approval of the permit, the applicant shall enter into a contract with the Borough to reimburse the Borough for inspection by the Borough Engineer.
2. Require a Low-Pressure Air Leakage Test and a visual inspection after backfilling.
3. Require an as-built plan and profile survey by a Licensed Land Surveyor and construction certification by a Professional Engineer that the sewer was inspected during construction and was installed in accordance with the approved plans. This shall be done prior to requesting a bond release or applying for a Certificate of Occupancy.
4. All sewer extensions shall pass low-pressure air tests and TV inspections. Video tapes, logs, and reports must be submitted and approved by the Borough Engineer prior to the acceptance of the sanitary sewer line by the WPCA.
5. The Borough Engineering Department must inspect all sewer construction. Twenty four hour notification is required prior to any inspections.
6. The applicant shall enter into a contract with the Borough to reimburse the Borough for all inspection costs or hire a impartial Engineering Company specializing in the construction and inspection of sewers to inspect and document all main line sewer work the lateral within the Town R.O.W. The inspection company shall be chosen from a list available from the Engineering Department.
7. An as-built plan and profile survey by a Licensed Land Surveyor and construction certification by a Professional Engineer that the sewer was inspected during construction and was installed in accordance with the approved plans must be submitted prior to the bond release, WPCA acceptance or obtaining a Certificate of Occupancy.