



# *Planning and Zoning Commission*

## *Town of Lebanon*

579 Exeter Road, Lebanon, Connecticut 06249  
(860) 642-6028, Fax (860) 642-2022

### **SUBDIVISION FILING PROCEDURES**

#### 1. Preliminary Review Procedure:

Section 4.1 of the Subdivision Regulations provide for a preliminary review of a subdivision preliminary review of a subdivision proposal by the Commission and its staff. This review will result in a report to the applicant that can be used to bring the proposed subdivision into agreement with the requirements of the regulations.

- a. A “Preliminary Review Application Form” is available at the Commission Office.
- b. There is a “Preliminary Plan” fee. Please see “Fee Schedule.”
- c. There is no time limit for the completion of this review.

#### 2. Final Plan Procedure:

A “Final subdivision Plan” is a plan that meets all of the requirements of the Subdivision Regulations.

- a. This plan must be filed with a completed “Final Plan Application form” along with the required fees and consist of two (2) copies of the plan on mylar and two (2) on paper as is required by the regulations.
- b. This final plan may be the only filing of the applicant if he feels his plan meets all of the requirements of the regulations, or, it may be a plan that has evolved from the preliminary review procedure as described in Section 4.1 of the Subdivision Regulations.
- c. Once the final plan has been submitted, the Commission at its option, may call a public hearing on the plan.
- d. The Commission will act on the plan within 65 days of receipt of the final plan of the public hearing as the case may be. However, time extensions are possible if requested by the applicant.
- e. The final action of the Commission will be to:
  - 1) Approve
  - 2) Modify and approve
  - 3) Disapprove.
- f. In the event the subdivision has been approved with modifications, the Commission shall solicit the applicant’s approval in writing for the modifications imposed by the Commission.

Disapproval of the modifications on the part of the applicant or failure to reply within the 65-day period shall cause the Commission to disapprove the plan. The Chairman shall not endorse the plan until this approval by the applicant has been received by the Commission.

#### 3. Resubdivision.

- a. Prior to submitting a formal application for resubdivision, an applicant may submit his plan of resubdivision to the Commission for a preliminary review as outlined in (1) above.

### Regulations and Requirements

In order for the Lebanon Planning and Zoning Commission to approve a subdivision or resubdivision the plan must comply with various town, state, and federal regulations which may mean other boards, commissions, agencies or organizations must also review your plan and various permits may need to be obtained.

The most common include:

#### Subdivision Regulations

The subdivision plan must conform to the town's Subdivision Regulations administered by the Lebanon Planning and Zoning commission. These regulations address the permitted land uses and minimum dimensional requirements for such used within the town's various zoning districts.

#### Zoning Regulations

The subdivision plan must conform to the town's Zoning Regulations administered by the Lebanon Planning and Zoning Commission. These regulations address the permitted land uses and minimum dimensional requirements for such uses within the Town's various zoning districts.

#### Zoning Variances

Where the proposed plan does not meet the requirements of the Zoning Regulations a variance may be required. Variances can be requested from the Zoning Board of Appeals.

#### Inland Wetland Regulations

If the subdivision includes wetlands or water courses, approval for activities in or adjacent to those areas must comply with the Town's Inland Wetland Regulations as administered by the Lebanon Inland Wetland's Commission.

#### Driveway Requirements

Driveway cuts onto a town road require approval by the Lebanon Board of Selectmen and driveway cuts onto state roads require approval by The Connecticut Department of Transportation.

#### New Roads

Subdivisions where new roads are proposed must also receive Selectmen and/or Connecticut Department of Transportation permits.

#### Regional Referrals

Where a subdivision abuts or includes land in two or more municipalities the Planning and Zoning Commission must refer the plan to the regional planning agencies (RPA) serving those towns.

#### Small Water Companies

Where a subdivision is proposed to be supplied with water by a company serving 15 to 250 service connections or 25 to 1,000 persons on a regular basis, a certificate of "Public convenience and Necessity" is required from the Connecticut Department of Health Services (DHS) and the Department of Public Utility Control (DPUC).

#### Other

There are many other types of reviews and permits which a subdivision may require.

**APPLICANTS ARE STRONGLY ENCOURAGED TO DISCUSS THEIR APPLICATION WITH THE TOWN PLANNER PRIOR TO APPLICATION.**

**PRELIMINARY APPLICATION FOR APPROVAL OF A SUBDIVISION PLAN**

Application is hereby made for the approval of plan entitled: ( ) subdivision: ( ) Resubdivision: ( ) Revised Subdivision

Name & Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Name & Address of Owner of Record: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Name & Address of Engineer and/or Surveyor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Location of Tract: \_\_\_\_\_

Land Record Reference: Volume \_\_\_\_\_ Page: \_\_\_\_\_ Tax Assessor Reference: Map: \_\_\_\_\_ Card No.: \_\_\_\_\_

Acreage to be subdivided: \_\_\_\_\_ Total Acreage in Tract: \_\_\_\_\_

Number of Proposed Lots: \_\_\_\_\_ Sections: \_\_\_\_\_ New Road: \_\_\_\_\_

Length: \_\_\_\_\_ Existing Structures (describe) \_\_\_\_\_

Deed Restrictions or Covenants: \_\_\_\_\_ (Copy Attached)

Easements and R.O.W.'s, existing and proposed: \_\_\_\_\_

\_\_\_\_\_

Open Space: \_\_\_\_\_

**Permission is hereby given for the Commission or its designated agent to enter the property for the purpose of reviewing the proposed subdivision.**

Owner of Record: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Please Print Name

Owner of Record: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Please Print Name

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Please Print Name

**ALL SIGNATURES ARE NECESSARY TO PROCESS APPLICATION**

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**FOR COMMISSION USE ONLY**

File #: \_\_\_\_\_

Date Received: \_\_\_\_\_ Sanitarian's Report: \_\_\_\_\_ D.O.T. or Selectman: \_\_\_\_\_ Inland Wetlands \_\_\_\_\_

Bond is needed; \_\_\_\_\_ Small Water co. Certificate: \_\_\_\_\_ Regional Referral: \_\_\_\_\_ Legal Review Required: \_\_\_\_\_

\_\_\_\_\_ Erosion & Sedimentation Plan: \_\_\_\_\_ Fee Received: \$ \_\_\_\_\_

**PRELIMINARY PLAN CHECK LIST FOR INFORMAL REVIEW OF SUBDIVISION PLANS PROPOSED TO THE PLANNING & ZONING COMMISSION OF THE TOWN OF LEBANON**

PLAN NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

In order to obtain opinions on a proposed subdivision and expedite the approval of a subdivision plan, a subdivider may review with the Commission and its staff in a preliminary and informal manner any proposal for a subdivision prior to submission of a final plan. It should be clearly understood that such informal review enjoins no official status and that consent with regard to the feasibility of the informal plan on the part of the Commission in no way mandates approval of the required plan.

Informal review is encouraged in the interest of improved communication between the applicant and the Commission with regard to intent and general design, but is at the sole discretion of the applicant.

A. Suggested information – the subdivider may submit such information as he deems would be of assistance to the Commission and its staff in its review. Include as a minimum an informal plan incorporating the following:

- |                                  |  |
|----------------------------------|--|
| _____ (1) North arrow            | _____ (8) Tentative lot lines  |
| _____ (2) Scale                  | _____ (9) Open space   |
| _____ (3) Location map in insert | _____ (10) Ledge, Wooded areas. Water courses, wetlands, if any                    |
| _____ (4) Name of subdivider     | _____ (11) Unusual topographical features, if any                                  |
| _____ (5) Name of subdivision    | _____ (12) Topography, including contour lines which may be based on U.S.C.S. maps |
| _____ (6) Date                   |  |
| _____ (7) Tentative lot lines    |  |

The informal plan should be drawn to scale of not more 200' to the inch. It should show sufficient information about the subdivision or resubdivision to form a clear basis for discussion of the basic factors and problems affecting the proposed development.

B. Detailed information – Nothing herein shall be construed to prevent a subdivider from presenting maps and documentation in greater detail and containing more information to the Commission, if the subdivider feels it is in his best interest to do so.

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**FOR PZC USE ONLY**

Date Received: \_\_\_\_\_ PZC informal comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBDIVISION PLAN MAP CHECK LIST FOR REVIEW OF SUBDIVISION PLANS PROPOSED TO THE PLANNING & ZONING COMMISSION OF THE TOWN OF LEBANON, CONNECTICUT**

PLAN NAME \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

SUBDIVISION PLAN MAP REQUIREMENTS ARE SPECIFIED IN SECTION 4.2.h .OF THE LEBANON SUBDIVISION REGULATIONS.

GENERAL FORMAT

_____ A-2 Survey	_____ 1"=40'
_____ PE/LS Seal	_____ Copies, 2 originals & 2 copies
_____ Sheet size (24" x 36" to 25" x 37")	

CONTENT

_____ Subdivision Title	_____ Date
_____ Name-Landowner	_____ Scale
_____ Name-Subdivider	_____ North Arrow
_____ Name-Applicant	
_____ Street lines (Existing & Proposed)	_____ Lot _____ Lines
_____ Buildings (w/in 200')	_____ Numbers
_____ Adjacent Property Owners	_____ Area (Sq. Ft.)
_____ Variances/Special Permits	_____ Open Space
_____ Monuments & Pins	_____ Dimensions
_____ Zoning District(s)	_____ Setback Lines
_____ Streets _____ Existing & Proposed Layout	
_____ Names	
_____ Easements & R. O. W.	
_____ Utilities & Drainage Easements & R.O.W.	

**PLANNING & ZONING COMMISSION**  
**FINAL APPLICATION FOR APPROVAL OF A SUBDIVISION PLAN**

Application is hereby made for the approval of a plan entitled ( ) subdivision; ( ) resubdivision; ( ) revised subdivision

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Name of Owner of Record: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Owner of Record: \_\_\_\_\_

Name of Engineer and/or Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Engineer and/or Surveyor: \_\_\_\_\_

Location of Tract: \_\_\_\_\_

Land Record Reference: \_\_\_\_\_ Volume: \_\_\_\_\_ Page: \_\_\_\_\_

Tax Assessor Reference: \_\_\_\_\_ Map: \_\_\_\_\_ Card No.: \_\_\_\_\_

Acreage to be Subdivided: \_\_\_\_\_ Total Acreage in Tract: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_

Sections: \_\_\_\_\_ New Road: \_\_\_\_\_ Length: \_\_\_\_\_

Existing Structures (describe): \_\_\_\_\_

Deed Restrictions or Covenants: \_\_\_\_\_

Easements and R.O.W.'s , existing and proposed: \_\_\_\_\_

Open space. See Attached Sheet: \_\_\_\_\_

**Permission is hereby given for the Commission or its designated agent to enter the property for the purpose of evaluating the proposed subdivision.**

Owner of Record: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print)

(Signature)

Owner of Record: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print)

(Signature)

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print)

(Signature)

**ALL SIGNATURE ARE NECESSARY TO PROCESS APPLICATION**

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**FOR COMMISSION USE ONLY**

Date Received: \_\_\_\_\_ File # Assigned: \_\_\_\_\_ Sanitarian Report: \_\_\_\_\_ Perc Test Fees Paid: \_\_\_\_\_

Inland Wetlands Report: \_\_\_\_\_ Bond is Needed: \_\_\_\_\_ Legal Review Required: \_\_\_\_\_ E & S Control Plan: \_\_\_\_\_

**FEES RECEIVED (please see attached fee schedule)**

Subdivision: \$ \_\_\_\_\_ E & S Control Plan: \$ \_\_\_\_\_ Preliminary: \$ \_\_\_\_\_ Final: \$ \_\_\_\_\_ Revised: \$ \_\_\_\_\_

Review of Design of New or Rebuilt Roads, Drainage & Other Site Improvements: \$ \_\_\_\_\_ State Fee: \$ \_\_\_\_\_ (\$30)

Legal Review: \$ \_\_\_\_\_ Supervision & Inspection of Construction of New or Rebuilt roads, Drainage & Other site Improvements: \$ \_\_\_\_\_

**Commission Action:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Public Hearing:** \_\_\_\_\_ **Fee:** \$ \_\_\_\_\_

**FINAL APPLICATION CHECK LIST FOR REVIEW OF SUBDIVISION PLANS PROPOSED TO THE PLANNING & ZONING COMMISSION OF THE TOWN OF LEBANON, CONNECTICUT**

PLAN NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The check list is intended to aid in preparing and reviewing proposed subdivisions of land. It is a summary of requirement contained in the Lebanon subdivision regulations. It may be used by the Planning & Zoning Commission, staff, and the subdivider as a handy reference in determining if a proposal meets these requirements. This check list is not, however, a substitute for, nor does it contain all the detailed requirements in the town's subdivision regulations or other applicable town regulations and procedures or State Statutes, Regulations, and procedures. Please refer to those documents.

Requirements

Citation

X = Satisfactory            o = Not Satisfactory

\_\_\_\_\_ Application form

\_\_\_\_\_ Other

\_\_\_\_\_ Fee

\_\_\_\_\_ Highway permits (Selectmen/CT DOT for driveways, roads drainage)

\_\_\_\_\_ Ownership documentation

\_\_\_\_\_ Inland Wetlands Commission approval

\_\_\_\_\_ Statement of intent re: future development

\_\_\_\_\_ Variance/Special Permit (ZBA or PZC)

\_\_\_\_\_ Estimate of improvement costs

\_\_\_\_\_ Small Water Company Certificate

\_\_\_\_\_ Sanitary report

\_\_\_\_\_ RPA Referral

\_\_\_\_\_ Documents (Deeds, Restrictions, Covenants, Etc.)

\_\_\_\_\_ Erosion & Sediment Control Plan

\_\_\_\_\_ Subdivision Plan Map (see separate check list for requirements)

\_\_\_\_\_ Other

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**FOR COMMISSION USE ONLY**

Date received: \_\_\_\_\_ PZC Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**OPEN SPACE DISPOSITION**

The requirements for the dedication of Open Space can be satisfied in a number of ways. (Please refer to Section 6.8 of the Subdivision Regulations for the complete test.) Please indicate below in the appropriate space how you plan to meet this requirement.

- \_\_\_\_ a. Perpetual dedication to the town.
- \_\_\_\_ b. Perpetual dedication to the State of Connecticut.
- \_\_\_\_ c. Perpetual dedication to a land trust or other private organizations whose purpose is the preservation of historic and natural sites for the public benefit and use.
- \_\_\_\_ d. Dedication to a homeowner’s association.
- \_\_\_\_ e. Utilization of a conservation easement(s), with or without public access.
- \_\_\_\_ f. Utilization of a recreation easement.
- \_\_\_\_ g. Private ownership with the appropriate taking of development rights be a public entity. (State or Town).
- \_\_\_\_ h. Any combination of the above or any suitable alternative approved by the Commission.
- \_\_\_\_ i. Because the Commission is aware that it may not be desirable in all situations to require the dedication of open space land in all subdivision, particularly those which are small, and because there is a need to treat all developers equally, the Commission, at its discretion, may accept from the developer a fee in lieu of land dedication for all or any part of the open space, if the developer choose to so offer.

Method chosen: \_\_\_\_\_

Total acres in open space: \_\_\_\_\_ Number of acres wetlands: \_\_\_\_\_

Number of acres ponds or lakes: \_\_\_\_\_ Number of acres dry-non-wetlands lots: \_\_\_\_\_

\_\_\_\_\_ Is method chosen by fee in lieu of open space, or

\_\_\_\_\_ Combination of a fee plus land dedication.

Appraised value of land to be subdivided prior to approval of subdivisions:

\_\_\_\_\_

Name of appraiser: \_\_\_\_\_

Fee apportioned to each lot: \_\_\_\_\_

**FOR LEBANON PZC USE**

Checklist for Erosion & Sediment Control Plans

Plan of: \_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

\_\_\_\_\_

Date submitted: \_\_\_\_\_

Section 7.8 of the Lebanon Zoning Regulations requires on erosion & sedimentation control plan to contain the following:

**NARRATIVE: DESCRIBING:**

**SITE PLAN MAP: SHOWING**

- \_\_\_\_\_ 1. The development
- \_\_\_\_\_ 2. Schedule for grading & construction activities
  - \_\_\_\_\_ a. Start & completion dates
  - \_\_\_\_\_ b. Sequence/grading & construction activities
  - \_\_\_\_\_ c. Sequence/installation and/or application
  - \_\_\_\_\_ d. Sequence/final stabilization
- \_\_\_\_\_ 3. Design criteria
- \_\_\_\_\_ 4. Construction details
- \_\_\_\_\_ 5. Installation and/or application procedures
- \_\_\_\_\_ 6. Operations & Maintenance
- \_\_\_\_\_ 7. space for certification signatures

for  
proposed  
soil  
erosion &  
control  
measures  
& storm water  
management

- \_\_\_\_\_ 1. Location & adjacent properties
- \_\_\_\_\_ 2. Existing topo
- \_\_\_\_\_ 3. Proposed topo
- \_\_\_\_\_ 4. Soil types
- \_\_\_\_\_ 5. Wetlands, watercourses & water bodies
- \_\_\_\_\_ 6. Existing structures
- \_\_\_\_\_ 7. Proposed alterations (including cleared, excavated, filled or graded areas, proposed structures, utilities, roads new property lines)
- \_\_\_\_\_ 8. Location & design details for all proposed E & S measured storm water facilities
- \_\_\_\_\_ 9. Sequence/installation and/or application
- \_\_\_\_\_ 10. Sequence/final stabilization
- \_\_\_\_\_ 11. Space for certification signatures

**4.2 I. Notification of Neighboring Property Owners:** To ensure ample opportunity for neighborhood opinion to be expressed, the applicant shall be responsible for notifying, in writing, all property owners within 200 feet of the **perimeter boundaries** of the subdivision. Such notice, which shall be sent by certified mail at least ten (10) days prior to the date of the scheduled public hearing, shall include a copy of the subdivision application form submitted to the Commission, the date and time of the scheduled public hearing and the fact that the subject plans are on file in the offices of the clerk to the hearing and the fact that the subject plans are on file in the office of the clerk of the Commission. A copy of the applicant's notice to neighboring property owners, a list of the property owners notified, and return receipts from the certified mailings shall be filed in the offices of the clerk to the Commission at least five (5) days prior to the public hearing.

Where no public hearing is scheduled on an application, the notification requirements detailed herein shall apply, however, notification shall be sent within 15 days after the meeting at which the Commission determines the application complete. Refer to Section 4.2 Application for Approval of Plan. The same information shall be forwarded, however, instead of the date and time of the public hearing, the date and time of the Commission's next regularly scheduled meeting at which the subdivision will be scheduled for review shall be substituted.

#### **ABUTTING PROPERTY OWNERS RESEARCH INSTRUCTIONS**

1. Contact the Assessor's Office for a print out of a map showing all properties with the required area. It will take time to get the map configured to your specific needs, so either call them or request it (860-642-6141) or return at a later time to pick it up.
2. Once you have the printed map:
  - (a) go to the Assessor's Maps (located on the front counter in the Assessor's Office),
  - (b) find the map for your parcel,
  - (c) transfer the lot numbers of abutting property owners from the Assessor's map to the printed map.
3. Go to the Map List print out (located on the big table in the vault) and transfer the names of the property owners to the corresponding lot numbers you just put on your printed map.
4. Using the Assessor's Property Owners List, which is printed by map/parcel number, obtain the abutters' mailing addresses.

**NOTE: It is the applicant's responsibility to ensure that abutter information is correct. Town employees will assist you in determining the required notification area if they are available.**

Notification requirements:

Zoning Board of Appeals Applications: All owners of property within 250' of the applicant's parcel; this includes properties across the street or highway.

Zone Change: All owners of property located adjacent to the applicant's parcel; this includes properties across the street or highway.

Special Permit: all owners of property located adjacent to the applicant's parcel; this includes properties across the street or highway.

Subdivision/Resubdivision: all owners of property located within 200' of the perimeter boundaries of the subdivision; this includes properties across the street or highway.

Inland Wetland Applications: All owners of property abutting the applicant's parcel; this includes properties across the street or highway.

