



TOWN OF NORWICH – SUBDIVISION APPLICATION

Permit #

Parcel ID #

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Application Fee \$

Applicant name(s)

Mailing address

Preferred Daytime Contact

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Phone

Email

Street address of property

Property Owner

(Only if not Applicant)

Mailing address

GENERAL SUBDIVISION INFORMATION

Street address of property:

Original lot size:

in Acres

Zoning District(s):

Deed Reference Book:

Page:

No. of lots to be created: _____

Any restrictive covenants in deeds? ☐ No ☐ YesAny easement or other agreements? ☐ No ☐ Yes

(attach if proposed)

Has the original lot ever been part of a subdivision before?

☐ No ☐ Yes. If yes, when? Map Slide#

Details of prior: (attach decision)

INITIAL ACTIONS OF THE ADMINISTRATIVE OFFICER

Date of Pre-Application Conference: ____/____/____

Application deemed complete: ____/____/____

Density Determination: # Lots: #PUD

(attach calculation sheet)

☐ Preliminary Plat

Hearing Date: ____/____/____

☐ Final Plat (attach conditions from preliminary hearing) ☐ if N/A

Hearing Date: ____/____/____

CERTIFICATIONS OF APPLICANT AND/OR PROPERTY OWNER

PROPERTY OWNER: The undersigned property owner hereby certifies that the information on this application is true and accurate, consents to its submission, and understands that if the application is approved, the zoning permit and any attached conditions will be binding on the property. Further, the undersigned authorizes the Administrative Officer access, at reasonable times, to the property covered by the permit issued under this application, for the purposes of ascertaining compliance with said permit.

Property Owner's signature_____
Date

APPLICANT (if not property owner): The undersigned applicant hereby certifies that ALL the information submitted on and with this application is true and accurate.

Applicant's signature_____
Date

Subdivision Application Requirements			
	Preliminary Plan	Intermediate Plan	Final Plan
(A) Application Information	(if required)	(if required)	
Application Form [number of copies]	1	1	1
Application Fee	Y	Y	Y
Name of project, if any	Y	Y	Y
Name and address of applicant and landowner	Y	Y	Y
Written description of proposed development plans, including number and size of lots; general timing of development	Y	Y	Y
Additional completed forms requested	Y		
Waiver requests, in writing	Y	Y	Y
Written request for modification of dimensional requirements or other standards contained in the zoning bylaws in instances involving applications for a Planned Unit Development (PUD).	Y	Y	Y
(B) Plan/Plat Mapping Requirements	Preliminary	Intermediate	Final Plat
Materials	Paper	Paper	Mylar
Date, North Arrow, Legend	Y	Y	Y
Preparer Information, Certifications	Y	Y	Y
Scale (not less than 1 inch = 200')	Y	Y	Y
Project boundaries and property lines	Drawn	Drawn	Surveyed
Existing and proposed lot lines, dimensions	Drawn	Drawn	Surveyed
Adjoining land uses, roads and drainage	Y	Y	Y
Zoning district designations and boundaries	Y	Y	Y
Location of Natural and Cultural Resources, as identified in Section 3.3) in area to be developed.	Y	Y	Y
Existing and proposed contour lines in area to be developed, if required by DRB		2' interval	2' interval
Existing and proposed roads, paths, parking areas, associated rights-of-way or easements	Drawn	Drawn	Surveyed
Utility rights-of-way or easements		Y	Y
Digital data as specified by the Planning Office			Y

Subdivision Application Requirements (cont.)

(B) Plan/Plat Mapping Requirements (continued)	Preliminary	Draft Plat	Final Plat
Proposed development envelopes	Y	Y	Y
Survey Monument locations			Y
Road profiles; road, intersection and parking area geometry and construction schematics within area to be developed		Y	Y
Proposed landscaping and screening		Y	Y
Proposed conservation buffer and/or easement areas		Y	Y
Notation prepared in accordance with Section 2.7			Y
Copies of full size plans	4	4	4
Reduced (11' x 17') copies of proposed plan [number of copies]	12	12	12
(C) Supporting Information & Documentation	Preliminary Plan	Intermediate Plan	Final Plan
Site location map showing proposed subdivision in relation to major roads, drainage ways, and adjoining properties	Y	Y	Y
Completed density determination checklist and associated documentation (provided by the Town or, at the discretion of the applicant, supporting documentation may be prepared by a licensed engineer or surveyor – see Section 3.2)	Y	Y	Y
Engineering reports (water and wastewater systems)		Y	Y
Off-site easements (e.g., for water, wastewater, access)	Description	Draft	Final
Proposed phasing schedule	Description	Draft	Final
Proposed road maintenance agreements, covenants and/or deed restrictions	Description	Draft	Final
Proposed homeowner or tenant association or agreements	Description	Draft	Final
Proposed performance bond or surety		Description	Final
(D) As may be required by the Development Review Board			
Stormwater and erosion control plan		As required under preliminary plan approval	As required under preliminary/intermediate approval
Grading plan (showing proposed areas of cut and fill)			
Open space management plan			
Site reclamation plan (for subdivisions involving extraction)			
Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements)			
Fiscal impact analysis (analysis of fiscal costs and benefits to the town)			