

SPRAGUE SUBDIVISION CHECKLIST

Every subdivision that results in the creation of five or more lots, or involves 15 or more acres requires a conservation subdivision as specified in Section 6.4 of the Sprague Subdivision Regulations and Section 15.18 of the Sprague Zoning Regulations.

The following items provide the applicant and the Sprague Planning and Zoning Commission with a listing of the various requirements for a subdivision plan. Check each item as applicable, to insure that the required information is completed. **SUBDIVISION PLANS NOT CONTAINING ALL THE APPLICABLE ITEMS ON THE CHECKLIST WILL BE DETERMINED INCOMPLETE BY THE COMMISSION AND MAY BE DENIED.**

Subdivision Application Form fully completed.

Application fee paid.

Ten signed and sealed copies of all maps, plans, and profiles conforming to the Regulations of Connecticut State agencies Sections 20-300b-1 through 20-300b-20, and the “Standards for Surveys and Maps in the State of Connecticut”, as adopted for use by the Connecticut Association of Land Surveyors on September 26, 1996. The subdivision map shall be at a preferable scale of one inch equals 40 feet horizontally and in any case not less than one inch equals 100 feet horizontally, and one inch equals four feet vertically. A general site or location key map at a scale of not greater than one inch equals 500 feet shall be provided and a construction plan if roads are to be constructed. Sheets shall be no larger than 25 inches wide and 37 inches long. If more than one sheet is submitted match lines shall be provided on each sheet, and an index provided on the first sheet. The following information shall be shown:

The name of the subdivision and the words, “Sprague, Connecticut”.

Boundaries, dimensions, and acreage of entire parcel, including land not to be subdivided.

North arrow, scale, date of survey and legend with description of symbols and abbreviations.

Designation of zoning district(s).

Zoning compliance table.

Locational key map at a scale not greater than one inch equals 500 feet.

Approval block for “Approved by the Sprague Planning and Zoning Commission” with space for Commission Chairman or Secretary signature and date.

Approval block for “Approved by the Sprague Inland Wetlands and Watercourses Commission” with space for Commission Chairman or Secretary signature and date.

___ Approval block for “I hereby declare that the wetland soil boundary shown on this map is substantially correct” with space for soil scientist signature and date.

___ The words “Date of Completion of all Work” with space for Commission Chairman or Secretary and date.

___ Record owner.

___ Subdivision applicant.

___ Licensed professional engineer with seal and registration number.

___ Licensed land surveyor with seal and registration number.

Locations of the following existing items:

___ Open spaces.

___ Easements and rights-of-way.

___ Boundaries and names of adjacent property owners.

___ Locations and designations of wetlands and watercourses.

___ Location and size of all water, oil, and gas mains, sanitary and storm water sewers, catch basins, manholes, bridges, and culverts, with invert elevations of all drainage structures.

___ Rock outcroppings.

___ Buildings, including architecturally and/or historically significant ones.

___ Stone walls.

___ Trees in excess of two feet in diameter.

___ Monuments, pipes or markers concerning property boundaries.

___ Primary control points and benchmark elevations.

___ Streets with names and dimensions.

___ Sidewalks.

___ Flood zone limits.

___ Existing contour lines at not more than five-foot intervals.

Location of the following proposed items:

- ___ Lot lines, numbers, dimensions, angles, bearings, and monuments/markers.
- ___ Area (square footage) of each lot and total acreage.
- ___ Building set-back lines based on appropriate zoning designation.
- ___ Proposed contour lines at not more than five-foot intervals.
- ___ Construction plan for public improvements and streets with street names and engineering requirements.
- ___ Location and size of water, oil, and gas mains, sanitary and storm sewers, catch basins, manholes, bridges, and culverts, with invert elevations of all drainage structures.
- ___ Soil erosion and sediment control plan.
- ___ Easements and rights-of-way.
- ___ Open spaces.
- ___ Sidewalks.
- ___ Work required on existing town streets to bring them up to Town of Sprague standards.
- ___ Location of percolation test holes and deep test data (required on each lot in the area of the proposed leaching field).
- ___ Soil test pit data in tabular form.
- ___ Dwelling/building, well, driveway, and septic system location for each lot.
- ___ Footing drain for each proposed dwelling/building.

The following written statements shall accompany the subdivision application:

- ___ For a subdivision involving inland wetlands and watercourses, evidence that the applicant has submitted the proposed subdivision to the Sprague Inland Wetlands and Watercourses Commission.
- ___ For a subdivision located where public sewer and water are available, a statement from the Sprague Water and Sewer Authority that service will be provided by the Authority.
- ___ For those areas where public sewers are not available, a statement from the Uncas Health District or their designee, that percolation tests and examination of the deep test pits were conducted in their presence, and that the land is suitable for sub-surface septic disposal.

___ For a subdivision fronting on a Sprague town road, evidence that the applicant has submitted the proposed subdivision plan to the Sprague Board of Selectmen for their review and comment.

___ For a subdivision fronting on a State Highway, evidence that the applicant has submitted the proposed subdivision plan to the Connecticut Department of Transportation, District II Office in Norwich, for their review and comment.

___ Two copies of all storm drainage computations and supporting maps and charts.

___ For a subdivision of five acres or more, certified mail receipt evidence that the applicant has submitted the subdivision to the State Archaeologist.

___ Bond estimate.

___ Proposed wording of any covenants, deed restrictions and easements, or land to be deeded to the Town of Sprague.

___ Request for any waivers of the Subdivision Regulations.

___ For a conventional subdivision if the fee-in-lieu of open space option is to be utilized, a statement that this will be \$1,000 per lot payable to the Town of Sprague dedicated open space fund as a lump sum prior to filing of the approved final subdivision mylars with the Sprague Town Clerk.

___ Where only a portion of the applicant's land is to be subdivided, a statement of intent and tentative sketch plan of the entire tract shall be submitted.

___ Evidence that the applicant has submitted the proposed subdivision to the Sprague Conservation Commission for their review and comment.

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I hereby certify that the above subdivision plan requirements have been provided.

Signature of Subdivision Preparer: _____ Date: _____