EAST GRANBY

SUBDIVISION REGULATIONS

East Granby Planning & Zoning Commission

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1.00 GENERAL PROVISIONS

1.01 AUTHORITY

These Regulations are adopted by the East Granby Planning & Zoning Commission under the authority of Chapter 126 of the Connecticut General Statutes as amended.

1.02 PURPOSES

These Regulations are adopted for the purposes of:

1. Protecting and providing for the public health, safety and welfare of East Granby and promoting the general welfare and prosperity of its people.

2. Promoting the coordinated development of the Town and guiding future growth and development o East Granby in accordance with the Plan of Conservation and Development.

3. Ensuring that land to be subdivided is of such character that it can be used for building purposes without danger to health or public safety.

4. Guiding public and private policy and action in order to provide safe adequate, and efficient transportation, drainage, water, sewer, parks, schools and other public facilities.

5. Providing for the circulation of traffic throughout the Town so that proposed streets shall be in harmony with existing and proposed streets, especially as regards safe intersections, and shall be so arranged and of such width as to provide an adequate and convenient system for present and future traffic needs.

6. Establishing reasonable standards of design and procedures for subdivisions in order to further the orderly layout and use of land.

7. Ensuring that public facilities are available and have adequate capacities to serve the proposed subdivision.

8. Preventing the pollution of air, streams, rivers and water bodies; assuring the adequacy of drainage facilities; providing for protective flood control measures; and encourage the wise use and management of natural resources throughout the Town in order to preserve the integrity, stability and beauty of the Town and the value of the land.

9. Preserving the natural beauty and topography of the Town and to ensure appropriate development with regard to these natural features.

10. Encourage energy efficient patterns of development and land use, use of solar and other renewable forms of energy, and energy conservation.

1.03 APPLICABILITY

1. No subdivision of land shall be made and no land in any subdivision shall be sold or offered for sale until a subdivision plan, prepared in accordance with the requirements of these Regulations, has been approved by the Commission and has been filed in the office of the Town Clerk.

2. The Commission shall have the authority to determine whether the existing division of any land constitutes a subdivision or resubdivision under the provisions of these Regulations.

3. The Commission shall not be required to consider an application for subdivision approval while another application for subdivision approval of the same or substantially the same tract is pending before the Commission. For the purposes of this Section, an application shall not be considered "pending before the Commission" if the Commission has rendered a decision with respect to such application and such decision has been appealed to the Superior Court.

1.04 CONDITIONS

Regulation of the subdivision of land and the attachment of reasonable conditions to the subdivision of land is a valid exercise of the regulatory power delegated by the State to the Town. The subdivider shall comply with reasonable conditions imposed by the Commission to protect the public health, safety and welfare.

1.05 SELF-IMPOSED RESTRICTIONS

If a subdivider places restrictions on any of the land being subdivided which are greater than those required by the Zoning Regulations or these Subdivision Regulations, such restrictions or reference thereto shall be indicated on the subdivision map.

1.06 INTER-MUNICIPAL PARCELS

When direct access to a subdivision is required across land which is located outside of the Town's boundaries, the Commission may request documentation from the subdivider that the access is legally established and that the access road is adequately improved, or that a performance bond has been posted to assure adequate improvements , and that the road will be adequately maintained.

1.07 LAND CHARACTER

Land to be subdivided shall be of such character that it can be used for building purposes without danger to health or public safety. Land which the Commission finds to be unsuitable in its present condition for building purposes because of flooding, inadequate drainage, steep slopes, depth to bedrock, erosive soils, utility easements or similar features which might pose a threat to the public health, safety or welfare shall not be approved for subdivision unless adequate provisions are made by the subdivider to mitigate the unsuitable conditions in a manner satisfactory to the Commission.

1.08 VARIATION OF STANDARDS

The Commission may waive, where indicated in the regulations, by a three-quarters (3/4) vote of all the members of the Commission when it finds that:

1. the granting of the waiver shall not have a significant adverse effect on adjacent property or on public health, safety, or welfare, and

2. the granting of the waiver will promote the Town's goal of protecting natural areas and wildlife areas, including the Metacomet Trail, or

3. all of the following conditions have been satisfied:
    - the waiver has been specifically requested by the applicant,
    - conditions exist which adversely affect the subject property and are not generally applicable to other property in the area,
    - in the absence of a waiver, one or more requirements of these Regulations cannot be satisfied, and
    - the requested waiver is the minimum deviation necessary from these Regulations to permit the development of the subject property.

In granting a waiver, the Commission shall state upon the record its reasons for which such a waiver was granted.

2.00 INTERPRETATION

2.01 GENERAL INTERPRETATION

1. In their interpretation and application, the provisions of these Regulations shall be held to be adopted for the purposes stated herein.

2. In their interpretation and application, the provisions of these Regulations shall be held to be the minimum requirements unless the context clearly indicates that such provision is intended to the maximum limitation.

3. In the construction of these Regulations, the rules and definitions contained in this Section shall be observed and applied, except where the context clearly indicates otherwise.

2.02 INTERPRETATION OF TERMS

1. Words used in the singular shall include the plural, and the plural the singular.

2. Words used in the present tense shall include the future.

3. The word “shall” is mandatory and not discretionary. The word “may” is permissive.

4. Words which are specifically masculine or feminine shall be interpreted as interchangeable.

5. The phrase “these Regulations” shall refer to the entire Subdivision Regulations.

6. The word “Section” shall refer to a section of these Regulations, unless otherwise specified.

7. The word “person” shall include any individual, firm, partnership, corporation, association, organization or other legal entity and the word “subdivider” shall include applicant and developer.

2.03 DEFINITIONS

All definitions contained in the East Granby Zoning Regulations are included herein.

AASHTO - American Association of State Highway and Transportation Officials.

Bond - A bond shall mean a surety bond, a bond secured by a passbook savings account, or a bond secured by an irrevocable letter of credit.

Commission - The Planning and Zoning Commission of the Town of East Granby.

CTDOT - Connecticut Department of Transportation.

Cul-de-sac - A dead-end street terminating in a vehicular turnaround area.

Date of Receipt - The application shall be considered received upon the date of the first regularly scheduled Commission meeting after submission of the application or thirty-five (35) days after submission of the application, whichever time period is shorter.

Easement - A right in favor of one other than the owner of land to use the land for a special purpose not inconsistent with the general property interest of the owner.

Engineer - a registered professional engineer in the State of Connecticut who utilizes the knowledge of the physical sciences, the understanding and interpretation of geological and topographical data, the results of soils and flow tests in order to design and construct roadways, utilities and structures upon the land in such a way that the community is best served.

Erosion and Sediment Control Manual - the "Erosion and Sediment Control Manual" applicable to Hartford County Connecticut that is available from the Hartford County Soil and Water Conservation District or the U.S. Department of Agriculture, Soil Conservation Service.

FVHD - Farmington Valley Health District.

Improvement - Any change or alteration to the existing conditions of the subdivision site for the purpose of complying with these Regulations or rendering the site more suitable for development and/or habitation.

IWC - East Granby Inland Wetlands Commission.

Lot - The unit or units into which land is divided with the intention of offering such units for sale, either as undeveloped or developed sites, regardless of how they are conveyed. Lot shall also mean parcel, site or any similar term.

Passive Solar Energy Techniques - site design techniques which maximize solar heat gain, minimize heat loss and provide thermal storage within a building during the heating season and minimize heat gain and provide for natural ventilation during the cooling season.

Plan of Conservation & Development - A comprehensive plan for the future growth, protection and development of the Town of East Granby (also known as Town Plan or Plan of Development).

Reserve Strip - A privately-owned strip of land which controls access to land dedicated, or to be dedicated, to use as a public street.

Resubdivision - A change in a map of an approved or recorded subdivision, if any of the lots shown thereon have been conveyed after the approval or recording of such map, if such change:

- affects any street layout shown on such map,
- affects any area reserved thereon for public use, or
- diminishes the size of any lot shown thereon and creates an additional building lot.

Road - *see Street.*

Soils Map - The officially adopted soils classification map of the Town of East Granby, prepared by the Hartford County Soil and Water Conservation District and the U.S. Department of Agriculture, Soil Conservation Service.

Street - public or private roads, streets, avenues, lanes, or any right-of-way which shall have at least one intersection with another street and be dedicated to or used for public travel or any proposed way shown on a recorded subdivision approved by the Commission.

, Local - A street designated to carry new or future traffic of local or neighborhood nature.

, Collector - A street that collects traffic from local streets and connects with arterial streets.

, Arterial - A street designed to move traffic to and from major activity areas and other communities.

, Right-Of-Way Width - The distance between property lines reserved for public traffic.

Subdivider - The person, persons, corporation, partnership or firm proposing a subdivision, either for themselves or as an agent for others.

Subdivision - The division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations by the Commission, for the purpose, whether immediate or future, of sale or building development, expressly excluding development for municipal, conservation or agricultural purposes. The word "subdivision" shall also include resubdivision.

Town - The Town of East Granby, Connecticut.

Town Plan - see "Plan of Conservation and Development."

3.00 DESIGN STANDARDS

Before preparing an application for subdivision, the subdivider shall familiarize himself with the provisions of these Regulations, the Plan of Conservation & Development, the Zoning Regulations, and the Zoning Map.

3.01 CONSTRUCTION SPECIFICATIONS

All subdivisions and resubdivisions, including related streets, highways, drainage, utilities, and other improvements shall be planned, designed and constructed in accordance with the standards of these Regulations and the current Town of East Granby Roadway Construction Standards and Specifications.

3.02 SUBDIVISION NAME

The proposed name of any subdivision or any street shall not duplicate, or too closely approximate phonetically the name of any other subdivision or street in East Granby. The name of the principal road in the subdivision should bear the same name as the subdivision.

3.03 PLAN OF CONSERVATION & DEVELOPMENT

Subdivisions shall be planned and designed in general conformity with the Plan of Conservation & Development adopted by the Commission, particularly with regard to:

- location and classification of street,
- sanitary sewer, water supply, and drainage system service areas, and
- reservation of land for parks, recreation and open space.

3.04 PROTECTION OF NATURAL ENVIRONMENT

1. The natural features of each site shall be preserved to the maximum extent possible. The felling of trees shall be kept to a minimum and the removal of topsoil or earth materials shall not be permitted except in accordance with the requirements of the Zoning Regulations.

2. Due regard shall be given to the preservation and potential enhancement of natural features such as large trees, natural drainage lines, greenways, ridgelines, scenic points, the Metacomet Trail, and other assets of a community nature. The Commission may require:
    - the preservation or enhancement of specific natural features,
    - the submission of additional plans that demonstrate the protection for such assets,
    - conservation easements to ensure the long-term protection of such resources, and/or
    - dedication of open space to provide for public ownership of a significant resource.

3. Requirements relating to the preservation of natural features shall be considered as improvements and shall be bonded as such. The Town may refuse acceptance of the finished streets if the developer does not conform to said additional plans for protection of natural features.

4. All subdivision proposals shall be consistent with the need to minimize flood damage.

3.05 LOT LAYOUT

1. The arrangement of lots shall be such that there will be no foreseeable difficulties, for reasons of topography or other conditions, in:
    - securing building permits to build on all of the lots in compliance with the Zoning Regulations and the Public Health Code, and
    - providing driveway access to buildings on such lots from an approved street.

2. Minimum lot size shall be as required by the Zoning Regulations for the zoning district in which the lots are located.

3. No parcels, reserve strips or other remnants of land of a size unsuitable for a building lot shall be left in any subdivision. Any land area, regardless of size, which does not conform to the requirements of these or other applicable codes and regulations or is rendered useless for building according to sound engineering practice shall be:
    - deeded to the Town, if requested by the Commission, approved by the Board of Selectmen, and approved by Town Meeting,
    - included in an adjoining conforming lot, or
    - deeded to the East Granby Land Trust.

4. Side lot lines shall generally be at right angles to straight street lines or radial to curved street lines, unless a variation from this provision would result in a better street or lot layout. In general, lot lines shall be laid out so as not to cross municipal boundary lines.

5. Corner lots shall be so configured as to allow for the erection of buildings which comply with the minimum front yard requirement on both streets.

6. Except for development in the PRD zone, all lots shall derive access through the front yard unless otherwise approved by the Commission.

7. Where feasible, lots shall be so arranged opposite street intersections as to prevent vehicle headlight glare from shining into existing or proposed residences.

8. Lots shall be laid out so as to provide positive drainage away from all buildings. Individual lot drainage shall be coordinated with the general storm water pattern for the area. Drainage shall be designed so as to avoid concentration of storm water from each lot onto adjacent lots. Finished grades shall not cause water to discharge onto abutting property where such discharge did not previously exist.

9. Lots shall contain the minimum street frontage, if any, required by the Zoning Regulations. Through lots bounded by two generally parallel streets shall be prohibited, unless approved by the Commission.

10. Where not otherwise marked by monuments, lot corners shall be marked with one (1) inch steel pipe or 3/4-inch reinforcing rod at least eighteen (18) inches long.

11. No land or building lot shall be configured in such a way that, in the opinion of the Commission, it could control access to other property unless the control of such land or building lot is placed definitely within the jurisdiction of the Town under conditions approved by the Commission.

12. Lots shall be numbered in accordance with the house numbering guidelines contained in the Appendix and such house numbers shall be clearly depicted on all drawings.

3.06. STREET LAYOUT

1. General

a. Proposed streets shall be designed relative to existing topography and location, with consideration given to contours and natural features. All streets shall be so arranged as to place as many of the lots as possible at or above the grade of the streets.

b. Proposed streets shall be in harmony with existing and proposed streets as shown in the Plan of Conservation & Development or by the Commission through its own deliberations.

c. Proposed streets have at least one intersection with a state highway or an existing or approved Town street not then under consideration for abandonment.

2. Overall Layout

a. (Reserved)

b. Streets shall be so arranged, designed and constructed and of such width as to provide an adequate and convenient street system for present and prospective traffic needs. Where appropriate, a collector street shall be indicated for more direct access to local streets. Local streets shall be laid out so that their use for through traffic will be discouraged. Particular attention should be given to eliminating possible by-passes around traffic signals and major intersections.

3. Road Width & Curbing

a. No proposed collector or arterial street shall have a right-of-way width less than 60 feet or a roadway width less than 30 feet. The Commission may require greater widths for existing or proposed primary streets designated in the Plan of Conservation & Development.

b. No proposed local street shall have a right-of-way less than 50 feet or, unless modified by the Commission, a roadway width less than :
   - 26 feet if a temporary dead-end street or a through street or a permanent dead-end street serving more than twenty (20) lots,
   - 24 feet if a permanent dead-end street serving ten (10) to twenty (20) lots, or
   - 22 feet if a permanent dead-end street serving less than 10 lots.

c. All streets shall be curbless along their entire length unless curbing is required by the Commission or recommended by the Town Engineer (such as when road grade exceeds six percent).

d. Where a subdivision has frontage on an existing street that does not meet these requirements, the Commission shall require:

- that the subdivision design allow for the widening of the street to the minimum width, and
- at the Commission's option, that the subdivider improve that portion of the street on which the lots have frontage, including, but not limited to, widening, installation of drainage, grading or tree removal as required by the Commission.

4. Horizontal Design Criteria

a. Roadway centerline tangents shall be connected with a horizontal curve that will provide a minimum stopping sight distance as required by the CTDOT Design Manual, as amended, based on a 25 MPH design speed for a local road and a 35 MPH design speed for a collector or arterial road.

b. Clear visibility, measured along the centerline shall be provided to meet minimum stopping sight distance requirements.

c. A minimum tangent distance between reverse horizontal curves of 100 feet shall be provided on all streets.

5. Vertical Design Criteria

a. All roads shall be designed and constructed with a minimum grade of one (1) percent and a maximum grade of eight (8) percent. In cases of extreme topography, the Commission may allow a maximum grade of ten (10) percent.

b. At all changes in grades, a vertical curve shall be provided. The minimum length of vertical curve required shall be that which will provide a minimum stopping sight distance as required by the CTDOT Design Manual, as amended, based on a 25 MPH design speed for a local road and a 35 MPH design speed for a collector or arterial road. The latest AASHTO standards shall be used in designing vertical curves.

6. Intersection Design

a. The centerline of all streets entering an intersection shall:
   - pass through a single point with no more than two intersecting streets meeting the main road at any one point, or
   - shall be spaced a minimum of 800 feet apart on an arterial street, 400 feet apart on a collector street, and 200 feet apart on local streets as measured from the intersection of the centerlines.

b. Proposed streets shall intersect other streets at right angles radially, or as approved by the Commission provided that, in no case, shall the angle of intersection between adjoining street lines be less than 60 degrees

c. Proposed streets shall intersect other streets such that the pavement slope on the proposed street averages no more than 3 percent within 200 feet of the intersection. The Commission can increase the average slope to 4 percent on the recommendation of the Town Engineer.

d. Street lines at intersections shall be connected by a curve having a minimum radius of 25 feet.

e. Proposed streets shall intersect other streets such that the horizontal centerline of the proposed street shall be a straight line for a distance of at least 100 feet from the intersecting street lines unless otherwise approved by the Commission.

f. Intersections shall have unobstructed vision from a driver's eye (located at a height of 3.5 feet above the surface of the proposed road and a location 20 feet back from the edge of the travel way of the intersected road) along both directions of the intersected road that is in conformance with current CTDOT and AASHTO standards for the 85th percentile speed. The "desirable" sight distance shall be provided whenever possible and no road shall be approved that does not provide for the "minimum" sight distance.

g. Such sight distance shall not be impaired by curvature or grade, except in extreme conditions, in which case adequate alternative safety measures shall be designated. At a street intersection, no obstruction to sight over three (3) feet in height from street grade shall be allowed within 25 feet of the lot line intersection.

7. Permanent Dead-End Streets

a. Unless otherwise approved by the Commission, permanent dead-end streets shall not exceed 1,200 feet in length nor serve more than fourteen (14) lots.

b. A greater length may be permitted because of adverse topographical or soil conditions, difficult site configuration, future street extension or similar circumstances. It is recommended that when a subdivider wishes to request approval of cul-de-sac streets in such areas that he or she follow the Pre-Application and Preliminary Plan procedures established in these Regulations.

c. Permanent dead-end streets shall terminate in a turnaround right-of-way that is 100 feet in diameter with:
   - a completely paved area 80 feet in diameter, or
   - a perimeter paved diameter of 80 feet and a landscaped center island with a diameter up to 35 feet provided that:
     - the subdivision plans clearly indicate that the Town of East Granby shall not be responsible for maintenance of the landscaped island,
     - the turnaround and landscaped center island shall be graded to drain so as to avoid hazards, and
     - the design shall be approved by the Commission.

8. Temporary Dead-End Streets

a. A temporary dead-end street shall be provided where the subdivision adjoins unsubdivided land susceptible to being subdivided. Unless otherwise approved by the Commission, temporary dead-end streets shall not exceed 1,200 feet in length nor serve more than fourteen (14) lots.

b. In such cases, the full width of the right-of-way shall be extended to the property line of the subdivision and shall be dedicated for highway purposes. Temporary dead-end streets shall terminate in a turnaround 100 feet in diameter with a completely paved area 80 feet in diameter that abuts the boundary line of the parcel.

c. Easements to those segments of the turnaround outside the normal street right-of-way width shall be provided to the Town.

d. The developer responsible for the subdivision of the adjoining land shall be responsible for removing all segments of the cul-de-sac outside the normal right-of-way and paved surface and suitably grading and seeding the ground at such time as the road is extended. Such segments outside the normal right-of-way and paved surface shall revert to the abutting property owners when the street is extended.

9. Street Extensions

a. The arrangement of streets in a subdivision shall provide for the extension of existing streets and for the future extension of proposed streets into abutting property not yet subdivided, except where the Commission determines that topography, soils or other conditions make such continuation impractical or undesirable.

b. The Commission may require that provision be made for the future extension of streets into abutting property. Unless otherwise approved by the Commission, a proposed subdivision street which adjoins any undeveloped land capable of being subdivided shall be carried to the boundary of such undeveloped land.

c. Where a proposed street utilizes a reserved, unimproved right-of-way in order to connect with an existing street, the plan and profile drawings of the subdivision shall show and include all work required to connect and complete the improvements and utilities between the existing street through the reversed right-of-way of the proposed street.

d. When the proposed street is a cul-de-sac, the paved area of same shall be brought to the boundary of the subdivided parcel, or as close to the boundary as is practical.

e. When a portion of a proposed street is to be reserved as future access to abutting property, pavement and other improvements need not be installed on such portion or street stub. However, the subdivider shall rough grade such future access/street stub area and prepare and stabilize all slopes made necessary by such street.

f. To allow for the future extension of streets into abutting property not yet subdivided, the Commission may require the provision of sloping rights on those lots which abut the unimproved portion of the street.

g. No reserve strips shall be left at the end or side of any proposed street which adjoins abutting property.

10. Street Names & Traffic Controls

a. Proposed street names shall be approved by the Commission and shall be so selected as to avoid duplication or similarity with existing street names. Proposed street names shall be indicated on the subdivision plan. When existing streets are proposed to be extended, the existing street name shall be used.

b. The developer shall provide and install suitable permanent street name signs in accordance with Town standards.

c. The developer shall provide and install suitable traffic control devices and signs as specified by the local Traffic Authority. Standards for traffic control devices shall be as set forth in the Manual on Uniform Traffic Control Devices for Streets and Highways, as amended. The subdivider shall be responsible for the cost and installation of any traffic control devices deemed necessary by the Commission.

d. Temporary street name signs and suitable traffic control devices shall be installed by the subdivider during street construction and prior to the issuance of any building permit. Such signs shall be of a durable, weatherproof material and shall be located at street intersections.

11. Monumentation

a. Stone or concrete monuments conforming to Town specifications shall be set at the street line of all new subdivision streets at all points of curvature, all points of tangency, all angle points and other intermediate points as may be required by the Commission.

b. The monuments shall be installed at the subdivider's expense. The proposed location of such monuments shall be indicated on the subdivision plan. The monuments shall be set flush with final grade.

12. Private Roads

a. Private roads, if authorized or required by the Commission, shall be built to the same standards as public roads.

b. Permanent dead-end streets shall generally be required to be private.

c. Through roads shall generally be required to be public.

d. Where a proposed road or street does not contribute to the overall circulation pattern of East Granby, the Commission may require that the proposed road or street, such as a permanent cul-de-sac, be established as a private road.

3.07 UTILITIES

1. Proper provision shall be made for all utilities, including water, sewerage and storm water drainage.

2. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage. All subdivision proposals shall provide drainage in accordance with the East Granby "Low Impact Development and Stormwater Management Design Manual" .

3. All utilities shall be placed underground or evidence shall be presented pertaining to the unfeasibility of such action.

4. All utility pipes and conduits shall be installed in the side strips of the Town right-of-way wherever possible. The center ten (10) feet of all street rights-of-way shall remain clear as much as possible to provide space for possible future sanitary sewers. Drain lines shall be designed and constructed in such a way that long, diagonal crossings under the pavement are avoided. No underground utility shall be installed within 5 feet of any street property line except with permission of the Town Engineer.

5. Any utility located outside of the Town right-of-way shall be located in an easement at least 20 feet in width to allow for present or future connections or extensions of such utilities and for the maintenance thereof.

6. Prior to paving the street, the subdivider shall install laterals from all utilities in proposed and existing streets to the street line.

7. All utilities associated with the subdivision shall be installed at the subdivider's expense. Gas, electric, telephone, cable television, and any other utilities shall be installed in proposed and existing streets as specified by the appropriate utility company and shall be subject to the inspection and acceptance of such company.

8. Street lights conforming to Town standards shall be installed in the subdivision at the subdivider's sole expense where directed by the Commission subject to the following:
    a. at an intersection or cul-de-sac that utilizes overhead electrical wires, the subdivider shall have a street light installed on an overhead feed pole and, if the existing pole is not appropriate located, shall have one erected,
    b. at an intersection or cul-de-sac that utilizes an underground feed, the subdivider shall have a street light erected at the intersection or cul-de-sac and pay all one-time costs required by Connecticut Light & Power for the lowest overhead service rate when the light is installed,
    c. at all future intersections, the subdivider shall install a below-ground junction box to use for future lighting needs and show the design and placement of these facilities on the final subdivision plan, and
    d. at intermediate street locations, as directed by the Commission, the subdivider shall:
        - install a streetlight and pay all one-time costs required by Connecticut Light & Power for the lowest overhead service rate when the light is installed, or
        - install a below-ground junction box to use for future lighting needs and show the design and placement of these facilities on the final subdivision plan.

3.08 SEWERAGE

1. Every application for subdivision approval must include satisfactory evidence that the site has suitable physical characteristics to adequately satisfy the requirements of the State Health Code for the subsurface disposal or that the proposed lots will be connected to an operational public sanitary sewer.

2. Where public sewer is provided, the design, construction, inspection and acceptance of the service shall be in accordance with the rules and regulations of the appropriate authority.

3. **On-Site Sewage Disposal**

    a. Unless served by public sewer service, each lot in a subdivision shall be capable of accommodating a dwelling or other permitted use, a potable water supply, a primary leaching system, and a 100% reserve leaching system.

    b. Proposed sanitary waste disposal systems (leaching systems) shall comply with all regulations of the Connecticut State Department of Health and the Farmington Valley Health District.

c. No active or reserve leaching system may be located closer than 75 feet to the boundary of a watercourse or wetlands. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

d. Access covers to septic tanks shall be located twelve (12) to eighteen (18) inches below final grade.

4. **Soil Testing**

a. For subdivisions utilizing on-site sewage disposal systems, the subdivider shall complete the necessary soil tests as required by the Farmington Valley Health District prior to submission of the application for subdivision approval. Septic system design shall be based on test pits dug during the months of March, April, or May unless the builder accepts the elevation of the mottling as the seasonal high water table.

b. Two percolation tests will be required on each proposed lot, one in the approximate area of the primary leaching system and one in the area of the reserve leaching system. If conditions indicate the need, additional tests may be required.

c. Test pits shall be dug to a depth of at least nine (9) feet and shall be informally located at the rate of two test pits per building lot over the entire subdivision. If conditions indicate the need, additional pits may be required. Each test pit report shall show subsoil conditions including rock, ground water and other unsuitable materials. Soil profiles and descriptions shall be provided.

d. All test pits and percolation tests, including test dates, shall be numbered and located on the topographic and grading plans.

3.09 WATER

1. A potable, adequate and dependable water supply shall be provided for every lot within the subdivision. Where public water is provided, the design, construction, inspection and acceptance of the service shall be in accordance with the rules and regulations of the appropriate water company.

2. The Commission may require that public water be extended to subdivisions if the number of lots times 60 feet is equal to or greater than the distance from the end of the existing main along the proposed route of extension via existing streets and existing or proposed easement areas to the nearest point of the subdivision.

3. No subdivision using water supplied by a company incorporated on or after October 1, 1985, and as defined by Section 16-262m of the Connecticut General Statutes, shall be approved by the Commission unless such company has been issued a certificate of public convenience and necessity from the Connecticut Department of Public Utility Control and the Connecticut Department of Health and Addiction Services pursuant to Section 16-262m of the Connecticut General Statutes.

4. Where public water is not required, a private well may be permitted for each lot, provided that each well can be designed, located and constructed in accordance with the requirements of the Public Health Code and the Farmington Valley Health District.

3.10 CLEARING, GRADING AND EROSION & SEDIMENT CONTROL

1. The burial of tree stumps and shrubs that have been cleared from the land shall be prohibited within the limits of the proposed subdivision, unless approved by the Commission.

2. Massive regrading of subdivision sites where such earth-moving would cause extreme cut or fill or streets or house locations, stripping of natural ground cover, and destruction of worthwhile topographic features shall be avoided.

3. In order to control erosion and pollution from excess sedimentation in subdivision, the subdivider shall adhere to those standards set forth in the document: "Erosion and Sedimentation Control Manual" of Hartford County, Connecticut - Hartford County Soil and Water Conservation District assisted by the U.S. Department of Agriculture, Soil Conservation Service.

3.11. STORM DRAINAGE

1. Purpose

This Section of the Regulations is intended to:

- promote the application of Low Impact Development (LID) strategies for the analysis and design of stormwater treatment systems,
- minimize degradation of water resources within the Town of East Granby from pollution from non-point source runoff,
- mitigate impacts to the hydrologic system from development, including reduced groundwater recharge and pollutants found in stormwater runoff, and
- reduce or prevent flooding, stream channel erosion, and/or other negative impacts created by the volume of stormwater runoff resulting from development.

2. Requirements

Any subdivision within the Town of East Granby shall implement the provisions of the East Granby "Low Impact Development and Stormwater Management Design Manual".

3. Modification

The Commission may modify or waive the requirements of this Section or the requirements of the East Granby "Low Impact Development and Stormwater Management Design Manual" provided:

a. such modification or waiver is processed in accordance with Section 1.08 of these Regulations,
b. adequate information has been submitted by the applicant to evaluate the request, and
c. the Commission has received a positive recommendation regarding the modification request from:
    - the Town Engineer, or
    - an independent (third party) professional engineer with significant expertise in low impact development hired by the Commission at the applicant's expense.

4. Compliance

No performance bond shall be released until the Town Engineer has received a report from the design engineer that drainage facilities were installed in substantial compliance with the East Granby "Low Impact Development and Stormwater Management Design Manual".

3.12 OPEN SPACE, PARKS & PLAYGROUNDS

1. For any subdivision, the Commission shall require the reservation of land for park, playground, open space, or other public purposes. This open space requirement may be met through:
    - dedication of land within the subdivision,
    - dedication of land elsewhere in East Granby,
    - a fee-in-lieu-of-open-space donation, or
    - dedication of land and a fee-in-lieu-of-open-space-donation.

2. Exemption

a. The open space requirement shall not apply if:
    - the transfer of all land in a subdivision of less than five parcels is to a parent, child, brother, sister, grandparent, grandchild, aunt, uncle, or first cousin for no consideration, or
    - the subdivision is to contain affordable housing, as defined in Section 8-39a of the Connecticut General Statutes as amended, equal to twenty-five percent or more of the total housing to be constructed in such subdivision.

b. When a subdivision is to be exempted from any open space requirements because the land is to be transferred to a family member as per Section 8-25 of the Connecticut General Statutes, then the following notice is to be added to the final subdivision map as part of the approval:

> **Notice:** This subdivision has been exempted from the open space requirements and the requirements for fees in lieu of open space upon the express condition that all lots in the subdivision w ill be transferred by the subdivider to persons who are the subdivider's parent, child, brother, sister, grandparent, grandchild, aunt, uncle or first cousin for no consideration. No portion of this subdivision shall be deemed a zoning lot until all of such transfers have been perfected. The Planning and Zoning Commission and the Zoning Enforcement Officer may require reasonable evidence of the relationship of the transferee to the transferor and the fact that the transfer was made for no consideration before any portion of this subdivision will be treated as a zoning lot.

3. Dedication of Land

a. The Commission may require that up to fifteen (15) percent of the total area of a subdivision be set aside for open spaces, parks or playgrounds. Such open spaces, parks or playgrounds shall be shown on the subdivision plan.

b. In determining the need for such land and reviewing the location and appropriateness of an area reserved for park, playground, open space or other public purposes, the Commission shall consider:
    - the presence, absence, or expansion of any existing open spaces, parks or playgrounds in the neighborhood,
    - the conservation and protection of wildlife and natural or scenic resources;
    - the protection or enhancement of the Metacomet Trail,
    - the protection of historic or archaeological sites;
    - the meeting of neighborhood and/or community-wide recreational needs.
    - the Plan of Conservation & Development,
    - any plans adopted by the Parks and Recreation Commission, and
    - the size of the subdivision

c. Such land shall be of such location, shape, topography and general character as to meet the purpose of these Regulations, as determined by the Commission. Unless otherwise approved by the Commission, the ratio of wetlands to non-wetlands of the land to be set aside for open spaces, parks and playgrounds shall be no greater than the ratio of wetlands to non-wetlands of the entire tract. The Commission reserves the right to have the final layout of any open space areas to be dedicated to the Town examined by the Parks and Recreation Commission, Board of Selectmen, or a qualified consultant for review and comment.

d. When a subdivision abuts an existing open space, park and playground, the Commission may require the lot lines of such land form a continuation of the existing open space, park or playground to provide a single, unified area.

e. The Commission may defer the requirements for the immediate provision of such land in a subdivision which is a part of a larger tract of land, provided that the subdivider agrees to dedicate an area of land in the undeveloped portion of the tract equal to the requirements of this section in the developed portion and:
   - the subdivider grants the Town an option to accept such land when the undeveloped portion of the tract is hereafter subdivided, or
   - the subdivider provides the Town with adequate surety (a bond or a subdivided lot) to guarantee the future provision of the open space requirement.

f. If a subdivider desires to transfer land to the Town for other municipal purposes, such transfer:
   - may be considered by the Commission as a credit toward any Open Space dedication requirements, and
   - shall comply with the provisions of this section and the Plan of Conservation & Development.

g. Any such land shall front on or have direct access to a public street through a right-of-way dedicated to public use. The Commission may require that such land shall:
   - have adequate frontage or right-of-way width for the intended purpose, and
   - include a graded and improved pedestrian walkway, or
   - include a roadway of adequate base, drainage, width (typically 26 feet) and grade (no greater than two percent) for access for possible emergency purposes.

h. Land provided as open space shall be left in a natural state by the subdivider except for improvement or maintenance as may be expressly permitted or required by the Commission. Open Space areas shall not be graded, cleared, or used as a depository for brush, stumps, earth, building materials, or debris.

i. The Commission may require that any land to be dedicated for recreational use be cleared of brush, trees and debris; be graded to properly dispose of surface water, be covered with organic topsoil to a depth of 4 inches (4”); be seeded with low maintenance grass seed; and be otherwise improved so that the land is left in a condition appropriate to the intended use. When site improvements are required, they shall be clearly shown on the final subdivision maps.

j. To ensure proper protection of proposed open space and construction of any required improvements, the Commission may require the subdivider to post a performance bond in an amount and with terms acceptable to the Commission.

k. Where the purposes of open space preservation can be achieved through permanent restrictions upon property, as distinct from fee ownership thereof, the Commission may approve the use of conservation easements. Such easements shall:
   - be in a form approved by the Commission,
   - apply to locations which meet the requirements of this Section, and
   - run with the land in perpetuity.

l. Proper provision for the permanent disposition and management of such land shall be made by the subdivider and approved by the Commission. Suitable options shall include:
   - establishment of appropriate restrictive covenants,
   - conveyance to a land trust or similar non-profit conservation organization, or
   - conveyance to the Town, if approved by the Board of Selectmen and accepted by Town Meeting.

m. Unless otherwise approved by the Commission:
   - provision for the permanent disposition and management of such land shall be arranged no later than the time of filing of the approved subdivision plan in the office of the Town Clerk,
   - all required improvements of the open space land shall be completed prior to the occupancy of fifty (50) percent of the lots within the subdivision, and
   - final disposition shall be completed prior to the request for road acceptance by the Town.

4. Fees in Lieu of Open Space

a. With the approval of the Commission, the subdivider may pay a fee to the Town or pay a fee to the Town and transfer land to the Town in lieu of any requirement to provide open spaces, parks or playgrounds.

b. The Commission may refuse such fee if it determines, in its sole discretion, that there are acceptable areas on the subdivision which merit preservation by one of the methods set forth in these Regulations.

c. Fee in lieu of open space procedures shall be as follows:
   - Such payment or combination of payment and the fair market value of l and transferred shall be equal to not more than ten (10) percent of the fair market value of the land to be subdivided prior to the approval of the subdivision.
   - The fair market value shall be determined by an appraiser jointly selected by the Commission and the subdivider.
   - A fraction of such payment the numerator of which is one and the denominator of which is the number of approved lots in the subdivision shall be made at the time of the sale of each approved lot in the subdivision and placed in a fund established by the Town to be used for the purpose of preserving open space or acquiring additional land for open space or for recreational or agricultural purposes.

d. When fees are provided in lieu of open space land, the developer shall execute a consensual lien which shall be recorded on the East Granby Land Records. Partial releases shall be provided upon the tender of each fractional payment.

5. Additional Requirements

In accordance with Section 5.05.2.b of these Regulations, the Commission may require the submission of correspondence relating to significant resources at the proposed subdivision.

3.13 SOLAR ACCESS

1. Energy-efficient patterns of development and land use, the use of solar and other renewable forms of energy, and energy conservation shall be encouraged in all subdivision.

2. The subdivider shall be required to demonstrate to the Commission that, in developing the subdivision plan, consideration has been given to using passive solar energy techniques which would not significantly increase the cost of the housing to the buyer, after tax credits, subsidies and exemptions.

3. The site design techniques shall include, but not be limited to: house orientation; street and lot layout; vegetation; natural and man-made topographic features; and protection of solar access within the subdivision.

3.14 SIDEWALKS & PEDESTRIAN TRAILS

1. The Commission may require the subdivider to install sidewalks and pedestrian trails on existing or proposed streets in a subdivision after considering:
    - The proximity of the subdivision to schools, parks, playgrounds or other community facilities,
    - The proximity of the subdivision to shopping facilities,
    - The presence of other sidewalks or pedestrian trails in the area,
    - The Plan of Conservation & Development,
    - The need for sidewalks or pedestrian trails in the area, and
    - The topography of the area.

2. When required by the Commission, sidewalks provided by the subdivider shall:
    - be located on one side of the street,
    - be constructed in accordance with Town specification, and
    - have a width of not less than four (4) feet.

3. When required of the subdivider by the Commission, pedestrian trails shall:
    - have a right-of-way not less than fifteen (15) feet wide, and
    - be graded and surfaced as directed by the Commission.

3.15 DRIVEWAYS

1. Subdivision lots shall have driveway access from the street to the garage, carport or parking place, at a slope not exceeding fifteen (15) percent in grade.

2. No driveway shall be located within 100 feet of a street intersection unless approved by the Commission.

3. Any portion of a driveway that serves more than one lot or parcel shall be paved. No driveway shall service more than two (2) lots or parcels without approval by the Commission. In no event shall any driveway serve more than four lots or parcels.

4. The Commission may require the provision of shared driveways and access where determined necessary or desirable to protect the health, safety, or welfare.

5. Sight lines from driveways onto adjacent public roads shall provide for adequate sight distances in both directions in conformance with current CTDOT and AASHTO standards.

6. Driveway cuts within the Town right-of-way and shared driveways shall be of a design and material acceptable to the Commission and shall be constructed in accordance with standards contained in the East Granby Roadway Construction Standards and Specifications.

3.16. SITE ANALYSIS

1. Unless waived by the Town Planner, any application for a residential subdivision containing five (5) or more lots or consisting of ten (10) or more acres shall include the following materials prepared by a landscape architect, civil engineer, or surveyor licensed to practice in Connecticut:
    a. a site inventory / analysis map as described below, and
    b. an overall lot / roadway layout plan which responds to the site inventory / analysis map.

2. A pre-application meeting with Town Staff and the Commission is strongly encouraged.

3. If the Commission is not satisfied with the quality of the analysis submitted with the application, it may hire another landscape architect, civil engineer, or surveyor licensed to practice in Connecticut to prepare such analysis and charge the applicant for the cost of such services.

4. The site inventory / analysis map shall identify:
    a. Primary Conservation Areas:
        - Wetlands and vernal pools,
        - watercourses,
        - steep slopes (15 percent or more), and
        - 100-year floodplain.
    b. Secondary Conservation Areas environmental, scenic, and cultural resources such as:
        - areas within 50 feet of a wetland,
        - areas within 100 feet of a watercourse or a vernal pool,
        - 500-year floodplain,
        - Natural Diversity Database sites,
        - wildlife corridors,
        - mature woodlands,
        - notable individual trees (>18” DBH),
        - ridgelines, scenic views and vistas,
        - stone walls and /or farm hedgerows,
        - key resources identified in the Plan of Conservation and Development or East Granby Natural and Cultural Resource Map Booklet,
        - key open space and trail connections identified in the Plan of Conservation and Development,
        - possible connections between conservation areas on the site and adjacent protected and unprotected open space,
        - proposed open space areas, and
        - soils with moderate to high infiltrative capacities.

5. Areas of the site which are considered Primary Conservation Areas or Secondary Conservation Areas shall be considered for permanent protection which may include preservation as open space deeded to the Town, the East Granby Land Trust, or another conservation organization acceptable to the Commission.

6. Areas of the site which are not considered Primary Conservation Areas or Secondary Conservation Areas shall be considered potential development areas and lots, streets, trails, and other improvements may be sited in these areas.

4.00 PLAN REQUIREMENTS

4.01 PROFESSIONAL CERTIFICATION REQUIRED

All plans submitted under these Regulations shall be prepared by the appropriately registered person:

1. The design of roads (both horizontal and vertical alignment, drainage systems, including the design and location of structures and pipe), sanitary sewer systems, sewage disposal systems, and water supply and distribution constitute professional engineer and, as such, shall be sealed by a registered professional engineer. A land surveyor's seal or an architect's seal is not acceptable for this phase of land subdivision design work.

2. The phase of land subdivision which relates to topography maps and the delineation of the boundary lines of the outside perimeter as well as the interior lots and streets constitutes land surveying within the meaning of the statute and, as such, shall be sealed by a registered land surveyor. A professional engineer's seal or an architect's seal is not acceptable.

3. Pre-application plans may, at the option of the subdivider, be prepared by a registered professional engineer, land surveyor, architect, land planner, landscape architect, or other qualified individual.

4.02 PRE-APPLICATION MATERIALS (OPTIONAL)

1. Pre-application material submittal is at the option of the subdivider.

2. Twelve (12) sets of paper prints of the pre-application drawing(s) shall be submitted at a scale no smaller than 1" = 100' and shall indicate:

    a. approximately boundary data,

    b. topographic contours (may be USGS sheets enlarged),

    c. existing drainage features,

    d. soils classification overlay of the parcel,

    e. percolation tests and test pit results (if taken),

    f. special site conditions,

    g. zone district boundaries and

    h. proposed street, lot and block layout with reference to surrounding properties and street pattern.

4.03 PRELIMINARY MATERIALS (OPTIONAL)

1. Preliminary material submittal is at the option of the subdivider.

2. The developer is requested to present copies of a deed, option to buy, or other proof of his interest in the property in question.

3. Twelve (12) sets of paper prints of the preliminary drawings(s) shall be submitted at a scale between 1" = 40' and 1" = 100 and shall indicate:

    a. A title block indicating "Preliminary Plan"; names of owner, subdivider, engineer and/or surveyor, and subdivision; north arrow; scale; date; and revision dates,

    b. Boundary lines of the subdivision with accurate distances and bearings,

    c. Number of acres included in the total tract to the nearest tenth of an acre,

    d. Topographic data (may be enlarged USGS maps of the area) including streams, watercourses, marshes, and other such water bodies,

    e. Delineation of inland wetlands and watercourses as designated on the official map on file in the office of the East Granby Town Clerk,

    f. Zoning district and zone boundaries and dimensions,

    g. Soils classification overlay of the parcel,

    h. Percolation tests and test pit results (if taken),

    i. Existing and proposed streets with width of rights-of-way and paving,

    j. Proposed lots with approximately dimensions and areas (square feet);

    k. Required yards, based on requirements of the Zoning Regulations,

    l. Existing and proposed easements for utilities drainage, access, walks, and other rights-of-way,

    m. Proposed water, storm and sanitary sewer lines and their connections with present lines, and

    n. Areas to be reserved to public use.

4. When a Preliminary Plan covers only portion of the subdivider's entire holdings, a sketch of the prospective future street and lot layout in the entire holding shall be furnished at a suitable scale.

4.04 FINAL SUBDIVISION MATERIALS

1. The final layout and supporting drawings and documents for a proposed subdivision constitute the only formal and complete submission of the subdivision proposal and it is recommended that they include suggestions made in the optional Pre-Application and Preliminary Stages.

2. Overall Format for all Final Plans

a. All plans shall be drawn on sheets twenty-four inches by thirty-six inches including borders.

b. For multiple sheets, clearly drawn "match" lines shall be shown on all sheets.

c. Scale of each plan shall be 1" = 40'.

d. A Key Map at the scale of the Zoning Map locating the subdivision within the surrounding proposed existing street system shall be indicated on the Final Plan.

e. The title block for each plan shall be the same as required for the Preliminary Plan submission, including final revision date and shall be entitled "Final Plan."

f. An "approval" block (as shown in the Appendix) shall be placed on each Plan near the title block.

3. Final Subdivision Plan

a. Boundary line with accurate dimensions to the nearest one hundredth of a foot, and angles or bearings to the nearest second,

b. The names and section numbers of all adjoining subdivisions, the side lines of abutting lots, or, if the adjoining properties are not subdivisions, the names of the adjacent property owners shall be given,

c. Zone district boundaries to be indicated and dimensioned on the Plan,

d. Proposed lot lines with accurate lengths to the nearest hundredth of a foot and angles or bearings to the nearest 5 seconds,

e. Lot area in square feet, and number of acres in tract to nearest tenth of an acre,

f. House number identification (to be circled) in accordance with the East Granby house numbering guidelines contained in the Appendix,

g. Building set-back lines with dimensions,

h. Street rights-of-way with stations, paving width and widening of street rights-of-way, including locations and widths, curves and corner cut-offs, as well as proposed street names,

i. Other rights-of-way and easements, including identification, description, location, width and other dimensions necessary for description,

j. Delineation of the inland wetlands and watercourses as designated on area boundary maps titled "Designated Inland Wetlands and Watercourses of the Town of East Granby" on file in the office of the East Granby Town Clerk,

k. Special parcels with description of proposed action and use, including a note where an offer of dedication is being made,

4. Development Plan (including Sanitary Waste Disposal Plan)

a. Existing and proposed topography with contour intervals of not more than two (2) feet in the road area.

b. All physical site features including roads, buildings, streams, ponds, and vegetation (existing and proposed major trees), including preservation of site features, especially vegetation.

c. Base flood elevation data and floodplain data shall be provided for all subdivision proposals that are located in A, AE, AH, or A1 to A30 zones.

d. Any existing or proposed retaining walls, culverts, or property line fences,

e. Information on existing and proposed utilities such as sanitary sewers, water lines, gas lines, and electric lines, including size, type, location, and top of frame and invert elevations.

f. Location of proposed structures, driveways, and other improvements.

g. The complete drainage system for the entire subdivision, with appropriate development stages for each of the final subdivision sections shall be shown with all existing drainage features which are to be incorporated, property identified as existing or proposed.

h. All proposed soil erosion and sediment control procedures.

i. If septic systems are proposed, the development plan shall show:
- soils classification overlay of the parcel,
- how each lot will accommodate a dwelling, a water supply, a primary leaching system, and a 100% reserve leaching system,
- the location, numbering, and test date of all test pits and percolation tests, and
- soil test results (test pits and percolation test holes).

5. Road Utility Plan & Profile

a. Plan and profile drawings shall use a scale of 1"= 40' horizontal and 1"= 4' vertical.

b. Design of plans and profiles for streets and utilities shall be based on ground survey information.

c. Elevations within the proposed road rights-of-way, utility locations, and streams shall be completely profiled or cross-sectioned at 50' intervals on the ground.

d. All drawings shall show the existing ground, the centerline stationing of the street, the proposed profiles of the street, station and elevations of vertical curve high points and elevations at fifty foot (50') stations.

e. The centerline profiles of any existing streets to which the subdivision streets connect shall be shown on a profile drawing for a distance of 300' beyond the end of the proposed road.

f. In addition, the profile drawings shall show the complete proposed street storm drainage pipes, sanitary sewers and structures.

g. The plan shall show the outline and dimensions of all streets and public rights-of-way and easements.

h. All appropriate details and dimensions necessary to clearly explain the proposed road, drainage, and utility construction, including type of construction, material, top of frame, size, pitch, invert elevations and stream cross sections and profiles, etc. shall be shown, and shall be in conformity with the Town of East Granby Road Construction Standards and Specifications.

5.00 PROCEDURAL REQUIREMENTS

5.01 GENERAL

1. All applications, maps, plans, documents and data required by these Regulations shall be submitted to the office of the East Granby Planning & Zoning Commission. The date of receipt of such applications shall be determined in accordance with the Connecticut State Statutes.

2. The Commission retains the right to have any information submitted with regard to an application reviewed by the Town Engineer, FVHD, Traffic Authority, Highway Superintendent, or any other qualified agency or person.

5.02 PRE-APPLICATION PROCEDURE (OPTIONAL)

1. The Pre-Application procedure is suggested to prospective subdividers, their agents or engineers, so that they may discuss with the Commission and other Town officials, the design in the formative stages to assure coordination with the Plan of Conservation & Development.

2. Since the procedure is a pre-application process:
    a. receipt of pre-application materials shall not constitute a formal or legal submission as defined in the General Statutes of the State of Connecticut as amended,
    b. delivery of the required material is at the option of the subdivider, and
    c. any discussion or opinions rendered are advisory only and are not binding on the Commission or the potential subdivider.

3. Twelve copies of pre-application materials shall be submitted to the Planning & Zoning office at the Town Hall and the potential subdivider shall be advised of the date to appear at a regular meeting of the Commission for informal review and comment.

5.03 PRELIMINARY PLAN (OPTIONAL)

1. In order to prevent undue delay and modifications to a Final Plan, a subdivider may, at his or her option, present a Preliminary Subdivision Plan to the Commission for informal discussion of the general design of the subdivision and its improvements.

2. Since the procedure is a pre-application process:
    a. receipt of preliminary plan materials shall not constitute a formal or legal submission as defined in the General Statutes of the State of Connecticut as amended,
    b. delivery of the required material is at the option of the subdivider, and
    c. any discussion or opinions rendered are advisory only and are not binding on the Commission or the potential subdivider.

3. Twelve copies of pre-application materials shall be submitted to the Planning & Zoning office at the Town Hall and the potential subdivider shall be advised of the date to appear at a regular meeting of the Commission for informal review and comment.

5.04 APPLICATIONS INVOLVING INLAND WETLANDS

1. If a formal application for subdivision approval involves land regulated as an inland wetland or watercourse, the subdivider is encouraged to acquire permits and approvals from the IWC prior to submission to the Commission. In any event, the subdivider shall submit an application to the IWC no later than the date the application is filed with the Commission.

2. The Commission shall not render a decision on the subdivision until the IWC has submitted a report with its final decision to the Commission. If a report is not submitted, the Commission may consider any action taken by the IWC or the minutes of the IWC in reviewing the application. In making its decision, the Planning Commission shall give due consideration to the report of the IWC.

5.05 FORMAL SUBDIVISION APPLICATION

1. A formal application for subdivision shall include all of the following:

    a. Twelve (12) copies of the prescribed application form.

    b. An application fee payable to the Town of East Granby in the appropriate amount.

    c. Twelve (12) sets of plans containing the maps or documents as required by Section 4.04 of these Regulations or as required by the Commission.

    d. A hydrological report prepared by a professional engineer registered and licensed to conduct business in the State documenting the design of the storm drainage system including:
        - a base map used to determine watershed and drainage patterns, including downstream runoff areas affected by the storm water runoff from the subdivision,
        - the methodology used to compute runoff and pipe sizes, and
        - documentation of the design of special structures (if any).

    e. A health report, from the Farmington Valley Health District or State Department of Health, indicating the availability and proposed use of a Town sewer and/or public water supply, or the acceptability of each lot for a private septic system and/or water supply.

    f. A copy of the deed, contract, option to buy, or other acceptable proof of the applicant's ownership of or interest in the parcel.

    g. Written permission from the property owner, in form satisfactory to Town Counsel, permitting entrance by the Town 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 subdivider to make such improvements or properly maintain them until the Town has assumed responsibility for them.

2. The Commission may require the submission of:

    a. Evidence of application to CTDOT seeking approval of access onto any State Highway.

    b. Copies of letters to the State Archeologist and the Natural Resources Center requesting information on significant resources at the proposed subdivision, written responses from those agencies, and a management plan, approved by the appropriate State agency, that addresses the protection of any identified resources.

    c. Letter from the Hartford County Soil and Water Conservation District containing their review and recommendations of the subdivision plan.

    d. Any proposed grant or grants to the Town, in form satisfactory to Town Counsel.

    e. Any required easements for drainage access, utility, or other purposes, in form satisfactory to Town Counsel.

    f. Any additional information and data as may be required from the subdivider in order to establish that the proposed subdivision complies with these Regulations.

5.06 APPLICATION RECEIPT & SCHEDULING

1. The date of receipt of a complete application shall be as provided in Statute.

2. Upon receipt of a complete application, the Commission may call a public hearing if, in its judgment, the circumstances require such action. The Commission shall hold a public hearing on any application for a resubdivision.

3. The Commission may require field staking of proposed improvements for visual inspection.

4. If a public hearing is to be held, the Commission will:
    - schedule the public hearing to commence within 65 days of the statutory date of receipt of the application or, with the approval of the applicant, within an additional period of time provided that such extension(s) shall not exceed a total of 65 days.
    - submit legal notices for publication as per Statute,
    - notify the applicant,
    - file copies of the Subdivision Plan and supporting plans with the Town Clerk for public review prior to the hearing, and
    - give an opportunity to interested persons to examine or comment upon the Subdivision Plan and supporting plans at the Public Hearing.

5. If a public hearing is held, the hearing must be closed within 30 days of its commencement or, with the approval of the applicant, be closed within an additional period of time provided that such extension(s) shall not exceed a total of 30 days.

5.07 APPLICATION PROCESSING

1. Within 65 days of the close of the Public Hearing (or within 65 days of the statutory date of receipt if no Public Hearing is held), the Commission shall approve, modify and approve, or disapprove the application. The 65-day time period for action may be extended by an additional 65 days with the written permission of the applicant.

2. In accordance with CGS Section 8-26d, the time period for action by the Commission on applications involving inland wetlands and watercourses may be extended to 35 days after the decision of the IWC.

3. Any action by the Commission shall set forth, in detail, any conditions to which the approval is subject, or the reasons for disapproval.

4. Commission approval of the subdivision plans shall not be deemed an acceptance by the Town of any street or other land shown as offered for dedication to public use.

5. The Commission will submit notice of the action for publication and shall notify the applicant by certified mail as per Statute.

5.08 FOLLOWING APPROVAL

1. Based upon the resolution of approval or the resolution of modification and approval, the applicant shall have the Subdivision Plan and supporting plans revised to conform to any modifications called for in the Commission's action.

2. No changes, erasures, modifications or revisions shall be made in any Subdivision Plan after approval has been given by the Commission and endorsed in writing on said Plan.

3. Such modifications shall be completed and the plans submitted for signature within ninety (90) days of the Commission's action or approval will be considered expired. The Commission may extend the time for submission for two (2) additional periods of ninety (90) days and the approval shall remain valid until the expiration of such extended time.

4. The applicant shall submit:
    - five (5) paper sets and one (1) mylar set of the approved plans to the Commission for signature, and
    - payment (based on Connecticut State Statute for basic filing fees, as amended) for the cost of filing the mylars with office of the Town Clerk.

5. The applicant shall also submit, in form satisfactory to Town Counsel:
    - any required grant or grants to the Town in executed form,
    - any required easements for drainage, access, utility, or other purposes in executed form,
    - title insurance indicating that any proposed conveyance is free of encumbrances, and
    - evidence of the signatory's authority to sign on behalf of the grantor.

Such grants or easements shall not be recorded on the Land Records until the Subdivision Plan shall have been filed on the Land Records, and until any necessary action shall have been taken by any other appropriate Town body or bodies.

6. No building permits shall be issued for the approved subdivision until the approved plans signed by the Chairman have been filed with the Town Clerk.

5.09 FILING OF APPROVED PLANS

1. Once signed by the Chairman, the Commission shall file the signed mylar set of the approved plans with the Town Clerk after the applicant has submitted and the Commission has accepted:
    - a written request for conditional approval, or
    - a bond in an amount and with surety and conditions satisfactory to the Commission securing completion of the required subdivision improvements.

2. Such plans shall be filed in the Town Clerk's office within ninety (90) days of the expiration of the appeal period under Section 8-8 , or in the case of an appeal, within ninety (90) days of the termination of such appeal by dismissal, withdrawal or judgment in favor of the applicant. It is necessary to allow at least ten (10) working days within the ninety (90) day period for the Commission to sign and file the mylars with the Town Clerk.

3. The Commission may extend the time for such filing for two (2) additional periods of ninety (90) days and the approval shall remain valid until the expiration of such extended time.

4. Any plan not so filed or recorded within the prescribed time shall become null and void.

5. In the event that any Subdivision Plan, when recorded, contains any changes not approved or required by the Commission, the Plan shall be considered erroneous, and the Commission may then file a correct Plan as approved, noting the reason for such filing.

6. Once the approved plans have been filed, building permits may be issued.

5.10 SATISFACTORY COMPLETION OF IMPROVEMENTS

To ensure satisfactory completion of required subdivision improvements, the Commission:
- shall have authorized the filing of the plans with a conditional approval, or
- may accept a bond securing to the Town the actual construction and installation of such improvements and utilities.

1. Conditional Approval

a. In lieu of the developer furnishing a bond, the Commission may grant conditional approval to the subdivision. Final approval shall be conditioned on:
    - the actual construction, maintenance and installation of any public improvements prescribed by the Commission; and/or
    - the providing of a bond acceptable to the Commission.

b. Upon furnishing a bond, the Commission shall authorize the filing of a plan with final approval endorsed thereon. No lot may be sold or offered for sale within a subdivision until final approval has been granted.

c. Until the requirements for final approval have been met, any subdivider of a subdivision with a conditional approval shall provide and maintain:
    - a copy of reports by the subdivider's engineer along with a schedule of inspections,

- a schedule of inspections by appropriate Town officials upon reasonable notification, and
- a bond sufficient to correct problems with the public improvements or the installation thereof, which might adversely affect neighboring properties.

d. In the event that the required public improvements are completed under conditional approval, final approval shall be granted only after the developer provides a maintenance bond in an amount equal to twenty-five (25) percent of the value of the public improvements for a term of fourteen (14) months. After final approval is granted by the Commission, the developer may petition the Town of East Granby to accept the public improvements. Once the improvements are accepted by the Town, this maintenance bond may be replaced with a ten (10) percent maintenance bond as required by Section 5.13 (6).

2. Performance Bond

a. No building permits shall be issued until the Board of Selectmen, after review by Town Counsel, has accepted the proposed bond in an amount and with surety or other security and conditions satisfactory to it, such as:
   - a surety bond from a financial institution approved by the Board,
   - a passbook savings account from a financial institution approved by the Board,
   - an irrevocable letter of credit issued by a financial institution approved by the Board.

b. The amount of the bond shall be equal to 110 percent of the estimated cost of all public improvements. Public improvements include, but are not limited to, the following:
   - The building of any roads, in accordance with specifications of the Town;
   - The installation of drainage, water, sewer, utilities, sidewalks and other required or provided items;
   - All projects agreed to be undertaken by the developer in lieu of open space requirements;
   - The estimated value of any maintenance (such as sanding, snow plowing, and the cleaning of catch basins and drains) which may need to be performed on any roadway after any building lot is sold and before the road is taken over by the Town of East Granby; and
   - All erosion control measures, including those measures specified in the Erosion and Sediment Control Manual.

c. An estimate of the time requirements and cost of all public improvements shall be prepared by the developer's engineer and approved by the Commission. The Commission may require that such estimates be prepared by an independent party at the developer's expense if the Commission, or its designated agent, determines that the initial estimates are not accurate.

d. Any bond shall include:
   - an expiration date no sooner than two months following the date specified as the date by which the developer shall have completed all the bonded public improvements,
   - a provision that the bond shall not expire unless the Commission or its designated agent has received written notice of such expiration at least thirty (30) days but not more than forty-five (45) days before such expiration is to occur, and
   - a provision that the bond shall automatically be extended until all public improvements are completed and/or the proceeds form the bond are collected by the Town if the Commission, or its designated agent, did not receive the required notice.

e. Reduction in the amount of the bond may be considered by the Commission for the completed public improvements. The reduction in the amount shall not exceed seventy-five (75) percent of the original amount of the bond. Once the improvements are accepted by the Town, this maintenance bond may be replaced with a ten (10) percent maintenance bond as required by Section 5.13 (6).

5.11 TIME PERIOD FOR COMPLETION OF IMPROVEMENTS

1. The subdivision shall be completed within the time provided by Statute. The Commission's endorsement of approval on the plan shall state the date on which completion period expires.

2. Upon application by the subdivider, the Commission may make one or more reasonable extensions of the time period for completion provided that:
   - the time for all extensions hall not exceed ten years from the date the subdivision was approved, and
   - the Commission may revise the amount of the bond securing the actual completion of the work.

3. Expiration of the time period for completion shall:
   - result in automatic expiration of the approval of such plan provided the Commission shall file notice on the land records of such expiration, and
   - prevent the conveyance of any additional lots in the subdivision by the subdivider or his/her successor in interest, and
   - require a new application for subdivision approval of the subject land including a new filing fee as well as a review of all previous findings.

5.12 INSPECTION OF IMPROVEMENTS

1. Prior to starting a project, the developer and all contractors and all subcontractors shall meet with the Commission's authorized representatives to:
   - review job conditions,
   - advise the Town of the construction schedule,
   - review the Town of East Granby Roadway Construction Standards and Specifications,
   - obtain said Specifications for all contractors and subcontractors.

2. The work will be inspected in stages by the Town. Notice for inspection shall be made at least 48 hours in advance In no case shall any paving work be done without permission from the Town Engineer or Highway Foreman.

5.13 FINAL ACCEPTANCE & MAINTENANCE BOND

Requests for final acceptance of subdivision improvements shall be in accordance with the following procedure:

1. All improvements shall have been satisfactorily completed. All street monuments, conforming to Town specifications, shall have been furnished by the developer and installed flush with grade, where indicated on the Final Subdivision Plan. All lot lines shall be marked as required in Section 3.05 of these Regulations. All street signs, stop signs, and traffic control signs and devices shall have been installed.

2. The subdivider shall submit:
    - a letter to the Commission requesting a recommendation to the Board of Selectmen that the Town accept the road(s),
    - one mylar and three paper copies of as-built plans for the road(s) to the Commission,
    - one paper copy of as-built plans for the road(s) to the Town Engineer,
    - a letter from a registered land surveyor certifying that the field location of all monuments and lot markers is as shown on the approved plan,
    - a maintenance bond to protect the Town against faulty construction and materials that will remain in effect for a fourteen (14) month period after the Town has accepted the public improvements
    - a letter holding the Town harmless for any damage which might result from the Town performing any maintenance to the public improvements,
    - a copy of all proposed deeds and easements to the Town and other information as required for review and approval by the Town Counsel, if not previously provided, and
    - a copy of all other proposed deeds and easements to other parties that are integral to public improvements or conditions of approval or the proposed development for possible review by the Town Counsel.

3. The Town Engineer shall conduct a final inspection of all improvements and utilities to evaluate the general condition of the site and determine whether the work is satisfactory and in substantial agreement with the approved final drawings and the Roadway Construction Standards and Specifications. Any improper installations shall be reported to the Commission and remedied by the subdivider. A report shall be submitted to the Commission.

4. If all items are satisfactory, the Commission will recommend to the Board of Selectmen that the road(s) be accepted.

5. Once the Board of Selectmen agrees to accept the road(s), they will schedule a Town Meeting. Prior to the Town Meeting, all executed deeds and easements to the Town shall be submitted to the Planning & Zoning Commission office for filing by the Town after the Town Meeting.

6. The maintenance bond of at least ten (10) percent of the original approved estimate of the cost of construction and installation of such public improvements shall be in effect for a period of fourteen (14) months from the date of acceptance of the subdivision improvements by the Town.

7. Once the public improvements are accepted by the Town and the maintenance bond is in place, the Town shall release the performance bond as set forth herein.

6.00 ADMINISTRATION

6.01 AMENDMENT

The Planning & Zoning Commission may amend these Regulations after a public hearing in accordance with the General Statutes of the State of Connecticut as amended.

6.02 CONFLICT

These Regulations are not intended to interfere with or abrogate any other regulation, ordinance, rule, statute or provision of law. Where any provision of these Regulations imposes restrictions different from those imposed by any other provisions of these or other regulations, ordinances, rules, or statutes or other provisions of law, whichever provisions are more restrictive or impose higher standards shall control.

6.03 APPEALS

Any person aggrieved by an official action of the Commission may appeal therefrom as provided by Statute.

6.04 SEPARABILITY

If any section, sub-section, paragraph, sentence, clause, phrase, or portion of these Regulations shall, for any reason, be held to be invalid or unconstitutional by a decree or decision of any court of competent jurisdiction, such decree or decision shall not affect or impair the validity of any other section or remaining portion of these Regulations.

6.05 PENALTIES

Any person making any subdivision of land without the approval of the Commission shall be fined as provided by Statute for each lot sold, offered for sale, or so subdivided.

6.06 EFFECTIVE DATE

1. Subdivision Regulations were originally adopted with an effective date of June 1, 1956.

2. The Regulations were comprehensively reorganized and modified with an effective date of July 1, 1997.

APPENDIX

A. HOUSE NUMBERING GUIDELINES

1. The intersection of South Main Street and North Main Street (Route 187), with Rainbow Road and Turkey Hills Road (Route 20) is considered the center of East Granby.

2. To this date, numbers have generally been assigned from this intersection moving outward from the center with:
    - odd street numbers on the left side, and
    - even street numbers on the right side.

Hartford Avenue (Route 189) is an exception where street numbers are in sequence with Granby street numbers starting at the Granby Town Line (# 100) and increasing in a southerly direction towards the Bloomfield Town Line.

3. The numbers assigned to lots opposite each other should be kept in sequence.

4. Side streets shall be numbered either:
    - beginning closest to the center, or
    - beginning closest to the main artery.

5. Where land is undeveloped, numbers should be assigned every 100 feet.

6. On corner lots, numbers should be assigned to the front yard (on one street) and the side yard (on the other street) and the street number actually used should be determined by the direction that the front door faces.

7. For multi-family residential uses and for non-residential uses, a satisfactory numbering system should be worked out between the Town and the Developer depending on the layout of the buildings. Ordinarily, one number should be assigned to each complex and, where necessary, a separate number and/or letter system would be proposed to service individual units within the complex or building.

B. APPROVAL BLOCK

Plans submitted for final approval shall contain the following block near the title block:

FINAL APPROVAL

I hereby certify that at a meeting on _____, the East Granby Planning & Zoning Commission gave final approval to this plan in accordance with Section 5.10 of the East Granby Subdivision Regulations.

_____
Chairman Date Signed

In accordance with CGS 8-26c, all work in connection with this subdivision shall be completed within five years of the date of approval. The completion date shall be _____.

Received for filing on _____ by _____.
Town Clerk

Plans submitted for conditional approval shall contain the following block near the title block:

CONDITIONAL APPROVAL

I hereby certify that at a meeting on _____, the East Granby Planning & Zoning Commission gave conditional approval to this plan in accordance with Section 5.10 of the East Granby Subdivision Regulations.

_____
Chairman Date Signed

In accordance with CGS 8-26c, all work in connection with this subdivision shall be completed within five years of the date of approval. The completion date shall be _____.

Received for filing on _____ by _____.
Town Clerk

C. Preparing An Environmentally-Friendly Site Design

1. Obtain a topographic base map of the property which will provide existing contours at a 2' interval.

2. Obtain field delineation by an appropriate professional of Primary Conservation Areas and Secondary Conservation Areas as identified in Section 3.16 of the Subdivision Regulations.

3. Create a base map identifying Primary Conservation Areas and Secondary Conservation Areas.

4. Identify the preliminary developable area on the parcel by removing the Primary Conservation Areas and the Secondary Conservation Areas.

5. Prepare plans for development of the site utilizing the following guidelines:

   a) Avoidance of Impacts:
      - Protect as much undisturbed land as possible to maintain pre-development hydrology through interception of rainfall by vegetation, evapotranspiration, and infiltration.
      - Protect the natural drainage systems, such as wetlands, watercourses, ponds, vernal pools, and natural depressions on the landscape to the maximum extent possible. These areas can collect, hold and in the case of natural depressions infiltrate rainfall into the ground.
      - Minimize the extent of land clearing and the disturbance and/or grading of natural soils. Un-disturbed soils have significantly higher infiltration rates than disturbed soils.
      - Preserve soils with high to moderate infiltration rates (Soil Classes A and B) by concentrating impervious surfaces on those soils with low infiltrative capacities (Soil Class C).
      - Implement techniques to prevent the compaction of natural soils.

   b) Reduction of Impacts:
      - Minimize the extent of impervious areas on the site, particularly those directly connected to drainage outfalls.
      - Increase the "Time of Concentration" for post-development conditions to closely approximate or match the "Time of Concentration" for pre-development conditions by the utilization of overland flow across naturally vegetated surfaces to the maximum extent practical.
      - Utilize low maintenance landscapes that will encourage the retention and planting of native types of vegetation, and minimize the extent of lawn areas.

   c) Management of Impacts:
      - Use vegetated conveyance and source treatment systems to collect and infiltrate runoff as close as possible to the source of the runoff, such as bioretention systems for roof drains.
      - Use rain barrels or cisterns to collect and reuse runoff from roof areas for non-potable purposes.
      - Disconnect impervious areas to the maximum extent practical by directing runoff from impervious surfaces onto vegetated surfaces.
      - Utilize deep soil scarification (a minimum of 12" below finish grade) on disturbed soils to loosen the soils and increase the infiltrative capacity of the soils.
      - Implement procedures to prevent or minimize the use of compounds which are responsible for the pollutants found in non-point source runoff. This includes reducing the use of sand and salt on roads, parking areas and driveways without compromising the safety of these surfaces.
      - Reduce the use of fertilizers and pesticides on lawn and landscape area to the maximum extent practical.

- Utilize multiple stormwater treatment systems in series to reduce pollutant loads from stormwater as well as infiltrate runoff prior to discharging to natural wetland or watercourse systems.

6. Utilize the following guidelines for site layout:

a) Road Layout and Design:
- Road alignments should follow the existing contours to the maximum extent practical to minimize excessive cuts and fills,
- Minimize the extent of directly connected impervious area to the maximum extent practical. This can be achieved by the minimization of drainage structures on the road, such as catch basins and connecting pipe and the use of vegetated swales along the road in appropriate locations.
- Utilize LID treatment strategies to treat runoff at the source and not at the end of the pipe.
- Utilize multiple LID treatment systems in a series to increase the effectiveness of the pollutant removal from the stormwater.

b) Driveway Layouts:
- Layout out the location of the driveway to minimize cuts and fills.
- Use impervious area disconnection strategies to intercept, and direct runoff to vegetated surface or vegetated treatment system prior to the runoff reaching the road.
- Direct runoff from driveway onto vegetated areas for a minimum of 75’ to facilitate infiltration.

c) Lot Designs:
- Layout site improvements in such a manner as to minimize site clearing by delineating the smallest possible area for clearing and site disturbance where roads, structures and other improvements are to be constructed.
- Layout buildings, driveway and on-site sewage disposal systems in such a manner as to minimize the extent of soil disturbance and grading on the lot.
- Utilize the natural topography when siting a proposed building to minimize site disturbance (such as creating a walkout basement for a building on a natural 15-20% slope).
- Avoid randomly disturbing areas of the site where it is not necessary, this will preserve the infiltrative capacity of native soils.
- Use “source” controls such as rain barrels for roof runoff to collect and reuse runoff; rain gardens for roof runoff to infiltrate runoff into the ground; impervious area disconnection to allow runoff to occur as overland flow across a vegetated surface.
- Consider the use of meadow filter strips at the downhill limits of development to filter runoff prior to leaving the lot.