



**TOWN OF MANCHESTER  
PLANNING AND ZONING COMMISSION  
Subdivision Application  
Minimum Submission Requirements**

This checklist is to be completed and submitted with all Subdivision Applications. The Town reserves the right to request additional information as required for review of the application. Refer to the current Town of Manchester Subdivision Regulations and Public Improvement Standards for additional information.

NAME OF DEVELOPMENT: \_\_\_\_\_ FILE NO.: \_\_\_\_\_  
(filled in by the Town)

LOCATION OF PROPERTY: \_\_\_\_\_

**Certification of Accuracy:**

I, the undersigned, do hereby certify that the information provided in this checklist and required for the filing of a Subdivision Application to the Town of Manchester, is true and accurate to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Applicant or Agent)

TELEPHONE: \_\_\_\_\_

**General Notes:**

1. Plans are to be prepared in accordance with the "Minimum Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1996, as amended.
2. All plans shall be no larger than 24"x36" and at a scale not to exceed 1" = 40' unless otherwise noted in the Subdivision Regulations.
3. Questions related to the Subdivision Regulations, schedule and related matters should be directed to Planning Department at (860) 647-3046. Technical engineering questions should be directed to the Engineering Department at (860) 647-3067.
4. Revised plans, accompanying documents and responses to staff comments must be submitted by a date that allows sufficient time for staff review. The applicant is encouraged to contact the Town to discuss the latest submission date allowable. Due to varying workload and staffing constraints, the Town does not guarantee that the application materials will be reviewed prior to the next Commission meeting if sufficient time is not provided.

Please place a checkmark for all items noted below that are included in the application submittal. If in the opinion of the applicant, some items do not apply to the application, then mark these items as not applicable (N/A).

**I. Property Survey**

- \_\_\_ a. Existing and proposed monumentation (include monuments recovered beyond parcel perimeter as applicable)
- \_\_\_ b. Coordinate values (northing, easting and elevation) for at least three (3) existing or set boundary markers on parcel perimeter

**II. Plot Plans**

- \_\_\_ a. Plans prepared, certified and sealed by a Licensed Land Surveyor in the State of Connecticut
- \_\_\_ b. Zone in which the parcel lies, zoning boundaries (as applicable) and table of zoning requirements
- \_\_\_ c. All proposed street line geometry and right-of-way widths
- \_\_\_ d. Building lines in accordance with the Zoning Regulations
- \_\_\_ e. Right-of-way and curb radii at all street intersections in accordance with the Public Improvement Standards
- \_\_\_ f. Lot boundary lines with dimensions and directions in accordance with the survey standards (see General Note #1 herein)

- \_\_\_ g. Individual lot areas in acres and square feet
- \_\_\_ h. All existing and proposed easements for utilities, drainage, sidewalks and other rights-of-way with dimensions and bearings and notation for all volumes and pages in the in the Manchester Land Records (as applicable)
- \_\_\_ i. Names of existing and proposed streets
- \_\_\_ j. Title under which subdivision plan is to be recorded
- \_\_\_ k. Name of owner or owners of land and property address at time of application
- \_\_\_ l. All monuments and markers in accordance with the Subdivision Regulations and Public Improvement Standards
- \_\_\_ m. Names and addresses of all abutters as they appear in the most recent tax list
- \_\_\_ n. North arrow, plan scale and date
- \_\_\_ o. Key Map - first sheet of the Plot Plans that includes the entire subdivision drawn to a scale not to exceed 1" = 400' showing intersections with existing streets and additional information that correctly identifies and locates the site
- \_\_\_ p. Scale Layout Plan - separate plan of the entire subdivision drawn to a scale of 1" = 100'
- \_\_\_ q. Commission Signature Blocks as specified in Section 5.02.02 of the Subdivision Regulations

### III. Grading Plan

- \_\_\_ a. Plans prepared, certified and sealed by a Licensed Land Surveyor and Professional Engineer in the State of Connecticut
- \_\_\_ b. All existing structures with indication as to the proposed utilization or removal of such structures
- \_\_\_ c. All wetlands and watercourses with the associated 100' upland review areas and 100-year flood limits derived from Flood Profile data provided in the latest version of the FEMA Flood Insurance Study (as applicable)
- \_\_\_ d. Existing ground formation contours at intervals of two feet based on Town of Manchester Control with prominent isolations and depressions indicated by spot highlights and a minimum of two (2) benchmarks per sheet
- \_\_\_ e. Proposed ground formation contours at intervals of two feet based on Town of Manchester Control, except that the intervals shall be one foot in and within 50 feet of areas of special flood hazard as defined by the Zoning Regulations (show proposed grading for the entire site that includes all public improvements within the proposed right-of-way and development of individual lots)
- \_\_\_ f. All existing and proposed rights-of-way
- \_\_\_ g. Existing and proposed storm sewer facilities, including structure types, pipe size, slopes, materials, invert elevations, and connections to existing drainage systems, wetlands or watercourses
- \_\_\_ h. Existing and proposed water and sanitary sewer facilities, including all bends, valves, manholes, hydrants, and appurtenances with pipe sizes, slopes, materials and invert elevations within structures
- \_\_\_ i. Proposed location of all other utilities (if known) including, but not limited to, natural gas, telephone and electrical (include equipment installation)
- \_\_\_ j. Percolation tests and location of test pits for each lot proposed to have a private sewage disposal system
- \_\_\_ k. Locations of existing and proposed sewage disposal systems and wells within the proposed development and on abutting properties
- \_\_\_ l. Proposed foundation drains showing invert levels of the drain at the house connection and the outlet to the surface, which levels shall show that gravity flow from house is maintained (foundation drains must discharge a minimum of 25 ft from sidewalks and curb)
- \_\_\_ m. Proposed basements requiring sump pumps
- \_\_\_ n. All areas designated as areas of special flood hazard as defined by the Zoning Regulations
- \_\_\_ o. Description of the extent to which any watercourse will be altered or relocated and volume of fill required for filling of wetland areas

- \_\_\_ p. Certification from the soil scientist responsible for delineating wetlands and watercourses at the site
- \_\_\_ q. Proposed retaining walls with top and bottom of wall elevations noted
- \_\_\_ r. Lot numbers and house elevations for top of foundation wall, garage, first floor and basement
- \_\_\_ s. Proposed limits of clearing for the entire development
- \_\_\_ t. Note indicating Contractor requirement to "Call-Before-You-Dig" prior to any construction
- \_\_\_ u. Complete legend identifying existing and proposed features

**IV. Engineering Plan/Profile**

- \_\_\_ a. Plans with horizontal scale not to exceed 1" = 40' and vertical scale not to exceed 1" = 4' that are prepared, certified and sealed by a Licensed Professional Engineer in the State of Connecticut
- \_\_\_ b. Layout of the streets coordinated by stations in the plan and profile
- \_\_\_ c. Tangent directions and horizontal curve data with distances to the nearest hundredth of a foot
- \_\_\_ d. Stopping sight and intersection sight distances shown visually on the plan and profile
- \_\_\_ e. Typical cross-section of the street and any other cross-section of the street, which may be required by the Director of Public Works or his authorized representative
- \_\_\_ f. Existing and proposed road centerline elevations at maximum 50-foot intervals and low/high points
- \_\_\_ g. Vertical curve stations and elevations at the following points:
  - Beginning of the curve (P.V.C. Point)
  - End of the curve (P.V.T. Point)
  - Intersection of the tangent lines (P.V.I. Point)
  - Intermediate points at intervals of twenty-five feet
- \_\_\_ h. Length of vertical curves
- \_\_\_ i. K-values for vertical curves
- \_\_\_ j. Existing and proposed storm sewer facilities, including structure types, pipe size, slopes, materials, invert elevations, and connections to existing drainage systems, wetlands or watercourses
- \_\_\_ k. Existing and proposed water and sanitary sewer facilities, including all bends, valves, manholes, hydrants, and appurtenances with pipe sizes, slopes, materials and invert elevations within structures
- \_\_\_ l. Proposed location of all other utilities (if known) including, but not limited to, natural gas, telephone and electrical (include equipment installation)
- \_\_\_ m. Cross-sections and profile of all drainage ditches and channels
- \_\_\_ n. Location of proposed sidewalks, curb and sidewalk ramps
- \_\_\_ o. Limits of proposed underdrains, guide rail and protective fencing
- \_\_\_ p. Traffic control devices, pavement markings and signs
- \_\_\_ q. Limits of sawcut and pavement removal for connection to existing roads
- \_\_\_ r. Station equation and centerline elevations at proposed intersections
- \_\_\_ s. Intersection grading plan at a scale not to exceed 1" = 20' with 0.1' contour increments for proposed intersections (when requested by Town staff)
- \_\_\_ t. Soil boring data that adequately depicts existing subsurface conditions impacted by the proposed development (when requested by Town staff or the Commission)
- \_\_\_ u. Location and number of proposed streetlights (this information will be provided by the Town after the initial application submission)

**V. Cross Sections**

- \_\_\_ a. Plans that are prepared, certified and sealed by a Licensed Professional Engineer in the State of Connecticut
- \_\_\_ b. Cross sections at 50-foot maximum increments that extend a minimum of 75 ft on both sides of proposed road centerline
- \_\_\_ c. Proposed roadway section with all dimensions or slopes that vary from typical roadways sections

- \_\_\_ d. Existing and proposed streetline
- \_\_\_ e. Existing and proposed storm and sanitary sewer facilities and water mains

**VI. Details**

- \_\_\_ a. Plans that include the appropriate standard details for construction of utilities and public improvements as outlined in the Public Improvement Standards
- \_\_\_ b. Section view of proposed detention basin(s) showing existing grade, proposed dimensions, slopes, outlets controls, subsurface conditions related to groundwater/ledge elevations and soil permeability, and all critical elevations
- \_\_\_ c. Additional project specific details in accordance with the Public Improvement Standards

**VII. Soil Erosion and Sediment Control Plans**

- \_\_\_ a. Plans with horizontal scale not to exceed 1" = 40' that are prepared, certified and sealed by a Licensed Professional Engineer in the State of Connecticut, Landscape Architect or Certified Soil Scientist, as appropriate, and conform to requirements in the *Connecticut Guidelines for Soil Erosion and Sediment Control*, latest revision
- \_\_\_ b. Narrative as outlined in Section 4.17.02 of the Subdivision Regulations
- \_\_\_ c. Existing and proposed topography including soil types, wetlands, watercourses, waterbodies and 100-year flood limits derived from Flood Profile data provided in the latest version of the FEMA Flood Insurance Study (as applicable)
- \_\_\_ d. All existing structures on the project site
- \_\_\_ e. Proposed area alterations including cleared, excavated, filled or graded areas and locations of proposed structures, utilities, roads, and if applicable, new property lines
- \_\_\_ f. Location of and design details for all proposed soil erosion and sediment control measures and storm water management facilities
- \_\_\_ g. Calculations and supporting documents for sizing of all erosion control structures and systems prepared and certified by a Licensed Professional Engineer in the State of Connecticut
- \_\_\_ h. Calculations for sizing of stormwater treatment systems designed in accordance with Section 3.03.10 of the Public Improvement Standards prepared and certified by a Licensed Professional Engineer in the State of Connecticut
- \_\_\_ i. Loam and seed specifications
- \_\_\_ j. Certification Signature Blocks as specified in Section 4.17.02 of the Subdivision Regulations

**VIII. Phasing Plans (if applicable)**

- \_\_\_ a. Plans that are prepared, certified and sealed by a Licensed Professional Engineer in the State of Connecticut
- \_\_\_ b. Limits of project phases for the entire site
- \_\_\_ c. Anticipated start and completion dates of each phase
- \_\_\_ d. Additional construction and sedimentation and erosion control information required to transition between phases
- \_\_\_ e. Required construction and grading for future extension of roadways through temporary cul-de-sacs (as applicable)

**IX. Stormwater Management Report**

- \_\_\_ a. Report prepared, signed and sealed by a Licensed Professional Engineer in the State of Connecticut
- \_\_\_ b. Narrative summarizing the proposed project, design methods used, and table of pre- and post-development flows at appropriate downstream locations showing zero net increase in runoff from the site for the 2, 10, 25 and 100-year storm events (minimum)

- \_\_\_ c. Plans with scale not to exceed 1" = 100' identifying topography, watershed boundaries (for overall site and storm drainage structures), soil types, land use characteristics and time of concentration flow paths with design points and labels corresponding to the drainage calculations for pre- and post-development conditions
- \_\_\_ d. Plans with 100-year flood limits derived from Flood Profile data provided in the latest version of the FEMA Flood Insurance Study (if applicable), inland wetland boundaries, aquifers, and aquifer protection zones within the project limits
- \_\_\_ e. Inventory and evaluation of hydraulic structures both on-site and in the downstream zone of influence (as defined in Section 3.03.04 of the Public Improvement Standards) to identify flow capacity, pipe velocities, hydraulic grade line elevations and physical condition
- \_\_\_ f. Identification of drainage structures and watercourses that are inadequate for existing or future conditions
- \_\_\_ g. Hydrographs and calculations identifying peak runoff, velocities and timing of peak flows from the site at critical locations in the watershed as outlined in the CTDOT Drainage Manual, latest revision
- \_\_\_ h. Supporting information for the system analysis including, but not limited to, runoff coefficients, time of concentration flow paths, riprap sizing, drywell design, etc.
- \_\_\_ i. Gutter flow analysis and ponding calculations for low points
- \_\_\_ j. Detention basin design information that includes stage-storage-discharge curves or tables, outlet control data, flood routing calculations, subsurface conditions and maximum water surface elevations
- \_\_\_ k. Outlet protection and channel sizing calculations
- \_\_\_ l. Maintenance schedule for private stormwater drainage and detention facilities
- \_\_\_ m. Manufacturer's data (as appropriate)