



CITY OF NORWALK, CONNECTICUT  
PLANNING COMMISSION

**SUBDIVISION AND RESUBDIVISION REGULATIONS**



ADOPTED BY THE CITY  
PLANNING COMMISS  
N DECEMBER 8, 1948



ADOPTED BY THE  
COMMON COUNCIL  
JANUARY 19, 1949

**AS AMENDED PERIODICALLY BY THE PLANNING COMMISSION**

**PLANNING & ZONING COMMISSION AND THE COMMON COUNCIL  
APPROVED JANUARY 10, 2012 - EFFECTIVE JANUARY 20, 2012**

## TABLE OF CONTENTS

<b>PLANNING COMMISSION, EX-OFFICIO, PLANNING COMMISSION STAFF</b>	<b>3</b>
<b>ARTICLE I. - DEFINITIONS</b>	<b>4</b>
<b>ARTICLE II. - CONTROL OF LAND SUBDIVISIONS AND RESUBDIVISIONS</b>	<b>5</b>
A. AUTHORITY	5
B. USE OF AUTHORITY	6
<b>ARTICLE III. - DESIGN OF SUBDIVISIONS AND RESUBDIVISIONS</b>	<b>6</b>
A. GENERAL REQUIREMENTS	6
B. STANDARDS & DESIGN REQUIREMENTS FOR PUBLIC IMPROVEMENTS	9
<b>ARTICLE IV. PROCEDURE FOR THE SUBMISSION AND REVIEW OF SUBDIVISION AND RESUBDIVISION LAYOUTS</b>	<b>18</b>
A. GENERAL	18
B. PRELIMINARY SUBMISSION	19
C. PRELIMINARY REVIEW	21
D. FINAL SUBMISSION OF SUBDIVISION OR RESUBDIVISION PLAN	22
E. FINAL COMMITTEE REVIEW	25
F. ADDITIONAL PROCEDURES	26
G. ADDITIONAL GENERAL INFORMATION	27
<b>ARTICLE V. DETRIMENT TO GENERAL WELFARE</b>	<b>28</b>
<b>ARTICLE VI. VALIDITY</b>	<b>28</b>
<b>ARTICLE VII. REPEAL OF OLD REGULATIONS</b>	<b>28</b>
<b>APPENDICIES (A through H)</b>	<b>30</b>

PLANNING COMMISSION

Torgny U. Astrom, Chairman

Frances DiMeglio, Vice Chairman

Walter S. McLaughlin, Secretary

Michael Chieffalo

Victor Cavallo

Donald O. Nelson

Joel Zaremby

Athony Aitoro

EX-OFFICIO

Hon. Richard A. Moccia

Harold Alvord, Director, D.P.W.

PLANNING COMMISSION STAFF

Michael B. Greene, Director  
Director

Michael E. Wrinn, Asst.

Dorothy S. Wilson, Senior Planner  
Planner

Frank Strauch, Site

Aline J. Rochefort, Zoning Inspector  
Inspector

Vladimir Mariano, Deputy Zoning

Adam Carsen, Compliance Inspector  
Assisstant

Brenda Hrtanek, Compliance

John Hayducky, Compliance Assisstant

## ARTICLE I. DEFINITIONS

For the purpose of these Subdivision Regulations, certain words are defined as follows:

- Sec. 1.01 COMMISSION means the Planning Commission
- Sec. 1.02 COUNCIL means the Common Council of the City of Norwalk, CT
- Sec. 1.03 SUBDIVISION [Amended 9/8/98] means 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, and includes resubdivision.
- Sec. 1.04 RESUBDIVISION means a change in a map of an approved or recorded subdivision or resubdivision if such change (a) affects any street layout shown on such map, (b) affects any area reserved thereon for public use or (c) diminishes the size of any lot shown thereon and creates an additional building lot, if any of the lots shown thereon have been conveyed after the approval or recording of such map.
- Sec. 1.05 PLAN OF CONSERVATION & DEVELOPMENT [Amended 9/8/98, 11/12/2008] means the Plan of Conservation & Development as prepared by the Commission and adopted by the Common Council on June 10, 2008 and signed by the Mayor on June 18, 2008 (Effective July 3, 2008) as amended.
- Sec. 1.06 COMMITTEE means the Subdivision Committee of the Commission.
- Sec. 1.07 FILING DEADLINE FOR APPLICATIONS: [Amended 9/8/98] shall be deemed the monthly deadline date for acceptance of a subdivision or resubdivision application in the office of the Commission.
- Sec. 1.08 OFFICIAL SUBMISSION OF APPLICATION: [Amended 9/8/98] The receipt of an application, request or appeal shall be the day of the next regularly scheduled meeting of such commission or board, immediately following the day of submission to such board or commission or its agent of such application, request or appeal or thirty-five days after such submission, whichever is sooner.
- Sec. 1.09 STREET means street, avenue, boulevard, highway, road, roadway, lane, alley, viaduct, court, place or other ways.
- (a) DEAD-END STREET means a street not intersecting with another street at both ends.
- (b) ACCESS WAY means a private right-of-way for vehicular traffic serving not more than one rear lot.
- (c) RIGHT-OF-WAY-WIDTH means the distance between property lines reserved for vehicular and pedestrian traffic.
- (d) TRAVELED WAY means the paved surface of the roadway or access way used by vehicular traffic.

(e) CUL-DE-SAC STREET is a dead-end street with a circular turnaround at one end.

Sec. 1.10 CITY DATUM means the Connecticut Geodetic Survey (CGS) Mean Sea Level Datum.

Sec. 1.11 DEVELOPER means the person, persons, corporation, partnership or firm proposing a subdivision or resubdivision.

Sec. 1.12 EARTH DISTURBING ACTIVITY [Amended 8/15/79, 9/8/98] means any activity where the ground cover is destroyed or removed leaving the land subject to accelerated erosion and sedimentation.

Sec. 1.13 EROSION AND SEDIMENTATION CONTROL HANDBOOK [Amended 8/15/79] means the publication prepared by the U.S. Dept. of Agriculture Soil Conservation Service, Storrs, Connecticut, 1976 including any modification, supplement or revision thereof.

Sec. 1.14 CONNECTICUT GUIDELINES FOR SOIL AND EROSION AND SEDIMENT CONTROL means the publication prepared by the Connecticut Department of Environmental Protection, May 2002, including any modification, supplement or revision thereof.

## **ARTICLE II - CONTROL OF LAND SUBDIVISIONS AND RESUBDIVISIONS**

### A. AUTHORITY:

Sec. 2.01 [Amended 8/15/79, 9/16/87, 9/16/1987] The following rules and regulations to control the subdivision or resubdivision of land in the City of Norwalk are prescribed pursuant to the authority granted in the Connecticut General Statutes; Title 8, Chapter 126.

As provided in said Acts, no subdivision or resubdivision, public or private, shall be authorized until its character and extent has been submitted to and approved by the Commission.

The Commission by prescribing these regulations, intends to ensure, so far as is possible, the continued health, safety and general welfare of the City under the conditions resulting from the development of vacant land with particular regard to the creation of properly designed, safe and sanitary building lots; the adequacy, proper location and design of streets; the provision of utility services and proper erosion and sedimentation controls until disturbed areas are reestablished; and, in general, the promotion of the orderly and economical development of the community so as to avoid any undue burden on the Municipality or its financial resources.

### B. USE OF AUTHORITY

Sec. 2.02 Before any subdivision or resubdivision of land can be filed in the Norwalk Land Records, and before building or zoning permits for the placement and

erection of structures on any parcel created by the division of land can be issued, such subdivision or resubdivision shall be submitted to the Commission, and processed according to the Subdivision and Resubdivision Regulations.

### ARTICLE III - DESIGN OF SUBDIVISIONS AND RESUBDIVISIONS

#### A. GENERAL REQUIREMENTS

Sec. 3.01 HAZARDOUS AREAS: Land shall not be subdivided or resubdivided if it is of such character that it cannot be safely used for building purposes because of danger to health, peril from fire, flood or other menace. Nor shall subdivisions or resubdivisions be permitted which might increase the danger to health, life or property, or aggravate the flood hazard.

Sec. 3.02 PLAN OF CONSERVATION & DEVELOPMENT: [Amended 9/8/98, 11/12/2008] Proposed subdivisions or resubdivisions shall conform to the Plan of Conservation & Development or any section thereof.

Sec. 3.03 NATURAL FEATURES: [Amended 8/15/79, 9/16/87, 9/8/98] Natural features such as water courses, water basins, wetlands, beaches, trees, ridge tops, scenic points and similar natural features shall be conserved to the maximum extent feasible. Applicants must demonstrate that passive solar energy techniques have been considered in the design of the subdivision or resubdivision.

Applicants shall consider the problems of accelerated erosion and sedimentation in accordance with the Erosion and Sedimentation Control Handbook, available in the Planning Commission Office. In the discretion of the Commission, the applicant may be required to submit a conservation plan which will conform to, but not be limited to, those plan requirements listed on pages 7 & 8 of the Erosion and Sedimentation Control Handbook. In addition, applicants may be required to submit a soil erosion and sediment control plan as provided for in Article 112 of the Building Zone Regulations.

Sec. 3.04 LOTS: All building lots created by subdivision or resubdivision shall front on a publicly accepted street, a street proposed for public acceptance or a private road conforming to, or to be constructed to, City standards.

Sec. 3.05 LOTS CONTAINING NATURAL BODIES OF WATER: [Amended 9/8/98] A parcel of land containing, or abutting, an open body of water, shall meet the following design requirement upon subdivision or resubdivision:

- (a) The minimum land area required within any given minimum size lot shall conform to the following:

<u>ZONE</u>	<u>MIN. LAND AREA REQUIRED</u>
AAA	32,670 sq.ft
AA	17,424 sq.ft.
A	10,625 sq.ft.
B	5,625 sq.ft.
C (1 family)	4,750 sq.ft.
C (2 family)	Total Zoning Requirement
D	Total Zoning Requirement

- Sec. 3.06 RESERVED STRIPS: Strips of land which permit the control of access to land dedicated, or to be dedicated, to public or private use shall not be served by subdivision or resubdivision.
- Sec. 3.07 BLOCK WIDTH AND LENGTH: Blocks created by new subdivision or resubdivision shall be at least 200 feet wide and at least 200 feet long, but not more than 1200 feet long.
- Sec. 3.08 OFF-STREET PARKING: [Amended 9/8/98] Adequate space shall be provided on every lot, either in open area or by the provision of a garage, to permit the parking of at least two cars for each family residence allowed under the zoning ordinance. The location of the parking area shall be in back of the front yard setback.
- Sec. 3.09 BUILDING LINES: [Amended 9/16/87, 9/8/98] Minimum building setback lines shall be governed by the zoning requirements. In locations where street widening or other improvements are contemplated, the building setback line shall be established by the Planning Commission.
- Sec. 3.10 HIGH PRESSURE PIPE LINES: Subdivision and resubdivision plans of land upon which there exists high pressure pipe lines shall show the exact location of the pipe line as actually located by the surveyor or engineer signing the map. The map shall also indicate all data available from the pipe company showing pipe location, depth, etc.

The following requirements are considered minimum requirements to lessen the hazard around such pipe lines:

- (a) Building setback lines shall be established that are at least 40 feet from the center-line of the pipe.

- (b) Where septic tanks are to be utilized, such septic tanks and all appurtenances and connections shall be on the same side of the pipe line as is the building they will serve; and in no case shall they be closer than 15 feet to the exterior wall of the pipe.
- (c) Proposed streets shall cross such pipe lines at right angles or nearly so. In such street crossings, the pipe shall be enclosed in a casing which, at a minimum, meets the requirements of the specifications in A.P.I. code No. 1102 issued by the American Petroleum Institute entitled "Recommended Practice on Form of Agreement and Specification for Pipe Line Crossing Under Railroad Tracks" except that the minimum distance from the top of the casing to the proposed road surface shall be three feet, six inches and its casing shall extend the full width of the right-of-way.

Sec. 3.11 HIGH TENSION POWER LINES: Subdivision and resubdivision plans of land upon which there exists high tension power lines shall show the exact location of all tower bases and the area of the easement or right-of-way of power lines both by dotted lines and dimensions. Such subdivisions and resubdivisions shall meet the following special conditions:

- (a) All required building setback lines shall be measured from the edge of the power easement nearest the proposed structure.
- (b) Streets to be located beneath such lines shall require approval of the power company which owns the lines.
- (c) Streets located directly beneath high tension power lines shall be, as nearly as possible, at right angles to the power lines and in no case shall make an angle of less than 60 degrees with the power line easement.
- (d) Subdivisions and resubdivisions shall be designed so as to best minimize the encroachment of a power line easement on the lot within the subdivision or resubdivision.

Sec. 3.12 TOP SOIL: All top soil, to a depth of six inches, removed during residential construction shall be stored at the site of the subdivision or resubdivision for the purpose of replacing ground surfaces.

B. STANDARDS & DESIGN REQUIREMENTS FOR PUBLIC IMPROVEMENTS

Sec. 3.13 SUBMISSION TO REGIONAL PLANNING AGENCY: [Amended 9/8/98] Whenever a subdivision of land is planned, the area of which will abut or include land in two or more municipalities one or both of which are within a region or regions having a regional planning agency or agencies, the planning commission, where one exists, of each such municipality shall, before approving the plan, submit it to the regional planning agency or agencies of the region in which it or the other municipality is located.

Sec. 3.13.5 NOTICE TO ADJOINING MUNICIPALITIES: [Amended 9/8/98, 11/12/2008] The planning commission of any municipality shall notify the clerk of any adjoining municipality of the pendency of any application, petition, request or plan concerning any project on any site in which: (1) Any portion of the property affected by a decision of such planning commission is within five hundred feet (500') of the boundary of the adjoining municipality; (2) a significant portion of the traffic to the completed project on the site will use streets within the adjoining municipality to enter or exit the site; (3) a significant portion of the sewer or water drainage from the project on the site will flow through and significantly impact the drainage or sewerage system within the adjoining municipality; or (4) water runoff from the improved site will impact streets or other municipal or private property within the adjoining municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed within seven (7) days of the date of receipt of the application, petition, request or plan. No hearing may be conducted on any application, petition, request or plan unless the adjoining municipality has received the notice required under this section.

Sec. 3.14 REQUIRED PUBLIC IMPROVEMENTS: [Amended 8/18/81] In order to maintain the public health, safety and general welfare of the City of Norwalk under conditions created by the development of vacant land, the following public improvements shall be required in subdivision and resubdivision plans:

STREETS

Sec. 3.15 ACCESS TO NORWALK STREET SYSTEM: [Amended 9/8/98] Where a

subdivision or resubdivision is near a municipal boundary, all proposed lots must be directly connected with the Norwalk street system to provide access for school buses, police, fire and emergency vehicles and public works department equipment. Where such streets are to remain private and the lots are not connected with the Norwalk street system, approval shall be granted only if the proposal is approved by the Fire, Police and Public Works Departments of the City of Norwalk.

Sec. 3.16 ARRANGEMENT OF STREETS: [Amended 3/5/80, 9/8/98] The arrangement of streets shall show consideration to existing and planned streets, topographical conditions, public convenience, safety, and the proposed uses of the land to be served by such streets.

Where streets do not extend to the boundaries of the tract, they shall be separated from such boundaries by a distance of seventy (70) feet.

If a further extension of the proposed street is anticipated and if said extension is, in the opinion of the Commission, compatible with the Comprehensive Plan, the above regulations may be waived.

Where the land to be subdivided, or resubdivided, does not abut an accepted city street or state road, the subdivider, or resubdivider, shall provide and construct a street from the subdivision, or resubdivision, to such city street or state road to be built in compliance with requirements and specifications of the "City of Norwalk, Connecticut Department of Public Works Roadway Standards, May 1982" as amended.

To facilitate inspection of sites involving proposed streets, the subdivision or resubdivision applicant shall have temporary stakes located at 50' intervals along the center-line of the proposed streets.

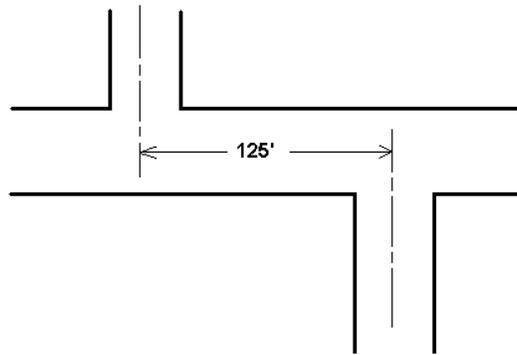
Sec. 3.17 STREET-RIGHT-OF-WAY-WIDTH: [Amended 7/17/85] The street right-of-way width shall conform to the requirements of the "City of Norwalk, Connecticut Department of Public Works Roadway Standards, May 1982" as amended.

Sec. 3.18 CUL-DE-SAC STREETS: Except where near future connections may be possible, dead-end or cul-de-sac streets shall not exceed 600' in length and shall be equipped with a turnaround roadway at the closed end having a minimum radius of 60 feet from the center to the outside edge of the right-of-way and a minimum radius of 50 feet from the center to the outside edge of the traveled way. Whenever a cul-de-sac street is adjacent to a tract to be subdivided, or resubdivided, the continuation of the street shall be platted within such adjacent tract. Where there is a possibility of extension of a cul-de-sac, there shall be a notation on the record map stating that all segments of the turnaround shall be returned to the record owners of adjacent properties at such time as the turnaround is eliminated and that street extension shall begin at the neck of the turnaround.

Sec. 3.19 INTERSECTIONS: [Amended 9/8/98] Intersections shall conform to the requirements of the "City of Norwalk, Connecticut Department of Public Works Roadway Standards, May 1982" as amended.

Street jogs shall be no less than 125' apart, measured from the center of the street (see diagram below).

Diagram 1 - Street Jogs



Sec. 3.20 STREET GRADES: [Amended 9/8/98] Grades of all streets shall conform in general to the terrain and shall, so far as practicable, not exceed 4% for major streets and 8% for minor streets. No street shall have a grade less than 0.5% No secondary street shall have a grade of more than 5% within 200' of an intersection with another street.

Sec. 3.21 CENTER-LINE RADIUS: [Amended 9/16/87] Curve radius shall conform to the requirements of the "City of Norwalk, Conn. Department of Public Works Roadway Standards, May 1982" as amended.

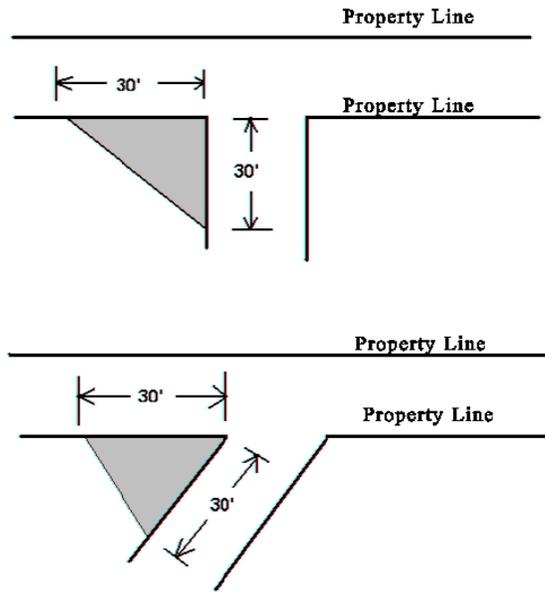
Sec. 3.22 STREET CONSTRUCTION: [Amended 3/5/80, 3/3/83, 9/9/98] Construction of all streets required within a subdivision or resubdivision shall conform to the specifications and Roadway Standards, May 1982" as amended; and the" City of Norwalk, Connecticut Department of Public Works Standards Specifications, April 1982", as amended.

Construction of new pavement shall be required between edge of existing pavement and the new curb on existing streets which bound or intersect the proposed subdivision.

In subdivisions or resubdivisions containing new streets, guard rails shall be installed along the shoulder where the slope of the lot at the street line exceeds the amount specified in the "City of Norwalk, Conn. Department of Public Works Roadway Standards, May 1982" as amended (See Appendix B).

Sec. 3.23 SIGHT DISTANCE PRESERVATION: At a street intersection, no obstruction to sight over 30 inches high shall be allowed within the corner area as shown below:

Diagram 2 - Sight distance Preservation



Sec. 3.24 PRIVATE ROADS: Private roads from a proposed subdivision or resubdivision to an existing public street shall conform to all present City road standards.

When a subdivision, resubdivision or part thereof, utilizes a private road, written approval of the owners of records of the private road shall be required.

Sec. 3.25 STREET ACCEPTANCE: Procedure for the acceptance of streets shall conform to the "Street Ordinance, City of Norwalk" (See Appendix A and B)

Sec. 3.26 STREET NAMES: Streets which join, or are in alignment with streets of abutting or neighboring properties shall bear the same name. Names of new streets shall not duplicate, nor bear phonetic resemblance to, the names of existing streets within the City of Norwalk.

A cul-de-sac shall be entitled :court: and bear the name of the street to which it is joined except when more than one cul-de-sac opens from the same street.

Sec. 3.27 SIDEWALKS: [Amended 8/18/80, 9/16/87, 9/8/98, 11/12/2008] Sidewalks shall be required for all lots where the Commission finds that use, intensity of development, and/or safe pedestrian circulation warrant their installation. All sidewalks shall have pedestrian ramps at the corners of street intersections to allow use by the handicapped.

Construction of sidewalks shall comply with the "City of Norwalk, Connecticut Department of Public Works Roadway Standards, May 1982" as amended. The Commission shall state for the record its findings in each subdivision under this section.

Sec. 3.28 CURBS: [Amended 9/16/87, 9/8/98] Curbs shall be required for all lots where the Commission finds that site conditions including use, intensity of development, safe pedestrian or vehicular traffic movement, storm water drainage, and / or street gradients warrant their installation. Where required, the material shall be as required by the "City of Norwalk, Connecticut Department of Public Works Roadway Standards, May 1982" as amended. The Commission shall state for the record its findings in each subdivision or resubdivision under this section.

Sec. 3.29 WAIVER OF STANDARDS: [Amended 2/18/81] Where conditions exist which affect the subject land and are not generally applicable to other land in the area (such as wetlands, watercourses and other natural features) and where the Commission finds that wetlands, watercourses or other significant natural features would be impaired by strict adherence to the Standards for Design and Construction of Streets (Section 3.15 through 3.28) or where strict conformity to those sections would cause undue hardship, but where the plan otherwise conforms with the regulations, the requirement may be waived by the Commission, provided that the plan conforms to the spirit of the regulations. No waiver shall be granted that would have a significant adverse effect on adjacent property or on public health and safety.

Waivers shall be granted only by three quarters majority of the Commission, which shall state upon its record the reason for granting the waiver. The specific standard(s) waived shall be noted on the final subdivision or resubdivision plan.

Sec. 3.29.1 WIRE UTILITIES: [1/10/12]

For all new streets, electric, telephone, television cable, and other utility wires shall be installed underground.

### STORM DRAINAGE FACILITIES

Sec. 3.30 REQUIREMENTS: [Amended 3/1/78, 9/16/87, 9/8/98]

- (a) Adequate drainage shall be provided across all property and for all streets by means of culverts or channels which shall be designed by a professional engineer registered to practice in Connecticut in accordance with accepted engineering practice and shall meet the approval of the Department of Public Works.
- (b) All drainage shall comply with the "City of Norwalk Drainage Manual, May

1983" as amended.

If a proposed subdivision or resubdivision is in a flood prone area, as designated on the Flood Insurance Rate Map (FIRM) published by the Federal Emergency Management Agency, (1) it shall be consistent with the need to minimize flood damage (2) all public utilities and facilities, such as sewer, gas, electrical and water systems, shall be located and constructed to minimize and eliminate flood damage; and (3) adequate drainage shall be provided to reduce exposure to flood hazards; and (4) base flood elevation data will be provided with all subdivision or resubdivision proposals. Where the base flood elevation data is not available, the applicant shall provide a hydrologic and hydraulic engineering analysis performed by a Connecticut licensed professional engineer that generates base flood elevations for all subdivision or resubdivision proposals.

- (c) Drainage easements to the City of Norwalk shall be required in subdivisions or resubdivisions where new lots are located on an existing street and drainage flows from that City street.

Sec. 3.31 SPECIAL STRUCTURES: [Amended 11/12/2008] Bridges, retaining walls, head walls, and other special structures shall be designed by a professional engineer registered to practice in Connecticut and shall be subject to the approval of the Site Planner, and the Department of Public Works. No structure shall be back filled or covered until inspected and certified by a professional engineer.

#### SANITARY SEWERS

Sec. 3.32 REQUIREMENTS: [Amended 11//12/2008] The Commission shall require the subdivider or resubdivider to provide sanitary sewer facilities and connect them to the existing sewer system to the maximum extent practicable.

Sanitary sewer installation shall conform to the "City of Norwalk, Connecticut Department of Public Works Roadway Standards, May 1982" as amended (see Appendix B).

#### WATER FACILITIES

Sec. 3.33 PUBLIC WATER SERVICE: The Commission shall require facilities for public water supply to serve each lot to the maximum extent practical.

Subdivisions or resubdivisions served by the First and Second Taxing Districts shall require a notation on the utility map stating that the location of the water main or service lines has been approved by the Taxing District Chief Engineer who shall sign and date the aforementioned notation.

Sec. 3.34 [Amended 7/18/84, 9/8/98] Where public water and sanitary sewers are located in front of the building lots, and where the only utilities to be installed are the water and sewer laterals, the Commission may waive the bonding requirement for the subdivision

or resubdivision.

### FIRE HYDRANTS

Sec. 3.35 REQUIREMENTS: [Amended 10/2/85] For each lot in a subdivision or resubdivision served by public water facilities, a fire hydrant is required to be within 500' as measured along the right-of-way or rights-of-way on which the lots front.

New hydrants shall be marked "Proposed." Where a fire hydrants exists, it shall be marked "Existing" and in both cases shown on the Utility Map.

### MONUMENTS

Sec. 3.36 REQUIREMENTS: The subdivider or resubdivider shall provide monuments on property lines of new streets in sufficient number to adequately locate such street lines. The sufficiency of the amount of monuments to be provided shall be attested to the Department of Public Works.

[Amended 9/8/98] Each monument installed shall be within a sighting distance of one other monument.

### UNDER DRAINS

Sec. 3.37 REQUIREMENTS: [Amended 11/12/2008] Under drains to protect the sub-base of any road from underground water action shall be required when and in places deemed necessary by the Commission. The Commission shall allow the requirement for under drains to be included at any time as a condition of City acceptance at the discretion of the Site Planner.

### SHADE AND FLOWERING TREES

Sec. 3.38 REQUIREMENTS: Shade and / or flowering trees shall be planted on the street frontage of all new lots, within the property lines, according to the following standards:  
(a) [Amended 9/8/98, 11/12/2008] Shade trees shall be planted approximately 30 feet apart and flowering trees shall be 25 feet apart subject to the location of driveways, cross streets, and walks.

Such trees shall be at least two feet but not more than ten (10) feet within the property lines of the building lots. Existing trees, of an acceptable type, if located within the above defined areas should be noted on the submitted plans and may be substituted for one or more of those required if the Commission deems them sufficiently conforming.

Whenever possible, native species shall be used. When near or in proximity to wetlands, native species must be used. Species of shade and flowering trees shall

tolerate urban conditions.

(b) [Amended 9/8/98] The diameter of new trees shall be approximately three inches (3") for shade trees and two and one-half inches (2 1/2") for flowering trees.

(c) [Amended 9/8/98] Trees shall be of a species and planted in such locations as to prevent interference with overhead power utility lines.

(d) Neither evergreen nor similar low-branching species of trees shall be permitted in fulfillment of this regulation.

(e) The size, type and location of such trees shall be subject to the approval of the Commission.

### STREET SIGNS

Sec. 3.39 REQUIREMENTS: [Amended 9/8/98] Street signs naming all streets shall be placed at all new road intersections and constructed in accordance with "City of Norwalk, Connecticut Department of Public Works Roadway Standards, May 1982" as amended as shown in Appendix B. Such street signs shall show the name of both streets at the intersection.

### SEEDING OF PLANTING STRIPS, CIRCLE AND SLOPES

Sec. 3.40 REQUIREMENTS: Planting strips, turnaround circles and slopes shall be graded and seeded with perennial grass.

### MASTER PLAN OF PARKS AND OPEN SPACE

Sec. 3.40.5 REQUIREMENTS: [Amended 9/8/98] When proposed parks, schools, public buildings or portions thereof, are shown on subdivision or resubdivision plans, the City of Norwalk shall make known its intention to acquire such land; by purchase and or otherwise, within a period of ninety (90) days from the date of preliminary approval of the subdivision or resubdivision plans by the Commission. Failure to initiate any formal action to acquire title to park land shown on subdivision or resubdivision plans within stipulated 90 days shall constitute a release of the reservation on such land.

Sec. 3.41 GUARANTEE OF PUBLIC IMPROVEMENTS: [Amended 3/5/80, 3/3/83, 9/8/98, 11/12/2008, 1/10/12]

a. All public improvements and utilities shall be bonded prior to the completion of such work. Prior to the commencement of such work, a separate surety for the installation of erosion controls on the site shall be posted.

A subdivider or resubdivider shall post a surety bond, cash bond, passbook or

statement savings account, letter of credit, that is acceptable to the Corporation Counsel as to the form and /or issuing financial institution. Any financial institution or other entity issuing a bond must be in a form that is acceptable to the Commission. All surety bonds shall be governed by all applicable laws of the State of Connecticut.

The bond requirements of this section shall allow for separate bonds to be posted when a subdivision or resubdivision is approved for development in phases.

- b. Posting a cash or surety bond in an amount determined by the Site Planner that is sufficient to secure proper installation of the required public improvements. After a bond has been posted and the subdivider or resubdivider fails to install the required public improvements within one (1) year after all City permits have been secured or the design specifications of such public improvements does not satisfy the Commission, the surety will be called to complete the improvements to the Commission's satisfaction.
- c. Upon completion of improvements required in the approval of a subdivision or resubdivision, the Commission shall require that said work be certified by a Connecticut state licensed engineer as conforming with the construction standards for the City of Norwalk. Any defective work found prior to the issuance of a Certificate of Occupancy shall be corrected immediately.
- d. No lot, as a part of any approved subdivision or resubdivision, shall be sold until the required bond (for public improvements and erosion controls) is posted and approved as to form and/or issuing financial institution.

Sec. 3.42 IMPROVEMENTS REQUIRED BY UNFORSEEN CIRCUMSTANCES: [Amended 1/10/12] During the construction of any public improvements required by the Commission; additional work; or requirements necessary due to unforeseen conditions, e.g., sidehill drainage from cuts, ledge rock, or other conditions which were not apparent at the time of the final approval by the Commission, the Commission may modify the terms and conditions of the final approval so as to require such additional work to be completed as is necessary to conform to accepted engineering practices and , if necessary, may require that the original bond amount be amended to guarantee said additional work.

## **ARTICLE IV. - PROCEDURE FOR THE SUBMISSION AND REVIEW OF SUBDIVISION AND RESUBDIVISION LAYOUTS**

### **A. GENERAL**

Sec. 4.01 RECOMMENDATION STATEMENT: It is recommended that the developer contact the staff of the Commission to discuss the general practicability of the proposed subdivision or resubdivision and the type of layout being considered. Adequate professional advice should be secured by the developer for the platting of land.

Sec. 4.02 INFORMATION SKETCH: The developer may submit a sketch of the proposed subdivision to the Committee for recommendations prior to any formal submission of the subdivision or resubdivision. This step does not require an application or fee.

Sec 4.03 PROCEDURE AND REVIEW OF SUBDIVISIONS/RESUBDIVISIONS:  
[Amended 11/12/2008]

## SUBDIVISION COMMITTEE

### PRELIMINARY

1. Application (submitted in accordance with Planning Commission's deadline).
2. [Amended 9/8/98] Reviewed by Health Dept., Zoning Inspector, Dept. Of Public Works Engineers, Traffic Engineer, S.W.R.P.A., Conservation Commission, Fire Department and any other appropriate agency as required.
3. Initial Committee review. Committee recommends modifications to comply with the city's standards.

### FINAL

1. Final review to note changes required.

## PLANNING COMMISSION

1. Public hearing before Planning Commission (within 65 days of submission ).
2. Commission action (within 65 days of public hearing).
3. [Amended 9/8/98] Extension of the public hearing and/or action dates may be granted as allowed by Section 8-26d. C.G.S.
4. Submission of formal surety, easements, and/or deeds required, as conditions of approval.
5. Filing map on Norwalk Land Records.

### B. PRELIMINARY SUBMISSION

Sec. 4.04 CONTENT: [Amended 9/8/98, 11/12/2008] Preliminary submission shall consist of:

- (1) Written application (ten copies) (see Sec.4.06)
- (2) A proposed subdivision or resubdivision layout (four copies) as described in Sec. 4.07

- (3) Aerial photograph (one copy) (1"=100' or 1"=200' for very large sites) of neighborhood including area within 500' of project site boundaries, showing boundaries of site, title, scale, date photo was taken, north arrow and all street names. (Prints available from D.P.W.) Aerial photograph shall have minimal contrast and must be legible. Any aerials deemed illegible will be rejected. No aerials will be accepted from internet sites or search engines such as Google, Yahoo, or Microsoft Live Search Maps.
- (4) Written confirmation of your tax status pursuant to Public Act No. 95-320 which requires that applications be withheld when taxes are delinquent for a property. Forms are available at the Tax Collector's Office (Room 105) or at the Planning & Zoning Commission (Room 221).

- Sec. 4.05 DEADLINES: [Amended 9/8/98] All applications shall be submitted by 4:30 P.M. on that date indicated on the Official Submission of Documents Schedule which is available at the Planning Commission offices.
- Sec. 4.06 APPLICATION: [Amended 11/12/2008] Application shall be made on the standard application form, entitled "Application for Approval of Subdivision or Resubdivision Map" available at the office of the Commission, and shall be completed in full (see appendix C). In addition, a short and concise narrative shall be attached to describe the intent of the applicant to subdivide and gives specific reasons why the proposed subdivision or resubdivision meets or exceeds both the subdivision / resubdivision and the zoning regulations.
- Sec. 4.07 PRELIMINARY LAYOUT: [Amended 9/16/87] The Preliminary layout drawn at a Scale not smaller than 1" =40' and not larger than 1" = 20" shall be submitted in four (4) copies, and shall supply the following information:
- (a) Location Sketch - showing the relationship of the land to be subdivided to the City and to existing streets. Location map shall be oriented in the same direction as the subdivision layout.
  - (b) North point; scale; date; tax block and existing lot numbers.
  - (c) Title; name and address of record owner, name of developer; designer; and his seal if licensed.
  - (d) Zoning classification of the area to be subdivided and its environs and all zoning boundary lines that occur in the area.
  - (e) [Amended 9/8/98] Topographic contours of the area to be subdivided to at least 2' intervals.
  - (f) The location of existing property lines, easements, buildings, water courses, wetlands, swamps, rock outcrops, utilities, and other pertinent features in the general area.
  - (g) [Amended 9/8/98] Names and addresses of owners of record of adjacent land and land across the street. The applicant shall notify by certified mail, return receipt,

such abutting owners and owners of land across the street on said application.  
(See Appendix D)

- (h) Proposed lot lines, distances, lot numbers and lot acreage. Proposed lots shall show minimum building setback lines.
- (i) Location, name, and widths of existing and proposed streets. Both right-of-way width and traveled way should be indicated.
- (j) An outline and description of the public improvements to be provided including location and size of water mains, laterals, sanitary and storm drains, catch basins, head-walls, culverts, manholes, fire hydrants, monuments, sidewalks, curbs, trees, street signs and land for street widening.
- (k) Connection to existing utilities.
- (l) Indication of the area contributing runoff to the proposed storm drainage system in the subdivision.
- (m) Location and width of proposed easements, right-of-way and their purpose.
- (n) [Amended 9/8/98] Designation of land included in the subdivision or resubdivision that is shown on the Plan of Development.
- (o) When a preliminary layout covers only a part of the subdivider's or resubdivider's entire holding, a sketch of the prospective future street layout in the entire holding shall be furnished.
- (p) [Amended 9/8/98] Preliminary Profile shall be drawn on standard profile paper and shall show:
  - (1) Vertical scale and horizontal scale, date, and name of street (s).
  - (2) Existing center line profile, the existing profile 50' right and left of the center line, proposed street grades, storm drainage and sanitary sewer profile. The length, size, type of pipe, and grade of each run of pipe between structures shall be shown.
  - (3) Road cross sections and additional cross sections at points of excessive cut or fill.
  - (4) Center line station points shall be located in the field at intervals of 100' of road.
- (q) All elevations shown on subdivision or resubdivision layouts shall be based on City Datum. Horizontal control shall be coordinated with the Connecticut Geodetic Survey (CGS) system when CGS control points are within 1000 feet. It is otherwise recommended that all surveys be tied in with the CGS system.
- (r) [Amended 9/8/98] Where drainage computations are necessary, such computations shall be in conformance with the City of Norwalk Drainage Manual

May 1983 as amended. (See Appendix B)

C. PRELIMINARY REVIEW

Sec. 4.08 CONTENT OF REVIEW: [Amended 9/8/98] The Committee shall study the preliminary layout and proposed street profiles in connection with the topography of the area, the existing requirements of the Zoning Ordinance, the Plan of Development, subdivision or resubdivision design, drainage, population density, and general planning principles and shall take into consideration the general requirements of the community.

Sec. 4.09 DEPARTMENT OF PUBLIC WORKS AND TRAFFIC ENGINEER'S REVIEW: [Amended 9/16/87, 9/8/98] Plans for the installation of public improvements, including drainage structures, in subdivisions shall be prepared by a professional engineer registered to practice in Connecticut and the criteria must be submitted for review by the Department of Public Works.

Where new streets are proposed the layout thereof and the intersections with existing city streets shall be reviewed and approved by the Department of Public Works.

Sec. 4.10 HEALTH DEPARTMENT REVIEW: Subdivisions or resubdivisions which are not to be served by public sewers and/or public water supply, shall receive approval from the Health Officer.

Where water is to be provided by means of individual wells and separate sewage systems on each building lot are to be provided, the minimum area and dimensions for any such lot shall conform to the requirements for "AA" Residence Zone and shall be larger when, in the opinion of the Director of Health, such larger area is necessary for the proper disposal of sewage. Where water is to be provided by a public water supply system, and separate sewage systems on each building lot are to be provided, the minimum area and dimensions for any such lot shall conform to the requirements for "A" Residence Zone, and shall be larger when, in the opinion of the Director of Health, such larger area is necessary for the proper disposal of sewage.

It shall be the responsibility of the subdivider or resubdivider to contact the Health Officer, City of Norwalk, to prove that the area of each lot is adequate to permit the installation of operation of an individual sewage disposal system. Such proof shall consist of the approval of the Health Officer after such tests as he may require. The subdivider or resubdivider shall provide the necessary equipment and labor for the making of the tests.

When Health Department approval is given subject to conditions, such conditions shall be noted on the record map.

Sec. 4.11 ZONING APPROVAL: Subdivision or resubdivision layouts shall conform to the Zoning requirements as stated in the "Building Zone Regulations of the City of Norwalk, Connecticut as amended" and as shown on the Building Zone Map of the City of Norwalk, as amended and shall be approved by the Zoning Officer.

Sec. 4.12 REVISION OF PRELIMINARY LAYOUT: The Committee, before action, but not after the public hearing, shall hold discussions with the subdivider, resubdivider or his agent, and may hear and confer with other parties whose interest may be affected by

the proposed layout. After such discussion, the Committee shall communicate to the developer the specific changes, if any, which it will require in the subdivision or resubdivision plan, and the amount of construction or improvement it may require as a prerequisite to the subsequent approval of the plan.

#### D. FINAL SUBMISSION OF SUBDIVISION OR RESUBDIVISION PLAN

- Sec. 4.13 [Amended 9/8/98] The subdivider or resubdivider, after notification by the Committee with respect to any required changes to the preliminary plan, shall file drawings of the final subdivision or resubdivision plan including the street profiles, as described in Sec.4.07. The developer shall have completed in accordance with Committee's decision, all necessary changes in the final subdivision or resubdivision plan.
- Sec. 4.14 CONTENT: Final submissions shall consist of the Final Subdivision/ Resubdivision Layout as described in Sec. 4.16.
- Sec. 4.15 FEE: [Amended 1/24/79, 10/14/97, 10/10/03, 4/21/06] A fee for processing the application and inspecting improvements shall accompany the application. Such fee, paid by check or postal money order payable to 'Treasurer, City of Norwalk' shall be a minimum of **\$200.00** per lot, or parcel. A **sixty dollar (\$60.00)** State fee will be added to all applications. Legal notice fees shall be the responsibility of the applicant who will be billed for the payment of Legal Notice fees directly by the publisher of such notice.

When a public hearing is required, applicants shall be responsible for payment of three (3) legal notices to the publisher of such notices. Two notices will advertise the application's public hearing date and one will advertise the Commission's action on the application.

- Sec. 4.16 FINAL LAYOUT: [Amended 9/16/87] The final subdivision/resubdivision layout shall be drawn on a plan acceptable to the Town Clerk for filing on the Norwalk Land Records and submitted together with:
- Five (5) prints of the subdivision/resubdivision layout.
  - Three (3) prints of the road and drainage profiles.
  - Five (5) prints of the final utility map.

The following information shall be submitted with or on the final plan:

- (a) Location sketch (upper right hand corner) showing the relationship of the land to be subdivided or resubdivided to the City and to existing streets. Portions of the proposed subdivision or resubdivision which are within 500' of a municipal boundary should be noted here.
- (b) North arrow, scale, date.
- (c) Title, name and address of record owner: name of developer, and surveyor and engineer, and seal of the surveyor and engineer.
- (d) Signature block as follows: Approved by the Norwalk Planning Commission on

\_\_\_\_\_  
\_\_\_\_\_

Attest: \_\_\_\_\_, Chairman      Date \_\_\_\_\_  
Attest: \_\_\_\_\_, Secretary      Date \_\_\_\_\_

Received on file in the Office of the Town Clerk of the City of Norwalk  
at \_\_\_\_\_ on \_\_\_\_\_

By \_\_\_\_\_ Town Clerk

[Amended 9/8/98] This survey has been prepared in accordance with Sections 20-300b-1 thru 20-300b-20 of the Regulations of Connecticut State Agencies and the "Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. and conforming to Horizontal Accuracy Class A-2.

By: \_\_\_\_\_ L.S.  
Connecticut Registration No. \_\_\_\_\_

- (e) Zoning classification of the area to be subdivided or resubdivided and its environs and all zoning boundary lines that occur in the area.
- (f) The location of existing property lines, easements buildings, water courses, wetlands, swamps, rock outcrops, high pressure gas mains and high tension electric transmission towers.
- (g) Names of owner of record of adjacent acreage.
- (h) Proposed lot lines, distances, lot numbers, and lot acreage. Proposed lots shall also show minimum building setback lines.
- (i) All distances on lot lines shall be shown to the nearest .01'. All bearings to the nearest 1/2 minute. All areas to the nearest .001 acre or 10 square feet. The area of lots over 1/2 acre shall be shown in acres; area of lots under 1/2 acre shall be shown in square feet.
- (j) Location, name and width of existing and proposed streets. Both right-of-way width and pavement width should be indicated. Distances between street intersections should be shown.
- (k) Proposed monuments shall be indicated with the note, "monument to be set."
- (l) Connections to existing utilities.
- (m) Location and width of easements, right-of-ways, and their purpose.
- (n) [Amended 9/8/98] Designation of proposed public land included in the subdivision or resubdivision that is shown on the Plan Development.
- (o) Offers of dedication for land in streets or other areas to be offered for public acceptance.

- (p) Utility Map showing all proposed utilities, including location and size of the water mains, sanitary sewers and storm drainage, laterals, catch basins, head walls, culverts, manholes, fire hydrants, sidewalks, streets and curbs, and the size and grade of the pipe receiving the drainage runoff from the subdivision.
- (q) Road and drainage Profile Map - The Final Profile Map shall be the same as the preliminary profile, revised as required.
- (r) Certification by a Connecticut Licensed Land Surveyor.
- (s) Certification by a Connecticut Licensed Engineer for storm drainage and sanitary sewer design.

E. FINAL COMMITTEE REVIEW

Sec. 4.17 Following submission of any necessary changes in the subdivision or resubdivision plan the Committee shall review the layout and schedule the subdivision or resubdivision for Public Hearing.

Sec. 4.18 PUBLIC HEARING AND NOTICES: [Amended 9/16/87, 5/2/90] No plan of subdivision or resubdivision shall be acted upon by the Commission without a public hearing. Notice of the public hearing shall be given by publication in a newspaper of general circulation in the City of Norwalk at least twice at intervals of not less than two (2) days, the first not more than fifteen (15) days, nor less than ten (10) days and the last not less than two (2) days prior to the date of such hearing, and by sending a copy thereof by registered or certified mail to the applicant. The applicant shall notify by certified mail return receipt requested at least fifteen (15) days prior to the public hearing, the owners of land abutting and across the street from the proposed subdivision or resubdivision.

When a condominium is located across the street or abuts the subject proposal, notification may be sent to the President and Secretary of the Condominium Association in lieu of the individual unit owners.

[Amended 9/8/98] The name of the owners shall be taken from the latest Tax Assessor records. The notification form in Appendix D shall be used. At this hearing the subdivider or resubdivider or his agent and all other parties whose interest may be affected by the proposed subdivision or resubdivision, shall be heard.

Sec. 4.19 PLANNING COMMISSION ACTION: Following review of the Final Plan and any changes required therein, and a public hearing, the Commission shall approve, modify and approve, or disapprove any subdivision or resubdivision application or maps and plans submitted therewith.

Sec. 4.20 NOTIFICATION: Notice of the decision of the Commission shall be published in a newspaper having a substantial circulation in the City of Norwalk and addressed by certified mail to the subdivider or resubdivider within fifteen (15) days after such a decision is rendered.

Such notice shall be a simple statement that such application was approved, modified and approved, or disapproved, together with the date of such action.

Sec. 4.21 FAVORABLE: [Amended 9/8/98] In the case of approval by the Commission, the record map shall be held by the Commission pending the submission of any required surety bond or the proper completion of the required improvements within ninety (90) days after the effective date of Commission action, submission of any required written easement or quit claim deeds to the City of Norwalk, and the Corporation Counsel's approval thereof, and compliance with any other condition required by the Commission.

Sec. 4.22 WAITING PERIOD: Subdivisions or resubdivisions disapproved by the Commission shall not be submitted for reconsideration until six (6) months from the date of disapproval has elapsed.

#### F. ADDITIONAL PROCEDURES

Sec. 4.23 APPROVAL AND FILING OF EASEMENTS: Before the approved subdivision or resubdivision can be filed, all required easements and deeds shall be submitted to the Commission which shall forward the

documents and map, and if he or she deems it necessary, will confer with the developer or their attorney. Upon approval, the Corporation Counsel will initial the original documents and return them to the Commission. The original documents and the record map shall be recorded at the same time in the office of the Town Clerk at the expense of the developer or their agent.

Off-site easements of any kind shall be submitted with a copy of the map to the Corporation Counsel for approval. Suggested easement forms are available at the office of the Planning Commission.

Sec. 4.24 SUBMISSION OF SURETY: [Amended 9/16/87, 11/12/2008, 1/10/12] Any surety bond to guarantee the proper completion of public improvements required in a subdivision, or resubdivision, must be submitted and approved as to form and/or issuing financial institution by the Commission and such surety bond shall be posted prior to the completion all public improvements and utilities.

Acceptable forms of a bond may include the following: surety bond, cash bond, passbook or statement savings account, letter of credit.

The required surety form and instructions are shown in Appendix F and H and is available at the Commission office.

Sec. 4.25 FILING MAP IN LAND RECORDS: [Amended 9/8/98] All approved subdivision or resubdivision plans shall be filed in the office of the Town Clerk and any plan not so filed within ninety (90) days of the expiration of the appeal period under section 8-8 CGS, shall become null and void, except that the Commission may extend the time for such filing for two (2) additional periods of ninety (90) days and the plan shall remain valid until the expiration of such extended time. No such plan shall be filed by the Town Clerk until its approval has been endorsed thereon by the Chairman or Secretary of the Commission.

Sec. 4.26 "AS-BUILT" DRAWING AND RELEASE OF SURETY: [Amended 1/10/12] Before the release of any public improvement surety, two (2) copies of 'as-built' drawings showing the location of all improvements, as constructed in both plan and profile shall be submitted to the Site Planner.

Following a finding that the improvements have been properly constructed and after the Common Council has accepted the street offered for dedication, the Commission may release the surety of the subdivider or resubdivider.

#### G. ADDITIONAL GENERAL INFORMATION

Sec. 4.27 WITHDRAWAL OF APPLICATION: Any application for a subdivision, or resubdivision, may be withdrawn at any time, by the developer, their agent or their successor, by filing with the Commission a formal request, in writing and returning the map, if it has been approved, to the Commission for cancellation.

An approved subdivision or resubdivision map which has been filed in the land records may not be withdrawn.

## **ARTICLE V - DETRIMENT TO GENERAL WELFARE**

Sec. 5.01 Subdivision, or resubdivision, proposals which could have an adverse effect, or could contribute to an adverse effect, on the public health, safety and general welfare shall not receive favorable consideration although meeting other requirements of these regulations.

## **ARTICLE VI - VALIDITY**

Sec. 6.01 If any part of these regulations shall, for any reason, be held to be invalid or unconstitutional, the validity of any other section or remaining portion shall not be affected or impaired.

## **ARTICLE VII - REPEAL OF OLD REGULATIONS**

Sec. 7.01 All subdivision and resubdivision regulations previously adopted for the City of Norwalk are hereby repealed.

***ALL CORRESPONDENCE SHOULD  
BE ADDRESSED TO:***

***NORWALK PLANNING COMMISSION  
CITY HALL  
125 EAST AVENUE P.O. BOX 5125  
NORWALK, CT 06856-5125***

***PHONE 203 854-7780  
FAX 203 854-7958***

APPENDIX A  
[Amended 11/12/2008]

TO: THE PLANNING COMMISSION: DATE: \_\_\_\_\_  
DEPARTMENT OF PUBLIC WORKS:  
ROAD INSPECTOR:

The applicant \_\_\_\_\_  
hereby requests the City of Norwalk to accept the following as a city-owned street:

\_\_\_\_\_  
\_\_\_\_\_  
s/s \_\_\_\_\_  
CITY CLERK

THE COMMON COUNCIL OF THE CITY OF NORWALK: DATE: \_\_\_\_\_  
The Planning Commission hereby recommends that \_\_\_\_\_  
\_\_\_\_\_ (BE ACCEPTED) - (NOT BE ACCEPTED) by the  
City at this time for the following reasons: \_\_\_\_\_

s/s \_\_\_\_\_  
DIRECTOR OF PLANNING

TO: THE COMMON COUNCIL OF THE CITY OF NORWALK: DATE: \_\_\_\_\_

The Department of Public Works hereby recommends that \_\_\_\_\_  
\_\_\_\_\_ (BE ACCEPTED) - (NOT BE ACCEPTED) by the  
City at this time for the following reasons: \_\_\_\_\_

s/s \_\_\_\_\_  
PUBLIC WORKS COMMISSIONER

TO: THE COMMON COUNCIL OF THE CITY OF NORWALK: DATE: \_\_\_\_\_

The Road Inspector hereby recommends that \_\_\_\_\_  
\_\_\_\_\_ (BE ACCEPTED) - (NOT BE ACCEPTED) by the  
City at this time for the following reasons: \_\_\_\_\_

s/s \_\_\_\_\_  
SITE PLANNER

APPENDIX B

See "Road and Drainage Standards - City of Norwalk"  
Available at the Norwalk Department of Public Works

APPENDIX C  
[Amended 11/12/2008]

PLANNING COMMISSION  
CITY HALL  
125 EAST AVENUE P.O. BOX 5125  
NORWALK, CT 06856-5125

APPLICATION FOR APPROVAL OF SUBDIVISION OR RESUBDIVISION MAP

Application is hereby made to the City Planning Commission for approval of a Subdivision or Resubdivision map entitled:

\_\_\_\_\_

\_\_\_\_\_

1. Name and address of persons submitting application: \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_

Cell Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

2. Name and address of owner of record at time of submission of plans: \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_

Cell Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

3. Name and address of Engineer, Surveyor or Designer: \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_

Cell Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

4. Address of Property \_\_\_\_\_

5. Tax District \_\_\_\_\_ Tax Block \_\_\_\_\_ Tax Lot \_\_\_\_\_ CAM \_\_\_\_\_

6. Zoning Designation \_\_\_\_\_ Plan of Development Designation \_\_\_\_\_

7. Total area of proposed subdivision or resubdivision: \_\_\_\_\_ acres \_\_\_\_\_ square feet

7a. No. of lots proposed \_\_\_\_\_

8. Water Supply:

a. Is public water available within or at periphery of proposed subdivision or resubdivision?

b. If not, how far distant is public water available, measured along a public right-of-way?

\_\_\_\_\_

c. Is the public water system to be extended to serve proposed subdivision or resubdivision?

\_\_\_\_\_

Subd. Application Cont.

9. Sewage Disposal:

- a. Is public sewage system available within or at periphery of proposed subdivision or resubdivision? \_\_\_\_\_
- b. If not, how far distant is public sewage available, measured along a public right-of-way?  
\_\_\_\_\_
- c. Is the public sewage system to be extended to serve proposed subdivision or resubdivision? \_\_\_\_\_

10. Streets:

- a. List names of existing streets and widths of right-of-way and traveled roadway within or adjacent to proposed subdivision or resubdivision  
\_\_\_\_\_
- b. List names of proposed streets and lengths: \_\_\_\_\_
- c. Can this application form be considered an offer of dedication to the City of Norwalk for public acceptance of the proposed streets contained in this subdivision or resubdivision upon proper completion thereof? \_\_\_\_\_  
If not, please explain:  
\_\_\_\_\_

11. Existing structures: Description: \_\_\_\_\_  
\_\_\_\_\_

12. Does owner of record own or have any interest in a partnership or corporation owning abutting property? \_\_\_\_\_

13. Has the Zoning Board of Appeals granted any variances or permits concerning this property?  
\_\_\_\_\_ If so, full information must be attached. \_\_\_\_\_

14. Is any variance from the "Subdivision/Resubdivision Regulations" requested? \_If so, a letter stating reasons must be submitted herewith.

RECORD OWNER(S) SIGNATURE

\_\_\_\_\_  
(If agent signs, a letter of authorization from the owner(s) must accompany this application).

APPLICATION AND INSPECTION (to be filled in by Planning Commission Staff)

1. Number of new building lots – including

Remainder of tract: \_\_\_\_\_ X \$200 = \_\_\_\_\_ + \$30 State fee = \_\_\_\_\_

2. Minimum fee: **\$400.** + \$60.00 State fee: Total \_\_\_\_\_

PAID TO: \_\_\_\_\_

(Signature)

DATE: \_\_\_\_\_

-3-

Subd. Application Cont.

**NARRATIVE: Attach a narative that gives a consicse explanation of the proposed subdivision or resubdivision and how it meets or exceeds the subdivision and resubdivision regulations.**

List names and addresses of owners abutting and across the street from the property to be subdivided or resubdivided.

NORWALK PLANNING COMMISSION  
CITY HALL  
125 EAST AVENUE P.O. BOX 5125  
NORWALK, CT 06856-5125

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY& STATE: \_\_\_\_\_  
D/B/L: \_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY& STATE: \_\_\_\_\_  
D/B/L: \_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY& STATE: \_\_\_\_\_  
D/B/L: \_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY& STATE: \_\_\_\_\_  
D/B/L: \_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY& STATE: \_\_\_\_\_  
D/B/L: \_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY& STATE: \_\_\_\_\_  
D/B/L: \_\_\_\_\_

APPENDIX D  
(Amended 9/16/87)

**NOTIFICATION FORM**

Dear \_\_\_\_\_:

Be advised that \_\_\_\_\_ has applied for a subdivision or  
resubdivision

(Applicant)

for property located at the following address:

\_\_\_\_\_

\_\_\_\_\_

(Street name and number and District Block and Lot numbers)

The Norwalk Planning Commission will hold a Public Hearing on this proposal on

\_\_\_\_\_

(Day, Date, Time and Location)

\_\_\_\_\_.

You are being notified because your property abuts or is directly across the street from the area proposed for subdivision or resubdivision.

The application is on file and available for inspection at the Planning Commission Office, City Hall, 125 East Avenue, P.O. Box 5125, Norwalk, Connecticut 06856-5125.

\_\_\_\_\_  
(To be signed by applicant)

(THIS FORM IS TO BE COMPLETED BY APPLICANT  
AND SENT CERTIFIED MAIL)

APPENDIX E  
(amended)  
8/15/79

EROSION AND SEDIMENTATION PREVENTION GUIDELINES

The following factors shall be considered in a plan to minimize erosion and sedimentation caused by earth disturbing activities:

3. Erosion and sedimentation controls are to be installed prior to construction, where possible.
4. Land disturbances are to be kept to a minimum; restabilization is to be scheduled as soon as possible.
5. All control measures are to be maintained in effective condition throughout the construction period and until all disturbed areas are thoroughly stabilized.
6. Additional control measures are to be installed during construction if required by the Planning Engineer.
7. Sediment removed from control structures is to be disposed of in a manner consistent with the intent of the control plan.
8. Hay bale filters are to be installed at all culverts, catch basins, and along the toe of all critical cut/fill slopes.
9. Culvert discharge areas are to be rip-rapped and energy dissipaters are to be used where necessary.
10. All erosion and sedimentation controls are to be constructed in accordance with standards and specifications of the Erosion and Sedimentation Control Handbook.
11. The responsibility for implementing the Erosion and Sedimentation Control Plan must be assigned to an individual. This individual is responsible for informing all concerned of the requirements of the plan, and for seeing that a copy of such plan is transferred to any successor in interest to the title of the land or any portion thereof. This individual must be identified to the Commission prior to the start of any construction.

**PLANNING COMMISSION  
125 EAST AVENUE  
P.O. BOX 5125  
NORWALK, CONNECTICUT 06856-5125**

**BOND FOR COMPLETION OF LAND SUBDIVISION OR RESUBDIVISION  
IMPROVEMENTS**

**KNOW ALL MEN BY THESE PRESENTS:**

**THAT WE,**

\_\_\_\_\_ of the City of \_\_\_\_\_, as **PRINCIPAL** and \_\_\_\_\_

a corporation duly licensed to conduct a surety business in the State of Connecticut and having its principal office at \_\_\_\_\_, as **SURETY**, are jointly and severally bond unto the City of Norwalk, Connecticut in the amount (\$ \_\_\_\_\_) for which payment, well and truly to be made, we jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Signed, Sealed and Delivered this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the **PRINCIPAL** has made application to the Planning Commission for the approval of a plan for the subdivision **or resubdivision** of certain land located in the City of Norwalk, which plan is entitled \_\_\_\_\_

\_\_\_\_\_  
—  
\_\_\_\_\_

,  
was made by \_\_\_\_\_ and is dated \_\_\_\_\_

WHEREAS, the Planning Commission has approved said plan on condition that the **PRINCIPAL** file with the Commission a bond in the amount of \$ \_\_\_\_\_, with surety and conditions satisfactory to the Commission securing to the City the actual completion within one year of certain work and installations required by the Commission, as more fully appears in the record

of the hearings of the Commission on the **PRINCIPAL's** application, which record is hereby made a part hereof;



Commission of the City of Norwalk.

2. The Bond should be completed and filed with the Planning Commission of the City of Norwalk after notification of approval of the Subdivision or resubdivision by the Planning Commission.
3. The penalty of the Bond is the Planning Commission's estimate of the amount necessary to complete required improvements.
4. The file on the subdivision or resubdivision may be inspected by a representative of a surety or prospective surety at the office of the Planning Commission.
5. A copy of Commission Subdivision Regulations is available upon request to the Planning Commission.
6. Power's of Attorney for persons signing on behalf of the surety must be attached to the Bond if not already on file with the Planning Commission.
7. If the person acting as Attorney for the surety company is not a licensed Connecticut resident agent of the State of Connecticut, then this Bond shall be countersigned by a licensed Connecticut resident agent of the company.
8. The signature of two (2) witnesses is required on the Bond.
9. If the Subdivision or resubdivision Sponsor is a Corporation, then the Corporate seal must be shown in addition to the Seal of the Bonding Company.
10. The Bond must show the Bond Number and the name, address, and phone number of the Bonding Company's local agent.
11. The City of Norwalk requires a completion date of one year, although the Bond is of longer duration. Therefore, the date shown on the Bond for completion to the satisfaction of the Planning Commission of the City of Norwalk, should be ONE YEAR LATER than the date the Bond is signed, sealed and delivered.
12. The Commission will consider applications for extension of time to complete improvements when good cause for delay is shown.
13. Upon request of the Developer or Surety, the Committee on Subdivisions will, at reasonable intervals, report on the partial completion of improvements.
14. Application for release of the Bond, upon completion of the required work, must include engineering certification of required improvements, "As-Built" drawings of a Plan and Profile showing location, dimensions, elevations, profiles, etc. of all improvements, including fire hydrants and monuments as they exist. The "As-Built" drawings must be signed and sealed by a surveyor licensed in the State of Connecticut.
15. The Planning Commission shall not release any Road Bonds until the "As-Built" drawings and all improvements have been approved by the Planning Commission and the road has been accepted by the Common Council. No road completed after October 31st shall be accepted prior to April 1st of the succeeding year.

## APPENDIX G

### MAINTENANCE BOND

**DELETED**  
[Amended 1/10/12]

**APPENDIX H**

**SURETY FOR PLANNING COMMISSION APPROVALS**  
**[Amended 1/10/12]**

A surety which is submitted as a condition of approval of the Planning Commission shall be submitted

in one of the following forms:

- a. A surety bond totaling 100% of the surety. (See Appendix F)
- b. A cash surety totaling 100% .

If a cash surety is submitted in the form of a bank or personal check it must be made payable to ***Treasurer – City of Norwalk***, unless otherwise stated by the Commission.

In all cases, Corporation Counsel and the Commission reserves the right to approve the surety as to form and/or issuing financial institution.

(This page intentionally left blank.)