

# Town of Rocky Hill Subdivision Regulations



EFFECTIVE AUGUST 1, 2019

**PLANNING AND ZONING COMMISSION**  
**TOWN OF ROCKY HILL, CONNECTICUT**

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(this page only)

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## 1. DECLARATION OF POLICY

These regulations are prepared to further the purposes set forth in Chapter 126, and Chapter 97, Section 7-120 of the General Statutes of the State of Connecticut, Revision of 1958 as amended, and for the promotion of greater efficiency and economy, the coordinated development of the Town of Rocky Hill and the general welfare and prosperity of its people, particularly in the following ways:

A) To guide the future development of the Town of Rocky Hill with a comprehensive land use plan and population density so that the Town may realize its potentialities as a desirable place in which to live and work, with the best possible relationship among residential, commercial, and industrial areas within the Town and with due consideration (a) to the particular suitability of each of these areas for various uses, and (b) to existing conditions and trends in population, land use, and building development.

B) To encourage an orderly pattern of residential development around existing subdivisions in the Town, in order to facilitate the adequate provision of schools and other public services on an economical basis.

C) To bring about the most beneficial relationships between building and land; and to provide adequate, safe and convenient access for both bicycle and pedestrian traffic as well as vehicular traffic through the town and to the various buildings and lands within the town; to avoid congestion in the streets and highways of the town; to assure that adequate access to properties for firefighting apparatus shall be provided.

D) To assure adequate provision of water supply, surface drainage and sanitary sewerage; to assure that, in places deemed proper by the Commission, open spaces for parks and playgrounds shall be shown on the Subdivision Plan.

E) To protect and conserve the value of buildings.

## 2. DEFINITIONS

For the purposes of these regulations, certain terms and words used herein shall be used, interpreted and defined as set forth in this section.

**AFFORDABLE HOUSING** means Housing for which people and families pay thirty percent (30%) or less of their annual income where such income is less than or equal to eighty percent (80%) of the area median income, as determined by the United States Department of Housing and Urban Development.

**APPLICANT** means any person, firm, corporation or partnership who shall apply to the Commission for approval of a subdivision, as hereinafter defined, either for himself or as a legally authorized agent for others.

**ASPHALT BINDER COURSE** an intermediate course between the course base and the surfacing material

**BASE FLOOD ELEVATION (BFE)** The computed elevation to which floodwater is anticipated to rise during the base flood. Base Flood Elevations (BFEs) are shown on Flood Insurance Rate Maps (FIRMs) and on the flood profiles.

**COMMISSION** means the Planning and Zoning Commission of the Town of Rocky Hill, County of Hartford, State of Connecticut.

**CUL-DE-SAC** See DEAD-END STREET

**DATE OF RECEIPT** shall be the date of the next regularly scheduled Commission meeting.

**DEAD-END STREET** means a street or portion of a street with only one vehicular outlet.

**EASEMENT** is the authorization by a property owner for the use by another, and for a specified purpose, of any designated part off his property.

**FINANCIAL GAURANTEE** cash bonds, passbook, or statement savings accounts and other financial guarantees other than surety bonds including, but not limited to, letters of credit, provided such other financial guarantee is in a form acceptable to the Commission and the financial institution or other entity issuing any letter of credit is acceptable to the Commission.

**SUBDIVISION PLAN** means the map(s), drawing(s), and all required supporting data upon which the subdivider's plan of subdivision is presented to the Commission for approval and which, if approved, will be submitted to the Town Clerk for recording.

**LOT** means an area of land under single ownership, designated by its owner, at the time of filing an application, as a separate unit to be used, developed, or built upon in compliance with the standards required by the Rocky Hill Zoning Regulations.

**OPEN SPACE AND CONSERVATION COMMISSION** means the Commission responsible for advising and making recommendations to the Town Manager, the Council, and other boards and commissions of the Town regarding the development and conservation of Natural resources, including water resources within the territorial limits of the Town.

**PARCEL** means a piece or portion of land which is to be subdivided. For the purpose of these regulations the terms parcel and tract are synonymous.

**PLAN AND PROFILE** means the drawing or drawings depicting respectively the horizontal and vertical design for street construction.

**PRINT** means a copy which reproduces exactly the data on the original drawing from which it is made.

**RESERVE STRIP** means land controlling access to an area dedicated or to be dedicated to public use.

**RESUBDIVISION** shall mean a change in map of an approved or recorded subdivision or resubdivision if such change (a) affects any street layout shown on such map or (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.

**STREET** Any existing state or town highway, or a street shown (a) on a subdivision approved by the Commission, or (b) on a subdivision duly filed or recorded in the Office of the Town Clerk of the Town of Rocky Hill prior to the granting to the Commission and power to approve subdivisions, provided such street shall have been suitably improved to the satisfaction of the Commission and in addition shall meet the following minimum requirements:

- (i) The street right-of-way shall have been legally established by statutory authority, and shall have at least one intersection with another town street or state highway;
- (ii) The street right-of-way shall have a minimum width of 50 feet;
- (iii) The street shall be one that is not under consideration for discontinuance or realignment by the authority having jurisdiction;
- (iv) The street alignment and grades shall be in harmony with existing and proposed streets and the Plan of Development of the Town, and shall conform substantially to these regulations and the Department of Public Works Design Manual;
- (v) Street construction (sub base and base course) shall be sufficient to carry safely and adequately potential future traffic computed on the basis of land areas to be served and population density based on zoning requirements and shall conform to the Department of Public Works Design Manual;
- (vi) Storm drainage disposal shall be adequate for present and additional storm drainage created by new subdivisions. It shall not increase the Town's obligation for additional storm drainage disposal on existing town streets and shall conform to the Department of Public Works Design Manual;
- (vii) State highways shall be considered to meet the above standards.

**STREET, ACCEPTED** means any street which has become public by virtue of official acceptance by the Town Council.

**STREET, APPROVED** means any street whose location has been approved by official action of the Commission.

**STREET LINE** means a lot line separating a lot from the street.

**STREET PAVEMENT** means the wearing or exposed surface of the roadway used by vehicular traffic.

**SUBDIVIDER** means the owner of record at the time of filing of an approved Subdivision Plan.

**SUBDIVISION** 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.

**THESE REGULATIONS** means the Subdivision Regulations of the Town of Rocky Hill, County of Hartford, State of Connecticut as contained herein, and includes amendments thereto. Rocky Hill Subdivision Regulations adopted April 5, 1950.

**TRACT** - See PARCEL

**ZONING REGULATIONS** means the Zoning Regulations of the Town of Rocky Hill, Connecticut, which are in effect at the time a subdivision is approved by the Commission.

### 3. GENERAL REQUIREMENTS

- A. No Subdivision of land shall be made until a plan for such subdivision has been approved by the Commission per CGS §8-25
- B. Should a developer have built upon the same tract or parcel of land two or more houses, or have divided said tract or parcel of land into three or more lots, and it seems otherwise evident to the Commission that he is in fact developing a subdivision even though no application for said subdivision has been made, the Commission may declare said tract or parcel a subdivision and require the developer to make application as required in these regulations, unless the developer can reasonably prove to the Commission that his actions do not constitute a subdivision. Failure to follow the action of this Commission shall make the developer liable to appropriate penalties as indicated in paragraph C of these regulations, and no further building permits will be granted to said tract until the developer has complied.
- C. Penalty: Any person, firm or corporation making any subdivision of land without the approval of the Commission shall be fined not more than five hundred dollars for each lot sold or offered for sale or so subdivided. The Town may enjoin such action by a subdivider by action for injunction and/or may recover such penalty by civil action; the remedies shall be cumulative, not alternative per CGS §8-25
- D. Land to be Subdivided: Land to be subdivided shall be of such character that it can be used for residential purposes without danger to health and safety. Land not to be subdivided for residential purposes includes land that:
  1. Is subject to flooding

2. Cannot be adequately sewered
3. Could be a hazard to public health, safety, welfare, property or life of present or future residents;
4. Is classified as wetlands which cannot be used for construction purposes as determined by the Open Space and Conservation Commission.

E. If a proposed subdivision involves land regulated as an Inland Wetland under the provisions of the Rocky Hill Inland Wetland Regulations and the agency responsible for administrating the Inland Wetland regulations has not already reviewed the application, the Planning and Zoning Commission shall not render a decision until the Inland Wetlands Agency has submitted a report with its final decision to the Commission per CGS §8-26.

F. All Subdivision Plans must conform to the Zoning Regulations of the Town and to the Subdivision Regulations herewith prescribed before receiving final approval.

G. Lot sizes and geography:

1. The size of lots shall be as required by the Zoning Regulations of the Town of Rocky Hill and the dimensions, shape, orientation and ground conditions of each lot or parcel shall be conducive to its maximum usefulness.
2. Land of such geophysical nature, that in its present state, cannot safely be used for building purposes because of the hazards such as danger to health, peril from fire or flood, inadequacy of public drainage systems, difficult site drainage, temporary flooding, erosion, steep slopes or any other condition deemed by the omission to make the land unfit for building purposes, shall not be approved for residential subdivision unless the Commission is satisfied that the proposed engineering for treatment of the site will eliminate such hazards.

H. The developer of any subdivision shall provide land to be dedicated for public use, except that the Planning and Zoning Commission may at its discretion waive this requirement if fewer than ten (10) acres are involved. Such land for public use shall be graded to properly dispose of surface water and shall be seeded with field grass in open areas; all brush and debris and dead and diseased vegetation shall be removed and the land left in condition for purposes intended. A Warranty Deed for such land, properly executed to the Town of Rocky Hill, shall be submitted to the Town prior to recording the approved Subdivision plan.

The Town of Rocky Hill shall have sixty five (65) days from the first date the Planning and Zoning Commission reviews the Subdivision Plans to accept the offer of the land for public use. Failure by the Town to accept the land for public use within the sixty five (65) days shall be deemed a rejection by the Town of land or public use and the developer must return to the Commission and implement another alternative as described above.

- I. Any subdivision proposed to be developed under cluster development shall provide Open Space land in accordance with the requirement of the Rocky Hill Zoning Regulations, Section 6.D.
- J. Temporary street name signs shall be installed and maintained by the developer after the roadway binder has been put in place. Prior to the Developer offering the streets to the Town of Rocky Hill for acceptance permanent street name signs shall be installed. Permanent street name signs must conform to the Manual on Uniform Traffic Control Devices.
- K. All regulatory traffic control signs must be installed as shown on the approved Subdivision Plan prior to street acceptance. Signs must conform to the Manual on Uniform Traffic Control Devices.
- L. The developer shall be required to insure the removal of ice and snow from the streets and sidewalks within the subdivision until such time as the streets in the subdivision have been accepted by the Town of Rocky Hill.
- M. Prior to the Town of Rocky Hill accepting the streets within the subdivision the developer is required to periodically sweep, or spray with water or calcium chloride or other acceptable method all streets within and adjacent to the subdivision so that dust pollution and dirt accumulation is kept at a minimum and to perform maintenance of all improvements until the acceptance and the recording of the deeds in the office of the Town Clerk.
- N. Any person, firm, or corporation making any subdivision of land shall complete all work in connection therewith within five (5) years after the approval of the plan for such subdivision. The Commission's endorsement of approval of the plan shall state the date on which such five (5) year period expires. In the case of the Subdivision Plan approved after the adoption of these regulations failure to complete all work within such five (5) year period shall result in the automatic expiration of the approval of such plan provided the Commission shall file on the land records of the Town such expiration notice, and no further lots shall be conveyed in the subdivision except with approval by the Commission of a new application for subdivision approval by the Commission of a new application for subdivision of the subject land. For the purpose of this section work shall mean all physical improvements required by the approved Subdivision Plan other than staking out of lots.
- O. The proposed subdivision shall conform to the Plan of Development and to the Zoning Regulation requirements. However, the Commission may waive certain subdivision requirements by a three-quarters vote of all members of the Commission in cases where certain geographical or topographical or geological conditions exist which would cause undue hardship or injustice to the land owner if a literal interpretation of the Subdivision

Regulations was enforced. The Commission shall state upon its record reasons for which a waiver is granted as well as indication that the spirit of the Subdivision Regulations and the public convenience and welfare will not be adversely affected.

4. **WAIVERS**

Where conditions exist which affect the subject land and are not generally applicable to other land in the area and where strict conformity to these subdivision regulations would cause undo hardship to the landowner or where particular requirement of the subdivision regulation would not be of benefit to the public, then such requirement may be modified or waived by the Commission provided that no waiver shall be granted that would have significant adverse effect on adjacent property or on the public health and safety. All requests for modifications or waivers shall be submitted in writing and must receive A three-quarters vote of all the members of the Commission. Each waiver or modification shall be voted on separately and the reasons for each such modification or waiver shall be entered in the records of the Commission and noted on the subdivision plan prior to affixing signatures for filing. Waivers may be granted or modifications approved for he following;

- A. Installation of sidewalks: where the Commission finds that such facilities will serve no useful purpose the applicant may propose a Fee in Lieu of sidewalks in an amount as approved by the Town Engineer.
- B. Open Space: where the amount of land to be set aside would be insignificant or lot sizes are such size that common open space would be superfluous the applicant may propose a Fee in Lieu of open space as outlined in the dedication requirements of these Regulations and per CGS § 8-25.
- C. Curbs and gutters: Where subdivision lots are on existing streets that have adequate drainage, pavement and proper grading to make such improvements unnecessary or on new streets where topography or other physical factors make such improvements nonessential.
- D. Design standards: Minor deviations to engineering standards due to physical characteristics of the land or problems created by existing improvements may be permitted provided that resulting design changes are minimal.
- E. Other waivers as deemed appropriate or necessary.

5. **OPEN SPACE**

The Planning and Zoning Commission has found that development of land for residential or business use will cause an increase in the population, the intensity of land use, and the need for open space, parks, or playgrounds to serve the residents of the town. To meet this need, it is the policy of the Town of Rocky Hill to preserve open space in accordance with the requirements set forth herein. These open space and recreation requirements have been prepared from a regional perspective in an effort to preserve wildlife habitat, flora and fauna, while preserving for the citizens of the region an area in which to enjoy nature, with an opportunity to walk, jog, cross country ski, bicycle, picnic, fish, wade, sit,

or otherwise spend time in a natural setting. In addition to these passive activities, these requirements recognize the importance of areas which may be used for active recreational activities which include competitive sports. Further, these requirements recognize the importance of the Town's agricultural areas, which the town strives to preserve in an effort to provide locally grown fruits and vegetables, dairy products, trees, shrubbery, and similar products.

The open space and recreation requirements outlined herein are based on the Town Plan of Conservation and Development. In determining the appropriateness of an open space and/or recreation area disposition, the Commission shall consider initiatives of the aforementioned plans, the advisory opinion of the Rocky Hill Open Space and Conservation Commission, and the characteristics of the subject site with respect to the following objectives:

The conservation and protection of wildlife and natural or scenic resources including lakes, ponds, rivers, streams, streambelts, inland wetlands, riparian buffer zones, aquifers, significant woodlands, ridges, ravines, ledge outcroppings and other unusual physical features; the protection of historic or archeological sites; the expansion of existing open space, and recreational areas and the meeting of neighborhood and/or community-wide recreational needs.

In determining the location of open space, the Commission may consider potential for combination with existing or proposed open space on adjoining properties owned by any public or private institution.

### **Flexibility of Approach**

1. In accordance with Section 8-25 of the Connecticut General Statutes (CGS), such preservation may be accomplished through the dedication of one or more parcels of open space land in the subdivision or through the provision of a fee-in-lieu-of dedication of land or both.

2. The Commission is aware that it is not desirable in all situations to require the dedication of open space land in all subdivisions, particularly those which are small, and because there is a need to treat all subdividers equally, the Commission may, at its discretion, accept a fee-in-lieu-of land dedication from the subdivider for all or any part of the open space, in accordance with the provisions of section 8-25 of the CGS.

### **Declaration and Consideration**

1. At the time of filing the formal application to the Planning and Zoning Commission for subdivision approval, the subdivider shall indicate on the application and final plans whether twenty (20%) of the land will be dedicated to open space purposes or a fee-in-lieu-of the land for open space will be paid to the town or a combination of land dedication and fee is proposed as advised by the Rocky Hill Open Space and Conservation Commission.

2. The Planning and Zoning Commission shall consider the proposal and make the final determination after discussing with the subdivider as to whether land shall be dedicated, or fee levied, or any combination thereof.

### **Dedication Requirements**

1. Where the open space requirement will be met through the dedication of land, the total area reserved for open space shall equal or exceed twenty percent (20%) of the total land area of the subdivision.
2. The location of open space parcels shall be designed in accordance with one or more of the following factors appropriate to the site:
  - a. Where new roads are proposed, open space is located so as to create a buffer between existing Town/State road(s) and the proposed lots.
  - b. The open space is designed as a buffer between the proposed and existing abutting properties.
  - c. The open space is located to preserve such natural features as scenic vistas, ridge tops, significant tree groves, waterfalls, and environmentally scenic areas.
  - d. The open space is located in areas to preserve significant man made features such as stone walls, canals, or historic structures.
  - e. The open space is located so as to preserve primary and secondary agricultural lands. This may include buffers to existing agricultural activities to be determined by the Planning and Zoning Commission on a case by case basis.
  - f. The open space is located in areas which connect existing open space or areas with the greatest potential for future open space and facilitates a recreational and green space corridor and/or trails.
  - g. The open space is suitable for public active recreational use.
3. The open space land shall be of a similar ratio of buildable land to unbuildable land as the entire subdivision or shall, in the opinion of the Commission, preserve environmentally sensitive areas such as river corridors, wildlife sanctuaries, or other natural features.
4. All open space shall abut or have direct access to a street through a right-of-way dedicated to public use. The right-of-way shall not be included in the required open space area, shall be at least fifty (50) feet wide and shall be suitable for foot traffic. In appropriate circumstances the Commission may reduce or waive this requirement.

5. An attempt shall be made to preserve a location for the parking of vehicles within areas that can provide public access to existing and proposed open space, particularly those areas which provide access to new and existing trails and recreational areas.
6. The Commission may permit a reduction in the twenty percent (20%) requirement, and thereby permit an equal increase in density, where the application proposes to construct public facilities, such as ball fields, and other recreational facilities.
7. To satisfy all or a portion of the open space requirements of a subdivision, the Commission may consider lands located elsewhere in Rocky Hill.
8. When a subdivision is a portion of a larger parcel of land, the Commission may consider dedication of an area of land in the undeveloped part of the parcel but outside of the proposed area of the subdivision.
9. The ultimate ownership of dedicated open spaces, parks, and playgrounds, be it the Town of Rocky Hill, a land trust, homeowner's association, or a recognized conservation organization, should be determined by the Commission on a case by case basis at the time of subdivision approval. In the event that the Town Council declines to accept the offered open space land as part of the town property, then the developer must return to the Commission and implement another alternative as described above.
10. The Planning and Zoning Commission reserves the right to make the final decision on the suitability of open space land and the means of preservation after receiving a report from the Rocky Hill Open Space and Conservation Commission.
11. Monuments are required at all corners and angles of town open space and must be easily identified, except where land characteristics cannot accept the monuments. A physical demarcation of the open space shall be provided by the Developer. This demarcation shall consist of fencing and/or plantings as determined by the Commission.
12. Approved Open Space areas shall be delineated and marked prior to any tree cutting.

**Dedication for other Municipal Purposes**

1. In the event the subdivider desires to transfer to the Town land for other municipal purposes such as future schools, fire houses, etc., the dedication provisions of this regulation shall be complied with. The Commission may consider such a municipal dedication as a credit toward any open space and/or recreational area disposition requirements.

**Deed Restrictions**

1. Any land dedicated for open space purposes shall contain appropriate covenants and deed restrictions (approved by the Town Attorney for Town-dedicated property) ensuring that:
  - a. The open space area will not be further subdivided in the future.
  - b. The use of the open space will continue in perpetuity for the purpose specified.
  - c. Appropriate provisions will be made for the maintenance of the open space, if necessary.
  - d. The open space shall not be converted into a commercial for-profit enterprise.
  - e. The rights of public access are provided when appropriate.

**Fee-in-lieu-of requirements**

1. In lieu of providing all or part of the open space land as required above, an applicant may, with the Commission's approval, pay a fee. This fee shall not exceed 10% of the fair market value of the land to be subdivided prior to the approval of the subdivision per CGS §8-26.
2. The fair market value shall be determined by an appraiser jointly selected by the Commission and the applicant, with the cost to be borne by the applicant. The Planning Department maintains a Commission-approved list of appraisers.
3. A fraction of such payment the numerator of which is one (1) and the denominator of which is the number of approved parcels in the subdivision shall be made at the time of sale of each approved parcel of land in the subdivision and placed in a fund which shall be used for the purpose of preserving open space or acquiring additional land for open space or for recreational or agricultural purposes.
4. The Commission encourages the applicant to consider paying the entire fee prior at the time of filing of the subdivision map on the land records.

The open space requirements of this section shall not apply if:

- a. A subdivision meets the requirements for an affordable housing development under Section 8-30g of the Connecticut General Statutes.
- b. The Commission elects to exempt the proposed subdivision since it will contain affordable housing equal to twenty percent (20%) or more of the total housing to be constructed in such subdivision.

**6. PROCEDURE**

- A. Application** - Whenever any subdivision is proposed to be made, the subdivider shall file, fifteen (15) copies of an application to the Planning and Zoning Commission requesting consideration of a Subdivision Plan. The application shall be received in the office of the Town Planner not less than fourteen 21 days prior to the meeting at which time the Commission is to review said application.
- B. Application fee** - An application fee consistent with a schedule established by the Town Council by ordinance in accordance with Section 8-1c of CT General Statutes shall be submitted at the time the subdivision application is submitted. The payment of the fee shall be made payable to the Town of Rocky Hill. Said fees may be changed from time to time by ordinance in accordance with a recommendation of the Planning and Zoning Commission. as amended.
- C. Subdivision Plan** - The subdivider shall submit to the Planning and Zoning Commission fifteen (15) prints of the proposed subdivision at least Twenty-one (21) days prior to the meeting at which the Commission is to review said subdivision. Subdivision Plan shall conform to Section 8 of these regulations. The Planning and Zoning Commission shall notify the subdivider of the time, date, and place of the meeting at which time the Commission will discuss the proposed subdivision.
- D. Subdivision Plan Approval** - The Planning and Zoning Commission shall approve, modify and approve, or disapprove any Subdivision Plan submitted therewith within sixty-five (65) days from the date of the Commission meeting at which the proposed subdivision was first reviewed. A Subdivision Plan shall be deemed to be approved by the Planning and Zoning Commission should the Commission fail to act upon the Subdivision Plan as stated herein.
- E. Filing of the Subdivision Plan** - The subdivider shall be required to submit a mylar prints of Subdivision Plans to the Planning and Zoning Commission. Approval of the mylar prints shall be attested to by the Chairman or the Secretary of the Commission and shall be so recorded on said print. Whenever a subdivision is proposed to be developed in sections the developer is required to submit a final plan of each section in addition to the overall subdivision separately and if approved the final mylars print of such section shall be attested to by the Chairman or the Secretary of the Commission and prohibited from offering for sale or transfer a lot or lots within any section of the subdivision until such section plan has been approved by the Commission and recorded in the office of the Town Clerk. The subdivider shall have no more than ninety (90) days or separate section to record a mylar print in the office of the Town Clerk of Rocky Hill. Failure to record the approved plan within the prescribed ninety (90) days shall cause the Commission's approval of the plan to become null and void.

- F. Alteration of Subdivision Plan** - If the approved Subdivision Plan is altered, changed, erased, or revised between the time the Commission's approval is endorsed on the plan and the time the plan is filed with the Town Clerk, the approval shall be null and void unless the alteration has been approved by the Commission, and so indicated on the plan.
- G. Continued Responsibility** - An approval granted for a Subdivision Plan does not relieve the developer from the responsibility of carrying out any and all the requirements of these subdivision regulations.

## 7. HEARINGS

Before the Subdivision Plan shall have been approved or disapproved, the Commission may hold a public hearing on the plan. No plan of resubdivision will be acted upon without a public hearing. Notice of the public hearing shall be given by publication in a newspaper or general circulation in the municipality at least twice of 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 or by certificate of mailing to the applicant.

## 8. THE SUBDIVISION PLAN

The Subdivision Plan submitted to the Commission for approval and subsequent recording shall be clearly and legibly reproduced on mylar. The plan shall preferably be drawn at a scale of 1" equals 40 feet, on sheet sizes of 24" x 36". Where more than one sheet is required, an index sheet of the same size, showing the entire subdivision, shall be submitted with the plan. The plan shall show the following information:

- a. Proposed name and identifying title;
- b. Date, North Arrow, scale and datum;
- c. Name and address of owner, subdivider, and licensed land surveyor;
- d. Names and owners of record of abutting properties or developments;
- e. Location, names and dimensions of existing streets, highways, building lines, parks, other public properties, and all other easements;
- f. Location, widths, and names of all proposed streets and existing streets to be widened and location, dimensions and status of all easements proposed by the subdivider;
- g. Lot area in square feet. All lots shall be numbered in accordance with a scheme approved by the Assessor and all lots shall have street numbers assigned in accordance with a scheme approved by the Building Inspector;

- h. The length and bearing angle of all street lines, and the radius, length, central angle and tangent of all curves shall be indicated. All dimensions shall be shown in feet and decimals of a foot. Concrete monuments of regulation type and size, shall be set at all PC's and PT's, Angle Points, and PRC's of the street lines, and at other locations required by the Commission. Concrete monuments shall also be used to mark boundaries of the subdivision. The location of all concrete monuments shall be indicated on the Subdivision Plan;
- i. Sufficient data to enable any surveyor to determine readily the location of every street line, lot line, boundary line, and to reproduce such line upon the ground. This data shall be made by a Connecticut licensed land surveyor and tied in, where possible, with reference points previously established by a public authority or by a Connecticut licensed land surveyor;
- j. Location of existing permanent property line monuments, and the location of iron pins of 3/4" diameter, 36 inches long driven into the ground at the corner of each subdivision lot. The location of existing permanent property line monuments and the location of existing iron pins should be labeled as existing with a notation as to type such as concrete, granite, Connecticut Highway Department monument, concrete monument or iron pin in concrete whichever the case may be. At corners requiring iron pins a solid circle about 1/16" in diameter at lot corners is required with a notation that all monuments and iron pins are to be set by the developer. When monuments are to be set a square symbol with a notation "monuments to be set by the developer" shall be inked on the plan;
- k. The accurate outline of all property which is offered, or to be offered, for dedication to public use, with the purpose indicated thereon, and of all property that is proposed to be reserved by deed covenant for the common use of the property owners of the subdivision;
- l. Certification by a Connecticut licensed land surveyor and attested as to conformance to Class A-2 survey standards as set forth in the Minimum Standards for Surveys and Maps in the State of Connecticut adopted September 26, 1996, or any amendments thereof;
- m. Certification by the Health Inspector, on the map showing the Subdivision Plan, as to adequacy of private sanitary sewerage disposal facilities for the proposed subdivision, or certification by the Metropolitan District Commission if a public sanitary sewerage system is proposed;
- n. The location of the property with respect to surrounding property and street. This shall include an area map showing existing and proposed streets within the subdivision and all surrounding streets;
- o. The location of retaining walls where needed to avoid soil erosion;
- p. The location of street name signs, stop signs, and other regulatory signs.

- q. Legal documents for any easements required inside as well as outside the proposed subdivision which shall be filed along with the Subdivision Plan in the office of the Town Clerk.
- r. The following statement:  
 “The Subdivision Regulations of the Rocky Hill Planning and Zoning Commission are herein incorporated and made a part of this plan, and approval of this plan is contingent on completion of all the requirements of said Subdivision Regulations, excepting only any variances or modifications made in writing by the Rocky Hill Planning and Zoning Commission, and attached hereto” and;
- s. A tabular summary which includes:
  1. The proposed and required lot area and frontage for each lot required by the Zoning Regulations;
  2. The total land area, including ratio of wetlands to non-wetlands;
  3. The percentage and area of proposed open space to be included in the subdivision, including the ratio of wetlands to non-wetlands;

Date of Expiration The following shall be noted:

“In accordance with Section 8-26c of the Connecticut General Statutes, the approval of this (subdivision, resubdivision) plan by the Rocky Hill Planning and Zoning Commission shall automatically expire on \_\_\_\_\_ if all work in connection with this plan is not completed by \_\_\_\_\_.”

**Additional accompanying statements and data required as part of the “Subdivision Plan”:**

- (a) At least one test hole per lot or more, if there appears to be considerable variation in subsurface conditions shall be dug to determine soil conditions for drainage. Seepage tests, made in accordance with the procedure recommended by the State Health Department will be required in areas served by subsurface sewage disposal systems. The statement of a registered professional engineer showing results of these tests, and soil conditions, shall be attached;
- (b) The location of all existing and proposed sanitary and storm water sewers, catch basins, manholes, bridges, and culverts. Invert elevations of all drainage structures shall be shown;
- (c) Methods of proposed sanitary sewerage, methods of storm water drainage into existing sewers or into existing natural watercourse, method of supplying water;

(d) Methods of dedication of proposed easements, rights-of-way, and open spaces which may be required, and shall contain a written acknowledgment of the developers responsibility for maintenance, and the assumption by them of liability for injuries and damages that may occur on any land to be dedicated for public use, until such land has been legally accepted by the Town of Rocky Hill;

(e) Contours, in sufficient detail to show general topography, watercourses and drains. In general, contours shall be shown at no less than two (2) foot intervals;

(f) Flow-line elevations for all brooks shall be given at one hundred (100) foot stations and the location and size of all culverts shall be given;

(g) Rocky Hill Open Space and Conservation Commission approval letter;

(h) Rocky Hill Open Space and Conservation Commission approval letter for Erosion and Sediment Control;

(i) A street lighting plan; All lighting to conform to Town requirements.

(j) A one hundred (100) scale plan which shows the following:

1. All property lines as they abut the outside perimeter of the subdivided tract together with the outside perimeter dimensions and bearings for description purposes;
2. All proposed lot lines and lot numbers without dimensions, together with easements, rights-to-drain, open space, conservation easements, slope rights and power and utility easements (permanent or temporary);
3. All utilities and associated structures including storm water drainage systems (and curtain drains if any), sanitary sewer system, if any, public water systems, if any, (including) hydrants; shown graphically to scale with appropriate symbols, structure numbers, pipe sizes and length of run, percent of grades, but no top of frame or invert elevations;

(k) A plan showing the general location of proposed buildings (building envelope) and driveways for each lot;

(l) Index map If more than one (1) sheet is required to show the entire subdivision, a map showing the entire street system at a scale of one inch equals one hundred (100) feet shall also be submitted.

(m) Master development sketch or phasing plan

Where all land proposed for development or land under ownership of applicant is not included in the proposal, a master development sketch shall accompany the original submission. This sketch, at a scale of not less than one inch equals one hundred feet, shall show proposed rights of-way and lot layout. Additional information may be required by the Commission where any part of the subdivision would be affected by development of another part. Sections in proposed order of development shall be labeled numerically and each section shall be applied for and processed individually.

**9. PLAN-PROFILE**

When new streets or improvements of existing streets are involved in a subdivision of land, the Subdivision Plan shall be accompanied by complete plan & profiles of each such street drawn at a scale of 1 inch equals 4 feet vertical on 24" x 36" plan-profile and showing:

- a. Existing ground surface on the center line and the proposed center line grade
- b. Elevations shall be based on the NAVD 88 Datum. Horizontal control shall be based on NAD 88 Datum.
- c. Elevations where there is a change in grade.
- d. Existing and proposed curbs, sidewalks, street lights, street signs and fire hydrants.
- e. Percent Grade. Vertical curves, PVI's and Vertical curve data
- f. Stations at grade changes, center line intersections, and 100 foot intervals.
- g. Locations, size and invert elevations of existing and proposed storm water drainage facilities and sanitary sewers.
- h. Typical cross-section of each street indicating location, dimensions and materials of sidewalks, curb and pavement improvements.
- i. Sufficient computation to permit staff to check the drainage design.
- j. Certification by a Connecticut licensed Land Surveyor and Civil Engineer.

**10. STREET CLASSIFICATION AND DESIGN CRITERIA**

Streets shall be sufficient width, suitably located, and adequately constructed, to accommodate the prospective traffic, to afford access of police, fire fighting, snow removal, and other road maintenance equipment, and shall be coordinated so as to compose a convenient system.

- A. The various highways, streets, and roadways in the Town of Rocky Hill are classified as Arterial Roadway, Major Roadway - Collector, Divided Boulevard

Roadway, Minor Roadway Residential, or Minor Roadway Residential (low traffic volume) as described-The Rocky Hill Public Works Design Manuel All highway, street or roadway improvements, extensions, reconstruction or widening shall be in accordance with said manual and amendments thereto.

**B. Existing Streets**

Relationship to existing Streets: Proposed subdivisions and any proposed streets therein shall be planned to coordinate with existing streets as follows:

(1) Abutting streets: Proposed subdivisions abutting an existing Town street or a State highway shall provide for proper widening of the right-of-way of such street or highway to the width appropriate for the classification given such street or highway by the Commission. Provision shall also be made for improvements in the travel way as to width, grade and alignment (vertical and horizontal), base, drainage and pavement as, in the opinion of the Commission, may be necessary for the creation of the subdivision.

(2) Access: Any proposed street in a subdivision shall connect to an existing Town Street or State highway or to another street in the proposed subdivision or to a street in another subdivision approved by the Commission where the applicant has access rights.

(3) Suitability of access: The existing street to which the proposed subdivision street connects shall be of sufficient width and have a suitable travel way, grade and alignment as determined by the Commission to provide adequate access for fire protection, other emergency, utility and highway maintenance services to the subdivision and sufficient to accept the traffic to be generated by the proposed subdivision street without undue hazards to vehicles and pedestrians.

**C. Continuation of Existing Streets-** The arrangement of streets in the subdivision shall provide for the coordination of principal streets of adjoining properties which are not yet subdivided, in order to make possible necessary fire protection, movement or traffic, and the construction or extension, presently or when later required, of needed utilities and public services such as sewers, water and drainage facilities. When the topographic or other conditions make such continuance impracticable in the opinion of the Commission, the above requirements may be modified.

**D. Sidewalks -** Sidewalks shall be required except when waived by the Commission if in its opinion such improvements will not be necessary or desirable. If waived, a fee in lieu of construction payable to a fund solely for the construction and maintenance of Town sidewalks. The request for waiver must be made by the applicant.

**Variations from Sidewalk Standards**

The Planning and Zoning Commission may require additional walks or may permit variations from the established sidewalk standards as set forth above upon a three-quarters vote of all the members. In determining the appropriateness of such variation, the Commission shall consider:

- a) proximity to existing sidewalks and present and projected sites for schools, public facilities, open space, and shopping facilities;
- b) present and projected dwelling unit density, the rural or suburban character of the neighborhood, and the present and potential pedestrian traffic in the area;
- c) the extent of environmental disturbance to be caused by the sidewalk construction such as removal of trees or other valuable natural or man-made features; or grading within or near areas of steep slopes, wetlands or watercourses.

**E. Access to Lots and Adjoining Lands** - Land shall not be subdivided in such a manner as to prejudice the possibility of further subdivision of the land or of the convenient subdivision of adjoining lands.

- (a) There shall be direct access to each lot from a public street;
- (b) There shall be access provided by street-width reserve parcels to allow further subdivision of the lands and to provide access into adjoining lands. The location of the access reserve parcels shall be determined by the Commission, and any such reserve parcel shall be designated as a future street on all Subdivision Plans. The Commission may require the developer to deed to the Town said reserve parcels, or otherwise give rights to said parcels;
- (c) Reserve strips controlling access to land dedicated or to be dedicated to public use will not generally be permitted, nor will reserve strips of land which may prove to be un-taxable for improvements be permitted.

**F. Dead End Streets**

Where cul-de-sac streets must be included in a subdivision they shall not exceed 1200 feet in length (as measured from the edge of the connecting street to the center of the proposed cul-de-sac) and shall terminate in a circular turnaround having a minimum pavement radius of 50 feet. The Commission may require the reservation of an easement 20 feet wide to provide for the continuation of pedestrian traffic and/or utilities. The return radii at the throat of the cul-de-sac are to be a minimum of 25 feet at the street line.

A cul-de-sac, where appropriate, is to be proposed as temporary if the adjacent property is not developed and is suitable for development. When a temporary cul-de-sac is proposed provisions are to be made in the turn-around for continuing the street and for the reversion of any resulting excess right-of-way to the abutting property owners. Upon reversion of excess right-of-way, plans for land restoration are to be submitted and approved concurrently with the subdivision. Notes to this effect shall appear on the Subdivision Plan and be made part of the land transfer documentation for the lot(s) involved.

The Commission may waive any provision of this section of the Subdivision Regulations with a three-quarters vote of all the members of the Commission in cases where difficult geological, topographical, and/or environmental conditions would cause undue hardship to affected land owners. When there is a request for waiver of the cul-de-sac length due consideration is to be given to emergency response time and vehicular maneuverability in addition to the aforementioned concerns.

- G. **Block Sizes** - Blocks shall not be excessively long, thereby causing unnecessary circuitous travel on streets. In long blocks, the Planning and Zoning Commission may require the reservation of a 20 foot wide easement through the block to provide for crossing of utilities and pedestrians where needed or desirable. In general, no block shall be less than 200 feet in width, nor more than 1,200 feet in length. Each subdivision lot must front on an approved street at least 50 feet in width.
- H. **Relation to Topography** - The street of a proposed subdivision shall bear a logical relationship to the topography, and all streets shall be arranged so as to obtain as many of the building sites as possible at or above the grade of the streets.
- I. **Street Intersection** - Except where impracticable, all streets shall join each other so that for a distance of at least 100 feet the street is approximately at right angles to the street it joins and in no case shall such angle of intersection be less than 60 degrees. A twenty five (25) foot radius along the right of way is required on each side of a proposed intersection. Areas where there are to be no plantings that could inhibit site distances are to be depicted on the Subdivision Plans.
- J. **Intersection with Major Roads** - Minor or secondary street openings into a major road shall, in general, be at least Five Hundred (500) feet apart unless waived by the Commission.
- K. **Visibility at Intersections** - For a distance of fifty feet from the point of two intersecting property lines nearest to the street intersection all planting and screening shall be so designed and maintained as to assure adequate visibility for approaching pedestrians and vehicular traffic.

- L. Improvements** - Unless otherwise waived by the Commission, the developer shall be required to install sidewalks, curbs, utilities in accordance with The Rocky Hill Public Works Design Manual and pavement on proposed streets, as well as curb, sidewalk and pavement between the edge of the existing pavement and the new curb line on existing streets which bound or intersect the proposed subdivision. The developer shall also be required to install street signs, monuments, driveway aprons, fire hydrants, street lights and shade trees. Such improvements shall be installed in accordance with town, state highway or utility company standards.
- M. Change in Grade** - All changes in grade shall be connected by vertical curves so that clear visibility shall be provided for a safe distance.
- N. Steep Grades and Curves** - A combination of steep grades and curves shall be avoided. Where the grade of a street intersecting another exceeds 3 percent (3%), the land on each corner of such intersection shall be so graded as to prevent a blind corner, and sufficient land shall be included in the street right-of-way at the intersection to permit permanent maintenance of visibility for safety of traffic.
- The minimum gradient for streets with curbs shall not be less than one percent (1.0%) unless waived.  
The maximum gradient for street shall not be greater than eight percent (8.0%) unless waived.
- O. Water Courses** - Where a major course separates an existing street from abutting property to be subdivided, provision shall be made for carrying such water course by means of culverts or other structures of design.
- Due regard shall be given to the preservation and potential enhancement of natural features, large trees, scenic points, and other assets of a community nature.
- (1) All watercourses shall be protected during the construction stage of the subdivision, and shall be left in a condition satisfactory to the Town Engineer or his authorized representative; approved by the Open Space and Conservation Commission and the Town Engineer and all other local, State and/or Federal requirements are satisfied.
- P. Dedication of Streets** - Approval of a Subdivision Plan shall not be deemed to constitute or effect an acceptance of any street by the Town. However, the filing of an approved Subdivision Plan shall constitute an irrevocable offer of dedication by the owner of the land to the Town.
- Q. Driveways** - All driveways shall be provided with paved aprons beginning at the street right of way line and ending at the gutter of street face or curb lines. The grade of a driveway shall not exceed 13%.

**11. STREET AND SIDEWALK CONSTRUCTION REQUIREMENTS**

- A. The construction of all highways, streets, roadways and sidewalks, and all storm water drainage structures shall be in accordance with the Rocky Hill Public Works Design Manual as amended.
- B. Should any question arise regarding specifications for roads, bridges and other incidental construction, the requirements of the "State of Connecticut, State Highway Department, Specifications for Roads, Bridges and Incidental Construction Form 817" and all amendments thereto, shall apply.
- C. All utilities shall be installed underground during construction of the road.

**12. TREE PRESERVATION AND PLANTING**

Due regard shall be given to the preservation and potential enhancement of natural features, large trees, scenic points, and other assets of a community nature.

- A. **Existing Trees** - Existing trees and shrubs which because of their location, species and conditions are suitable for preservation shall be shown on the Subdivision Plan and shall be preserved. All dead and diseased trees shall be removed.
- B. **New Trees**  
A tree plan shall be prepared which shows the location and species of proposed street trees located outside of the street right-of-way line of existing or proposed streets approximately ten (10) feet from said right-of-way. Street trees shall be required at a maximum of forty (40) feet apart on both sides of all streets, shall be not less than three (3) inches in caliper measured four (4) feet above grade, and shall be a variety of non-invasive species;

GENERAL POLICY: Such preservation of existing trees and planting of new trees shall be subject to the approval of the Commission, which shall be guided by the recommendations of the Town Tree Warden.

**C. Provision of buffer strips**

The Commission may regulate the location and orientation of lots along existing streets for public safety and may require the installation of planting strips along existing streets for the purpose of providing buffer screens for present or future residences abutting such streets.

**13. STORM DRAINAGE REQUIREMENTS**

- A. All existing water-courses shall be shown on the Subdivision Plans.
- B. The storm drainage of proposed roads shall be intercepted by a drainage system and may be discharged upon an existing street. The entire drainage system, both

on-site and off-site, shall be either piped in the road right-of-way, or be within easements on the Subdivision Plan or in existing water courses shown on the plan.

An adequate subsurface storm water drainage system shall be provided unless, in the opinion of the Commission, the natural topography and/or easy access to natural watercourses make storm drains unnecessary. Drainage plans shall be based on seepage tests made in a sufficient number of test holes by a Professional Engineer, whose data shall be submitted to the Commission with the drainage plans.

Where it is necessary to discharge water from a public right-of-way across private land that is not included in the subdivision, the developer shall obtain from the owners of said private lands an agreement which grants to the Town of Rocky Hill a right to permanently discharge water across said lands, and shall submit copies of said agreements to the Commission at the time of application for Subdivision Plan approval.

Where it is necessary to drain a public highway across lands included in the subdivision, the plans shall provide an easement for the discharge of water in favor of the Rocky Hill. The location of such easements shall be satisfactory to the Commission.

Easements shall be obtained prior to Subdivision Plan approval. Subject to utility design standards.

All Storm drainage systems shall comply with the 2004 Connecticut Stormwater Quality Manual (CSQM) or latest edition

- C. The distance between catch basins shall not exceed 350 feet unless approved by the Town Engineer.
- D. An easement required for the drainage of storm water shall be not less than 20 feet wide. Where land is held in joint ownership on both sides of the proposed easement the location of a pipe at any point shall be not less than 5 feet nor more than 15 feet respectively from the boundary of such easement. If land is not held in joint ownership on both sides of the proposed easement the location of a pipe at any point shall be along the center line of such easement.
- E. All storm drainage systems shall be based on the Rocky Hill Public Works Design Manual as amended.

Water Shed and Diversion of Water Care must be exercised in the design of all drainage facilities not to divert water from one watershed to another.

No roof drainage or drainage from cellars shall empty or discharge onto Roadways or Town drainage systems.

Low Impact Development is strongly encouraged.

**F. Drainage Analysis Map**

A drainage analysis map based on NAVD 88 datum showing the tributary watershed at a scale not larger than 1" = 200' shall be furnished when required by Staff.

**14. SANITARY SEWER AND PUBLIC WATER**

- a) Sanitary sewers shall be installed in all residential subdivisions which are developed in lands which form the drainage areas of any public sanitary sewer trunk line, which public sanitary sewer trunk line is existing, or is in process of being constructed, or can be reasonably expected to be extended to serve the subdivision within a period of five years. For the purpose of determining if a sanitary trunk line can be reasonably expected to be extended within a period of five years, the Commission shall accept verification concerning the five year time period from the Metropolitan District, Bureau of Public Works.
- b) A subdivision which is not to be serviced by a public sanitary sewer shall contain soil with absorptive values suitable for the disposal of septic tank effluent from private sanitary sewer systems.
- c) For the purpose of approval of a plan of a subdivision which is to contain private sanitary disposal systems, the soil of each residential lot shall have a minimum uniform seepage rate time of 20 minutes to drop one inch. The applicant shall include with the application for plan approval, soil tests for each proposed lot in the subdivision, prepared, sealed and certified by a civil engineer registered in the State of Connecticut.
- d) All private sanitary sewage disposal systems shall be in accordance with the State of Connecticut Public Health Code, and approved by the Rocky Hill Health Officer or his designee. In no event shall a building permit be issued for any lot in a subdivision until the building inspector has received a soil test for the said lot, prepared, sealed and certified by a civil engineer registered in the State of Connecticut.
- e) If a developer intends to construct a subdivision with sanitary sewers and to construct dwellings for occupancy prior to the availability of a public sewer service, the developer shall obtain approval from the Metropolitan District, Bureau of Public Works, to seal the subdivision sanitary sewer in order to render the system unusable until connected to the public sewer system. A sewer so sealed shall be termed "Capped Sewer".
- f) Dwellings erected for occupancy in a capped sewer subdivision may be provided with a private sanitary sewer system in accordance with the

requirement of this section. The use of all private sanitary sewer systems shall be discontinued when the capped sewer is unsealed and becomes active by reason of connection to the public sewer system.

- g) The requirements of (f) notwithstanding, the sewage may be disposed of by means of a collective or communal system of treatment and disposal, provided such system is approved by and acceptable to the State Health Department, the Metropolitan District and the Town of Rocky Hill Health Department. A community sewage plant shall be considered as a temporary installation, and shall not be used longer than ninety (90) days after connection to the Metropolitan District sewer comes possible.
- h) When sanitary sewers are constructed prior to house construction, the sanitary building sewer to serve each lot in the subdivision shall be installed to a point not less than six (6) feet within the lot if sidewalks are proposed.
- i) When a house is built in a subdivision containing capped sewers, the house connection (building sewer) shall be extended to the house, a plumbing connection shall be made to the building drain, and the building drain shall be installed to a point where the stack and the building drain can readily be connected and there capped to prevent the building drain being used to convey sewage. The building drain shall not be an obstruction in the basement, and shall be arranged so that the basement floor will not be disturbed when connection of the building drain and stack is made in the future. Pending the uncapping and active uses of the building drain, a relief vent shall be connected from the building drain to the stack vent in accordance with the Town of Rocky Hill Plumbing Code.
- j) Public Water Utility Provision
  - 1) All residential subdivisions shall be serviced with the Metropolitan District Public Water Lines unless specifically waived by the State Health Department and the Commission when, in its opinion, this requirement would cause hardship. The Commission shall consider the extent of the subdivision and the need to provide fire protection before granting a waiver.
  - 2) All lots within a residential subdivision shall be served with a lateral water line installed during the road construction. The lateral water line shall be installed after the main water line has been sterilized. The lateral water line shall be installed to a point not less than twelve inches within the lot.
  - 3) The lateral water line shall enter the lot at a point which is approximately at the center of the lot frontage, unless there exists on the lot a house foundation which requires a lateral service at a different point on the lot frontage.

4) A water line which is installed within the lot to service a house shall be constructed as a straight line from the water line stop-cock, and shall enter the side of the house facing the stop-cock.

k) Fire Hydrants

Fire hydrants, shall be installed at the developer's expense and approved by the Rocky Hill Fire Marshal. In residential subdivisions the hydrants shall be spaced at intervals not exceeding 500 feet, unless a greater space between hydrants is approved by the Fire Marshal. In no event shall the distance between a hydrant and any house location in a subdivision exceed 300 feet.

**15. PASSIVE SOLAR CONSIDERATIONS**

An applicant for a residential subdivision shall demonstrate to the Commission that in developing the plan, the uses of passive solar energy techniques were considered. The purpose of such techniques is meant to encourage energy conservation; primarily by taking advantage of southerly exposures to the maximum extent possible. By proper lot design and house orientation, a wider range of choices are made available to the future owner regarding building design alternatives which can maximize the solar access advantage. The passive solar energy techniques considered shall as a minimum include:

- (a) House orientation: In order to take maximum advantage of the winter sun for heating purposes, a building's longest plane would be positioned no more than thirty (30) degree's off the east/west axis. For the Commission's consideration and for the information of the future lot owner, the Subdivision Plan will show house orientations which would provide the best solar access.
- (b) Street and lot layout: Street patterns and lot lines generally determine building orientation. Where no topographic constraints exist, streets shall have east/west orientation to the greatest extent possible, preferably within thirty (30) degrees of the east/west axis. Where this orientation is not possible or desirable, side lot lines adjacent to intercardinally positioned streets are encouraged to be placed as close as possible to the north/south axis;
- (c) Vegetation trees can serve as valuable tools in conserving energy in residential, buildings. If existing plant materials serve as wind barriers at the north or northwest of homes, they should be retained. Street trees should be planted by type and location to avoid conflict with a building's southern exposure;
- (d) Natural and man-made topographical features: Adequate solar orientation is dependent upon the slope of the land. When open space is part of a subdivision proposal, consideration shall be given to placing this area on north facing slopes not

conducive to good solar orientation. Consideration shall be given to the placement of lots on south facing slopes favorable to good solar access;

- (e) Protection of solar access within the development: For the information of the future lot owner, areas shall be shown on each lot where tree removal would be necessary to provide solar access for the building's south facing wall. Lots with major yard areas to the south of the building are encouraged as these are under the owner's control. Where necessary, the placement of solar easements on lots is encouraged.

**16. BONDING REQUIREMENTS**

Before approval of a subdivision is granted by the Commission, an estimate of all costs for street improvements, storm sewers, sidewalks, utilities, fire hydrants, street lights, traffic signs, trees, monuments and pins and all improvements proposed in the subdivision construction plan, shall be approved by the Town Engineer and submitted to the Commission. Detailed and accurate estimates shall be prepared by the developer's Connecticut licensed professional engineer. Prior to the commencement of the construction of any public improvements, the developer shall submit a bond, as described below to the Commission. The amount of all bonds shall be determined by the Town Engineer as described above and shall include a contingency of ten percent (10%) of the amount of the construction estimates prepared by the developer's engineer.

All bonds shall be in a form acceptable to the Commission's counsel.

Bond shall be in the form of:

- (a) Irrevocable letter of credit from a financial institution licensed to do business in the State of Connecticut with the Town of Rocky Hill as beneficiary. Said letters shall allow for partial withdrawals and must be for a period of not less than one (1) year with provisions to be automatically renewable for successive periods of one (1) year;

Or

- (b) Performance bond issued by an insurance company or other surety licensed to do business in the State of Connecticut, together with a Power of Attorney issued by said insurer or surety, authorizing the person signing to act on behalf of said insurer. All companies issuing performance bonds shall have a rating of A3 or higher by Moodys Financial Rating Services or a similar rating from an alternate rating service. The developer shall submit evidence that the issuing company's rating complies with the provisions of this section;

Or

- (c) Passbooks or certificate of deposit with the Town listed as co-owner of the account, together with a written bond agreement as prepared by the Commission's counsel. All accounts shall use a third (3rd) party tax identification number for tax purposes. Withdrawals from those accounts shall be limited to the Town for the duration of the bond.

Following the submission of the initial bond and partial completion of public improvements, the developer may request one (1) bond reduction. The reduced bond amount shall be based upon estimates prepared by developer's engineer and shall include those items listed above.

All requests for bond reduction shall be reviewed by the Town Engineer. The amount of the reduced bond shall be established by the Commission and shall include a contingency amount of ten percent (10%) of all uncompleted work. In no event shall any bond be reduced to less than one-third (1/3) of the amount of the original bond or ten thousand dollars (\$10,000), whichever is greater.

The Commission shall conduct an annual review of outstanding bonds in order to determine the status of each project and may, at its discretion, require a developer to increase the bond amount. Such determination shall take place after review and verification of such need by the Town Engineer.

If the Commission at any time determines that the Town is in danger of not being assured of proper completion of subdivision improvements without expense to the Town, then the Commission may initiate action that will place the Town in an assured position to satisfactorily complete all planned improvements.

At the time that a developer requests a release of bond, the developer shall also:

- (1) Request acceptance of any streets, easements, or improvements that are part of a subdivision or resubdivision;
- (2) Submit deeds or other documents for streets, easements or other improvements;
- (3) Submit "As Built" drawing of all improvements;
- (4) Submit a Maintenance Bond in an amount equal to ten percent (10%) of the total construction cost for all public improvements. Said bond shall be written to expire two (2) years from the date of acceptance of streets and/or other bonded public improvements to insure the Town against any defects which become apparent during that period.

The Town shall not release any bond until the Commission has received from the Developer's Engineer, and approved by the Town Engineer. Certification that all

work to be performed by the developer under the bond has been completed in substantial compliance with the final plan of subdivision or resubdivision, as approved by the Commission and to any specifications or conditions made a part of such plan. Where a bond is required and no streets or other public improvements subject to acceptance by the Town, a developer may petition the Commission for release of such bond following verification by the Town Engineer that all bonded improvements have been satisfactorily completed.

(5) Street Lighting Bill

Prior to the acceptance of the street by the Town of Rocky Hill, the street lighting bill shall be paid in full by the developer.

At the time of home construction on an individual lot, the developer of the home shall be required to submit a bond in the amount of \$1500.00 to ensure the maintenance of erosion and sedimentation controls and the stabilization of all disturbed areas. This bond shall not be released until all disturbed areas have been stabilized to the satisfaction of the Town.

**Liability Insurance** - The developer shall furnish to the Planning Commission a certificate of insurance agreeing to hold the Town free and harmless from any and all suits or claims which may arise as a result of said subdivision work and construction. Such policy shall remain in effect until such time as the roads are accepted by the Town, or the performance bond is totally released, whichever is latest.

**Inspection** - The Planning and Zoning Commission or its appointed agent shall assure that all Town specifications and regulations are met during the construction of the required improvements. In any case of a new street or improvement in an existing street, the work shall be inspected by the Commission or its authorized agent at the following stages of construction;

- a) Rough grading completed;
- b) Drainage and all other underground facilities installed and prior to backfilling;
- c) subbase;
- d) base;
- e) binder;
- f) surface course

The developer shall not proceed to work on any stage subsequent to the first until such inspection has been made by the Commission or its authorized agent, on the preceding

stage and approval in writing has been obtained on the preceding stage. The developer shall give at least forty-eight hours advance notice to the Commission or its authorized agent for a required inspection. If it shall appear, during the course of construction of any new street, or any other improvement required by the Commission in connection with the approval of the plans, profiles and specifications therefor, the additional extra work or requirements are necessary owing to unforeseen conditions such as, but not limited to, springs, ancient drains, swampy conditions, side hill drainage from cuts, ledge rock or other conditions which were not apparent at the time of approval by the Commission. The Commission, based upon a written report from its agent, may modify the terms and conditions of the approval so as to require additional work to be done as may be necessary to conform to accepted road construction practice.

**Erosion Control** - The developer shall be required to control erosion and dusty conditions from occurring by grading, loaming and seeding all disturbed areas as expeditiously as practical.

**17. EFFECTIVE DATE**

- A. These regulations shall be in full force and effect from and after August 1, 2019. However, an application for approval of a Subdivision Plan for residential property submitted to the Commission prior to the date of adoption of these revised regulations shall be approved by the Commission under the terms of the prior subdivision regulations of the Town of Rocky Hill, and the construction of improvements required in such (or prior) approval may be continued to completion in accordance with the then applicable specifications.

**18. VALIDITY**

- A. If any section, paragraph, subdivision, clause, phrase or provision of these regulations shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of these regulations as a whole or any part or provision thereof other than the part so decided to be invalid or unconstitutional.

**19. REPEAL**

- A. The subdivision regulations previously adopted by the Town of Rocky Hill are hereby repealed.

**APPENDIX**  
**TOWN OF ROCKY HILL**  
**REQUIREMENTS FOR SUBDIVISION PLAN DRAWINGS**

**Section 1 Introduction**

1.1 - Inclusion Requirements for Subdivision Plan Drawings Defined: These “Inclusion Requirements for Subdivision Plan Drawings”, prepared as an Appendix to the Zoning Regulations of the Town of Rocky Hill, Connecticut, present the standards, requirements, and restrictions governing the inclusion and presentation of existing and proposed development information on a set of technical drawings/plans that comprise the Subdivision plan drawings for a subject development project; and as such are known as the “Subdivision Plan Drawing Requirements” for the Town of Rocky Hill.

**Section 2 General Requirements**

2.1 - Information shall be presented in a clear, concise, and readily interpretable manner. Use of variations of shading, hatching, symbols, line styles, line widths, line densities, borders, and information tables is strongly encouraged, and in some cases may be required, in order to achieve this requirement.

The final plan submission for permit issuance shall be accompanied by an exact replication of the site plan drawings in Adobe® Acrobat® pdf format, version 6 or later, to accommodate reproduction and electronic filing.

2.2 - These requirements represent a minimum standard, and, as such, the Town may require additional information as deemed appropriate thereby to meet these General Requirements and the purposes of the Zoning Regulations.

2.3 - Information shall be presented to a level of scope, detail, accuracy, and completeness as is appropriate and/or necessary to meet all applicable regulations, standards, specifications, and requirements and sound professional and industry standard practices. The presentation of this information shall comprehensively communicate the design and other information necessary for proper construction.

2.4 - The design of all various aspects of the improvements proposed in the plan shall be in accordance with the Rocky Hill Public Works Manual. In addition, all aspects of the design and construction of any facility or improvement to be owned and/or maintained by the Town of Rocky Hill and/or to be constructed within or encroach upon any property or right-of-way owned or enjoyed by the Town of Rocky Hill shall be in accordance with the Rocky Hill Standard Construction Specifications.

2.5 - The preparer of the plan, and any supporting calculations, studies, or other such information, on the Applicant’s behalf, is expected and required to be aware of and to have, or engage the services of an entity that has, competent knowledge of applicable federal, state, and local standards, regulations and requirements, and to appropriately comply with and apply the

same. The preparer is also expected and required to have an intimate knowledge of and control over every aspect and detail of the information presented on, or in relation to, the plan and how the same relates to such standards, regulations and requirements. Any review of the plan by the Town of Rocky Hill is for purposes of general compliance with the subject standards, regulations, and requirements of the Town; and the subject reviewer is not expected to and will generally not have such intimate knowledge of the information presented on the site plan. Any approval of the subject overall application, or any portion thereof, shall not, by itself, constitute specific approval of any nonconformance not distinctly identified as being in non-conformance on the plan, or otherwise in writing within an accompanying written submittal to the Town; and any subject standard, regulation, and/or requirement as may be applicable to any such non-conformance shall remain in full force, not to any extent waived or relaxed, with respect to the subject project.

2.6 - These Drawing Requirements are intentionally written to allow for flexibility on the part of the preparer of the drawings to arrange and present the required information in a manner best suited to the nature and scope of the subject project. However, the final determination regarding compliance with these Requirements, i.e. the applicability, appropriateness, and completeness, and/or lack thereof, of the information provided, its organization and presentation, etc., remains with the Town Planner, or designee thereof, in any and all instances.

2.7 - Proposed improvements, and their limits, shall be readily distinguishable from existing improvements.

### **2.8 - Sheet Size and Scale:**

2.8.1 Full size site plan drawings shall be submitted in bound sets of plain white sheets of paper measuring 24 inches by 36 inches. Smaller sizes may be allowed/accepted solely by express approval of the Town Planner.

2.8.2 Scale for various drawing elements on the plan shall be as appropriate to comply with the General Requirements set forth above and shall be to an industry standard scale factor. However, in no case, except as expressly set forth herein or otherwise expressly waived by the Town Planner, shall the horizontal scale of drawings presenting information relating to any aspect of the construction of or modification to improvements be less than 1" = 40'; (i.e. 1" = 20' is acceptable, 1" = 60' is not acceptable.) The horizontal scale for drawings limited to presenting the locations of signage, lighting, pavement painting, detour elements and/or general type of material extents may be less than 1" = 40'. This requirement is not intended to cover reference or key sheets or other such sheets that are included to compile general information from other, more detailed sheets to assist in plan interpretation or navigation.

### **2.9 – Other Information:**

The following information is required to be included within the plan set at an appropriate, but not specific, location or locations, and appropriately notated in accordance with its applicability and scope:

2.9.1 Basis of elevations (i.e. bench mark(s) and reference datum / system.) Unless otherwise approved, the reference datum shall be NAVD 1988. A convenient, usable project bench mark shall be identified on, or within 50 feet of, the project site.

2.9.2 Coordinate reference or basis of bearings, including reference system / projection

2.9.4 Applicable construction and development notes.

2.9.5 Applicable abbreviations legend

2.9.6 A location map depicting the location of the site in relation to, (as applicable,) the Town Boundary, major and adjacent roads, relevant surface water features, points of interest, etc. The location map is to include a north arrow and the horizontal scale of the map.

2.9.7 Permits (federal, state, and/or local) required to be obtained, including information on the nature of the permit, who the issuing authority is, who is responsible for obtaining the permit, the current status of the permit or its application process, and the dates of approval and expiration, if applicable.

2.9.8 Other regulatory approvals (federal, state, and/or local), including variances and waivers, obtained or required to be obtained. Include information on the nature of the approval, the name of the authority granting approval, and the current status of the approval or its application process (including the date or anticipated date of approval.)

2.9.9 Easements affecting the property and public rights-of-way adjacent to the property, if any.

2.9.10 Front, side, and rear setback lines for each lot.

2.9.12 Site data tables, if any.

2.9.13 Key maps, where applicable.

2.9.14 Overall project development plan, for phased or other larger projects.

### **Section 3 - Requirements for Every Sheet**

3.1 - Title Block: 3.1.1 Project name

3.1.2 Project address

3.1.3 Assessor's lot number of the subject parcel(s)

3.1.4 Applicant's name a) Owner's / Developer's name, if different than applicant

3.1.5 Name of lead consultant / preparing entity

a) Name of subconsultant / sub-preparing entity having significant input on a sheet

3.1.6 Submittal purpose

3.1.7 Sheet title – should indicate purpose / information content of the sheet a) Subtitle(s) – e.g. extents or category of this particular sheet

- 3.1.8 Sheet number / identifier and total number of sheets in the plan set (lower right corner)
- 3.1.9 Scale – horizontal and vertical (if applicable) (must be clearly and readily identifiable)
- 3.1.10 Plan set date – all sheets shall have the same plan set date; (month, year min. precision) a) Individual sheet date if appropriate (e.g. – for survey, etc.)
- 3.1.11 Revision block – see Section 5: Revision Identification and Tracking

### **3.2 - Certifications:**

- 3.2.1 Applicable textural certification blocks, appropriately executed and dated.
- 3.2.2 Applicable professional stamps and/or seals, appropriately signed. The signing professional shall be appropriately licensed with the State of Connecticut.
- 3.2.3 As a minimum, boundary and topographic survey information require the certification of a Registered Land Surveyor.
- 3.2.4 As a minimum, storm drainage improvements, erosion and sedimentation control measures, slope and stream course stabilization measures, subsurface sewage systems, sanitary sewer improvements serving more than one building, water improvements serving more than one building or serving site fire protection facilities, earth retaining improvements retaining over 4 vertical feet at any point, and pavements for carrying vehicular traffic require certification by a Professional Engineer.
- 3.2.5 Specific certifications are required for developments that encroach upon the 100-year floodplain; see Section 4.8, “Flood Management Information,” for these requirements.

### **3.3 - Miscellaneous:**

- 3.3.1 Appropriate legend(s)
- 3.3.2 North arrow
- 3.3.3 A graphical scale indicator
- 3.3.4 Street names and state highway route numbers
- 3.3.5 Parcel boundary lines
- 3.3.6 Project phase lines

## **Section 4 - Construction Specific Information Requirements**

**4.1** - The following information regarding existing conditions and the proposed construction of improvements and associated activities is required to be included within the plan set. The requirements are grouped into major functionality categories. These categories are intended as a general guide for how the information should be organized within the plan set. The size, scope, and nature of an individual project should determine how many sheets any given plan set includes, as well as how the information is organized for presentation on those sheets in order to comply with the General Requirements set forth above. The Town Planner retains the authority to require the separation of information onto alternate or additional sheets up to an individual sheet, or subset of sheets, for each category presented herein, and/or the inclusion of information detailed elsewhere onto other sheets for reference purposes, as deemed fit in order to obtain better compliance with the General Requirements.

### **4.2 - Boundary and Topographic Survey Information:**

**4.2.1** All survey information shall be compiled and presented in accordance with all applicable provisions of the "Minimum Standards for Accuracy, Content, and Certification for Surveys and Maps" as set forth in Sections 20-300b-1 to 20-300b-20 inclusive of the Regulations of Connecticut State Agencies, as stipulated and refined hereby.

**4.2.2** The boundary survey shall be of type "Property Survey", as set forth in subsection (b) (1) of Section 20-300b-2 of said "Standards", prepared to a Horizontal Accuracy Class of "A-2".

**4.2.3** The topographic survey shall be prepared to a Topographical Accuracy Class of "T-2", and shall include, as a minimum, the following information:

- a) Elevation contour lines at an interval appropriate to the nature of the existing topography and to the scope and nature of the proposed improvements; providing that in no case shall the prevailing contour interval exceed 2 feet. (A larger contour interval may be used locally on a survey to clarify the depiction of steep slopes or radical elevation changes.) Major contour lines, as designated by a distinct alternate linestyle and periodic inserted text identifying the contour's elevation, shall be displayed at contours that are multiples of 10 for a prevailing 2-foot contour interval and at contours that are multiples of 5 for all other contour intervals.
- b) Existing areas with a slope greater than 25% (4h:1v) shall be identified by shading.
- c) Spot elevations to accurately depict the elevation characteristics of the site and at all property corners.
- d) Apparent structures, improvements and features, (both manmade and natural), including spot elevations; and, known subsurface structures and improvements, (even if out of service or abandoned), including any known or readily measured elevation information. If subsurface entities are known or suspected to exist without accurate and/or reasonably reliable information regarding their location, they should be depicted and noted / described / qualified to the extent appropriate to the accuracy and reliability of the available information.
- e) The limits of the canopy of existing wooded/forest areas shall be shown and annotated.

- f) Existing specimen trees shall be properly labeled.
- g) Existing trees larger than 12" in diameter outside any canopy line shall be properly labeled.
- h) Topographic information must be shown (on a minimum of the certified topographic survey sheet and the grading sheet) to a minimum distance of 60 feet beyond the boundaries of the subject parcel or the limits of the proposed work, whichever has the greater extents. In the event that the topographic information was generated from a field survey and access to adjacent properties was not possible, then the grading plan shall supplement the project generated topographic information with the best publically available topographic information, properly noted on the plan and edge matched as best as possible, in order to meet this requirement. It is further stipulated that any such supplemental topographic information must be visually verified for accuracy and completeness, and any discrepancies noted and depicted as accurately as possible.
- i) The location of the limits of any regulated floodways and/or Special Flood Hazard Areas, (i.e. flood zones) as shown on the FEMA FIRM [map] for Rocky Hill shall be included on a sheet certified by a Registered Land Surveyor. The FIRM is on file in the Engineering office in Town Hall.
- j) If wetlands and/or watercourses exist on the site, or any portion of the site is within the upland review area for the same, then the [relevant] limits and/or locations of the wetlands and watercourses shall be determined and shown on the survey.

#### **4.3 - Site Layout Information:**

4.3.1 Site layout information shall be dimensioned, coordinated, annotated, detailed, and otherwise presented in such a manner that the proposed improvements can be accurately staked or otherwise laid out for construction and dimensioned for construction based solely on the site plan information; and such that the same may be properly and adequately interpreted for review and construction.

4.3.2 The limits and purpose of any easements required, whether permanent or temporary, for the construction and/or use of the project shall be clearly identified, and the status of any such easement stated.

4.3.3 All proposed and existing improvements.

#### **4.4 - Site Grading Information:**

4.4.1 Existing topographic survey, wetlands, floodway, flood zone, and channel encroachment information.

4.4.2 Proposed elevation contours, at the same, or a more detailed, interval as the existing contours and in a distinct alternate linestyle from the existing contours. The proposed contours shall be appropriately labeled.

4.4.3 Proposed spot elevations as appropriate and necessary for proper interpretation of the plan and construction of the improvements. Proposed spot elevations shall be clearly distinguishable from existing spot elevations, and the intended application of the elevation, including its precise location of application, shall be readily discernable, using labels or abbreviations as necessary. Spot elevations shall be given for all critical locations controlling the elevation layout and construction of the improvements to proper grade and vertical lines; requiring or relying on scaling or interpretation of contours to accomplish this is not acceptable. For emphasis, and not intended to be all-inclusive, spot elevations are required at the following locations:

- a) Vertically at the base and the top of all retaining walls at both ends, all angle points, and all changes in slope.
- b) At all property corners, (match existing unless easements provided).
- c) At property lines where any ingress/egress drives cross.
- d) At the intersection of ingress/egress drives and existing roadway improvements, as well as at centerline of the existing roadway improvements adjacent thereto.
- e) At the ends and changes in slope along drainage swales and channels.
- f) At slope changes and angle points along the edge of pavements.
- g) At the existing ground immediately exterior to all building corners and high or low points along a building.
- h) The finished floor/slab/foundation elevation for, as applicable, first floor level, basement, garage, and any subgrade enclosure for any building existing or proposed on the site.

4.4.4 Existing and proposed drainage facilities shall be shown and annotated to an extent required to determine the complete drainage path for any location on the site.

4.4.5 Drainage swales and channels shall be shown and detailed to their complete extents, (i.e. to their discharge to an existing channel or a drainage facility). "Grade to drain" or other such general instructions are not acceptable when applied to any form of channelized flow.

4.4.6 Additional drainage shall not be directed onto adjacent property, nor shall the location or manner of drainage onto adjacent property change, without written evidence of proper permission.

4.4.7 The location, logs, and other pertinent information associated with any subsurface geotechnical investigation performed shall be included.

4.4.8 Limits of cut slopes, fill slopes, land disturbance, and construction activities, including the total area of vegetation to be cleared shall be shown.

4.4.9 List the total earthwork volumes calculated for the site based on the design, including stripping, cut, fill, borrow, waste, and export.

#### **4.5 - Site Utilities:**

4.5.1 Existing and proposed site-related sanitary sewer, water, electric, communications, and lighting improvements shall be designed, detailed, and shown in accordance with all applicable regulations and standards, and in accordance with standard industry practice.

4.5.2 In addition to the requirements of 4.5.1, pipe invert elevations shall be given at the penetration into the building and at the connection point to the main collection pipe for all building sanitary sewer laterals.

#### **4.6 - Site Drainage and Permanent Stormwater Management Information:**

4.6.1 A drainage study, the scope of which is appropriate to the size, scope, and potential drainage impacts of the project, will be required. Reference the Rocky Hill Public Works Manual for the particular requirements for the study.

4.6.2 All existing and proposed site-related storm drainage, permanent erosion, sedimentation, and other stormwater management and pollution control improvements shall be shown, designed, and detailed in accordance with all applicable regulations and standards, and in accordance with standard industry practice.

#### **4.7 - Construction Erosion and Sedimentation Control Information:**

4.7.1 In general, the Erosion and Sedimentation control information shall be in accordance with the E&S Guidelines, except as amended or supplemented hereby, by the Rocky Hill Public Works Manual, by the Rocky Hill Standard Construction Specifications, and/or by the Rocky Hill Inland Wetlands and Watercourses Regulations.

The use of industry standard BMPs is strongly encouraged.

4.7.2 An erosion and sedimentation control narrative providing the information listed in part 1, "Narrative," (page 3-12) of the section entitled "E&S" Plan Checklists" of the E&S Guidelines, as well as items 4.3 – 4.7 inclusive (page 3-13) of part 4, "Erosion and Sediment Control Drawings," of the same section. The narrative shall also designate the method and location proposed for disposal of clearing debris and materials and any excess or waste materials to be removed from the site.

4.7.3 Existing topographic survey, wetlands and watercourses, floodway, flood zone, and channel encroachment information.

4.7.4 Proposed grading and improvement information.

4.7.5 Any site or potentially impacted areas within public water supply watershed boundaries or aquifer boundaries, and well heads.

4.7.6 Underlying soils information.

4.7.7 The limits of the proposed clearing / grading operations.

4.7.8 All proposed measures for erosion and sedimentation control.

4.7.9 On-site storage areas for topsoil or other excavated material.

4.7.10 All other proposed on-site construction staging and/or materials storage areas.

4.7.11 All proposed construction access locations.

4.7.12 For larger projects, show and detail phased erosion control measures on the plan.

#### **4.8 - Flood Management Information:**

4.8.1 Where any portion of a proposed development, or existing improvements associated therewith, encroach upon a Special Flood Hazard Area, (aka SFHA, see the Floodplain Management Regulations) or a regulated floodway, the provisions of this Article shall apply.

4.8.2 The location of the limits of any regulated floodways and/or Special Flood Hazard Areas, as shown on the FEMA FIRM [map] for Rocky Hill, shall be included on a sheet certified by a Registered Land Surveyor.

4.8.3 The Base Flood Elevations (BFEs) within any SFHA as shown on the FIRM, and verified based on those designated in the associated Flood Insurance Study (FIS), shall be shown with the SFHA limits, where applicable.

4.8.4 Where the FIRM SFHS and/or BFEs are found to be inaccurate or incomplete, then the proposed revised information, as appropriately determined and documented, shall also be shown on the same drawing(s) as the foregoing FIRM information in a separate and distinct manner;

4.8.5 Where compensating storage is required to be provided in accordance with the Floodplain Management Regulations, then such storage shall be appropriately shown and detailed on the Site Plan.

4.8.6 Proposed elevations, as are compliant with the applicable requirements of the Floodplain Management Regulations, shall be shown for:

a) The finished floor/slab for, as applicable, first floor level, basement, garage, and any subgrade enclosure for any building proposed on the site; and/or, if a site is intended to have one or more future buildings that are not currently shown but have general locations indicated, the elevation that the lowest floor, including any basement, must be above to be compliant with the Floodplain Management Regulations.

d) The top of foundation, or the corresponding ground elevation, for any significant external utility, mechanical, or other service equipment or other such facility; or the lowest elevation on any such unit itself if otherwise mounted. Roof mounted units are exempt [assuming the roof elevation is out of the floodplain].

e) The top of foundation/mounting pad, or the corresponding ground elevation, for any non-building structural facility.

f) Where any part of a building is, or is proposed to be, below the BFE, a note shall be included, and clearly indicate its applicable building, that clearly states the required elevations that any utility and service facilities must be placed at or above, either unconditionally or to avoid flood

proofing [if allowed]; and/ or the elevation to which the same must be flood proofed, if appropriate and allowed.

#### **4.9 - Landscaping Information:**

4.9.1 Existing trees, vegetated buffer, and other vegetation, and other existing landscaping features, to remain, including methods, measures, and details for protecting the same during construction, and for restoration of the same as needed.

4.9.2 Location, names, size, quantities, and other pertinent information regarding proposed plantings

4.9.3 Location, extents, description, and other pertinent information regarding other landscaping related features and materials proposed for the site.

#### **4.10 - Construction Details:**

4.10.1 Individual detail drawings expounding on particular aspects of more general construction items. Individual details should include:

- a) A title
- b) A scale, if appropriate
- c) Clear indication as to its intended applicability

#### **4.11 - Title Sheet:**

4.11.1 A title sheet is required for every plan set that contains more than four sheets. At a minimum, the title sheet shall include:

4.11.2 All of the title block information, presented in title sheet format.

a) The names of the entire designing team should be listed

4.11.3 A sheet index to all of the sheets in the set.

4.11.4 The location map for the site.

### **Section 5 Revision Identification and Tracking**

5.1 - All revisions to the site plan after the initial submittal shall be clearly identified on the drawings and tracked in the title block of any altered drawing for any subsequent submittals in a manner satisfactory to the Director of Planning. The default, pre-approved manner of identifying revisions is to enclose each revision in a 'cloud' linestyle and identify with a cross-referenced [in the revision section of the title block] number or letter. The identifier used is to be sequenced with each subsequent revision group. Any revisions that occur subsequent to the final approval of a site plan shall be clearly designated as an "amendment".

## **Section 6 As-Built Record Information**

### **6.1 - Purpose:**

The purpose, expectation, and requirement for As-Built Record Maps is to accurately present the as-built record information in a clear and unconfusing manner so as to allow the reader to readily 1) locate, interpret, evaluate, and comprehend the facilities, improvements, and work completed, and 2) identify and quantify deviations of the as-built product from the intended design.

### **6.2 - General Requirements:**

The Town of Rocky Hill requires that a survey be made and a map be drawn to show the existing positions of improvements and other information following completion of construction of streets and subdivision improvements. The as-builts must be delivered and approved prior to release of any performance bond/security that may have been posted, and/or issuance of a Certificate of Completion, and or acceptance of a street/project, and/or final approval of the project/work, as may be applicable.

As-built maps must be prepared in compliance with all applicable provisions of the “Minimum Standards for Accuracy, Content, and Certification for Surveys and Maps” as set forth in Sections 20-300b-1 to 20-300b-20 inclusive of the Regulations of Connecticut State Agencies complying with accuracy classes A-2 & T-2. As-Built maps shall be appropriately certified, signed, and sealed by a registered land surveyor.

In addition to the survey, the Town Engineer may require a report from the project engineer that addresses the project's completeness, adherence to design and construction integrity.

### **6.3 - Digital [Electronic] Submission:**

The submission of the final approved As-Built Record Maps shall include digital information in accordance with the Rocky Hill Planning Department’s Digital Drawing Submission Requirements, including an exact replication of the Maps in Adobe® Acrobat® pdf format, version 6 or later, to accommodate reproduction and electronic filing; and, at minimum, information to digitally recreate the linework for subdivision lot and easement lines, road and site layout, grading, storm drainage, and utility improvements to accommodate incorporating such information into the Town’s GIS platform, and avoid the needless expenditure of public funds in recreating such information. The digital linework information may either be supplied as vector graphics in an acceptable CAD or GIS format, or as an acceptably formatted digital coordinate dump, including all end points, internal vertices, radius points, connectivity, and other information necessary or convenient for digitally recreating the linework.

**Town of Rocky Hill**  
**Subdivision Plan Review Checklist**

Name of Subdivision \_\_\_\_\_

Location \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Tel. \_\_\_\_\_

Email: \_\_\_\_\_

Name of Engineer \_\_\_\_\_

Tel. \_\_\_\_\_

Email: \_\_\_\_\_

Checklist

**General:**

- Sheet Size -
- Scales noted -
- Datum (NAVD 1988) -
- Coordinate Reference of Bearings -
- Applicable Legends -
- Applicable Abbreviation Legend -
- Location Map -
- Key Maps -
- Other permits / waivers / permits noted -
- Approvals provided (Wetlands / other) -
- Title Blocks complete -
- Revision Block -
- Certifications (L.S / P.E/ other) -
- North arrows -
- Graphic scales shown -
- Street Names / State Hwy. Route numbers -

**Plan Sheets:**

Title Sheet –  
Owner name –  
Developer Name –  
Preparers name & contact info –  
Location Map –  
Sheet index –  
Approval letters –

**Existing Boundary & Topographic Survey Sheets**

Certification & notes –  
Key map -  
North arrow & graphic scale -  
Bearings & Distances / Curve Data –  
Parcel area –  
Monumentation found or to be set shown -  
Existing Easements / R.O.W.'s shown –  
Zoning classification & Setback requirements –  
Existing structures (if any) –  
Inland Wetlands (if any) –  
Water courses / water bodies -  
Soil Scientist Certification –  
Flood Zones (if any) –  
Existing contours at two foot interval -  
Spot elevations shown -  
Existing tree lines –  
Existing utilities –

**Subdivision Plan Sheets**

Certification & notes –  
Key map -  
North arrow & graphic scale -  
Bearings & Distances (boundary & each lot)–  
Lot number & Street number -  
Parcel area (each lot) –  
Monumentation found or to be set shown -  
Existing Easements / R.O.W.'s shown –  
Proposed Easements / R.O.W.'s shown –  
Easements / declarations for berms, slopes, retention basins -  
Access to abutting Parcel(s) if required –  
Abutting easements for outlets (if required) –  
Slope rights (if required) –  
Temporary Cul-de-sac reversion notes (if required) -

Open Space ownership stated (if any)  
Setback lines each lot –  
Existing structures (if any) (to be removed / zoning conformance)–  
Inland Wetlands (if any) –  
Water courses / water bodies -  
Soil Scientist Certification –  
Flood Zones (if any) –  
Existing treelines –  
Existing utilities –  
Right of way width –  
Radii at intersections (25 ft. min.) –  
Corner lot frontage requirements –  
Open Space fee requirements noted on lots (if required) –  
Open Space / Conservation Easement Restrictions noted –  
Required statements –  
Phase lines / match lines (if applicable)

### **Grading Plan sheets**

Certification & notes –  
Soil Scientist Certification –  
Key map -  
North arrow & graphic scale -  
Lot number & Street number -  
Monumentation found or to be set shown -  
Existing Easements / R.O.W.'s shown –  
Proposed property lines -  
Proposed easements / R.O.W.'s shown –  
Abutting easements for outlets (if required) –  
Slope rights (if required) –  
Setback lines each lot –  
Existing structures (if any)(to be removed)  
Inland Wetlands (if any) –  
Water courses / water bodies –  
Flood Zones (if any) –  
Existing contours at two foot interval –  
Spot elevations shown –  
Proposed contours –  
Proposed spot elevations –  
Max. fill slope 4:1 without railing -  
Grades at cul-de-sacs to keep flow in gutter –  
Elevation at street line to be 11" above final gutter grade where no sidewalks -  
Existing tree lines –  
Proposed tree lines –

Proposed buffer strips (if any)  
Proposed street trees (40' max separation, 3 in. caliper)  
Existing utilities –  
Proposed utilities –  
Fire hydrants not less than 3 ft. or more than 5 ft. from travelled way -  
CB's at property lines and ramps –  
Sanitary sewer to be in center of right of way -  
Skew crossings of water, storm & sanitary –  
Storm / sanitary vertical conflicts -  
Proposed Roads –  
Roadway stationing -  
Proposed curbing –  
Curbing type at catchbasins -  
Granite curbing at radii –  
Proposed sidewalks –  
Proposed H.C. ramps at intersections –  
Proposed walkways / paths -  
Proposed house envelopes –  
Passive solar considerations -  
Roof leaders & footing drains –  
Rain gardens (if required) -  
Sub-surface drainage (if required) -  
Proposed drive ways –  
Max. driveway grade 13% -  
Driveway lips and paved aprons –  
Driveways a min. of 5 ft from catchbasins -  
Proposed signs (street/traffic) / stop bars –  
Retaining walls (if any) with notes –  
Test pits (if applicable) -  
Test Pit data (if applicable)  
Phase lines / match lines (if applicable)

### **Plan & Profile sheets**

Proposed Roads –  
Roadway stationing –  
Roadway slopes (min. 1%, max. 10%) -  
Vertical curve data -  
Proposed curbing –  
Existing contours at two foot interval –  
Proposed contours at two foot interval –  
Existing roadway centerline profile –  
Proposed roadway centerline profile –  
Profile stationing –

Existing & proposed utilities in profile –  
Minimum cover 24 in. -  
Vertical conflicts –  
Utility material types, lengths and slopes –  
Thrust blocks or concrete encasements –

### **Erosion & Sediment Control Plan Sheets**

Property & Lot Lines –  
Lot numbers –  
Existing contours –  
Proposed contours –  
Proposed roads –  
Proposed sidewalks -  
Proposed utilities –  
Catch basin sumps -  
Proposed stockpiles & staging areas -  
Proposed erosion control measures w/ labels –  
Legend of abbreviations –  
Standard notes:

1. Maintain dust control by use of calcium chloride and/or water at all times during construction.
2. All disturbed or non-vegetative areas to be graded, loamed & seeded with lawn on lots and pasture grass in open spaces unless otherwise noted.
3. All sedimentation & erosion controls to be maintained during construction. Additional controls to be stored on site. The Town reserves the right to require additional controls at any time during construction.

Specific requirements of Wetlands Commission (if applicable) -

Seeding/planting schedule -  
Construction sequence schedule –  
Name & contact info of responsible party –  
Construction narrative –  
Schedule of inspections –  
Post development operations and maintenance schedule -

### **Miscellaneous Sheets**

Intersection details (including sight lines) –  
Retention basin details –  
Outfall details –  
Swale details -  
Project approvals (if needed) -

## **Detail Sheets**

### Standard notes:

1. The Subdivision Regulations of the Rocky Hill Planning and Zoning Commission are a part of this plan, and approval of this plan is contingent on completion of all the requirements of said Subdivision Regulations, excepting only any variances or modifications made in writing by the Rocky Hill Planning and Zoning Commission and attached hereto.
2. In accordance with Section 8-26c of the Connecticut General Statutes, the approval of this (subdivision, resubdivision) plan by the Rocky Hill Planning and Zoning Commission shall automatically expire on \_\_\_\_\_ if all work in connection with this plan is not completed by \_\_\_\_\_.
3. All utilities are to be underground.
4. All signs to be paid for and installed by the developer.
5. Temporary street name and stop signs to be erected during construction.
6. All Construction to be in conformance with Town specifications.
7. Contractor shall verify all dimensions prior to construction and any discrepancies shall be reported to the design engineer before proceeding.
8. Iron pins at all lot corners to be set by a licensed land surveyor prior to the issuance of a certificate of occupancy for each home. This is to be provided by the developer.
9. Concrete monuments to be set that the P.C. and P.T. of each curve of the public right of way, the perimeter of the subdivision, and any other locations required. This is to be provided by the developer.
10. The Town Engineer shall be notified prior to any construction.
11. Street permits are required for any work within existing Town right of ways. All work shall be in conformance with the Rocky Hill Permit manual. Police protection may be required.
12. All open Space areas and conservation easements shall be cleared of all dead or diseased trees or brush.

13. The developer is responsible for all snow removal until acceptance of the road(s) by the Town.

**Standard construction notes:**

1. All Construction to be in conformance with Town specifications.
2. All proposed water and gas gates, catch basins and manhole tops shall be set flush with the proposed finished grade pavement surface. They shall be temporarily ramped a minimum of 5 feet to top of binder for snow removal. At time of final pavement placement, these structures shall be set flush with final pavement surface and all ramps removed. Any deviation shall have prior approval from the Town Engineer.
3. Fire hydrants to be located not less than 3 ft. or more than 5 ft. from the traveled way with ground clearance of 18 in. to pump connection.
4. All RCP pipe to have mortared joints, All HDPE piping to have O-ring gaskets.
5. All trenches to have gravel backfill.
6. All granite curbing to be set in accordance with the Town of Rocky Hill Construction detail. All joints are to be mortared
7. Minimum cover of all pipes to be 24 inches.
8. Maximum driveway grade not to exceed 13%.
9. Driveway lips and paved aprons shall be installed on all lots. Driveways shall be no closer than 5 feet to a catch basin
10. All rip-rap to be sized in accordance Connecticut Guidelines for Soil Erosion & Sediment Control, latest edition.
11. All sidewalks shall be ramped at intersections in accordance with ADA requirements.
12. Stumps and brush to be disposed of in an acceptable manner.
13. Catch basin tops shall match the abutting curb type.
14. Double catch basins over 10 feet deep shall have 12 inch walls.
15. The elevation at the streetline shall be 11 inches above the final gutter grade where there are no sidewalks.