

TOWN OF LYME
PLANNING AND ZONING
COMMISSION

APPLICATIONS

FOR:

1. _____ Subdivision Approval (a) _____ Regular (b) _____ Exception

2. _____ Resubdivision Approval

(a) _____ Subdivision Amendment

3. _____ Special Exception. Brief Description of Special Exception.

4. _____ Municipal Improvement. Brief Description of Municipal Improvement:

5. _____ Regulations revision

(a) _____ Plan of Development

(b) _____ Zoning Regulations

(c) _____ Subdivision Regulations

6. _____ Coastal Site Plan Review

7. _____ Other _____

Application is hereby made by _____

for _____

on this _____ day of _____, _____
(month) (year)

Received by Planning and Zoning Commission on this _____ day of

_____ by _____
(month) (year)

GUIDELINES FOR APPLICANTS

Applicants should check one or more blocks as applicable. If the applicant is acting for another party or parties the applicant's name should appear after "Application is hereby made by" and the name or names of the party or parties represented should appear after "for"

For applications for Subdivision approval, all subdivisions are deemed to be regular unless paragraph 3.7 of the Lyme Subdivision regulations applies.

For applications for Resubdivision, see paragraph 2.1.14 of the Lyme Subdivision regulations and/or Title 1, Chapter 126, Section 8-18 of The Connecticut General Statutes for the definition of Resubdivision.

For applications for a special exception. Section 17. of the Lyme Zoning Regulations, list the special exception being sought on the application.

For applications for municipal improvements, This applies only to Town of Lyme activities. In this case Title 1, chapter 126, section 8-24 of The Connecticut General Statutes applies

For applications for regulations changes the Commission will require that a clear, concise, written description of the change accompany the application.

For applications for Coastal Site Plan Review, A CAM Model Application for Review of Coastal Site Plans must accompany the application.

Application may be made by mailing the application to the Chairman, Agent or Secretary of the Commission or may be made in person at any meeting of the Commission. Regular meetings are held the second Monday of each month in the Town Hall conference room starting at **7:30 pm** except when that Monday falls on a legal holiday in which case the meeting will be held on the Tuesday following the holiday.

SUBDIVISION APPROVAL PROCESS

Phase 1 Detail--Testing and Preliminary Plans

1. Preliminary Discussion with:

Zoning Enforcement Office, P & C Chairman, Sanitarian, Inland-Wetlands Commission agent, and the Building Inspector

2. Wetlands Delineation (Applicant pays cost:engineer or soil scientist)

3. Test Data for Subsurface Sewage Disposal

(State Department of Health Services, on-site sewage-disposal system with Design Flows of 5,000 gal. per day or less and non-discharging toilet systems-- Section 19-13-B103a through 19-13-B103f)

- a. Obtain engineer to delineate preliminary lot layout
- b. Obtain engineer to formulate detailed cost estimates
- c. Obtain engineer to conduct deep hole and perc tests (Applicant hires back hoe operator)
- d. coordinate testing with Town Sanitarian
- e. Sanitarian issues Report
Engineered systems may be required
State Department of Health may be required

4. Engineer produces plan which complies with town Subdivision Regulations and Inland-Wetland Regulations

Phase 2 Detail--Formulation of Preliminary Subdivision Plans

1. Presentation of Plans to affected town agencies e.g.

Inland-Wetlands, P & Z

2. Formal application to affected town agencies/public hearings held

Phase 3 Detail--Final Subdivision Plans

Formulate final plans to comply with P & Z and Inland-Wetlands reviews.

Presentation of legal documents and/or bond if required