



CITY OF HARTFORD- DEPARTMENT OF DEVELOPMENT SERVICES

PLANNING DIVISION

SUBDIVISION/ LOT LINE REVISION/ LOT COMBINATION REQUIREMENTS

SUBDIVISION, LOT LINE REVISION, AND LOT COMBINATION REQUIREMENTS AS FOLLOWS:

- Subdivision or re-subdivision of an existing lot, into 3 or more lots
- Lot Line Revision, the adjustment of boundaries of existing lots
- Lot Split, the subdivision of an existing lot to create 2 lots
- Lot Combination, combining 2 or more lots
- Required by a land use board or commission or as determined by staff, as a condition of approval

- Complete applications must include all required materials.
- Applications must also include an electronic copy of all documents and **1 set of professional drawn plans.**
- Once approved, applicants must submit **3 copies of final plans and 1 electronic copy. If seeking a building permit 4 paper sets are required.**
- Physical copies of plans must be drawn to a scale, and sized in **18X24 or 24X36 formats.**

MAP REQUIREMENTS: (CHECK ITEMS ONLY)

- A2 survey performed by registered surveyor or engineer, signed and stamped in red ink drawn to scale
- Date of preparation, map title describing the activity, north arrow, scale and legend
- Name(s) of owner(s) of record, the sub divider/combiner, and registered surveyor and/or engineer
- Site Location within a half mile context of streets
- Map/ Block/ lot number for each property (existing and newly created properties)
- Street number and address of each adjacent property
- Metes and bounds of subject properties – Properties Legal descriptions and boundaries (existing and newly created)
- Square footage of each property (existing and proposed)
- Building(s) footprint(s) where applicable
- The location, widths and names of all constructed or proposed public or private streets or other ways of access, within or immediately adjacent to the parcel(s), existing permanent structures and monuments, utilities, hydrants, stonewalls and railroad lines and the location of existing houses on adjacent properties within one hundred (100) feet of the subdivision/lot combination/lot line revision
- Subdivision total area in excess of one (1) acre and/or contains wetlands, soils information showing soil conservation service soil types and boundaries shall be provided by a certified soil scientist
- Existing parcels = dotted outline
- New Parcel = solid outline
- Other: _____

OTHER PLANS AND ADDITIONAL INFORMATION:

- A description of access to public transportation opportunities from the land proposed to be subdivided, including the proximity of existing bus routes, accessibility of existing rail transportation, and possible new public transportation access points
- A writing from the Metropolitan District Commission (MDC) stating that the preliminary subdivision plan has been reviewed by the MDC and that the proposed development can be connected to and served by the MDC system and does not present any barriers to, or otherwise interfere with, the provision of water and sewer service to such development
- A writing from any other primary utility company serving the site, including as applicable (but not limited to) Connecticut Natural Gas and Connecticut Light & Power, stating that the proposed preliminary subdivision plan has been reviewed by such utility company and that the proposed development can be connected to and served by such utility system and does not present any barriers, or otherwise interfere with, the provision of utility service to such development
- A Storm-water Management Plan
- A Traffic Study describing the proposed impacts of the development and identifying the carrying capacity of proposed streets
- Topographical data having contour intervals not greater than five (5) feet
- Copies of any private restrictions to be included in the deeds of conveyance
- Other: _____
- Other: _____

FOR OFFICE USE ONLY

Checklist Distribution Date: _____
Pre Meeting Date: _____

Property/Address: _____
Proposed Use/ Project: _____
Zone: _____

Staff Reviewer Name: _____

Application Complete: _____

Staff Reviewer Name: _____