



# TOWN OF THOMPSON

## Planning & Development

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Planning & Zoning Commission – Subdivision Regulations Review Subcommittee  
Tuesday 6 July, 7:00 p.m.

View the meeting:

[https://us02web.zoom.us/rec/share/3xDBr-CoGzfsy1g6Vjdv6zbQPvixminVz39UQFk8HhelK8\\_AMzO5ug-rtqoy4iM.UTpTbp\\_Uz06kpOUB](https://us02web.zoom.us/rec/share/3xDBr-CoGzfsy1g6Vjdv6zbQPvixminVz39UQFk8HhelK8_AMzO5ug-rtqoy4iM.UTpTbp_Uz06kpOUB)

Passcode: L%8URR@J

Or on YouTube: <https://www.youtube.com/watch?v=BifRUWivKiY>

### Minutes

1. Call to Order – 7:00 p.m.  
Roll Call - J. Parodi-Brown, Chair; A. Hill; K. Krogul; J. Lenky; B. Santos; T. Penn-Gesek, Director of Planning & Development
2. Review and Discussion of Subdivision Regulations
  - Discussion of Article IV, Section 4 – Subdivision Map Requirements –  
Text below shows the items discussed with comments previously received by the public and added by the Commission members included in the sidebar

#### SECTION 4 - Subdivision Map Requirements

##### A. Subdivision Map

1. Subdivision maps shall meet the requirements of Section 7-31 of the General Statutes of the State of Connecticut, as amended, as to size and materials used.
2. Subdivision maps shall be prepared and certified by a Registered Land Surveyor and/or Civil Engineer under seal and licensed in the State of Connecticut.
3. Subdivision maps shall meet or exceed standards for a Class A-2 survey as defined by the "Minimum Standards for Surveys and Maps in the State of Connecticut" by Connecticut Association of Land Surveyors, Inc. latest edition. The Commission may accept a Class "D" Survey, subject to the above-referenced code, for large parcels not proposed for sale or development or to establish the perimeter ownership boundary of a large parcel where a portion of the parcel is proposed for subdivision and shall be subject to an "A-2" survey.
4. The following minimum map scales are required:
  - a. For location map showing location of site in relation to existing town roads, streets, and intersections within 2,000 feet of the subdivision: scale of 1"=1000'.
  - b. For cover sheet showing location of all lots (when required in the case of large parcels proposed for subdivision): scale of 1"=200
  - c. For detail sheet or sheets: scale of 1"=40'.

**Comment [u1]:** Per Alvan, this section has to do with requirements for the Town Clerk/ A better section is chapter 92 Section 7-31

**Comment [p12]:** Change to "Licensed" (D. Held)

**Comment [u3]:** Commission finds David's comments reasonable. Ry to align to the standards set in the Zoning regulations. Refer to legibility and leave scale discretionary?

d. For road details: Horizontal: scale of 1"=40'. Vertical: scale of 1"=40'.

e. For a map showing Wetlands approval including any modifications: scale of 1" = 40'.

#### B. Record Subdivision Map

1. The record subdivision map shall include all the following information in a neat and legible manner, drawn on polyester film (mylar) at least .003 inches thick on sheet 24"x36". The map shall show the following:

a. Date of preparation of the map and revisions thereto, scale, visual scale, north arrow, Town and State.

b. A location map showing the location of the subdivision in relation to existing roads in the Town, at a scale of 1"=1000'; north same as sheet.

c. An index map, if the proposed subdivision is divided into sections or is of such size that more than one sheet is required, showing the entire subdivision with lots, lot numbers, streets, street names, delineation of areas covered by each section or sheet and match lines between sections.

d. Name, width, and locations of existing and proposed property lines, streets, walks, and other right-of-ways or easements including those for utility lines, sewers, septic systems, storm sewers, water mains, catch basins, culverts, other underground structures, buildings, monuments, and water courses within and adjacent to the area to be subdivided.

e. A Soils Map, as defined in Article II, and any subdivision proposal which incorporates any wetlands or any water course shall show the boundaries of soil types having severe limitations and low or very low potential for soil absorption sewage disposal facilities as such soil types are defined in Soil Survey of Windham County Connecticut by USDA Soil Conservation Service, December 1981.

f. All inland wetlands and water courses and areas regulated by the Thompson Inland Wetland Commission; wetlands and watercourses shall be delineated by a certified soil scientist.

g. On a Soils Map as defined in Article II, all areas of severe slope, exceeding 25%; and all areas of shallow depth to bedrock, twenty inches (20") of consolidated till or less above bedrock shall be shown.

h. Areas within 100-year flood hazard areas as delineated by the Federal Emergency Management Agency (FEMA) and as shown on the most recently amended maps prepared by the 100-year flood hazard area, the map shall include the following notation: "This subdivision does not include land areas within the Federal Emergency Management Agency's 100-year flood hazard area".

i. Area of each proposed lot exclusive of areas designated as inland wetlands and watercourses by the Thompson Inland Wetland Commission.

j. For each proposed lot, the proposed septic-leach field system and reserve field shall be mapped showing distances to adjacent uses of land or property lines.

k. Location of percolation test holes and deep hole tests for each lot, keyed to the Sanitary Report as required by Article IV, Section 11.B. of these regulations.

l. Location of proposed wells and water sources for each lot, keyed to the Sanitary Report as required by these regulations.

m. The location of any points of drainage discharge points onto the tract from any street or

2. Property ownership information and development proposals as follows:

a. All lines on the Record Subdivision Map, except as noted, drawn with dimensions to the hundredth of a foot, bearings or deflection angles on all straight lines and the central angle, tangent distance and radius of all arcs.

**Comment [p14]:** I would suggest limiting nitpicky drafting detail requirements. Leave this up to the appropriate professional to clearly depict the design without burdensome requirements. For example, it would be a lot clearer to see an entire subdivision at 1" = 60' on one sheet than spreading it out over three sheets at 1" = 40'. (D. Held)

**Comment [u5]:** Send this section to Santos to reconstruct for better clarity & functionality.

**Comment [p16]:** Why? Just require NDDH approval for the subdivision. (D. Held)

**Comment [u7]:** Consolidate items related to soils map (e & g)

**Comment [p18]:** Leave this up to the wetlands commission. They have to approve a subdivision before PZC does anyway. (D. Held)

**Comment [p19]:** Why? Site plans will include topography. (D. Held)

**Comment [p110]:** This wording makes no sense. Were there some lines that were accidentally deleted? (D. Held)

**Comment [u11]:** Condense for clarity

**Comment [p112]:** Why? The wetlands commission has to approve before PZC does. (D. Held)

**Comment [p113]:** See comments on Sanitary Report (D. Held)

b. Names and address of the owner of the tract; name and address of the applicant if different from the owner.

c. Existing property lines within 500 ft. of the perimeter boundary of the area to be subdivided and the approximate area and dimension of adjacent tracts.

**Comment [p114]:** Why so far out? (D. Held)

d. Both the street right-of-way lines of any street abutting or within 500 ft. of the tract; the survey relationship of the tract to nearby monuments, Town Roads, or State Highways where practical; may be presented at a smaller scale.

**Comment [p115]:** Why? (D. Held)

e. Names of adjacent subdivisions and all owners of property abutting the tract, and the Assessor's map and lot numbers for all such properties.

f. Proposed lots and lot numbers, and the area and dimensions of each lot.

g. Location and dimensions of existing and proposed easements, and existing and proposed monuments.

h. Within 500 ft. of the proposed subdivision, any municipal or district boundary line; any channel encroachment line.

**Comment [u16]:** Comments from Santos/Parodi – the scale of a subdivision is such that it merits a larger radius of consideration.

Alvan: 3 lot subdivision? Set the requirement at 4 lots or more for the 500 ft radius?

Implied question: is there a level at which the standard goes from 200 to 500 ft?

Explore setting levels consistent with the requirements that trigger sidewalks.

i. Land Trust Preserves, Town open spaces, parks and playgrounds on the tract and within 200 ft. from the tract.

**Comment [u17]:** There are inconsistencies here.

j. Any reserved areas for watercourses and wetlands protection or for conservation areas.

C. Subdivision Site Plan

1. The subdivision site map shall contain the following information:

a. Boundary lines of the parcel being subdivided, showing any lots previously subdivided.

b. Proposed lot lines, areas, frontage.

c. Site location map.

d. Contour lines, requirements for topographic details are as follows: Two (2) ft. contours taken in the field for proposed roads.

e. For areas required by the Commission for health, welfare, and safety reasons; two (2) ft. contours taken in the field.

f. For existing and proposed drainage ways, below proposed homes, leaching fields, and reserve areas: two (2) ft. contours to be taken in the field.

g. All other areas shall be done by recent aerial or field topography and shall be two (2) ft. or five (5) ft. contours depending on the severity of sloping on the site.

h. Wetlands and watercourses as set in the field by a certified soil scientist and approved by the Inland Wetlands and Watercourses Commission.

i. Land shown as floodway, Zone "A" of Zone "B" on a map entitled "Flood Insurance Rate Map - Town of Thompson, Connecticut", as amended.

j. Base flood elevation data.

k. Location of existing buildings on or within 200 ft. of the subdivision.

l. Accurate location of proposed roads with right-of-ways, pavement widths, and street lines on both sides of street right-of-ways indicating traveled way.

m. Existing drainage structures, indicating direction of flow.

n. Location of monuments to be installed.

o. Existing and proposed easements described precisely with respect to location and limits on all easements and rights of way.

p. Location of proposed open space.

q. Names of new streets, which shall not duplicate the names of any previous street names in the Town.

r. Existing and proposed utilities.

s. Proposed driveways, leaching and reserve areas, and buildings. This requirement is not intended to "lock in" the builder to a particular area of the lot, but merely to demonstrate

**Comment [p118]:** I would suggest removing all of this and just requiring a T-2 or T-3 topographic survey in the area of development with 2' contours. Methods of generating the contours should be left up to the surveyor who is certifying the survey. These methods are advancing at an exponential pace and methodology should be left up to the appropriate professionals. (D. Held)

**Comment [u19]:** Alvan concurs w/ D. Held. J Parodi points out that it would likely align with zoning regs.

**Comment [p120]:** "delineated"? (D. Held)

that the lot can be built upon. The Commission shall approve the location of driveways within cul-de-sacs.

t. Zoning classification.

u. The name of the subdivision shall not resemble any other subdivision name in the Town too closely.

v. North Arrow, with reference to true, grid, or magnetic North. If magnetic North, the date of the magnetic reading shall be noted.

w. Scale.

x. Date.

y. Approval block as follows:

Approved by the Town of Thompson  
Planning & Zoning Commission

Chairman Signature \_\_\_\_\_

Date of PZC Approval \_\_\_\_\_

Date of Expiration \_\_\_\_\_

z. Name of record owner.

aa. Name of subdivider.

bb. Name of designer, engineer surveyor.

cc. Names of abutting property owners.

dd. Street intersections and driveways on both sides within 200 ft. of subdivision boundaries.

ee. The following statement:

"Per Section 8-26c of the Connecticut General Statutes, as amended, approval automatically expires five years from date of approval if all physical improvements required by this plan are not completed by that date."

ff. The following statement:

"The Subdivision Regulations of the Thompson Planning and Zoning Commission are a part of this plan. Approval of this plan is contingent on completion of the requirements of said regulations, excepting any waivers or modifications made by the Commission. Any such waivers or modifications are on file in the office of the Commission."

gg. Any work required on existing streets to substantially meet the standards of these regulations, including proposed drainage improvements, \_\_\_\_\_

hh. Road layout and details of proposed new roads, meeting the standards of these regulations, including methods of drainage.

ii. Area to be dedicated to open space.

jj. Location and data for all deep test pits and percolation tests.

kk. Any information relating to an "as-built" subdivision, construction features, terrain elements and/or uses to which the property of the subdivision is to be put that might that may be required by the Commission. \_\_\_\_\_

ll. Location of wells and septic systems with their appropriate and respective areas of influence on the terrain-influence zone, as dictated by NDDH.

mm. Any ledge outcrops and existing stone walls and fence within the subdivision.

**Comment [u21]:** As read by Alvan, -g does reference a five year expiration period.

**Comment [p122]:** I would change to "public". Per CGS, I don't think the expiration can be "automatic"...there are notice requirements and the PZC should be free to choose whether it's in the town's best interest to expire the approval. In some cases it wouldn't be. (D. Held)

**Comment [u23]:** "physical" is referenced in 8-26g, per Santos

**Comment [p124]:** See comments on off site improvements. (D. Held)

**Comment [u25]:** Reference changes to off site improvements under street design

**Comment [p126]:** This can't be binding...any use allowed in the underlying zone would be appropriate. (D. Held)

nn. Location of buffer strips and screens where these are necessary, showing the type and size, species of shrubs, trees, and other plantings.

oo. A description of required improvements to be a part of the permanent record on the Town's subdivision files.

pp. Narrative description and/or graphic illustration of any proposed energy conservation measures to be realized through solar site design techniques to include house orientation, street and lot layout, vegetation, natural and manmade topographical features and protection of solar access within the subdivision.

qq. Soil types for the entire parcel based on field investigations and/or the Soil Survey of Windham County, Connecticut, as amended.

rr. Depth to bedrock.

**Comment [p127]:** Nobody builds passive solar houses anymore. Modern building codes include energy efficiency requirements. (D. Held)

**Comment [u28]:** Sorry Dave, not this time.

**Comment [p129]:** Why? (D. Held)

#### D. Subdivisions That Require Street Improvements

Each subdivision that requires street improvements shall be accompanied by street profiles showing the following information at scales of 1"=40' horizontal and 1"=40' vertical, drawn on 24" by 36" sheets of polyester film (mylar) at least .003" thick:

1. Existing and proposed grades at the center line and at both street lines, width of pavement, rate of slope, curve data, elevations of control points and of fifty (50) ft. stations, and dimensions in accurate figures. The centerline of all proposed streets shall be staked in the field prior to submission of these plans.
2. Typical cross-section of the streets with paving, shoulders, curbs, ditches, and walkways in such details may be required by the Commission to evaluate compliance with these regulations and other applicable Town ordinances and regulations.
3. Connections to existing streets.
4. Top of frame, invert, slope and size of all pipes, ditches, culverts, manholes, catch basins, headwalls, watercourses, water mains, sanitary sewers, and other structures and underground utilities.
5. The limits of any area proposed for grading by major excavation and filling; the limits of any areas proposed to be reserved and protected from excavation or filling.
6. Detail drawings of any bridges, box culverts, deep manholes and other special structures including those required by Article IV, Section 6 of these regulations, Erosion and Sediment Control Plan.

#### E. Plan Notations

The following additional information shall be required as noted:

1. A signature block entitled "Approved by the Thompson Planning Commission" with a designated place for the signature of the Chairman and a date of signing, and work "Expiration date per section 8-26c of the Connecticut General Statutes" with a designated place for such date;
2. A signature block entitled, "Endorsed by the Thompson Inland Wetland Commission" with Such additional notes as may be required or approved by the Commission, such as restrictions pertaining to streambelt setbacks and building lines, reserved areas, easements and other features on the map.

**Comment [p130]:** Planning & Zoning (D. Held)

#### F. Construction Plans

Construction plans in accordance with Appendix B for all proposed roads, drainage and other improvements shall be submitted on two (2) 24" x 36" prints and fifteen (15) 11" x 17" reductions. Construction plans shall show plan and profile drawings of all proposed streets, storm drains, sanitary sewers, catch basins, manholes, ditches, road cross sections,

**Comment [P31]:** Recommend making consistent with plan submission requirements for special permits in the zoning regs, where applicable.

watercourses, headwalls (including typical cross sectional drawings or suitable reference notes), sidewalks, gutters, curbs, underground utilities and other structures. All construction plans shall be submitted on drawings approximately 24"x36" in size and shall be drawn to a horizontal scale of 1"=40' and a vertical scale of 1"=40'. Profile drawings and elevations shall be based on official Town, State, or United States Geological Service topographic bench-marks. Other permanent bench-marks used shall be noted on the plan. The seal of the registered professional engineer who prepared the plans shall be imprinted on each print submitted. Construction drawings shall show at least the following information in accordance with good engineering practice and as appropriate for the particular subdivision.

1. Title of the subdivision, date, scale, Connecticut grid North point, Town and State;
2. For streets, the existing grades at the center line and both street lines and the proposed grade at the center line at appropriate intervals, street lines, and width of pavement; a typical street cross section; and a cross section at all cross culverts;
3. Top of frame, invert, slope, and size of all pipes, ditches, utility conduits, culverts, manholes, catch basins, headwalls and watercourses; typical ditch and watercourses cross sections;
4. On the plan drawing, the location of lot lines intersecting the street line; lot number and street names;
5. Curbs, gutters, water mains, hydrants, and special structures;
6. Detailed drawings of any bridges, box culverts, deep manholes, and other special structures;
7. Provision for temporary storm water detention and provision for control of erosion and sedimentation during and upon completion of construction;
8. The words "For location of underground electric, telephone, and other facilities of public utilities, inquire of appropriate utility company."

#### G. Grading Plan

The grading plan shall be drawn and submitted in the same manner as the Construction Plans requirements. Contours and elevations shall be based on the same bench-marks as provided for in Article IV, Section 4.D. The grading plan shall show at least the following information:

1. Title of the subdivision, date, scale, north point, Town and State;
2. Layout of existing and proposed lot lines and street lines;
3. Existing and proposed contours at an interval not exceeding two (2) ft. based on field or aerial

survey to determine the adequacy of particular grading plans related to subsurface sewage and/or control of erosion;

4. Existing and proposed drainage, wetlands and watercourses;
5. The boundaries of any special flood hazard areas and floodways, and the base flood elevation data therefore;
6. Existing and proposed buildings and structures, together with the proposed locations of the well and subsurface sewage disposal systems;
7. Location of all test holes, test pits or borings and data, and;
8. Provision for temporary storm water detention, and provision for control of erosion and sedimentation during and upon completion of regrading (see Article IV, Section 6);
9. In addition to the above grading plan, the Commission may request the submission of cross section drawings covering the proposed excavation area.

#### H. As-Built Drawings

**Comment [p132]:** Leave scales up to the design professional. And 1"=40' is not an appropriate vertical scale. (D. Held)

**Comment [p133]:** Most people derive this from GNSS observations now...not physical monuments. (D. Held)

**Comment [u34]:** Find the way to set up the and-or to accommodate for GIS data vs iron monuments  
"Topographical benchmarks via GIS data or physical monuments shall be noted on the plan"

Upon completion of the road and storm drainage construction, an “as-built” drawn on polyester film (mylar) at least .003 inches thick on sheets 24” by 36” together with one blue or black line print per sheet must be submitted prior to the acceptance of the road by the Commission or their authorized agent. These drawings shall show the “as-built” location of all items depicted on the plan and profile construction drawings(s) approved by the Commission or their agent. The specifications for the preparation of the “as-built” drawings shall be the same as for the preparation of the construction plans.

#### I. Presentation

The plans presented to the Commission during the public hearing shall be in colors satisfactory to the Commission, clearly showing the proposed improvements (roadway and drainage), wetlands, areas of sloping over twenty-five percent (25%), open space areas and other distinguishing features of the site or the proposed work. All property lines shall be boldfaced on all presentation drawings. Colors shall be as follows: Roads - gray, Drainage - purple, Open Space - green, Wetlands - blue (distinct on blue line prints), Steep Slopes - orange, Utilities - red, Ledge - brown, 100 Year Flood Plain - dotted blue line.

**Comment [p135]:** Leave this up to the design professional. Nobody needs a colored drawing for a simple project and it just equates to wasted resources for applicants and design professionals. (D. Held)

#### 3. Adjournment

Respectfully submitted,  
Tyra Penn-Gesek, Director of Planning & Development

**Comment [u36]:** The plans presented to the Commission and the public at any public hearing shall be in color. Use of specific colors is not prescribed, but the various required elements shall be clear and easy to differentiate during the presentation.