
CHAPTER 111 – SUBDIVISION OF LAND

Regulations Governing ⁽¹⁾ The Subdivision of Land in the Town of Monroe, Connecticut

Adopted March 23, 1956
Major Revision January 25, 1972
Amendments through July 22, 2022

(1) Editor's Note: These Regulations were adopted in accordance with the provisions of Chapter 126 of the General Statutes of the State of Connecticut.

In accordance with the provisions of Chapter 126 of the 1958 revision of the General Statutes of the State of Connecticut, as amended, the Town Planning and Zoning Commission of the Town of Monroe, Connecticut, has adopted the following regulations as the Land Subdivision Regulations of the Town of Monroe. These regulations apply to all land within the Town of Monroe. The purpose of these regulations is to provide that the land to be subdivided shall be of such character that it can be used for building purposes without danger to health or the public safety, that proper provision shall be made for water, drainage and sewage and, that the proper provision shall be made for protective flood control measures, and that the proposed streets are in harmony with existing or proposed principal thoroughfares in the Town, especially in regard to safe intersections with such thoroughfares, and so arranged and of such width as to provide an adequate and convenient system for present and prospective traffic needs and fire safety, and to provide for open spaces for parks and playgrounds, for open spaces, for recreation, light and air.

GENERAL REFERENCES

- Planning and Zoning Commission – See Charter, Chapter VI, §9 and §10.
- Zoning Board of Appeals – See Charter, Chapter IV, §6 and §7.
- Building Construction – See Chapter 232.
- Excavations – See Chapter 53.
- Sewers – See Chapter 89.
- Zoning – See Chapter 117.
- Zoning Penalties – See Chapter 505
- Historic Districts – See Chapter 310
- Scenic Roads – See Chapter 430
- Sewage Disposal – See Chapter 440
- Highway Modification – See Chapter 308
- Driveway Construction – See Chapter 260
- Street Numbers – See Chapter 462
- Standard Specifications – See Chapter A601

SUBDIVISION OF LAND

Chapter 111

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ARTICLE I **General Provisions****§ 111-100** **Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

RESUBDIVISION – A change in a map of an approved or recorded subdivision or resubdivision if such change:

- A. Affects any street layout shown on such plan.
- B. Affects any area reserved thereon for public use.
- 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.

SUBDIVISION – The division of any tract or parcel of land into three (3) or more parts or lots for the purpose, whether immediate or future, of sale or building development, expressly excluding development for municipal, conservation or agricultural purposes, and includes resubdivision.

§ 111-101 **Applicability.**

All contiguous land held in the same ownership on or subsequent to the adoption of the Subdivision Regulations on March 23, 1956, shall be considered a single parcel or tract and shall be subject to these regulations and amendments.

§ 111-102 **Map approval required.**

No subdivision or resubdivision of land shall be made until a map of such subdivision or resubdivision has been approved by the Monroe Town Planning and Zoning Commission and until the said map has been endorsed by the Chairman of the Commission and filed in the office of the Monroe Town Clerk. The Commission shall not approve any subdivision plan unless it conforms to the standards hereinafter specified. No subdivision or resubdivision shall be considered to have final approval until the map of the said subdivision or resubdivision plan shall have been endorsed by the signature of the Chairman of the Planning and Zoning Commission.

§ 111-103 **Fine for noncompliance.**

Any person, firm or corporation making any subdivision or resubdivision of land without the approval of the Commission shall be subject to fine in accordance with the General Statutes of the State of Connecticut.

§ 111-104 Approval prior to construction.

No construction of buildings shall commence in the area of any proposed subdivision until the Commission has approved the proposed subdivision and endorsed such approval on the subdivision map and until the subdivision map has been filed in the office of the Monroe Town Clerk.

§ 111-105 Time and place of data presentation.

All maps, plans, documents and data required by these regulations shall be presented to the Planning and Zoning Commission at such times as designated by the Commission at its regular place of business.

§ 111-106 Changes in contour of land.

All changes in contour of land within a subdivision shall be in general accordance with the conditions specified in Article XXI of the Zoning Regulations of the Town of Monroe, as applicable. ⁽²⁾

(2) Editor's Note: See Chapter 117, Zoning.

§ 111-107 Restoration of disturbed lands.

All land disturbed during the construction of a subdivision shall be restored in general accordance with the conditions specified in Article XXI of the Zoning Regulations of the Town of Monroe, as applicable. ⁽³⁾

(3) Editor's Note: These regulations were adopted in accordance with the provisions of Chapter 126 of the General Statutes of the State of Connecticut.

§ 111-108 Professional responsibility in subdivision work.

All technical work done in conjunction with the submission of subdivisions shall be in accordance with the Rules and Regulations of the State Board of Registration for Professional Engineers and Land Surveyors, January 1, 1966, as amended. The technical responsibilities of the registered professional engineer and the land surveyor in regard to subdivision work are specified in §20-300-10a of the above document and are as follows:

- A. The design of roads, both horizontal and vertical alignment; drainage systems, including the design and location of structures and pipes; sanitary sewer systems; sewage disposal systems; and water supply and distribution constitute professional engineering and as such shall be sealed by a registered professional engineer. A land surveyor's seal or an architect's seal is not acceptable for this phase of land subdivision design work.
- B. The phase of land subdivision which relates to topography maps and the delineation of the boundary lines of the outside perimeter as well as the interior lots and streets constitute land surveying within the meaning of the statute and as such shall be sealed by a registered land surveyor. A professional engineer's seal or an architect's seal is not acceptable.

ARTICLE II **Requirements and Procedure****§ 111-200** **Informal preliminary consideration.**

Upon written request of the applicant, the Commission will discuss informally a preliminary subdivision map. To be considered, the preliminary subdivision map shall conform to the requirements of the site development map specified in §111-201C. Three (3) blue line or black line prints, twenty-four by thirty-six (24 x 36) inches in size, drawn to a scale of not less than one hundred (100, feet to the inch, and one (1) transparency of the preliminary subdivision map, at a scale of one (1) inch equals eight hundred (800) feet, shall be submitted. The Commission shall consider the preliminary subdivision map and any accompanying plans and may hold an informal hearing with the applicant, recommend changes in the proposed maps and plans and give such advice as it deems necessary to preserve the purpose and intent of the regulations. Request for consideration of a preliminary subdivision map and plans shall not be deemed to constitute formal application for approval of a subdivision but shall merely serve to guide the applicant in preparing maps and plans for submission with a formal subdivision application.

§ 111-201 **Requirements for formal consideration.**

In order to apply for approval of a subdivision and before the Commission shall consider any proposed subdivision, the following requirements shall be met and information submitted by the person, firm or corporation proposing a subdivision:

- A. Application. Application for approval of a subdivision shall be made to the Planning and Zoning Commission in writing on forms prescribed by the Commission. The application shall be signed by the applicant, and if the subdivision is proposed by a person, firm or corporation other than the owner of the land to be subdivided, the application shall also be signed by the owner. An application fee in an amount specified by the Connecticut General Statutes shall accompany the application. [Amended 3-1-76]
- B. Additional requirements. [Amended 3-1-76]
 - (1) No application for approval of a subdivision will be accepted for consideration unless accompanied by the following:
 - (a) Report of the Town Engineer concerning conformance of the proposed subdivision plans with the Subdivision and Zoning Regulations of the Town of Monroe and good engineering practices pertaining to, but not necessarily restricted to, survey accuracy, engineering details, utility requirements and relation of construction to existing town roads.
 - (b) Bond estimate of the Town Engineer.
 - (c) Report of the Health Enforcement Officer concerning the feasibility of septic system installation and recommendations for the certification of lots as buildings lots.

- (d) Report of the Planning Administrator concerning the conformance of the proposed subdivision plans to the Subdivision and Zoning Regulations of the Town of Monroe, including but not necessarily restricted to the general planning aspects, lot and street layout, open space and preservation of wetlands.
 - (e) Report of Fire Marshal concerning Water Supply Plan (Article X). [Effective May 1, 1979]
 - (2) Requests for said reports required by the Commission shall be made to the respective departments on forms provided by the Commission.
- C. Site development map. A map of existing conditions, the proposed general layout of the subdivision and a tentative layout of all contiguous land of the applicant that may be subdivided in the future shall be submitted, signed and sealed as prescribed in §111-108.
- (1) The map shall show the following:
 - (a) Existing structures and existing and proposed property and street lines, with approximate dimensions.
 - (b) Adjoining property lines for a distance of two hundred (200) feet and the names of adjoining owners as shown on tax assessment records.
 - (c) Existing and proposed watercourses, ponds, swamps and easements.
 - (d) Existing and proposed streets and street names.
 - (e) Existing and proposed storm drains, sanitary sewers, catch basins, manholes, bridges, headwalls and all other structures pertaining to streets, drainage and sewers.
 - (f) Proposed lot arrangement and lot numbers.
 - (g) Existing contours at an interval not exceeding five (5) feet, unless otherwise approved by the Town Engineer in writing, based on official United States Geological Survey data, with the source of the contours and the location of bench marks noted on the map. Interpreting between contours on United States Geological Survey maps is not acceptable.
 - (h) Key elevations of existing adjoining roads and spot elevations showing proposed grading of proposed roads within the subdivision.
 - (i) Location of all test holes.
 - (j) Existing and proposed parks, recreation areas and open spaces.
 - (k) Principal wooded areas and ledge outcrops.

- (l) Existing stone walls, fences, foundations, trails, etc., that would serve as landmarks for field inspection.
 - (m) Location map (scale at one (1) inch equals eight hundred (800) feet) showing location of subdivision in relation to primary roads in the town.
 - (n) Name of subdivision and applicant.
 - (o) Title, date, scale and North point.
 - (p) Name and seal of engineer and surveyor preparing map.
- (2) The map or maps shall be twenty four by thirty-six (24x 36) inches and shall be drawn to a scale of not less than one hundred (100) feet to the inch, India ink on Mylar or linen, and shall be submitted with three (3) black line or blue line reproductions. One (1) transparency of the site development map showing lot and street layout only, drawn to a scale of one (1) inch equals one hundred (100) feet, and one (1) to a scale of one (1) inch equals eight hundred (800) feet, shall also be submitted.
- D. Subdivision map. A subdivision map shall be submitted, prepared, signed and sealed as prescribed in §111-108, with certification that the accuracy of the information on the map meets standards for a Class A-2 Transit Survey of the Connecticut Technical Council, Inc. The map shall be twenty-four by thirty-six (24 x 36) inches and shall be not less than one hundred (100) feet to the inch and shall be drawn with black waterproof ink on good quality heavy white linen or may be a litho print on good quality heavy white linen tracing cloth or Mylar. In addition a copy of the map shall be submitted on good quality heavy linen tracing cloth for the records of the Town of Monroe and four (4) blue or black line paper prints of the map shall also be submitted. The map shall conform to the subdivision design criteria of Article III and shall show the following:
- (1) Existing structures and existing and proposed property and street lines.
 - (2) Adjoining property lines and the names of adjoining owners as shown on tax assessment records.
 - (3) Existing and proposed watercourses, ponds, easements and rights-of-way.
 - (4) Existing and proposed parks, recreation areas and open spaces.
 - (5) Existing stone walls.
 - (6) Proposed lot arrangement and lot numbers.
 - (7) All dimensions to the hundredth of a foot and all bearings or angles on all property lines, proposed lots, street lines, easements, rights-of-way, parks, recreation areas and open spaces.

- (8) The central angle, tangent distance and radius of all arcs.
 - (9) The width of all streets, rights-of-way and easements.
 - (10) The square footage or acreage of all lots, parks, recreation areas and open spaces.
 - (11) Street names and existing and proposed street monuments.
 - (12) Length of all proposed streets along the center line from intersection to intersection or terminus.
 - (13) The survey relationship of proposed streets to nearby monumented town or state highways or to nearby subdivisions, if any such highways or subdivisions exist.
 - (14) Title, date, scale and North point.
 - (15) The words "approved by the Monroe Town Planning and Zoning Commission," with the designated place for the signature of the Chairman and date of signing.
 - (16) The error of closure, which shall not exceed one (1) in five thousand (5,000).
 - (17) An index map if the proposed subdivision is divided into sections or is of such size that more than one (1) sheet is required.
 - (18) A location map [scale at one (1) inch equals eight hundred (800) feet] showing the location of the subdivision in relation to primary roads in the town.
- E. Construction plans.
- (1) Plan and profile drawings of all proposed streets, storm drains, sanitary sewers, catch basins, manholes, ditches, watercourses, headwalls, sidewalks, curbs, gutters, bridges, culverts and all other structures pertaining to streets, drainage and sewers shall conform to the requirements of Article III and the Standard Specifications⁽⁴⁾ and shall have been approved by the Town Engineer prior to being accepted for final consideration by the Commission. Four (4) copies of such plan and profile drawings shall be submitted on good quality plan-profile paper twenty-four (24) inches in width and thirty-six (36) inches in length and shall be drawn to a horizontal scale of one (1) inch to forty (40) feet and a vertical scale of one (1) inch to four (4) feet. Profile drawings and elevations shall be based on the same bench mark as required for the site development map in Subsection C.

(4) Editor's Note: See Chapter A120, Standard Specifications.

- (2) In the case of streets typical road cross sections shall be shown, and the profiles shall show the existing grades and proposed elevations at the center line and both curb lines. The beginning and end of all vertical curves and the length of curves shall be shown. The depth, invert, slope and size of all pipes, ditches and streams shall be shown. Specifications for pipe, catch basin, manhole and headwall construction shall be shown and typical ditch cross sections shall also be shown. Detail drawings of any bridges, box culverts, deep manholes and other special structures shall also be submitted.
- (3) All construction plans shall be signed and sealed as prescribed in §111-108. When two (2) or more lots in a subdivision front on an existing town street, cross sections of the existing street shall be submitted on cross-section paper of twenty-four by thirty-six (24 x.36) inches, at a scale of one (1) inch equals ten (10) feet. The sections shall extend a minimum of fifty (50) feet from the center line of the existing street into any lots or streets that are a part of the subdivision. The sections shall extend to the street line in other areas.
- F. Drainage calculations. Drainage calculations in accordance with the design criteria in Article III shall be submitted, listing the design flow and theoretical capacity of each pipeline in; the drainage system. When inlet control governs, the required head for design flow and height of structure above pipe invert shall be shown. A map of suitable scale shall be included showing the extent of all drainage areas contributing to the drainage system.
- G. Contour plans. In the event that any regrading, cuts, fills or soil or rock removal in excess of one hundred (100) cubic yards per acre, not including excavations for foundation or excavation or fill for roads, is proposed in the area of the subdivision, a contour plan shall be presented showing existing contours, proposed contours and the proposed layout of streets, lots, parks, recreation areas and open spaces and drainage, at a scale of not less than one hundred (100) feet to the inch. The contour interval shall not exceed five (5) feet and shall be based on the same bench mark as required for the site development map in Subsection C. Three (3) black line or blue line prints of the contour plan shall be submitted; the plan shall be signed and sealed as prescribed in §111-108.
- H. Sewage disposal plan. A copy of the subdivision map of Subsection D, showing the location of seepage test holes of one (1) per lot at the approximate location and grade of the finished sewage disposal area, shall be submitted along with a written report describing the results of such tests, signed by an engineer licensed to practice in the State of Connecticut, and containing recommendations for the design of the sewage systems. Such tests and report shall conform to the Sanitary Code of the State of Connecticut.
- I. Well Water Supply. In the case of any lot to be served by an onsite well water supply intended to supply water for human consumption, the well shall be located a minimum of one hundred (100) feet from an open stream, any portion of a septic system or potential source of pollution, or such greater distance as may be applicable through the provisions of any other state and/or local code or ordinance. [Effective May 1, 1979]

- J. State Highway Department permit. Where a proposed road or drain joins with a state highway, the applicant shall obtain a permit for such connection from the Connecticut State Highway Department and shall present a copy of such permit to the Commission.
- K. Easements and deeds. Easements for sanitary sewers and public rights-of-way other than streets, and easements for storm drainage and watercourses, draining existing and proposed streets or streets that may be constructed in the future, shall be confirmed by written easements and deeds describing the land involved and privileges of the town in a form eliminating any town liability for installation and maintenance and satisfactory to the Town Attorney.
- L. Other evidence. In addition to the above requirements for consideration, other evidence as required by the Commission shall be submitted establishing that the land to be subdivided is of such character that it can be used for building purposes without danger to health or the public safety; that proper provision will be made for water, drainage and sewerage, and in areas contiguous to brooks, rivers or other bodies of water subject to flooding, that provision will be made for protective flood control measures; that in places deemed proper by the Commission, open spaces for parks and playgrounds will be established; and if the Commission shall have adopted a plan of development affecting the area of the proposed subdivision, that any proposed street shown on the subdivision map is in harmony with existing or proposed thoroughfares shown on said plan, especially in regard to safe intersections with such thoroughfares.
- M. Inland wetlands approval. If the proposed subdivision property or any portion thereof is shown to be subject to regulation as an inland wetland in accordance with the prescribed wetland map for the Town of Monroe, the necessary approvals and/or permits must be obtained from the governing wetland authority pursuant to Title 22a of the Connecticut General Statutes, 1958 Revision (Revised to 1972). Such approvals and/or permits must be submitted as part of the subdivision application. No subdivision application shall be deemed to be complete until the aforesaid information is submitted to the Commission by the applicant. [Added 9-14-74]
- N. Soil Erosion and Sediment Control. A plan of soil erosion and sediment control shall be prepared, adopted, implemented, maintained and enforced in accordance with the provisions of Article XIX of the Zoning Regulations. [Effective July 1, 1985]

§ 111-202 Conditions of approval.

After the foregoing requirements for application and consideration have been met, the Commission shall pursue the following procedure:

A. Approval

- (1) The Commission shall give consideration to the proposed subdivision, and if it shall find that the subdivision map and plans and the accompanying certificates, documents and data conform to the requirements of these regulations the Commission may conduct a public hearing. All legal notices required in connection with such hearing shall be at the expense of the applicant. The Commission, after the public hearing, if conducted shall give approval to the proposed subdivision if it shall find that the subdivision map and plans and accompanying certificates documents and data conform to the conditions and requirements of these regulations. In granting approval the Commission may attach such conditions as it deems necessary to modify the subdivision map plans or documents and to preserve the purpose and intent of these regulations.
- (2) The applicant shall comply with all such conditions of approval within ninety (90) days of the date of approval and failure to do so shall render approval null and void unless the Commission upon written request of the applicant extends the ninety-day limit. Such request shall state the reasons that make the request necessary.
- (3) The Commission shall approve, modify and approve or disapprove any subdivision map or any accompanying plan or document within the time limit prescribed by the General Statutes of the State of Connecticut, as amended. The grounds for disapproval shall be stated in the records of the Commission. The submission of inaccurate or incomplete material shall be grounds for denial by the Commission.

B. Map endorsement.

- (1) Construction plans. At the time of approval, the Commission shall endorse copies of the construction plans to permit the initiation of construction after the posting of the required bond. Such endorsement shall in no way affect the right of the Commission or its agent to modify these plans to cope with problems encountered during construction.
- (2) Subdivision map. When all the conditions of approval, if any, have been met, the Commission shall note its approval of the proposed subdivision by endorsement of the subdivision map in order to permit filing of the map with the Town Clerk. No such endorsement may be made by the Commission until all conditions of approval have been met or, if no bond is posted with the Commission, until all required subdivision improvements have been completed in compliance with the plans as approved and/or modified by the Commission or its agent.

C. Posting of performance bond. [Effective 7-25-81]

- (1) Prior to final decision by the Commission, the applicant shall file with the Commission a performance bond to assure completion of subdivision improvements as set forth in these regulations and any specific requirements of the Commission. The Commission shall set the final bond figure, which shall be the sum the Commission shall require, and the required bond shall be posted in the form of:

An irrevocable letter of credit issued through a bank doing business in the State of Connecticut, and with offices in the State of Connecticut, using form(s) prescribed by the Commission. No other form(s) shall be accepted. [10-1-87]

The required total bond shall be in such amount as the Commission shall deem sufficient to ensure the completion of subdivision improvements within five (5) years in accordance with the plans as approved. The Commission may extend the period for completion of improvements by one (1) year upon receipt of evidence of the need for such extension and upon receipt of assurance that the bond obligation will cover the extension period.

- (2) Amount of bond; costs.
- (a) In computing the amount of the bond, the Commission shall include the construction cost of the following items: the construction of all required improvements, including storm drainage system, roads and pavements, sidewalks and curbs, trees, street signs, grading, setting of monuments and any other requirements made as a condition for subdivision approval.
- (b) Estimated costs shall be those that would allow for the town's advertising and awarding a contract for construction of the improvements.
- (c) Costs shall be projected to a point at the end of the performance bond term. Any extension of the term of the performance bond may result in an adjustment as to the bond total.
- (d) The total estimated cost of the performance bond shall also include an addition of fifteen percent (15%) to cover contingencies and engineering.
- (3) The bond agreement shall remain in full force and effect until such time as the Commission shall authorize its release and cancellation.

- (4) Change in ownership or responsibility; approved subdivision. Should the land upon which subdivision improvements have been approved change in ownership during the life of the approval (as defined in §8-26c, Connecticut General Statutes) the new owner and/or principal of said land shall post a performance bond in the same amount and in the same manner as originally prescribed by the Commission, and as specified in §111-202C (1)-(3). Upon posting of the required bond by the new owner and/or principal, the previously posted bond shall be released by the Commission. Should the new owner and/or principal fail to post the required bond, the existing bond agreement shall remain in full force and effect and the Commission shall prevent the issue of zoning compliance certificates in any form for any lot appearing on the approved subdivision map until such time as the replacement bond is posted.
- (5) All projects bonded under methods specified prior to the revisions to §111-202(C) adopted October 1, 1987 may be converted to the method specified on said date upon the request of the principal.

D. Insurance.

- (1) The subdivider shall file with the Commission, on a form acceptable to the town, a general liability insurance policy. This policy shall be of the same term as the performance bond and shall be extended in conformance with any extension of the performance bond.
- (2) The policy shall insure the Town of Monroe and the subdivider and shall cover all his operations in the development involving existence and maintenance of property and building and contracting operations of every nature, including all public improvements. Said policy shall have the following limits:
 - (a) Property damage (including automobile).
 - [1] Each accident, not less than one hundred thousand dollars (\$100,000).
 - (b) Bodily injury (including automobile).
 - [1] Each person, not less than two hundred fifty thousand dollars (\$250,000).
 - [2] Each accident, not less than five hundred thousand dollars (\$500,000).

E. Filing of maps and documents. The subdivision map, easements and deeds shall be filed and recorded with the Town Clerk by the Commission at the expense of the applicant.

F. Certificate of compliance. Before release of any subdivision bond, or before the Commission endorses any subdivision map to permit filing with the Town Clerk when no subdivision bond has been posted, the applicant shall present the following documents to the Commission.

- (1) As-built plans. The applicant shall present as-built cloth tracings of the approved construction plans, signed and sealed as prescribed in §111-108 of these regulations, certifying that the streets, storm drains, sanitary sewers, catch basins, manholes, ditches, headwalls, sidewalks, curbs, gutters, bridges, culverts and all other structures pertaining to streets, drainage and sewers have been installed in the location and at the elevation or grade shown on said construction plans.
 - (2) Materials. The applicant shall present signed certificates approved by his engineers from suppliers, certifying that the following materials incorporated in the construction of the subdivision conform to the requirements of the Standard Specifications: subbase gravel, processed aggregate for base, bituminous concrete, precast units for drainage structures, pipe and guideposts. In addition, the applicant shall submit test results, from a laboratory satisfactory to the Commission, of samples of the subbase gravel used. The samples shall be taken at the construction site in an approved manner. One (1) sample shall be tested from each five hundred (500) linear feet of street.
 - (3) Construction. The applicant shall also present a statement, signed and sealed by a professional engineer licensed to practice in the State of Connecticut, certifying that the following items conform to the Standard Specifications:
 - (a) Construction and depth of subbase.
 - (b) Construction and depth of processed aggregate base.
 - (c) Construction and depth of bituminous concrete pavement.
 - (d) Construction of storm drainage, including underdrains.
- G. Statement of satisfactory completion. Upon completion to the satisfaction of the Commission of all requirements related to the subdivision, the Commission, at the request of the applicant, shall execute a statement certifying that the subdivision has received approval, that all of the conditions of approval have been met and that all required subdivision improvements have been completed in accordance with plans as approved. No road completed after October 31 shall be accepted prior to April 1 of the succeeding year.
- H. Hold-harmless agreement. Where, in the best interests of the town, it agrees with the subdivider to provide snow and ice control maintenance on a street within a subdivision that has not been accepted, the subdivider shall provide the town with an agreement holding the town harmless for any accidents or damage to existing improvements that may occur as a result of the town's maintenance.

ARTICLE III **Subdivision Design Standards**

§ 111-300 **General requirements.**

All improvements shall be planned and constructed as provided herein and shall be subject to the approval of the Commission. Improvements shall generally be in accord with the Standard Specifications of the Town of Monroe. *(5)* Construction shall be carried on only under the supervision of the Town Engineer. The following criteria shall apply to the planning and map layout of streets, lots, parks, recreation areas and other improvements and facilities required in any proposed subdivision.

(5) Editor's Note: See A120, Standard Specifications.

§ 111-301 **Streets.**

Streets shall be designed and constructed in accordance with the Standard Specifications of the Town of Monroe. Streets shall be planned in such a way as to provide a safe and convenient street system for present and prospective traffic and to conform to the following standards:

- A. Classification of streets. All streets shown on the subdivision map as approved by the Commission shall be classified as follows:
 - (1) Major thoroughfare or parkway. A major thoroughfare or parkway is a street of considerable continuity which is primarily a traffic artery for intercommunication among large areas of the town and on which through traffic passing abutting properties will be dominant.
 - (2) Secondary thoroughfare. A secondary thoroughfare is a street which is supplementary to the major thoroughfare or parkway system and is primarily a means of intercommunication between this system and smaller areas or among smaller areas and on which traffic past abutting properties is somewhat dominant.
 - (3) Local Street. A local street is a street which primarily provides access to abutting residential properties.
 - (4) Commercial Street. A commercial street is a street which gives direct access to or circulation within business and industrial areas.
 - (5) Private commercial street servicing DI and DB Design Districts. A private street is a street which: (1) is owned and maintained privately, with access, utility and maintenance obligations clearly documented and established in a legal instrument submitted for review at the time of subdivision application and subsequently filed on the land records prior to the construction of said private street; and (2) provides direct access to or circulation within a commercial subdivision within a DI and/or DB Deign District.

- B. Street width. Streets shall have the following minimum width according to their classification:
- (1) Major thoroughfare: sixty (60) feet: parkway, eighty (80) feet.
 - (2) Secondary thoroughfare: sixty (60) feet.
 - (3) Local Street: fifty (50) feet.
 - (4) Commercial Street: sixty (60) feet.
 - (5) Private commercial street servicing DI and DB Design Districts: sixty (60) feet.
- C. Pavement width. Streets shall have the following width between curb faces:
- (1) Major thoroughfare: forty (40) feet: parkway: two (2) lanes of twenty (20) feet each.
 - (2) Secondary thoroughfare: thirty-six (36) feet.
 - (3) Local Street: thirty-two (32) feet.
 - (4) Commercial Street: thirty- two (32) feet. Where deemed necessary, at the discretion of the Commission, the road width standard may be increased to a width of thirty-six (36) feet.
 - (5) Private commercial street servicing DI and DB Design Districts: thirty-two (32) feet.
 - (6) Turnaround: radius of fifty (50) feet.
- D. Grade. Streets should in general follow the contours of the land. The minimum grade for any street shall be one percent (1%) and the maximum grade shall not exceed the following:
- (1) Major thoroughfare and parkway: four percent (4%).
 - (2) Secondary thoroughfare: six percent (6%).
 - (3) Local Street: ten percent (10%).
 - (4) Commercial Street: six percent (6%).
 - (5) Private commercial street servicing DI and DB Design Districts: eight percent (8%), or nine percent (9%) if said street currently exists as of August 15, 2013 and functions as a private roadway servicing more than one building or property.
 - (6) Turnaround: three percent (3%).
 - (7) Intersections. Grades approaching intersections shall not exceed five percent (5%) for a distance of not less than one hundred (100) feet from the center line of the intersection.

- E. Horizontal alignment. The minimum radius of curvature at the center line of streets shall be as follows:
- (1) Major thoroughfare or parkway: one thousand eight hundred (1,800) feet.
 - (2) Secondary thoroughfare: six hundred (600) feet.
 - (3) Local Street: two hundred (200) feet.
 - (4) Commercial Street: three hundred (300) feet.
 - (5) Private commercial street servicing DI and DB Design Districts: (1) three hundred (300) feet, or (2) one hundred sixty (160) feet if said street has no outlet; currently exists as of August 15, 2013 and functions as a private roadway servicing more than one building or property; has adequate maneuverability; and has adequate sight-line and stopping distance as per existing (field-determined) vehicle running speed.
- F. Vertical alignment. Vertical curves shall be used for all changes in gradient where the algebraic difference in grades exceeds five-tenths percent (0.5%). All vertical curves shall be parabolic with a minimum length of one hundred (100) feet. The length of vertical curves for crests and sags shall be determined for stopping sight distances as follows:

Design Speed (mph)	Stopping Sight Distance (feet)
30	200
40	275
50	350

- G. Cross section. Streets shall be crowned with a cross slope of three-eighths (3/8) inch per foot. The sidewalk shelf shall be graded from the back of curb to the street line and shall slope up from the curb at one-half (1/2) inch per foot.
- H. Pavement structure. Streets shall have the following compacted depths of materials:
- (1) Subbase. The subbase shall be gravel with the following compacted depths:
 - (a) Major thoroughfare or parkway: twelve (12) inches.
 - (b) Secondary thoroughfare: eight (8) inches.
 - (c) Local Street: six (6) inches.
 - (d) Commercial Street: twelve (12) inches.
 - (e) Private commercial street servicing DI and DB Design Districts: ten (10) inches.

- (2) Base course. The base course for all streets shall be four (4) inches' compacted depth of processed aggregate.
 - (3) Surface course. The surface course shall be three (3) inches compacted depth of bituminous concrete placed in two (2) equal layers, except that arterial and commercial streets and private commercial streets servicing DI and DB Design Districts shall have four (4) inches of compacted depth placed in two (2) equal layers.
- I. Intersections. The following criteria shall apply to street intersections:
- (1) Number of streets. No more than two (2) streets shall intersect at anyone (1) point. Except for crossroads, no point of intersection of any street shall be closer than two hundred (200) feet to an intersection on the opposite side of the street.
 - (2) Angle of intersection. Wherever practical, all streets shall intersect at ninety degrees (90°), and no street shall intersect any other street at an angle of less than eighty-five degrees (85°).
 - (3) Corner radii. Intersecting local streets shall have a minimum radius of fifteen (15) feet at the street line. Intersections of local streets with major thoroughfares or parkways, secondary streets and commercial streets shall have a minimum radius of twenty (20) feet at the street line. All other intersections shall have a minimum radius of twenty-five (25) feet at the street line.
- J. Slopes. Cut or fill sections beyond the street line shall not be steeper than two to one (2:1) [two (2) horizontal to one (1) vertical], except in rock. The Commission or its agent may require flatter slopes to maintain the stability of the bank. At intersections, banks shall be cut back to maintain a minimum sight distance of one hundred (100) feet along each approach leg. No cut or fill slopes shall extend outside of the subdivision property unless appropriate slope rights are obtained for the town. All ground surfaces that are disturbed due to grading and constructing the street shall be loamed and seeded in accordance with the Standard Specifications.
- K. Removal of turnarounds. During the construction of a new street that is the extension of a cul-de-sac street, the turnaround shall be removed, even though it is outside of the limits of the subdivision being constructed. The pavement shall be removed to a depth of at least six (6) inches, new curbs constructed and the area backfilled, loamed and seeded to blend with the requirements of the Standard Specifications.
- L. Curbs. Machine-laid bituminous concrete curbs shall be installed along all streets and turnarounds in accordance with the Standard Specifications. The Commission may require Portland cement concrete curbs to be installed.
- M. Sidewalks. The Commission may require the installation of Portland cement concrete sidewalks in locations deemed proper by the Commission. Sidewalks, when required, shall be constructed in accordance with the Standard Specifications.

- N. Guideposts. Guideposts shall be installed along streets where slopes are steeper than four to one (4:1). Guideposts shall be installed in accordance with the Standard Specifications.
- O. Relation to adjoining areas. Proposed local streets and private commercial streets servicing DI and DB Design Districts shall be planned to discourage through traffic and to provide a safe and convenient system for present and prospective traffic in the area surrounding the proposed subdivision. Proposed major thoroughfares, parkways, secondary thoroughfares and commercial streets shall be planned to provide for continuation of existing streets in adjoining areas with an alignment in accordance with the standards provided herein and for proper projection into adjoining properties when subdivided. Proposed streets to be projected into adjoining properties shall be carried to the boundary line. Minimum fifteen-foot-wide slope rights on each side of the future right-of-way shall be given to the town.
- P. Cul-de-sac or dead-ends; number of lots to be served by. Cul-de-sac or dead-end streets, which are closed at one (1) end by building lots or other land, ending in a turnaround which may be temporary or permanent shall provide sole access to not more than twelve (12) building lots, nor less than four (4) lots. All such lots shall meet the minimum frontage requirement of the Zoning District along the street line of the cul-de-sac or dead-end street. The length of a street terminating with a permanent or temporary cul-de-sac or dead-end shall not exceed 2,000 linear feet. The Commission may approve a longer length where adequate emergency access provisions are provided. The Commission may also approve an alternative terminus design for a proposed private commercial street servicing DI or DB Design Districts provided said alternative terminus design provides for safe and adequate continuation of vehicle movement and turnaround with adequate easements relating thereto.
- Q. Turnarounds. A turnaround shall be provided at the closed end of a cul-de-sac or dead-end street. Turnaround design shall not exceed a minimum radius of fifty (50) feet to the curb line/sixty (60) feet to the street line or a maximum radius of sixty-five (65) feet to the curb line/seventy-five (75) feet to the street line. In any case, the area from the curb line to the street line shall not exceed ten (10) feet. Land for a turnaround on a dead-end street which will at some future date be projected into adjoining property shall be provided in the form of an easement to the town which shall contain a condition for automatic termination of the easement upon extension of the street. Pavement for the temporary turnaround shall be removed upon termination of the temporary turnaround easement, in accordance with the Standard Specifications.
- R. Street names. Streets shall bear names which do not duplicate or too closely approximate, in spelling or sound, existing street names in Monroe. All street names shall be approved by the Commission.

- S. Monuments. Concrete monuments shall be located on points of curve and points of tangency with an unobstructed line of sight between them. Monuments shall be no more than one thousand (1,000) feet apart nor closer than two hundred (200) feet except on short curves. Center line pins shall be placed at all points of curve, points of tangency, angle points and at the intersections of all streets within the subdivision as well as adjoining streets. Where two (2) pins are not visible, pins will be set on line. Pins shall be made of ferrous metal, twenty-four (24) inches long and three-fourths ($\frac{3}{4}$) inch in diameter, and set flush with the finished pavement. The distance between all center-line pins shall be indicated on the finished map. The location of monuments and pins shall be subject to the approval of the Town Engineering Department.
- T. Existing streets. When proposed subdivisions abut an existing town street, the following requirements shall be adhered to:
- (1) Right-of-way. A street line shall be established to provide for future widening of the existing street. The street line shall be set in accordance with the requirements as to width and alignment for the classification assigned to the street by the Commission. The developer shall give the town a quitclaim deed for the land between the newly established street line and the edge of the existing traveled way.
 - (2) Drainage. When required by the Commission, drainage structures shall be constructed to conform to the future widening of the existing street with provisions made to properly drain the street in its existing configuration.
 - (3) Reconstruction. When required by the Commission, the existing street shall be reconstructed in conformance with the requirements of the classification assigned to the street by the Commission.
- U. Street lines. Street lines on each side of a proposed street shall be parallel or shall be concentric arcs.
- V. Block dimensions. Intersecting streets shall be laid out at such intervals that block lengths between street lines are not more than one thousand two hundred (1,200) feet nor less than four hundred (400) feet, except when in the opinion of the Commission existing conditions justify a variation from this requirement.
- W. Street signs. Each street intersection in a subdivision, including intersections of new subdivision streets with existing streets or highways, shall be provided with appropriate signs identifying both streets, in accordance with the following procedure:
- (1) The Planning and Zoning Commission shall determine the number and types of signs required and shall specify the requirements upon final approval of the subdivision.

- (2) The Town Highway Department shall provide and install the required signs with the funds deposited by the applicant to the Town Subdivision Street Sign Account. The applicant shall deposit to this account sums for the required signs in accordance with a schedule on file with the Commission. The total sum required shall be deposited to said account prior to the time that a release of the subdivision improvement bond is requested by the applicant, except that no certificate of occupancy shall be issued for any structure unless sufficient funds are deposited to said account to pay for signs to identify any intersections of the street where said structure is located.

X. Construction signs.

- (1) The developer shall erect and maintain at each terminus of each street as it is laid out a secure sign reading as follows:

"This is not- a Public Road"

Signed: _____
Developer

- (2) The above-required sign shall be at least eighteen by twenty-four (18 x 24) inches in size, with two (2) inch block lettering, and shall be maintained until the streets are accepted by the town.

- Y. Stonewalls. In recognizing the historic and natural value of field constructed stonewalls, common in and around the Town of Monroe, all stonewalls on a subdivision site shall be mapped per the requirements of §§111-201C and D. Wherever feasible, stonewalls shall be preserved as found on site or shall be relocated on site. Wherever practical, existing or new lot lines shall be made to follow stonewalls provided they generally conform to the provisions of §111-304 of these regulations. [Effective 3-24-85]

§ 111-302 Drainage.

The protection of life and property of area residents, the traveling public and the town shall be of paramount importance and the facilities shall be located and planned so as to minimize danger to such life and property. Storm drainage shall be designed in accordance with the following criteria:

- A. Runoff. The rational method shall be used for computing runoff ($Q=Aci$), where the following values apply:

Q = runoff, in cubic feet per second
A = area of watershed contributing, in acres
i = rainfall intensity, in inches per hour
c = coefficient of imperviousness

- B. Design storm. Design of facilities to carry stormwater runoff shall be based on a ten-year storm. Design of facilities to carry established streams shall be based on a fifty-year storm.

C. Rainfall intensity.

- (1) Rainfall intensity shall be determined from the New Haven Chart, a copy of which is included.⁽⁶⁾

(6) Editor's Note: The New Haven Chart is included at the end of this chapter.

- (2) The time of concentration used in this chart shall be determined as follows:

- (a) Overland flow less than one thousand (1,000) feet, Seelye Chart.
 (b) Overland flow more than one thousand (1,000) feet, Kirpich Chart.
 (c) Flow in pipes, computed for design flow.

- (3) Copies of the Seelye Chart and Kirpich Chart are included.⁽⁷⁾

(7) Editor's Note: Copies of the Seelye Chart and Kirpich Chart are included at the end of this chapter.

D. Coefficient of imperviousness. The following coefficients shall be used in the various zoning districts:

District	Coefficient
Residential and Farming C	0.40
Residential and Farming D	0.35
Residential and Farming E	0.30
Business No. 1 and No. 2	0.75
Industrial Park	0.75
Restricted Industrial	0.75

- E. Pipe. All pipe for storm drains shall be reinforced concrete pipe. The minimum size of pipe shall be fifteen (15) inches. In special cases, asphalt-coated corrugated metal pipe may be used if approved by the Town Engineer.
- F. Slope. The minimum slope for storm drains shall be five tenths percent (0.5%).
- G. Hydraulic design. The hydraulic design of pipes shall be based on the Manning formula. The roughness coefficient (N) used shall be fifteen-hundredths (0.015) for concrete pipe and nineteen-hundredths (0.019) for corrugated metal pipe.
- H. Cover. The minimum cover over all pipe shall be two (2) feet.
- I. Intersections. Inlets shall be installed to properly drain all intersections of new streets and intersections of new streets with existing town streets.

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- J. Easements. Easements at least thirty (30) feet in width centered on the storm drain, shall be provided for all stormwater and sanitary sewer pipes which will not be installed in streets to be dedicated to the town. Easements for outlet pipes shall extend to a suitable existing storm drain or an adequate natural watercourse. Easements shall be provided for ditches, channels or natural streams and shall be of sufficient minimum width to include a ten-foot access strip in addition to the width of the ditch, channel or natural stream from top of bank to top of bank. In addition, a minimum easement width of twenty (20) feet shall be dedicated, if required, on the rear line of each lot for the use of public utilities, poles, pipes and conduits, except where the Commission deems such easements impracticable or undesirable.
- K. Channel lines. Channel and building lines shall be provided along any major stream or river for the purpose of preventing encroachment upon and constriction of the natural water channel by buildings, filling operations or other facilities and construction. The width of the channel shall be based on sound engineering calculations, anticipating long-range storms and flow potentials and recognizing proper alignment and gradients of the channel. A note shall be placed on the final map explaining the channel and building lines and stating the restrictions against encroachment upon the channel in a manner approved by the Town Attorney.
- L. Catch basins, drop inlets and manholes.
- (1) The first inlet in a storm drain system shall be located within three hundred fifty (350) feet of the roadway high point. Other than the first inlet, all inlets will be spaced a maximum of three hundred (300) feet apart. When the spacing between inlets exceeds four hundred (400) feet, manholes shall be placed to give a maximum length of pipe between structures of four hundred (400) feet.
 - (2) Drainage structures (catch basins, drop inlets or manholes) shall be placed at each grade change along a storm drain, at each change in horizontal direction and at each junction point of two (2) or more storm drains. Normally, drop inlets shall be used. In areas that are susceptible to the deposit of sand or debris, catch basins shall be used. Double-grate inlets shall be used at sags where, due to off-street runoff, a design flow in excess of three (3) cubic feet per second will be entering the inlet.
- M. Discharge. The discharge of all stormwater shall be conducted into suitable watercourses, wetlands, or into town drains with adequate capacity to carry additional water. Where the discharge shall be onto private property adjoining the proposed subdivision, proper easements and discharge rights shall be secured by the applicant for the town before approval of the final map and acceptance of the drainage plan. No storm drain shall outlet into a natural watercourse, whether continually flowing or intermittent, or into an existing drainage system, so as to exceed the capacity of the watercourse or drainage system, without provisions being made to satisfactorily increase the capacity of the watercourse or downstream structure.
[Effective 6-1S-80]
- N. Underdrain. Underdrains shall be installed in all areas where wet conditions prevail or where required by the Town Engineer. Underdrain outlets shall be connected to drainage structures whenever practical. When impractical, they shall be terminated with an approved end wall.
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- O. Outlets. All storm drain outlets shall be terminated with an approved outlet structure and shall be so constructed as to dissipate the flow energy in a way that will minimize the possibility of soil erosion. Crossing culverts for established watercourses shall extend no less than twenty-five (25) feet from the street line. Except for crossing culverts, storm drains shall terminate at least one hundred (100) feet from the edge of an established watercourse into a rip-rapped ditch or swale. Storm drains shall terminate no less than one hundred fifty (150) feet from a street line except where required to maintain the minimum setback from the edge of an established watercourse. If a discharge less than one hundred (100) feet from the edge of an established watercourse is proposed, it shall require the approval of the State Department of Health as required by the State Public Health Code. [Effective 6-15-80]
- P. Ditches. The use of ditches to carry stormwater to natural watercourses will not be allowed except in special cases, and then only with prior approval of the Commission.
- Q. Special structures. Bridges, box culverts, deep manholes, nonstandard endwalls and other special structures shall be designed in accordance with good engineering practice and shall be subject to the approval of the Commission or its agent. Bridges and box culverts shall be designed to carry at least the full width of the required street pavement and at least a four (4) foot sidewalk on each side.

§ 111-303 Open spaces.

- A. Open Space. In accordance with §8-25 of the Connecticut General Statutes and consistent with the Town of Monroe Plan of Conservation and Development, no subdivision or resubdivision of land shall be approved unless proper provisions have been made for the preservation of open space in conjunction with such subdivision or resubdivision. Open space for natural habitat preservation (preserving natural features, wildlife habitat, scenic vistas, ridgelines and hilltops, significant trees, environmentally sensitive areas, stonewalls, areas beyond wetlands and watercourses a minimum of 100 feet), passive recreation and/or active recreation (parks and playgrounds) shall be formally reserved as part of all subdivisions and resubdivisions in places as deemed proper by the Commission. Such open spaces shall be preserved in perpetuity and conveyed to and accepted by the Town or other approved conservation non-profit organization with the recording of an approved subdivision map. Land reserved for open spaces shall be of such size, location, shape, topography and general character as to be useful to satisfy the needs determined by the Commission. Proper pedestrian and vehicular access, parking, drainage, and environmental protection measures shall be provided for each such reservation. Open space shall abut and have direct access to a public street, unless such open space is proposed to be merged with an existing preserved open space parcel that has existing suitable street frontage and access as determined by the Commission. Reservation of land shall conform to the Town Plan of Conservation and Development pertaining to parks, playgrounds, recreation areas and open space.

- B. Condition of Open Space Lands. The Commission, in requiring the provision of open space, shall consider the proper development of the town, the density of population and existing public open spaces in the vicinity of the subdivision. No loam, fill or natural growth shall be removed from the area reserved for open space, and no foreign matter shall be permanently placed upon said space unless required by the Commission in connection with the grading, construction or development of the subdivision or resubdivision.
- C. Area of Open Space Reservation. All subdivision and resubdivision applications shall include a dedication of open space equal to or greater than fifteen (15%) percent of the total combined acreage of the subdivision property. At least fifty (50%) percent of this open space shall be preserved as "Useable Open Space" containing: no wetlands (as defined by the Monroe Inland Wetlands and Watercourses Regulations) or excessive slopes (greater than twenty (20%) percent). The Commission may partially waive this requirement and permit the required open space area to include additional areas of wetlands and/or excessive slopes where the total area of the property to be developed contains more than twenty-five (25%) percent of such areas. In all cases the proportion of wetlands and/or excessive slopes that is included within the open space shall not exceed the proportion that exists within the total area to be developed.
- D. Method of Protection. The applicant shall submit with an application the necessary draft proposed map and legal instrument designed to ensure that designated open space lands shall be preserved in perpetuity. The applicant shall be responsible for any filing fees due to the Office of the Town Clerk.
- E. Exclusions. The open space requirement set forth herein shall not apply if the transfer of all land in a subdivision of less than five (5) lots is to a parent, child, brother, sister, grandparent, grandchild, aunt, uncle, or first cousin for no consideration, or if the subdivision includes affordable housing as defined in CGS §8-39a, as amended, equal to twenty (20%) percent or more of the total housing to be constructed in said subdivision.
- F. Alternatives to Open Space Reservation On-Site. The following alternatives to on-site open space reservation may be considered by the Commission only in instances where the Commission determines that the subdivision or resubdivision property does not possess lands suitable for open space reservation based on the criteria set forth in Subsections A through C above:
- (1) Off-Site Land Reservation In lieu. In lieu of the reservation of open space on-site, the Commission may approve the reservation of property located off-site which is equal to that otherwise required on-site, provided said property is also of suitable access, location and character as otherwise required if from the application property.
 - (2) Payment In lieu. In lieu of reservation of open space on-site, the Commission may authorize a payment of a fee in lieu of, or may approve a combination of paying a fee to the Town of Monroe and preserving land in accordance with this Section, in lieu of part or the full requirement to preserve open space otherwise required by these Regulations.

- (3) Market Value. Any in lieu fee payment, or combination of payment and the fair market value of the land to be reserved, shall be equal to ten (10) percent of the fair market value of the total land to be subdivided or resubdivided prior to the approval of same.
- (4) Appraisal. The fair market value shall be determined by an appraiser jointly selected by the Commission and the applicant, the cost of which appraisal is to be paid by the applicant. Each such appraisal shall be prepared in conformance with the current version of the Uniform Standards of Professional Appraisal Practice and with such other standards as may be required by Connecticut State Law. The Commission shall reserve the right to determine whether such standards have been met. If the Commission finds that any appraisal was not prepared in conformance with such standards, it may reject such appraisal.
- (5) In lieu Fee Payment.
 - (a) At the option of the applicant, the applicant may submit:
 - (i) The entire payment may be provided to the Town in one lump sum prior to the recording of an approved Subdivision or Resubdivision Map with the Town Clerk; or
 - (ii) Equal fractional payments, the numerator of which is one and the denominator is the number of approved building lots in the subdivision or resubdivision, may be provided to the Town no later than the time of the sale of each approved building lot (i.e., prior to the issuance of a certificate of zoning compliance and certificate of occupancy). With this election, notation describing this requirement shall be placed on the final Subdivision or Resubdivision Map recorded in the Town Clerk's office.
 - (b) When fractional payments are elected to be provided in lieu of reservation of open space land, the applicant shall execute a lien for each individual lot in a form and substance acceptable to the Commission and Town Attorney, including evidence of satisfactory Certificate of Title. Each such lien shall place the Town with first priority and shall state the exact dollar amount to be paid to the Town at the time of sale of the individual lot. Such liens shall be recorded on the Town of Monroe Land Records. The fee in lieu shall be paid prior to the issuance of a certificate of zoning compliance and certificate of occupancy for each individual lot. A release of lien for an individual lot shall be provided by the Town upon the Town's receipt of the fee for that individual lot. The applicant shall be responsible for any filing fees due to the Office of the Town Clerk.
 - (c) All payments of fee in lieu shall be deposited by the Town in the Open Space and Land Acquisition Fund (Chapter 60 of the Code of the Town of Monroe) as may be amended from time to time. All fees shall be paid to the Town prior to the release of any subdivision or resubdivision bond.

§ 111-304 Design of lots. [Effective 3-24-85]

A. Lot size and arrangement.

The area and width of the proposed lots shall conform to the Zoning Regulations of the Town of Monroe ⁽⁸⁾ and shall be of such shape, size, location and character that buildings can be constructed in conformity with the requirements of such regulations. The lots shall be as nearly rectangular as is practical. The design of lots to include unusable area consisting of unusual shapes and angles that deviate in the extreme from the practical rectangular design of the lot for the purposes of meeting lot standards of the Zoning Regulations, or maximizing the number of lots is not acceptable and shall constitute grounds for rejection of the proposal.

(8) Editor's Note: See Article 3 Zoning.

B. Interior Lots [Effective 7-22-22]

Interior Lots not having the minimum frontage on a street normally required, shall be permitted in the Residence RF-1, RF-2, and RF-3 Districts provided that the Planning and Zoning Commission determines that the development of interior lots is in the best interests of the Town of Monroe, that will allow proper and orderly utilization of land for residential purposes and that such interior lots comply with the provisions of Section 3.8 of the Zoning Regulations.

C. Lot quality.

The lots shall be of such character that they can be used for building purposes without danger to the health and safety of the public or the occupants. Any lot which is found to be unsuitable for buildings by reasons of water or flooding conditions, unsuitable soil, topography, ledge, rock, or other conditions shall be combined with another lot that is suitable or shall be marked "Not a Building Lot" on the final map until necessary improvements to the lot have been made and approved by the Commission.

§ 111-305 Streetlights.

- A. When required by the Commission, the developer shall install streetlights at all intersections, including intersections of new streets with existing streets. Streetlights shall be in operation before any certificate of occupancy is issued.
- B. The developer shall be responsible for all operating' and maintenance costs until the streets are accepted by the town. Streetlighting installed shall be in accordance with standards established by the town or recommended standards for municipal streetlighting as established by the power company providing local service.

§ 111-306 Marking of lot boundaries.

All lots in a subdivision must be pinned or have monuments set at all points of significant changes in direction of the lot boundaries. Monuments will consist of concrete and pins will be of metallic composition with a minimum diameter of three-fourths ($\frac{3}{4}$) inch and be forty-eight (48) inches long. Such pins or monuments shall be set with the top at grade level.

§ 111-307 Pedestrian easements.

In areas where the proposed street system does not conform to the anticipated pattern of pedestrian circulation, particularly in the vicinity of schools and playgrounds, the Commission may require the provision of ten-foot easements deeded to the town for the establishment of pedestrian ways.

§ 111-308 Utility locations.

All utility distribution and service lines shall be located underground with a depth and distance from the center line of pavement as specified in the Standard Specifications of the Town of Monroe or as directed by the Town Engineer and in compliance with all regulations of the Public Utilities Commission.

§ 111-309 Reserved rights-of-way.

When required by the Commission, the developer shall dedicate to the town reserved rights-of-way for future street connections to adjoining property susceptible to being subdivided. Such reserved rights-of-way shall be included in an agreement by and between the town and the developer and shall include slope rights fifteen (15) feet outside of the street rights-of-way. These rights-of-way shall have necessary radial intersections. Lots adjoining these rights-of-way shall be so laid out that access to a house or garage shall not be over the reserved right-of-way. When the adjoining property is subdivided, the developer of said adjoining property shall be required to connect to and build the street over the reserved right-of-way at his own expense.

§ 111-310 Street trees.

Street trees shall be planted on both sides of any street to be dedicated to the town. The developer may elect either to plant the trees himself or to contribute a sufficient sum to the Town Tree Planting Account to have such planting accomplished by the town.

- A. Tree specifications. The variety of tree shall be specified by the Town Tree Warden. Each tree shall be nursery grown, free from disease and bark damage, and shall have a minimum height of ten (10) feet and a straight trunk with a caliper of at least one and three-fourths ($1\frac{3}{4}$) inches. The head of each tree shall be multiple-branched with the branches starting approximately six (6) feet above the ground.

- B. Location and spacing. Trees shall be planted on both sides of the street at locations designated by the Tree Warden. Trees shall be spaced approximately fifty (50) feet apart, subject to variations made necessary by driveways, street corners and walks. Existing trees along the proposed street which conform to these requirements may be used in lieu of new trees.
- C. Planting. A bare-rooted tree shall be planted in a hole twice the width of the spread of the roots. A balled tree shall be planted in a hole whose diameter exceeds that of the ball by at least twelve (12) inches. All holes shall be backfilled with good loam and shall be deep enough to set the trees on six (6) inches of loam at the bottom of the hole. All trees shall be planted as deep as they were growing at the nursery, and bare rooted trees shall be staked with three (3) wooden stakes one by one by six (1 x 1 x 6) inches and light cable secured with hose around the tree trunk. The soil around the base of the tree shall be formed into a saucer, and the tree shall be well watered at the time of the planting.
- D. Guaranty. Trees installed by the developer shall be guaranteed by the developer for the first growing season. Any tree which is not flourishing at the end of the first growing season shall be replaced by the developer at his expense.
- E. Street Tree Fund. [7-1-90]
- (1) Instead of planting the trees himself, the developer may elect to have the town accomplish the planting. In such a case, the developer shall pay into the Reserve Street Tree Planting Account a sum calculated based upon the lineal foot rate for frontage feet along both sides of any new street in the subdivision. The amount as calculated by the Planning and Zoning Commission shall be deposited into said account prior to the time that a full release of subdivision bond is requested by the subdivider.
 - (2) Credit shall be given the developer for existing trees certified by the Tree Warden under the provisions of this section. One credit may be allowed for each deciduous tree so certified. Credits shall be valued at: one certified tree equals fifty frontage feet for the lot on which the certified tree is located. There shall be no more than two (2) credits per lot. Credits shall be allowed for trees within thirty-five (35) feet of the curb line, a minimum six (6) inches caliper and determined to be healthy and free of disease.
 - (3) The responsibility for planting the trees shall be assumed by the Public Works Department, and such planting shall be accomplished with the funds deposited in the Reserve Account. Requisitions against said account shall be authorized by the Selectman or his designee.
 - (4) The Commission between June 1 and June 30 of each year shall review the prevailing rates for the installation of street trees and shall establish the rate for calculation (referenced in Subsection E(1) above), effective July 1 - June 30 for the ensuing fiscal year.

ARTICLE IV Building Occupancy and Accessibility [Effective August 15, 1978]**§111-400 Preparation of Road – Certificates of Occupancy and Zoning Compliance.**

No Certificate of Occupancy and/or Certificate of Zoning Compliance shall be issued for any structure unless the road of the approved subdivision giving access to the lots is prepared with 10" of sub-base gravel as specified in §§111-301H(1) and (2), as certified by the Town Engineer to the Commission. Prior to paving, the top four (4) inches of said sub-base gravel shall be removed and the base course of four (4) inches of compacted processed aggregate shall be constructed. The requirements of this section shall not pertain to lots fronting along an existing public street.

ARTICLE V **Authorization of Construction****§ 111-500** **Authorization of improvement construction and installation.**

Construction and installation of roads, drainage and other subdivision improvements required by these regulations shall not be deemed authorized until the proposed subdivision has received the approval of the Commission and the construction plans have been endorsed in accordance with §111-202B(1).

ARTICLE VI **Specifications****§ 111-600** **Standard Specifications; conflict of provisions.**

When "Standard Specifications" is used in these Subdivision Regulations, it shall refer to "Town of Monroe, Connecticut, Standard Specifications and Details," a copy of which is on file in the office of the Town Clerk.⁽⁹⁾ All construction will be done in accordance with these Standard Specifications. Whenever there is a conflict between the Standard Specifications and these Subdivision Regulations, the Subdivision Regulations shall govern.

(9) Editor's Note: The Standard Specifications are also included as Chapter A120 of this code.

ARTICLE VII Bond [Effective 7-25-81]**§ 111-700 Partial release of performance bond.**

Fifty percent (50%) of the required subdivision improvement bond shall be eligible for release by a two-thirds (2/3) vote of the full Commission and report of the Town Engineer stating that the following improvements have been satisfactorily completed: all construction including full drainage installation, full utility installation, complete sub-base and base course installation and surface course application. No partial release shall be considered by the Commission unless preceded by written request of the principal(s).

§ 111-701 Final release of performance bond.

The required subdivision improvement bond shall be released by an affirmative vote of the Commission, report of the Town Engineer stating that required improvements have been satisfactorily completed, and such other pertinent information or evaluation as the Commission may require. No release shall be considered by the Commission unless preceded by written request of the principal(s).

- A. Procedure to be followed except in the case of a subdivision where the bond covers the setting of monuments and marking of lot boundaries only:
- (1) Following the review of release request and report of the Town Engineer, the Commission shall authorize public advertising of bond release. Advertising shall be by legal notice in a form prescribed by the Commission to be published in a daily newspaper having substantial circulation in the Town of Monroe. Said notice shall be published twice, the second publication ten (10) days after the first.
 - (2) Notice of requested bond release shall be sent by the principal, or his designated representative, to owners of record in the subdivision to whom lots have been conveyed. Said notice shall be in a form prescribed by the Commission. Said notice shall be postmarked no later than the date of first publication of legal notice and shall be sent by certified mail. Postmarked certified mail receipts shall be returned to the Planning and Zoning office for verification.
 - (3) Placards giving notice of the requested bond release shall be posted at the intersection of each subdivision street by the Commission to coincide with the publication of the first legal notice.
 - (4) The advertising and notice period shall consist of thirty (30) days commencing on the first day of publication of legal notice.
 - (5) Following the expiration of the thirty (30) day period, providing that no comment or unsatisfactory work has become apparent, the Commission shall recommend the road(s) to the Town Council for acceptance as town roads. The bond shall be eligible for release upon said acceptance.

- (6) Should public comment be made or discovery of unsatisfactory work become apparent, said comment or work shall be resolved to the satisfaction of the Commission prior to recommendation for acceptance.

§ 111-702 Maintenance bond and contract.

Prior to the release of subdivision improvement bond, the Commission shall require the posting of a maintenance bond and signing of maintenance contract to cover correction of any defects in materials and workmanship, or omissions from approved plan, that may become apparent after release of the performance bond. Such bond shall be in an amount equal to twenty percent (20%) of the original amount of the performance bond and said bond and contract shall remain in effect for a minimum period of one (1) year from date of issue. Said bond shall be posted by irrevocable letter of credit through a recognized bank doing business in the State of Connecticut and with offices in the State of Connecticut, using form(s) prescribed by the Commission. No other form(s) shall be accepted. [10-1-87]

§ 111-703 Release of maintenance bond.

The maintenance bond shall be released by an affirmative vote of the Commission and report of the Town Engineer stating that required improvements have not become defective nor omissions in construction found. Upon release of maintenance bond, all further obligation towards subdivision improvements on the part of the principals shall end.

ARTICLE VIII Waiver of Requirements [Effective 3-15-80]**§ 111-800** **Requests for Waiver.**

The Commission may waive requirements under these regulations by a three-quarters vote of all the members of the Commission in cases where conditions exist which affect the subject land and are not generally applicable to other land in the area, provided that the waiver is sought under one or more of the conditions contained in §111-801. No waiver shall be granted that will have a significant adverse effect on adjacent property or on public health and safety. The Commission shall state upon its records the reasons for which a waiver is granted.

§ 111-801 **Conditions for Waiver.**

The Commission may waive requirements of these regulations upon request of the applicant, or upon initiation by the Commission where owing to conditions especially affecting the subject land, a literal enforcement of these regulations would result in practical difficulty in its development, so that substantial justice will be done and the intent of these regulations secured. Conditions under which waivers may be considered shall be limited to the following:

- A. Topographic or geologic features making compliance with design standards as set forth in §§111-300 through 310 of these regulations impractical;
- B. Size and shape of property making compliance with design standards as set forth in §§111-300 through 310 of these regulations impractical;
- C. Inability of public utilities to provide service.

In no case shall a waiver be granted without the Commission first receiving a report from the Town Engineer.

ARTICLE IX **Violations of Zoning Regulations** [Effective 7-20-83]**§ 111-900** **Zoning Enforcement Officer; Report.**

Prior to the acceptance by the Commission of any application for subdivision or resubdivision, the Zoning Enforcement Officer shall review the premises being the subject of the application and shall return a report to the Commission advising whether the premises are free of any violations of the Zoning Regulations (Chapter 117 from the Code of the Town of Monroe) or any violations which actually exist. No application shall be accepted by the Commission unless such report is received.

§ 111-901 **Effect of Violation.**

Should the Zoning Enforcement Officer find any violation(s) exist, no application shall be accepted by the Commission until such time as there is compliance with the applicable provisions of the Zoning Regulations, unless it is a stated intent of the purposes of the application to achieve compliance.

ARTICLE X **Water Supply Plan** [Rev. 11-1, 1996]**§111-1000** **Method of water supply; requirements.**

Where any portion of property to be subdivided lies within a distance specified in §111-1001 of an existing public utility water supply main, all lots shall be supplied with water by the public utility, at no cost to the Town. Where any portion of property to be subdivided lies beyond a distance specified in §111-1001 of an existing public utility water supply main, the method of water supply shall be subject to the written approval of the Fire Marshal of the Town of Monroe, in consultation with other appropriate fire officials of the Town, and may be subject to such conditions which he may impose. The Fire Marshal, in his review, may take into consideration the requirement of public utility water supply, various alternative methods of water supply, or such other safeguards which may be deemed necessary to achieve fire safety. (For the purpose of this section: measurement of footage shall be from the existing water main terminus, along public road and/or approved subdivision road centerlines to a point perpendicular to the closest extremity of the subject property.)

Statement of Purpose: The purpose of this section is to achieve continuing higher degrees of public safety through fire safety by providing more ready access to water supply and related appurtenances, while providing sources of potable water in the best interest of public health, as mandated in Chapter 126, Connecticut General Statutes.

Waiver Provision: Upon written request by an applicant prior to approval of a subdivision application, the Commission shall consider waiving the requirement that the subdivision be supplied with water from a public utility at no cost to the Town (in the event of any part of the property to be subdivided lies within a distance specified in §111-1001 of an existing public utility water supply main) as to all or any part of the property to be subdivided which is the subject of the application. Said public water requirement may be waived subject to conditions as may be imposed by the Commission, in the event the Commission shall find that all of the following requirements are met:

1. That requiring public water would create an unusual hardship and substantial difficulty for the applicant, which arises out of conditions unique and particular to the property which is the subject of the application and the waiver request.
2. That the method of water supply proposed by the applicant as an alternative to public water complies with the provisions of this section relating to subdivisions which are not required to have a public water supply.
3. That the Monroe Fire Marshal approves unconditionally, the proposed alternate water supply plan and the alternate method of fire protection acceptable to the Fire Marshal.
4. That the proposed alternate plan of water supply will not be detrimental to the public health, safety, general welfare and property values of the general area and neighborhood.
5. That the future development of the property which is the subject of the application and/or of the surrounding area and the neighborhood as well as any anticipated future general needs of the surrounding area and Town in general will not be detrimentally effected by failure to supply public water to the subject property.

The Commission's findings shall be stated upon the records of the Commission.

§111-1001 Distance required for mandatory public water supply.

- A. Minimum requirement. The minimum distance for mandatory public water supply shall be five hundred (500) feet.
- B. Method of calculation. In the case of subdivisions of land resulting in four (4) or more lots the required minimum distance for mandatory public water supply shall be computed by multiplying the gross number of lots in the proposed subdivision by one half (0.5) times the minimum required street frontage of the underlying zone.
- C. Calculation of sectioned (phased) development. When a subdivision is to be performed in sections or phases, or has the potential to be performed in sections or phases the computation of distance (see Subsection B above) shall be made based upon the gross number of lots which can be attained from the parcel.

ARTICLE XI **Miscellaneous****§ 111-1100** **When effective; applicability.**

These regulations and any amendments thereto shall become effective on the date of adoption and shall apply to all subdivisions except as noted below:

- A. Approved plans. Subdivision plans previously approved by the Commission and filed with the Town Clerk in accordance with the regulations adopted March 23, 1956, as amended, shall continue to be governed by said regulations for a period of five (5) years following the date of approval. After this five (5) year period, these regulations and all amendments shall apply.
- B. Plans in process. Subdivision plans for which an application has been filed with the Commission prior to the adoption of these regulations shall, if such application results in an approved subdivision plan, be governed by the regulations adopted March 23, 1966, as amended.

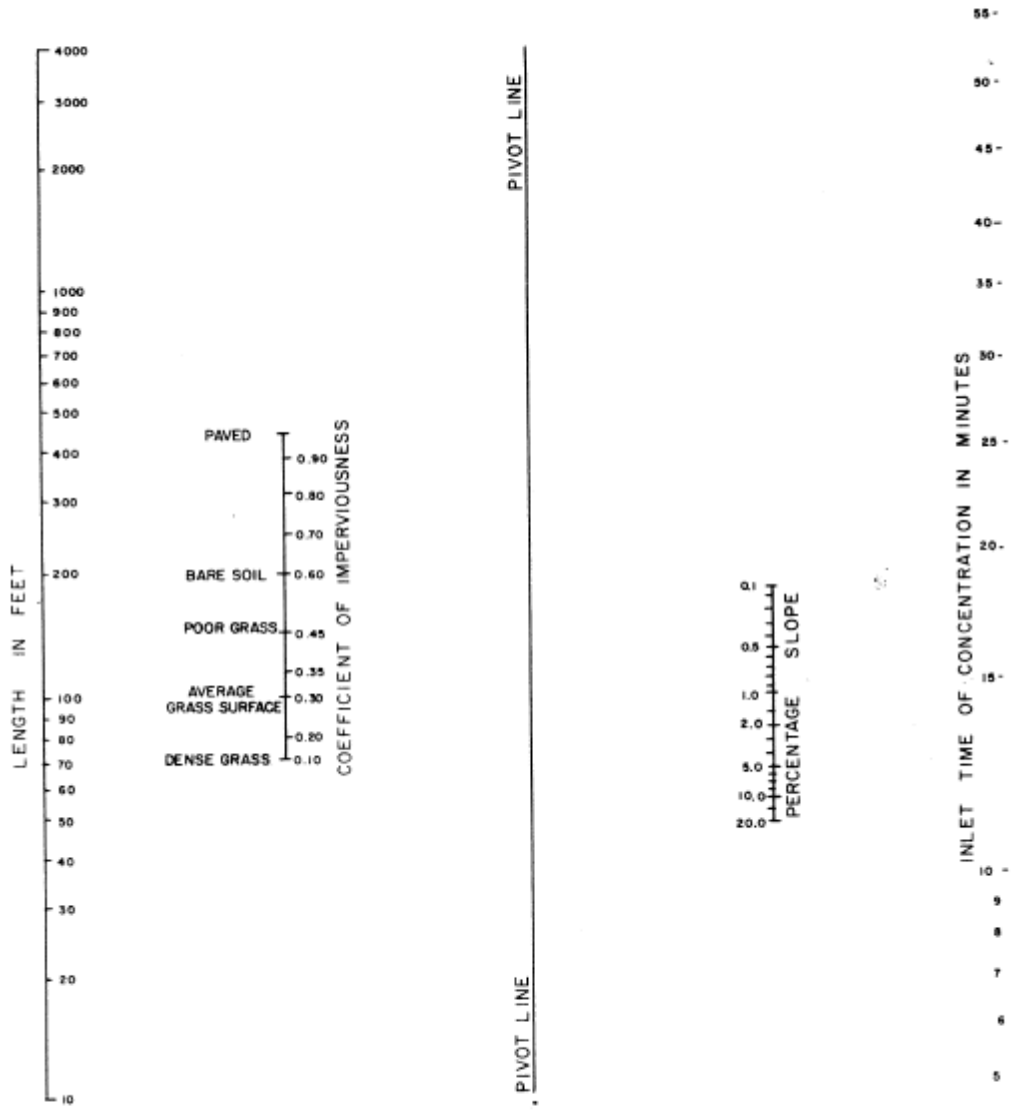
§ 111-1101 **Amendment of provisions.**

These regulations may be amended, changed or repealed in accordance with the General Statutes of the State of Connecticut.

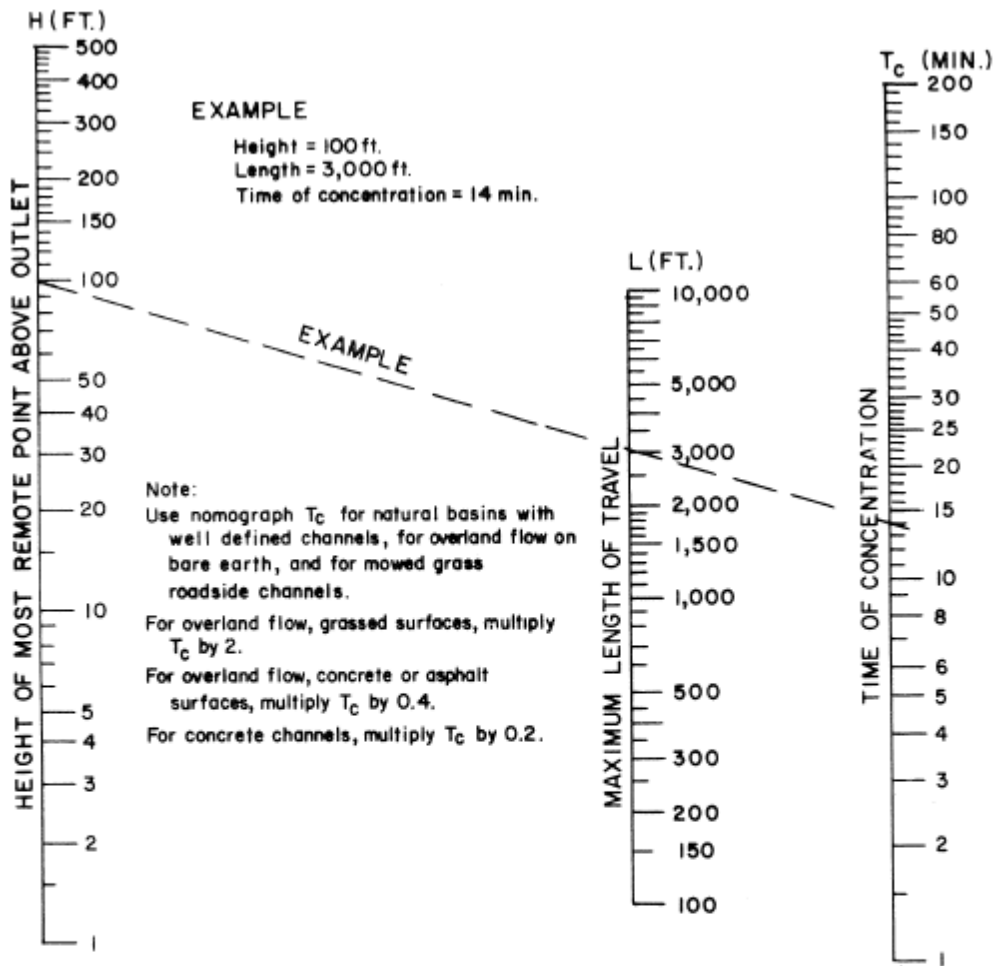
§ 111-1102 **Severability.**

Invalidity of one (1) provision of these regulations shall not invalidate any other provision of these regulations.

NOMOGRAPH FOR DETERMINING TIME OF CONCENTRATION

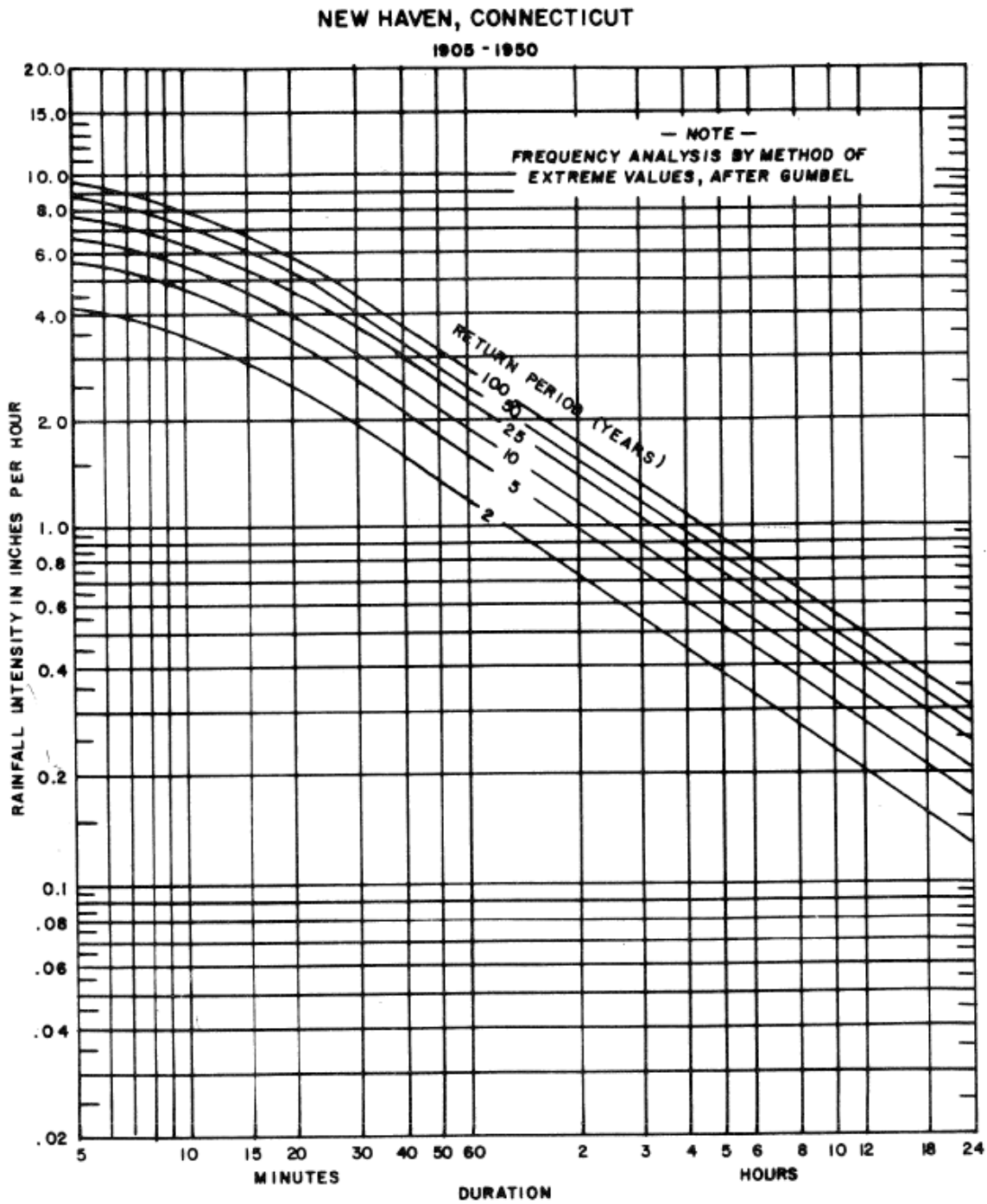


TIME OF CONCENTRATION
SEELYE CHART



Based on study by P.Z. Kirpich,
 Civil Engineering, Vol. 10, No. 6, June 1940, p.362

TIME OF CONCENTRATION
 KIRPICH CHART



RAINFALL INTENSITY CHART