

3.2 FORMAL APPLICATION –

The applicant to the New Milford Planning Commission shall submit an official “Application For Approval” including the required forms, reports, maps, data and exhibits as set forth below.

3.2.1 The submission for a formal application shall include the following:

- a) Written application, the Commission’s form, including names of partners or members or shareholders with 10% or more interest
- b) Application fee
- c) Transmittal Letter (see Section 4.2)
- d) Map, including:
 - 1-Existing conditions (see Section 4.3)
 - 2-Feasibility plan (see section 4.7)
 - 3-Site land use development, grading and landscaping plan (see section 4.8)
- e) Site photographs (see Section 4.4)
- f) Reserved for future use.
- g) Record subdivision map (see Section 4.5)
- h) Construction plans and engineering reports (see Section 4.6)
- i) Site land use development, grading and landscaping plan (see Section 4.8)
- j) Erosion and sedimentation control plan (see Section 4.8)
- k) Copy of restrictive covenants
- l) Copy of deed demonstrating title as of application date
- m) Affidavit of transfers since September 20, 1958
- n) A release granting the Commission members or its agents permission to enter the property during the application process or while the Commission holds a bond.
- o) Names and addresses of adjacent property owners.
- p) A table showing the percentage of steep slopes and wetlands for each lot.

For all subdivisions of more than four lots, the applicant shall post a sign at least 3' x 4' with 4" letters on the property visible from each street which presents public notice of the proposed subdivision activity.

In the case of a proposed “affordable housing development”, the formal application shall include the above items plus:

- q) Copy of deed covenants to maintain affordability.

3.2.2 Day of Receipt –

The receipt of an application request or appeal shall be the day of the next regularly scheduled meeting of the Commission, immediately following the day of submission to the Commission or

its agent of such application, request or appeal; or thirty-five days after such submission, whichever is sooner.

3.2.3 Completeness of Submission –

The Commissions shall review the submission and make a finding as to whether it is complete or incomplete. When an application is found to be incomplete, the Commission may allow the applicant until the next regularly scheduled meeting to make the application whole. If an application remains incomplete at the next regular meeting following its submission, it shall be denied without prejudice except that, if an applicant is present when such finding is made, he may be given the opportunity to withdraw the application.

3.2.4 Public Hearing –

The Commission may schedule a public hearing on a subdivision application if in its judgment the circumstances require such action. The Commission shall hold a public hearing on any application for a re-subdivision, cluster housing development, planned residential development or affordable housing development. Notice of time and place of such hearing shall be published in a newspaper having a general circulation within the Town of New Milford in accordance with the provisions of the General Statutes of the State of Connecticut, as amended, and by sending a copy thereof by certified mail to the applicant. The applicant shall post a 3' by 4' sign with 4" letters on the property visible from the street which presents public notice of the proposed subdivision activity and the date, time and place of the scheduled hearing. The applicant shall notify abutting owners in writing at least 15 days before the Public Hearing by certified mail return receipt regarding the proposed subdivision activity and the date, time and place of the scheduled hearing and the proof of notice shall be made part of the hearing record. When a public hearing is scheduled, it shall commence within sixty-five days after receipt of the application and shall be completed within thirty days of commencement.