

## Resubdivision Approval Process

**How Do I Obtain a Resubdivision Approval?** The Planning and Zoning Commission meets twice a month to hear and act upon requests for Resubdivision approvals. For your Resubdivision approval request to be placed on the Planning and Zoning Commission's meeting agenda, you must first file an application. This is done at the Land Use Office, which is located in Town Hall. The Land Use Office acts as the administrative arm of the Planning and Zoning Commission and is responsible for processing all Planning and Zoning Commission applications; the staff there will provide you with the necessary application forms, offer assistance and advice, and try to answer your questions. The Land Use Office is open from 8:30 AM to 4:30 PM, Monday through Friday. The telephone number is (203) 484 6008.

**Filing the Application:** An application for a Resubdivision approval consists of a completed application form, copies of a map or plan, the filing fee and, on occasion, other additional information.

**Application Form:** The application form, available at the Land Use Office, or online [here](#), is largely self-explanatory. The Land Use staff can assist you with filling out the form and provide you with certain technical information you will need to complete it, such as the Assessor's Map and Lot numbers, zoning district, and type of Resubdivision approval. That information is also available at the Town's assessor's data base [here](#). You will also need to complete line 5. Schedule A can be found [here](#). Schedule B listing Bulk Standards can be found [here](#).

A couple of important reminders:

- (1) The application form must be signed by each and every owner of the property (e.g., both you and your spouse, if you own the lot together);
- (2) The completed application form is going to be copied and distributed to Board members for their review and thus needs to be legible. So, when filling it out, please print or type all required information!

**Map:** The map or plan should show the existing features of your property (e.g., lot lines, location of all structures and distances to lot lines, driveways, well, septic fields), the proposed activity for which the Resubdivision approval is needed (e.g., location and size of the proposed garage), and the location and extent of the proposed Resubdivision approval (e.g., the shortest distance between the proposed garage and the side property line). The map or plan must be drawn by a design professional such as a surveyor or an engineer. You can access our GIS system [here](#) to look at property.

**Fee:** The application fee is payable at the time you file your application with the Land Use Office. The fee helps defray the cost involved with processing your application (staff time, legal notices, etc.). Checks should be made payable to "Town of North Branford". Please note that the fee is generally not refundable or waivable.

**Notifications:** Properties served by septic and private well will need approval by the East Shore District Health District (<https://esdhd.org>). You may also need to notify the Regional Water Authority if your property is in the [watershed](#). Get the Watershed-Project-Application [here](#).

**A Practical Guide to the Resubdivision Approval Process** "They told me I need Resubdivision approval. What do I do now?"

Each Planning and Zoning Commission meeting has an application filing deadline associated with it; the deadline falls approximately a month or two weeks before the meeting. For your Resubdivision approval application to be heard by the Board at a particular meeting, you must submit your completed application to the Land Use Office no later than 12:00 noon on the filing deadline day for that meeting. There are no exceptions to this rule. The Land Use Office maintains a list of the Planning and Zoning Commission's meeting dates and filing deadline days for the current year. They are also listed on the town [calendar](#). Most months they meet the first and third Thursday.

At the meeting, the Planning and Zoning Commission hears the applications in the order in which they appear on the agenda. When your application is announced, you (or your representative) should step up and address the Board. Speak clearly and give your name and address; then briefly explain to the Board what it is you propose to do, why you need a Resubdivision approval, and any other information which will give the board a full understanding of your request. During the meeting, Board members may ask you questions about your application. When you have finished, the Chairman usually will ask if any commissioners have any further questions. This is not a public hearing and only the commissioners have the right to ask questions. The chairman may allow the public to speak but may choose not to allow them to speak. The commission usually decides on the application the night of the meeting but have 65 days from the date of the receipt of the application to decide.

After the meeting you will receive a letter from the Land Use Office stating the outcome of your application request: approval, denial, withdrawal, postponement or continuation. The decision will be published in a local paper. There is a 15-day period from the date of the publication of the notice of decision wherein an aggrieved person may appeal the decision to Superior Court.

**Some Tips:** • At any time during the process of obtaining a Resubdivision approval, you may represent yourself or have someone else represent you, such as an attorney. That decision is entirely up to you; there is no requirement that anyone else represents you. • You should bring anything to the meeting that you think might help clarify or support your application, such as letters from neighbors or visual aids such as photographs.

**Re-Subdivision Applications will require Public Hearings.** The Public Hearing will generally follow the procedures outlined above, except that the public has a right to speak at the hearing. Typically, the Commission Chairman will ask the applicant to present the application and then will open the meeting to the audience to allow the public to speak. The applicant will then get a chance to respond to the public comments. The hearing may be closed the night of the meeting, or it may be continued. The Commission can take up to 35 days from the opening of the public hearing until they must close it. After the close of the Public Hearing the Commission has 65 days to make a decision. Any of these time limits can be extended for up to 60 days if requested by the applicant.

**Prior to the Public Hearing**, the applicant shall post a "Notice of Public Hearing" sign and shall notify all property owners within 500 feet in all directions of the site via a "Certificate of Mailing" from the US Post Office. The Land Use Department will provide you with the signs and a form to follow for notification.

Notice of the hearing shall be published in a newspaper having a general circulation in such municipality where the land that is the subject of the hearing is located at least twice, at intervals of not less than two days, the first not more than fifteen days or less than ten days and the last not less than two days before

the date set for the hearing. The Land Use staff will handle this function.