

Application #: \_\_\_\_\_

**TOWN OF BROOKFIELD  
PLANNING COMMISSION  
APPLICATION FOR SUBDIVISION**

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Application Date: \_\_\_\_\_ Property ID#: \_\_\_\_\_

**APPLICANT/AGENT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

**LAND OWNER OF RECORD:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

**SITE DATA:**

Street Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Name of Proposed Subdivision: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

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**REQUIRED DOCUMENTATION:**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Application (original + 13 copies)                 |
| <input type="checkbox"/> | Filing fee + public hearing fee (per fee schedule) |
| <input type="checkbox"/> | Plan of Subdivision (original + 13 copies)         |
| <input type="checkbox"/> | Improvements Plan (14 copies)                      |
| <input type="checkbox"/> | Deeds (14 copies)                                  |
| <input type="checkbox"/> | Acknowledgement of Responsibility (14 Copies)      |
| <input type="checkbox"/> | Soil Reports and Statements (14 copies)            |
| <input type="checkbox"/> | Road Profiles (14 copies)                          |
| <input type="checkbox"/> | Completed Subdivision Bonding Estimate (14 copies) |
| <input type="checkbox"/> | Certified Mail Receipts                            |

\*\*\*All maps are to be submitted folded with title facing out\*\*\*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

I authorize \_\_\_\_\_ to act as my agent in all matters relating to this application.

\_\_\_\_\_  
*Owner's Signature*

\_\_\_\_\_  
*Date*

The Undersigned Owner of the property consents to on-site inspections of the property by the Brookfield Planning Commission at reasonable times during the application process.

\_\_\_\_\_  
*Owner's Signature*

\_\_\_\_\_  
*Date*

## SUBDIVISION BONDING ESTIMATE FORM

Subdivision Name: \_\_\_\_\_

Street Name: \_\_\_\_\_

*(please complete 1 form per street)*

Pins & Monuments

\$ \_\_\_\_\_

10% contingency

\$ \_\_\_\_\_

Total Pins & Monuments Bond

\$ \_\_\_\_\_

Erosion Controls

\$ \_\_\_\_\_

10% contingency

\$ \_\_\_\_\_

Total Erosion Controls Bond

\$ \_\_\_\_\_

Subdivision Improvements

Excavation/Fill

\$ \_\_\_\_\_

Rock Excavation

\$ \_\_\_\_\_

Gravel Base for Bit.

\$ \_\_\_\_\_

Processed Stone Base

\$ \_\_\_\_\_

Bit. Concrete Pavement

\$ \_\_\_\_\_

Curbing

\$ \_\_\_\_\_

Catch Basins

\$ \_\_\_\_\_

Manholes

\$ \_\_\_\_\_

Drainage

\$ \_\_\_\_\_

Riprap

\$ \_\_\_\_\_

Topsoil, seed & mulch

\$ \_\_\_\_\_

Proposed Trees

\$ \_\_\_\_\_

Fire Tank(s)

\$ \_\_\_\_\_

Other:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

10% contingency

Total Subdivision Improvements  
Bond

\$ \_\_\_\_\_

Total Bond

\$ \_\_\_\_\_

## **BROOKFIELD PLANNING COMMISSION – SUBDIVISION CHECKLIST**

**Subdivision Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Property ID#:** \_\_\_\_\_ **Application #** \_\_\_\_\_

**Owner of Record:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Public Hearing Required:** \_\_\_\_\_

☐ *I have read and complied with all Subdivision Regulations. I understand that this checklist is only to be used in conjunction with, and not in lieu of, the Town of Brookfield Subdivision Regulations.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### **ARTICLE II – General Requirements For Subdivision of Land**

- ☐ §234-202(A) - Compliance with Zoning Regulations
- ☐ §234-203 - Water, Sewer & Drainage
- ☐ §234-204 - Access
- ☐ §234-206(A) - Street Trees
- ☐ §234-206(B) - Stone Walls

### **ARTICLE III – Procedures: Application, Public Hearings, Decision & Filing**

- ☐ §234-301(A) - Application must be made by the owner of record or the authorized agent on a form provided by the Land Use Office
- ☐ §234-301(B)&(C) - Each application must be accompanied by all required documents and failure to provide the information will be cause for denial
- ☐ §234-301(D) - Deeds & Attorney's Certificate of Title shall be provided prior to the acceptance of the application when it involves conveyance of property to the Town of Brookfield
- ☐ §234-301(E) - Applicant to notify all abutting and adjoining property owners, including property owners across the street, by certified mail and a list of the persons to whom certified notices were sent with return receipt attached
- ☐ §234-302 - Filing & Public Hearing Fees
- ☐ §234-303(A) - Staking - subdivision boundaries, centerlines of proposed roads, center lines of driveways, septic locations, and building corners
- ☐ §234-303(B) - Deephole test locations

\* = refer to regulations for additional details

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#### **ARTICLE IV - Required Documents & Information**

- ☐ §234-401A(1 & 4) - Plans with proper scale & sufficient number of copies, with a legend in the lower right hand corner with the name of the subdivision and the initial date and revision dates, facing out when map is folded
- ☐ §234-401A(5) - Compliance Statement
- ☐ §234-401A(6) - Vicinity map at a scale of one inch equals 1000 ft.
- ☐ §234-401A(7) - Area map at a scale of one inch equals 400 ft.
- ☐ §234-401B(1) - Name of Owner of Record
- ☐ §234-401B(2) - Name of Subdivision and Subdivider
- ☐ §234-401B(3) - Magnetic & True North point, scale & date
- ☐ §234-401B(4) - Design of roads, drainage systems, sanitary sewer systems, sewage disposal systems, water supply and distribution and sealed by a Professional Engineer registered in the State of CT.\*
- ☐ §234-401B(6) - Contours in 2' intervals including original & finished grades and drainage
- ☐ §234-401B(7) - Properly Marked Boundaries
- ☐ §234-401B(8) - Names of abutting and adjacent property owners
- ☐ §234-401B(9) - Layout of Lots, dimensions, areas, angles & building lines
- ☐ §234-401B(11) - Location & description of monuments
- ☐ §234-401B(13) - Layout of existing & proposed streets & all easements with accurate data shown
- ☐ §234-401B(14) - Accurate location of designated open space and easements
- ☐ §234-401B(16) - Road profiles, including existing & finished grades of proposed roads existing grade of road frontage, construction plans, cross section & drainage computations
- ☐ §234-401B(17) - All wetlands areas & soil types
- ☐ §234-401B(18) - Location proposed for a dwelling in each lot together with the proposed driveway access
- ☐ §234-401B(19) - Existing & proposed stone walls & significant geographic, topographic or horticultural features
- ☐ §234-401B(20) - Blasting language as required in accordance with §234-802K
- ☐ §234-401B(4) - Proposed water supply and distribution
- ☐ §234-402A(1) - All affecting factors on adjacent land, such as future subdivision, roads, right-of-way, public lands, developments, drainage, wells, septic systems
- ☐ §234-402A(2) - Methods of dedication of proposed easements & deeds required
- ☐ §234-402A(3) \*- Written acknowledgement of developer responsibility for maintenance & liability on streets or land for public use until legally accepted as town property.
- ☐ §234-402A(4) - Properly recorded seepage & percolation tests & soil summaries & tests
- ☐ §234-402A(5)\* - Ground Water Analysis if slopes are greater than 15%
- ☐ §234-402A(6) - Soil summary prepared by professional engineer & statement by the engineer on conditions of land, suitability for building & identifying lots with special problems & proposed elevation of same
- ☐ §234-402A(7)\* - Hydrogeological study shall be required at the Commissions discretion
- ☐ §234-402A(8) - Traffic Impact Study (5+ lots)
- ☐ §234-402A(9) - Police Department Review
- ☐ §234-402A(9) - Fire Suppression Tank(s)
- ☐ §234-402A(9) - Water Source Committee Comments
- ☐ §234-402A(9) - Bond Estimates
- ☐ §234-403 - Inland Wetlands Approval

#### **ARTICLE V – Design & Construction of Improvements**

- ☐ §234-501(A)(1) - Streets in harmony with existing or proposed thoroughfares & following natural contours

\* = refer to regulations for additional details

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- ☐ §234-504 - Any feasible street extensions
- ☐ §234-505(A) - All proposed streets to be constructed in accordance with Road Ordinance
- ☐ §234-505(B) - Dead-end streets capable of future extension properly designated
- ☐ §234-505(B) - Maximum length of dead-end street with cul-de-sac shall be 1,500'
- ☐ §234-506(A) - Monuments & pins
- ☐ §234-507 - Statement that all utilities shall be constructed underground
- ☐ §234-508 - Sidewalks where required for public safety in the opinion of the Commission
- ☐ §234-509 - Subdivision signs must be permitted and conform to Zoning Regulations (242-306) and must contain the name of the subdivision as approved by the Planning Commission.

#### **ARTICLE VI: Requirements for Improvements**

- ☐ §234-601(A) - Completion of Subdivision
- ☐ §234-601(B) - Maintenance of Common Facilities
- ☐ §234-602 - Subdivision Bonds

#### **ARTICLE VII – Conservation Subdivisions – Open Space**

- ☐ §234-701(A) - Purpose (Criteria)
- ☐ §234-702(A-F) – Public Open Space in Residential Subdivisions

#### **ARTICLE VIII – Erosion & Sedimentation Control**

- ☐ §234-800 - Plan describing sequence of operations & estimated dates of completion
- ☐ §234-801 - Construction Sequence and Site Improvements Narrative
- ☐ §234-802(A-K)- Excavations, fills & grading, including required blasting language
- ☐ §234-803 - Wetlands & Watercourses
- ☐ §234-804(A-E) - Passive solar energy considerations

## Poured In Place Concrete Fire Suppression Tank Requirements

1. Tank capacity calculations must be shown on plans.
2. Engineer stamped plans for fire suppression systems must be included with the site plans.
3. Plans must be submitted to the Building Department for review.
4. A building permit is required prior to the start of construction.
5. The Town of Brookfield and the Brookfield Volunteer Fire Company, Inc shall have easement rights to the water storage system for the purpose of validating water level and that the system is functional.
6. Tank(s) will comply with the following specifications:
  - a. Required volumes, per town regulations, specify usable water.
  - b. To provide tank(s) access, a secured manhole cover (i.e., bolted), at grade, with a ladder(s) descending into the tank(s) shall be provided.
  - c. Tank(s) will be filled (refilled) by:
    - i. Roof drains for commercial applications (preferable over b, ii)
    - ii. Roadway/parking catch basin system
  - d. If tank(s) is filled via roadway/parking catch basin system, a 750-gallon sediment tank is required to trap silt, sand, or other debris from entering the tank.
  - e. A separate tank overflow mechanism is required.
  - f. Hydrant pipe shall be 6-inch diameter Schedule-80 PVC pipe entering straight down into the tank with no offsets.
  - g. The bottom of the hydrant pipe shall be attached to the sidewall of the tank and its bottom, and will have a strainer 2 inches off the bottom of the tank. The total lift, the height differential between the strainer and the center of the hydrant shall not exceed 14 feet.
  - h. The strainer must flow 1,500 GPM with negligible loss (6" in diameter). It shall draw from sides and below, but not from above.
  - i. The hydrant drafting connection will be a 6-inch, male, fire thread, with cap.
  - j. The hydrant drafting connection shall face the roadway, be no less than 24 inches, and no more than 30 inches, on center, above finished road grade, and be 8 feet from the roadway.
  - k. The hydrant must be at least 65 feet from any structure and in a location that is approved by the Brookfield Volunteer Fire Company, Inc.
  - l. A minimum of a 4-inch vent will be required, 24" from bottom of vent to finished grade.

- m. All underground pipes must be Schedule-80 PVC.
  - n. The interior surfaces of the tank must be water proofed, including walls, floor, and joints.
  - o. The hydrant shall be painted high visibility yellow with a red hydrant cap.
  - p. A reflective "NO PARKING FIRE HYDRANT" sign shall be installed by attaching it to the non-working side of the hydrant, 5 feet above finished grade.
  - q. All tanks that will be driven on shall be constructed to H-20 wheel loading specifications.
  - r. Tanks shall have a minimum of 24 inches of cover over them.
  - s. Hydrants located in parking areas shall not have any parking spaces directly in front of them, for a width of 30 feet.
7. The Water Source/Site Plan Review Committee and/or the Town Building Inspector shall make fire tank(s) inspections. Forty-eight hour notice must be provided to inspectors prior to inspections. Inspections will be conducted at:
- a. Footing/pre-pour
  - b. Wall pre-pour
  - c. Top pre-pour
  - d. All plumbing prior to backfill
  - e. Backfill
  - f. Acceptance test
8. The acceptance test will be conducted when the following conditions are met:
- a. The tank(s) is full
  - b. As-builts have been submitted
  - c. All requirements have been met.
9. All requests for inspections shall be made through the Land Use Office.

**Brookfield Volunteer Fire Company, Inc.**  
**Water Source/Site Plan Review Committee**

***Fire Suppression Pond Specifications, Requirements, and  
Maintenance Guidelines***

***(In Lieu of a Poured In Place Concrete Fire Suppression Tank)***

1. Pond capacity calculations must be shown on Engineer Stamped plans.
2. Calculations must take into consideration 18 inches of ice on top of the pond and the fact that the strainer inlet will be 3 feet above the bottom of the pond.
3. Fire suppression pond specifications do not allow for construction in a moving body of water.
4. The strainer must flow 1,500 GPM with negligible loss (8" in diameter). It shall draw from sides and below, but not from above.
5. Strainer specifications must be included on Engineered Stamped plans.
6. The Town of Brookfield and the Brookfield Volunteer Fire Company, Inc shall have easement rights to the water storage system for the purpose of validating water level and that the system is functional.
7. Paved access to the hydrant must be at least 12 feet wide and meet town road specifications.
8. The distance from the water's edge to the hydrant shall not exceed 200 feet.
9. The contiguous length of pipe, from strainer to hydrant shall not exceed 250 feet.
10. All pipe shall be 8 inches in diameter, schedule-80, and use no angles greater than 45 degrees.
11. The strainer will be installed at least 3 feet off of the bottom of the pond.
12. Hydrant piping must be 8 inch PVC, Schedule-80, with a 6-inch male fire thread cap.
13. Pipe at the water's edge needs to be 42 inches below finished grade. In addition, the entire length of pipe, that contains water, must be below the frost line.
14. A reflective "NO PARKING FIRE HYDRANT" sign shall be installed near and just behind the working end of the hydrant, and be 5 feet above finished grade.
15. Hydrants located in parking areas shall not have parking spaces in front of them and shall have 15 feet clearance on either side of the hydrant to facilitate fire truck access.
16. The hydrant shall be painted high visibility yellow with a red hydrant cap.
17. Pipes should be supported at all joints and at least every 20 feet in the pond.
18. A marker must be installed at the strainer and extended to the surface of the pond to indicate strainer location.
19. The hydrant drafting connection shall face the roadway, be no less than 24 inches above, and more than 30 inches, on center, above finished road grade, and be 8 feet from the roadway.
20. The hydrant must be at least 65 feet from any structure and in a location that is approved by the Brookfield Volunteer Fire Company, Inc.
21. The maximum lift, the height differential between the strainer and the center of the horizontal hydrant outlet, shall not exceed 14 feet.
  - a. Strainer and hydrant outlet
    - i. Under 10' lift can go 250 feet
    - ii. 10' can not exceed 200 total feet in length
    - iii. 12' can not exceed 160 total feet in length
    - iv. 14' can not exceed 80 total feet in length
  - b. Strainer and center of hydrant out.
22. The Water Source/Site Plan Review Committee and/or the Town Building Inspector shall make fire tank inspections. Forty-eight hour notice must be provided to inspectors prior to inspections. Inspections will be conducted at:
  - a. During Dredging
  - b. All plumbing prior to backfill
  - c. Backfill
  - d. Acceptance test
23. All requests for inspections shall be made through the Land Use Office.
24. As-built plans are to be submitted to the Water Source/Site Plan Review Committee before final inspection.
25. The acceptance test will be conducted when the following conditions are met:



- a. As-builts have been submitted
  - b. All requirements have been met.
- 26. A satisfactory acceptance test must be complete by the Brookfield Volunteer Fire Company, Inc. prior to final approval.
- 27. The developer must post a bond with The Town of Brookfield. The appropriate commission will set the amount of the bond.
- 28. It will be the responsibility of the owners to maintain the functional capacity of the pond, which includes any additional dredging or required alterations.
- 29. It will be the responsibility of the owners to maintain, in good working order, the hydrant system as a whole.
- 30. It will be the responsibility of the owners to maintain access to the hydrant year round (snow and ice removal, brush and grass management, as well as any other obstacle(s) that can impair access).
- 31. Deed restrictions must be in place to ensure that future property owners are responsible for continued adherence to the specifications and requirements specified in this document by the Fire Dept.
- 32. Any factor that may compromise the operational effectiveness or the hydrant system as a whole must be brought to the Fire Dept Water Source/Site Plan Review Committee for review and approval.
- 33. The Fire Dept reserves the right to reject any design that does not meet the specifications outlined in this document, any design that it deems inadequate or deficient based on the intended use, or any system that does not successfully pass the Fire Dept acceptance test.