

## **STANDARDS FOR PLANNING BOARD MAPS**

**PURPOSE:** A survey map drawn in accordance with the standards below and signed by the Planning Board Chair is required to revise the City land records and document the following:

- Lot line adjustment
- Lot consolidation
- Subdivision
- Unit and Parking Numbering Plan
- Nonpossessory interests and encumbrances (e.g., easements, rights of way, restrictive covenants, etc.)
- General Development Plan

### **PROCESS:**

1. Prepare draft map in accordance with the Standards below.
2. Submit an electronic draft map (.pdf) to the Secretary to the Planning Board with an explanation as to the purpose of the map for preliminary review by Planning Board staff and several City departments. Contact information is available on [the Planning Board's website](#). See Note 1.
3. Planning Board staff and City departments may have comments that require responses and revisions by the Applicant.
4. Once revisions have been made, submit an electronic final map (.pdf) to the Secretary to the Planning Board for final review by Planning Board staff.
5. Once revisions are approved by Planning Board staff, print one (1) Mylar and three (3) copies of the final survey in accordance with Standards below.
6. For non-subdivision maps, the Mylar is to be signed by the Property Owner(s) or Owner's agent(s) using the appropriate City of Stamford signature block below. Copies do not need to be signed. If more than one property owner is involved, the signature block must be modified so all property owners can sign.
7. Once signed by the Owner, if required, the Mylar and three (3) copies should be submitted to the Secretary to the Planning Board by appointment or during the Land Use Bureau's document pick-up/drop-off hours. Please see the Planning Board's website for details. Please make sure the materials are addressed to the Planning Board's attention, c/o the secretary.
8. The Planning Board Chair signs the Mylar.
9. After the Chair's signature, the Secretary to the Planning Board will notify the Applicant that the Mylar is ready for filing with the Town Clerk. The Mylar may be picked up from the Secretary by appointment or during the Land Use Bureau's document pick-up/drop-off hours. Please see the Planning Board's website for details. Please consult the Town Clerk's office for hours of operation. Applicants are responsible for all filing fees.

**Note 1:** In instances where a nonpossessory interest or encumbrance is required and is in favor of the City of Stamford, the Applicant shall submit a draft of the instrument together with the draft map for review. City departments may have comments on the instrument that require responses and revisions by the Applicant. Applicants must file the final documents within sixty (60) days of filing the final map. A copy of the filed document shall be provided to the Secretary to the Planning Board to confirm the process has been completed and for the Bureau's records.

**MAP STANDARDS:**

	<ul style="list-style-type: none"> <li>Prepared in accordance with the Minimum Standards of Accuracy, Content and Certification for Surveys and Maps as defined in the Regulations of Connecticut State Agencies <a href="#">Sections 20-300b-1 through 20-300b-20</a> with the type of map and map accuracy clearly noted. Additional mapping detail may be requested by the City of Stamford as deemed appropriate for the intended map use.</li> </ul>
	<ul style="list-style-type: none"> <li>Must be certified by a land surveyor licensed in the State of Connecticut. See Section 11-8-19 thru 25 of the Regulations of Connecticut State Agencies for signature and seal requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>Sheet size for mylar and copies is 24" x 36".</li> </ul>
	<ul style="list-style-type: none"> <li>Must include the City of Stamford signature block. <u>See examples below.</u> If more than one property is involved, the signature block must be modified so all property owners can sign.</li> </ul>
	<ul style="list-style-type: none"> <li>All proposed lots must be called "lot" not "parcel"</li> </ul>
	<ul style="list-style-type: none"> <li>All lots must have a unique map-block-lot number. Please contact the Associate Planner for assistance determining which map-block-lot numbers are already in use.</li> </ul>
	<ul style="list-style-type: none"> <li>Include relevant Application numbers from Zoning Board (e.x., GDP) and Planning Board (e.x., subdivision) approvals.</li> </ul>
	<ul style="list-style-type: none"> <li>All new proposed lots must have access to a street and meet all dimensional requirements as defined in the Stamford Zoning Regulations.</li> </ul>
	<ul style="list-style-type: none"> <li>All the information on the survey must be easily distinguishable in black/white/grey (no colors). Line types should be listed in a legend.</li> </ul>
	<ul style="list-style-type: none"> <li>Site Location/Vicinity/Orientation Map showing Block number and the Zoning District in the upper right-hand corner. Alternate placement is acceptable if the configuration of the drawing does not allow for the upper right-hand corner as long as the required information is included.</li> </ul>
	<ul style="list-style-type: none"> <li>Include a scale and north arrow for the drawing.</li> </ul>
	<ul style="list-style-type: none"> <li>Location/Vicinity/Orientation Map shall be at a minimum scale of 1 inch equals 800 feet (1"=800').</li> </ul>
	<ul style="list-style-type: none"> <li>The drawing should include the entire subject property along with the complete width of the adjoining street right of way. Label all street names and house/building street numbers. Indicate if a street on site or adjoining the site is a private road. In the case of a proposed new roadway, the map should state if the road is to remain a private road upon approval of the subdivision.</li> </ul>
	<ul style="list-style-type: none"> <li>Label and dimension public access areas or conservation/open space areas, if any.</li> </ul>
	<ul style="list-style-type: none"> <li>Dimension the distance of existing buildings from appropriate property lines in each front, rear and side yards.</li> </ul>
	<ul style="list-style-type: none"> <li>Depict and dimension the property boundary with computed bearings and distances and a distinct line type.</li> </ul>
	<ul style="list-style-type: none"> <li>Include the names of adjoining property owners based on Stamford Assessor records current to the map date.</li> </ul>

*Continued on next page.*



**SIGNATURE BLOCK EXAMPLES continued:**

	<ul style="list-style-type: none"> <li>For non-subdivision maps – State of Connecticut</li> </ul> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Approved by the Stamford Planning Board for filing purposes. (Not a Subdivision pursuant to CGS 8-18)</p> <p>On: _____ By: _____ Chair or Secretary</p> </div>				
	<ul style="list-style-type: none"> <li>For non-subdivision maps – Requiring Signature by the Mayor</li> </ul> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Approved for submission and filing.</p> <p>On: _____ By: _____ Owner or Agent</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Approved by the Stamford Planning Board for filing purposes. (Not a Subdivision pursuant to CGS 8-18)</p> <p>On: _____ By: _____ Chair or Secretary</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 20px;"> <p>On: _____ By: _____ Mayor City of Stamford</p> </td> </tr> </table> </div>	<p>Approved for submission and filing.</p> <p>On: _____ By: _____ Owner or Agent</p>	<p>Approved by the Stamford Planning Board for filing purposes. (Not a Subdivision pursuant to CGS 8-18)</p> <p>On: _____ By: _____ Chair or Secretary</p>	<p>On: _____ By: _____ Mayor City of Stamford</p>	
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