

[date]

[Subdivider  
[address]

RE: [Final or Conditional] Approval  
[Name and location of Subdivision]

Dear [Subdivider]:

At a regular meeting on [date] the [town] Planning Commission granted final approval to the above-named subdivision. Please see the attached conditions of approval and approved waivers that are included in the example motions, waivers and signature lines. Notice of the decision was published in the [name of newspaper & edition] on [date].

It is your responsibility to file the signed mylar on the [town] Land Records together with the appropriate certificate of title, deeds and/or easements. This must be done after the close of the appeal period. It shall close [date, 15 days after publication]. Section [#] of the [town] Subdivision Regulations stipulates that you must provide plans on a suitable material. In accordance with Connecticut General Statute §7-31 these include wash-off photographic polyester film, fixed line photographic polyester film, or original ink drawing on polyester film or linen. The drawing must be certified by a stamp in red indelible ink, 1"x2" that states the producer and process used. Acceptable sheet sizes are 24"x36", 18"x24", or 12"x18".

These drawings must be filed within 65 days of the approval date. The date will be [date]. This is twenty-five days prior to the last date plans may be filed with the Town Clerk. The interceding time is intended to give the Planning Commission / staff time to review the plans to assure compliance with the approval. The appropriate place to deliver plans is with the Town Planner in the [town] Land Use Office.

By statute you must file the plans with the [town] Town Clerk's office within 90 days of the certified notice to you. This is not the notice. It was a copy of the notice placed in the [name of newspaper and edition] sent to you under separate cover on [date]. The date for filing will be [date, 90 days after notification]. Please contact this office to coordinate delivery and filing.

In accordance with section [#] of the Subdivision Regulations of the Town Of [town], "The Plan for filing shall include, reproduced on the face thereof, a copy of the motions of approval (including any conditions or modifications made a part thereof) from both the Commission's

subdivision approval and any Inland Wetland Permit approved by the [town] Inland Wetlands and Watercourses Commission." An example for motions, waivers, and signature lines, is attached.

Final approval will expire on [date, five years from approval] the plans are filed as required. If the approved work will not be completed by that date you will need to renew the permit. This office should be contacted if circumstance arises for which deviations from the approved plans, conditions or waivers will be desired, or necessary. If you have any questions, please do not hesitate to call. My telephone number is [phone number.]

Sincerely,

[Name]  
Town Planner

Attachments: Example copy of motions of approval and signature lines.

CC: [Name], Chairman  
[Project engineer]  
[Project Attorney]

CERTIFIED MAIL  
[Certificate #]

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