

## Subdivision Regulations

### Section 403 - Applications for Subdivision Approvals

A. Any person intending to subdivide land in the Town of Middletown shall follow the procedure established in these Rules and Regulations and shall provide all the material required in the checklists for the appropriate subdivision contained in Appendix A. The Planning Board will refuse to consider a plat of a subdivision until all items in the appropriate checklists have been submitted by the applicant, and no subdivision shall be considered as having been submitted to the Board unless the proposed plat is accompanied by all the material required by the appropriate checklist.

B. Applications for subdivision approval shall be made to the Administrative Officer, who shall review all applications for form and content in conformity with the requirements set forth herein. Complete applications shall then be officially filed for review by the Planning Board, and the Administrative Officer shall stamp all such applications with the date of official submission to the Town.

C. The Administrative Officer shall advise the applicant as to which approvals are required and the appropriate board for hearing an application for land development or subdivision project. The following types of applications, as defined in Article 3, may be filed:

1. Administrative subdivision
2. Minor subdivision or minor land development plan
3. Major subdivision or major land development plan

D. An application shall initially be reviewed by the administrative officer Soley for the purpose to determine whether the application lacks information required for the respective application type as specified in the submission checklist, and whether the applicant lacks items or information which was required as a condition of a previous approval stage for the same project. An application shall be complete for purposes of commencing the applicable time period for action when so certified by the Administrative Officer. In the event such certification of the application is not made within the time specified in this article for the type of plan, the application shall be deemed complete for purposes of commencing the review period unless the application lacks information required for such application as specified in this article and the Administrative Officer has notified the applicant, in writing, of the deficiencies in the application. An application shall not be deemed incomplete for reasons other than the failure to supply an item or items listed on the applicable submission checklist.

E. The Planning Board may subsequently require correction of any information found to be in error and submission of additional information specified in these Rules and Regulations but not required by the Administrative Officer prior to certification, as is necessary to make an informed decision.

F. Where the review is postponed with the consent of the applicant, pending further information or revision of information, the time period for review shall be stayed and

shall resume when the Planning Board determines that the required application information is complete.

G. All proposed subdivisions must meet at least the minimum design requirements set forth in these Rules and Regulations. For conservation subdivision developments (CSD), applicants shall be prepared to demonstrate to the Planning Board that the Conservation Development Design Process outline in Appendix C of these regulations was considered in determining the proposed layout of open space, development areas and lots.

H. No streets or other improvements may be installed until the Planning Board has approved the final plat. No lots may be sold until the final plat has been endorsed by the Planning Board Chairman or Secretary and recorded in the land evidence records of the Town.