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## TOWN OF WOODSTOCK CONSERVATION COMMISSION DEVELOPMENT REVIEW CHECKLIST

The Woodstock Conservation Commission has prepared "A Plan of Open Space and Conservation" for the town of Woodstock and it was approved by a unanimous vote at a town meeting held on June 20, 2001. Since that time, the Woodstock Planning and Zoning Commission has been utilizing the Woodstock Conservation Commission in an advisory role in the review process for new development proposals.

The Woodstock Conservation Commission has developed a checklist of special concerns to use in the review process when reviewing a development proposal for compatibility with the stated goals of "A Plan of Open Space and Conservation". We are providing this checklist in advance to anyone considering a new project with hopes that the goals and special concerns be considered before putting pen and ink to paper. It is an easy to use format to draw attention to areas of special concern. Many of the resource protection strategies detailed in the Plan are less costly than engineered systems. In this way, as the town grows, design plans can include means of protecting the resources this town has to offer that make it a special place to buy a home and raise a family or start a business.

At this time, preparing a report to indicate consideration of this checklist is voluntary, and is not required by State statute or Town regulation. However, if the Planning and Zoning Commission requests the Conservation Commission to review an application, it may take into account the report of the Conservation Commission in reaching its decision, as it will be a part of the file. If you have any questions or concerns about this process, the Woodstock Conservation Commission meets at 7:30 PM on the 4<sup>th</sup> Monday of every month. Their meetings are in meeting room C of the Woodstock Town Hall. All meetings are open to the public.

A copy of "A Plan of Open Space and Conservation" with resource maps is available at the Woodstock Town Hall in the Building Office. The Plan is also available at the town website at [www.townofwoodstock.com/](http://www.townofwoodstock.com/).

Thank you.



Woodstock Planning and Zoning Commission  
Steve Adams, Chairperson



Woodstock Conservation Commission  
Paul Wilbur, Chairperson

# DEVELOPMENT REVIEW CHECKLIST

## Subdivision/Special Permit Application Review for Compatibility with A Plan of Open Space and Conservation<sup>1</sup>

Prepared by the Woodstock (CT) Conservation Commission, Rev 1,10/30/04 – endorsed by Planning & Zoning Commission on 11/18/04.  
 This checklist highlights resources and considerations that should be considered during the planning phase of development.

**PLANNING & ZONING APPLICATION NUMBER:** \_\_\_\_\_

**DATE CHECKLIST WAS COMPLETED:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

<p><input type="checkbox"/> N/A</p>	<p><b>Instructions:</b> For each row, check all applicable blocks, and fill in the blanks in Column B OR put an "X" in the Not Applicable (N/A) block to the left. Consult endnotes.</p>		
<p><b>A. RESOURCE</b></p>	<p><b>B. SITE CONTAINS OR IS ADJACENT TO:</b>                  (check all applicable boxes, and fill in the blanks)  <input type="checkbox"/> Located in Aquifer<sup>3</sup> Protection Priority 1 <input type="checkbox"/> OR <input type="checkbox"/> 2 Area  <input type="checkbox"/> DEP "Regulated Activities"<sup>4</sup> - list in <i>Comments</i>  <input type="checkbox"/> Within public water supply watershed<sup>5</sup>  <input type="checkbox"/> Within floodplain (FEMA)<sup>6</sup>: <input type="checkbox"/> 100 yr <input type="checkbox"/> 500 yr  <input type="checkbox"/> Streams<sup>7</sup>: <input type="checkbox"/> perennial OR <input type="checkbox"/> intermittent  <input type="checkbox"/> Wetlands: _____ % of parcel  <input type="checkbox"/> Vernal pools<sup>8</sup>  <input type="checkbox"/> Steep slopes &gt;15% adjacent to water body                  _____ % (total) impervious surface on property</p>	<p><b>C. CONSERVATION CONSIDERATIONS</b> – See A Plan of Open Space and Conservation<sup>1</sup> for details</p> <ul style="list-style-type: none"> <li>• Protect aquifer and recharge area, and public water supplies from contamination or degradation</li> <li>• Protect/provide riparian buffers<sup>9</sup> <ul style="list-style-type: none"> <li>▪ at least 100' from stream edge for perennial streams</li> <li>▪ at least 75' from stream edge for intermittent streams</li> <li>▪ minimum 300' wide for habitat corridors (see Item 6)</li> </ul> </li> <li>• Protect vernal pools:                     <ul style="list-style-type: none"> <li>▪ 100' undisturbed buffer around vernal pool</li> <li>▪ Minimize disturbance within 750' of edge of pool (critical terrestrial habitat)</li> </ul> </li> <li>• Prevent erosion and stormwater runoff during and after construction</li> <li>• Avoid disturbing slopes &gt;15% within 100' of water body</li> <li>• Limit impervious surfaces to &lt;10% of property</li> <li>• Designate open space to protect priority natural resources identified in APOSC<sup>10</sup></li> <li>• Design to preserve large and contiguous blocks of open space with minimum perimeter and/or connect to other open space to preserve or create greenways<sup>12</sup></li> <li>• Cluster dwellings</li> <li>• Provide for appropriate public access and recreational use (especially passive recreation)<sup>22</sup></li> <li>• Preserve agricultural potential of areas with Prime Farmland and Additional Farmland of Statewide Importance</li> <li>• Cluster development to minimize impacts on existing agricultural uses</li> <li>• Provide buffers between new development and active agricultural uses</li> <li>• Avoid fragmentation of large forest blocks (100 acres or more)</li> <li>• Preserve potential for active forest management, especially on productive forest soils</li> <li>• Preserve wildlife corridors</li> </ul>	<p>_____ acres total</p> <p>Open space will be accessible to the general public: <input type="checkbox"/> Yes, <input type="checkbox"/> No</p> <p><input type="checkbox"/> Active agricultural land: _____ acres</p> <p><input type="checkbox"/> Prime Farmland:<sup>13</sup> _____ acres</p> <p><input type="checkbox"/> Additional Farmland of Statewide Importance:<sup>13</sup> _____ acres</p> <p><input type="checkbox"/> PDR<sup>14</sup> acreage: <input type="checkbox"/> on property, <input type="checkbox"/> adjacent property</p> <p><input type="checkbox"/> Active agriculture on adjacent property</p> <p><input type="checkbox"/> Existing forest that is part of large forest block<sup>15</sup></p> <p><input type="checkbox"/> Productive forest soils<sup>16</sup> _____ acres</p> <p>Total forested acres on property: _____ acres</p>
<p><b>1. Water Resources and Wetlands</b></p>	<p><input type="checkbox"/> Located in Aquifer<sup>3</sup> Protection Priority 1 <input type="checkbox"/> OR <input type="checkbox"/> 2 Area  <input type="checkbox"/> DEP "Regulated Activities"<sup>4</sup> - list in <i>Comments</i>  <input type="checkbox"/> Within public water supply watershed<sup>5</sup>  <input type="checkbox"/> Within floodplain (FEMA)<sup>6</sup>: <input type="checkbox"/> 100 yr <input type="checkbox"/> 500 yr  <input type="checkbox"/> Streams<sup>7</sup>: <input type="checkbox"/> perennial OR <input type="checkbox"/> intermittent  <input type="checkbox"/> Wetlands: _____ % of parcel  <input type="checkbox"/> Vernal pools<sup>8</sup>  <input type="checkbox"/> Steep slopes &gt;15% adjacent to water body                  _____ % (total) impervious surface on property</p>	<p><b>2. Soil (Erosion and Runoff)</b></p>	<p><input type="checkbox"/> Prevent erosion and stormwater runoff during and after construction</p>
<p><b>3. Open Space and Greenways</b></p>	<p><input type="checkbox"/> Located within Open Space Priority Area: List here: _____<sup>10</sup></p> <p><input type="checkbox"/> Adjacent to committed<sup>11</sup> open space</p> <p><input type="checkbox"/> Potential to link to other open space</p> <p>_____ % of property that would become committed open space = _____ acres total</p>	<p><b>3. CONSERVATION CONSIDERATIONS</b> – See A Plan of Open Space and Conservation<sup>1</sup> for details</p> <ul style="list-style-type: none"> <li>• Designate open space to protect priority natural resources identified in APOSC<sup>10</sup></li> <li>• Design to preserve large and contiguous blocks of open space with minimum perimeter and/or connect to other open space to preserve or create greenways<sup>12</sup></li> <li>• Cluster dwellings</li> <li>• Provide for appropriate public access and recreational use (especially passive recreation)<sup>22</sup></li> </ul>	<p><input type="checkbox"/> Active agricultural land: _____ acres</p> <p><input type="checkbox"/> Prime Farmland:<sup>13</sup> _____ acres</p> <p><input type="checkbox"/> Additional Farmland of Statewide Importance:<sup>13</sup> _____ acres</p> <p><input type="checkbox"/> PDR<sup>14</sup> acreage: <input type="checkbox"/> on property, <input type="checkbox"/> adjacent property</p> <p><input type="checkbox"/> Active agriculture on adjacent property</p>
<p><b>4. Agriculture</b></p>	<p><input type="checkbox"/> Active agricultural land: _____ acres</p> <p><input type="checkbox"/> Prime Farmland:<sup>13</sup> _____ acres</p> <p><input type="checkbox"/> Additional Farmland of Statewide Importance:<sup>13</sup> _____ acres</p> <p><input type="checkbox"/> PDR<sup>14</sup> acreage: <input type="checkbox"/> on property, <input type="checkbox"/> adjacent property</p> <p><input type="checkbox"/> Active agriculture on adjacent property</p>	<p><b>4. AGRICULTURE</b></p>	<p><input type="checkbox"/> Preserve agricultural potential of areas with Prime Farmland and Additional Farmland of Statewide Importance</p> <p><input type="checkbox"/> Cluster development to minimize impacts on existing agricultural uses</p> <p><input type="checkbox"/> Provide buffers between new development and active agricultural uses</p>
<p><b>5. Forests</b></p>	<p><input type="checkbox"/> Existing forest that is part of large forest block<sup>15</sup></p> <p><input type="checkbox"/> Productive forest soils<sup>16</sup> _____ acres</p> <p>Total forested acres on property: _____ acres</p>	<p><b>5. FORESTS</b></p>	<p><input type="checkbox"/> Avoid fragmentation of large forest blocks (100 acres or more)</p> <p><input type="checkbox"/> Preserve potential for active forest management, especially on productive forest soils</p> <p><input type="checkbox"/> Preserve wildlife corridors</p>

**ENDNOTES AND DEFINITIONS FOR THE PURPOSES OF THIS CHECKLIST**

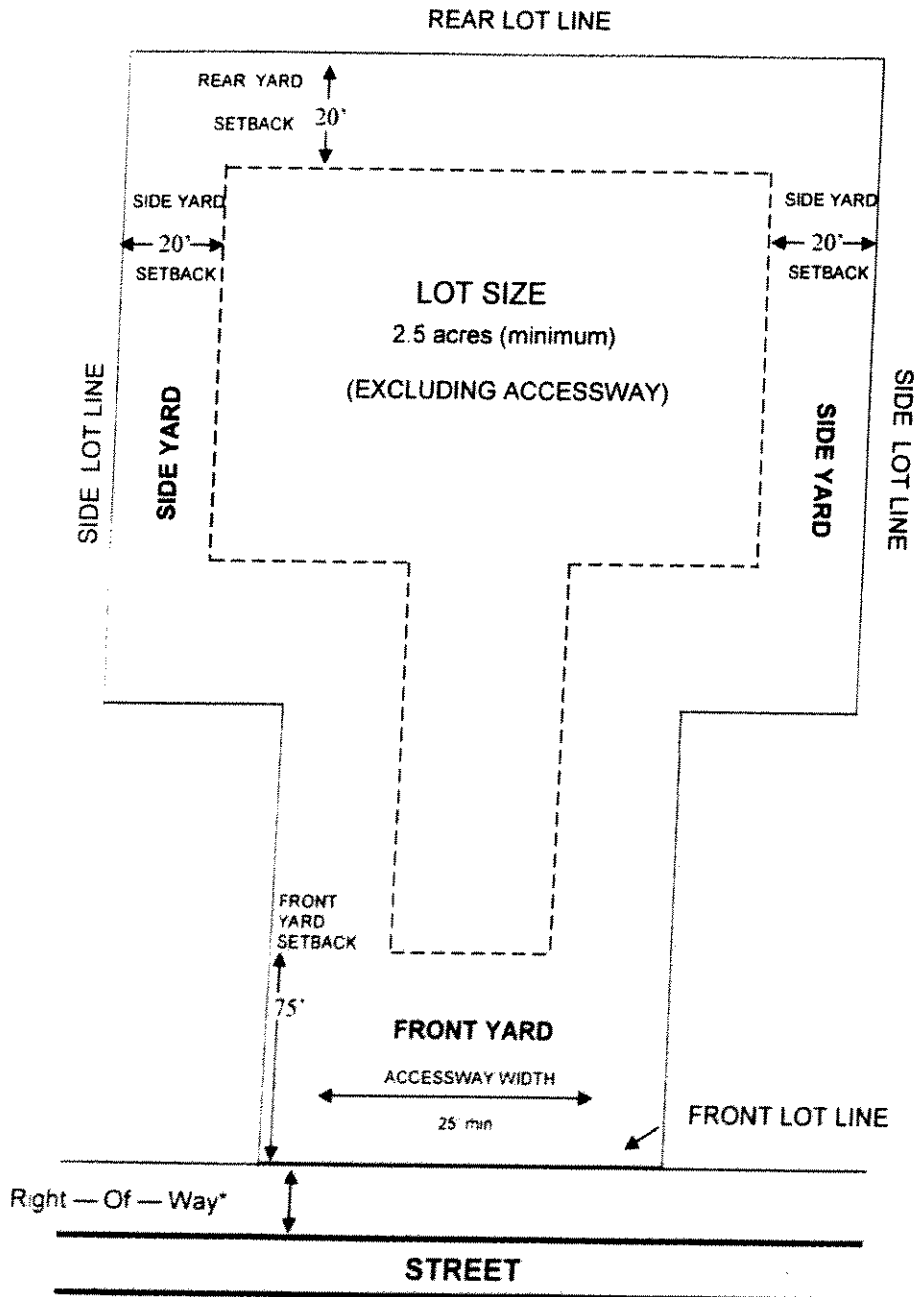
- 1 Refer to **A Plan of Open Space and Conservation (APOSC)** for the Town of Woodstock, CT for additional information on goals and recommendations. A copy of **APOSC** can be obtained from the Building Dept. at the Woodstock Town Hall, or downloaded from the Woodstock Conservation Commission at <http://www.woodstockconservation.org>. Unless otherwise noted, **Maps** referred to below are also available online at <http://www.woodstockconservation.org/maps.htm>, or at the Office of the Town Clerk in Woodstock.
- 2 N/A is Not Applicable. Put an X in this column if none of these resources exist and none are adjacent to the proposed location.
- 3 Over or near a potential high yielding stratified drift aquifer. See Open Space Priorities – Aquifer Protection map.
- 4 Regulated Activities (Section 22a-354i-1(34) of the Aquifer Protection Area Land Use Regulations of the State of CT DEP) are listed in Table 5-c in Appendix D of APOSC.
- 5 See Public Water Supply Watershed map.
- 6 Federal Emergency Management Agency – located within 100 or 500-year floodplain on a Flood Insurance Rate Map.
- 7 Perennial or intermittent streams present. See Drainage Basins map.
- 8 Vernal pools are isolated basins that hold water on a temporary basis (usually during winter and spring), but are too shallow to support fish. No map available. For best management practices, see *Conserving Pool-Breeding Amphibians in Residential and Commercial Developments in the Northeastern United States*, MCA technical paper series: No. 5.
- 9 A riparian buffer is a vegetated area alongside a stream/river.
- 10 Open space priority areas are described in APOSC, section IV, and include agricultural, forestry, aquifer and potential wildlife corridors. See Open Space Priority maps: Agricultural, Forest Land, Aquifer Protection, and Potential Wildlife Corridor.
- 11 Committed open space is permanently preserved in a near-natural or agricultural state (e.g., through deed restrictions.) Does not include land in PA 490.
- 12 A greenway is a belt of interconnected open space.
- 13 Farmland designated by soil type as described in the USDA NRCS Soil Survey of Windham County, CT.
- 14 Purchase of Development Rights under the Connecticut Department of Agriculture Farmland Preservation Program or other farmland preservation program.
- 15 Large forest block = 100 acres or more of contiguous forest (may have multiple owners or be divided among multiple parcels).
- 16 See Productive Forest Soils map or refer to [www.woodstockconservation.org/forestsoils.htm](http://www.woodstockconservation.org/forestsoils.htm).
- 17 Endangered, threatened, or species of special concern – includes plants, mammals, reptiles, amphibians, fish, birds, and invertebrates. Consult the CT DEP National Diversity Database for presence/potential. This map does not show all locations, since a thorough investigation of all sections of Woodstock map clearly showing the project boundaries should be submitted to the Natural Diversity Data Base Request Form with a project description and a copy of a Refer to APOSC, section IV for description of Potential Wildlife Corridors
- 18 State and Federal Listed Species And Significant Natural Communities map, available from the State of CT DEP.
- 19 1883 Map of Woodstock by J.L. Lester.
- 20 Areas of high archeological sensitivity as identified on the Archeological Sensitivity map.
- 21 E.g., Connecticut Path, Pulpit Rock, etc.
- 22 Passive recreation generally encompasses the less intensive range of outdoor activities that are compatible with preserving natural resource functions such as wildlife habitat and floodplain protection. Examples include wildlife observation, walking, non-motorized biking, and canoeing.

# WOODSTOCK COMMUNITY DISTRICT

## ILLUSTRATIVE DIMENSIONAL REQUIREMENTS

### INTERIOR (REAR) LOT

USES: AGRICULTURAL & SINGLE-FAMILY



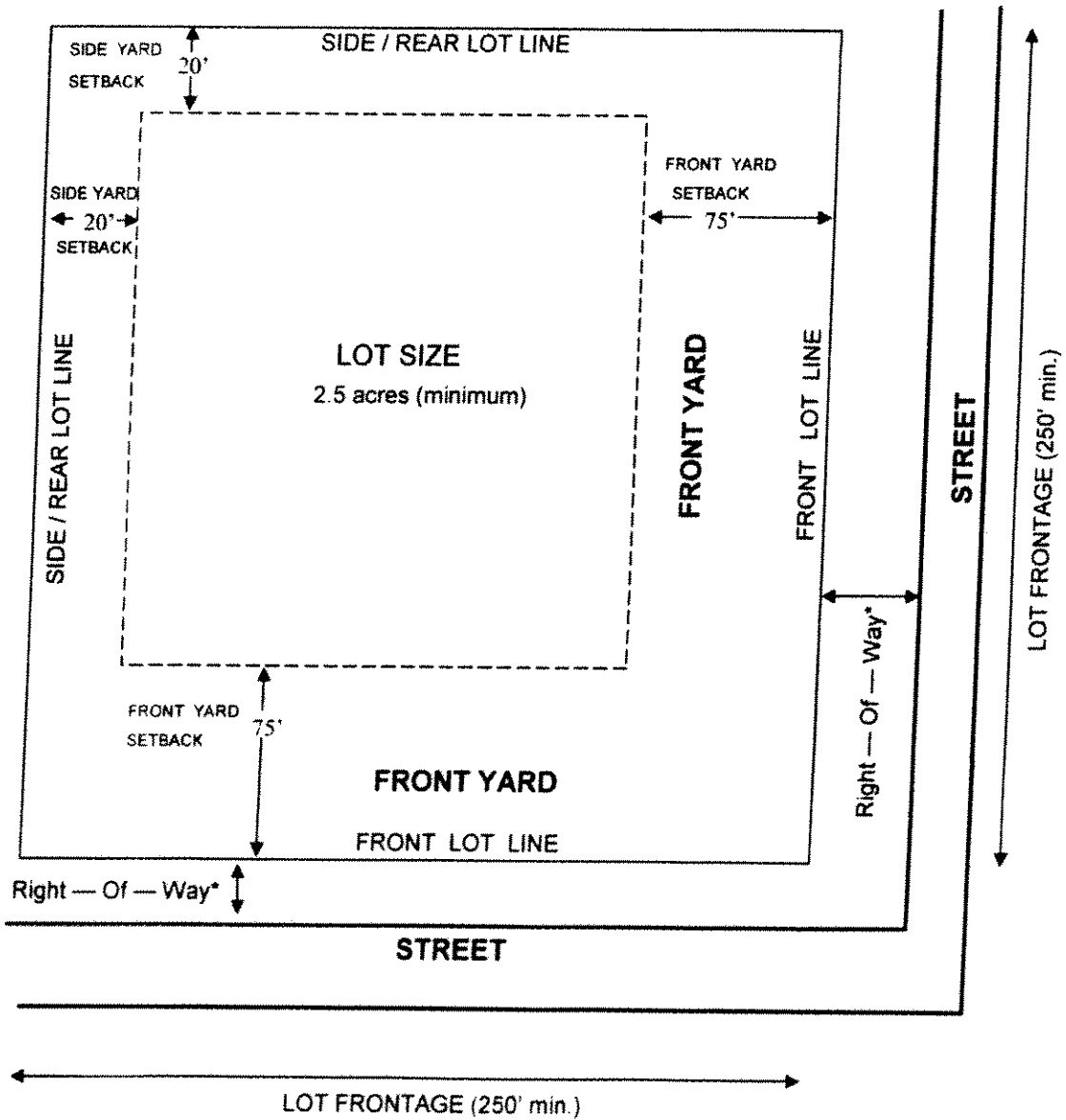
\*Right — Of — Way also commonly shown as ROW  
Please note: the property extends to the lot line.

# WOODSTOCK COMMUNITY DISTRICT

## ILLUSTRATIVE DIMENSIONAL REQUIREMENTS

### CORNER LOT

USES: AGRICULTURAL & SINGLE-FAMILY



\*Right — Of — Way also commonly shown as ROW

Please note: 1. the property extends to the lot line.

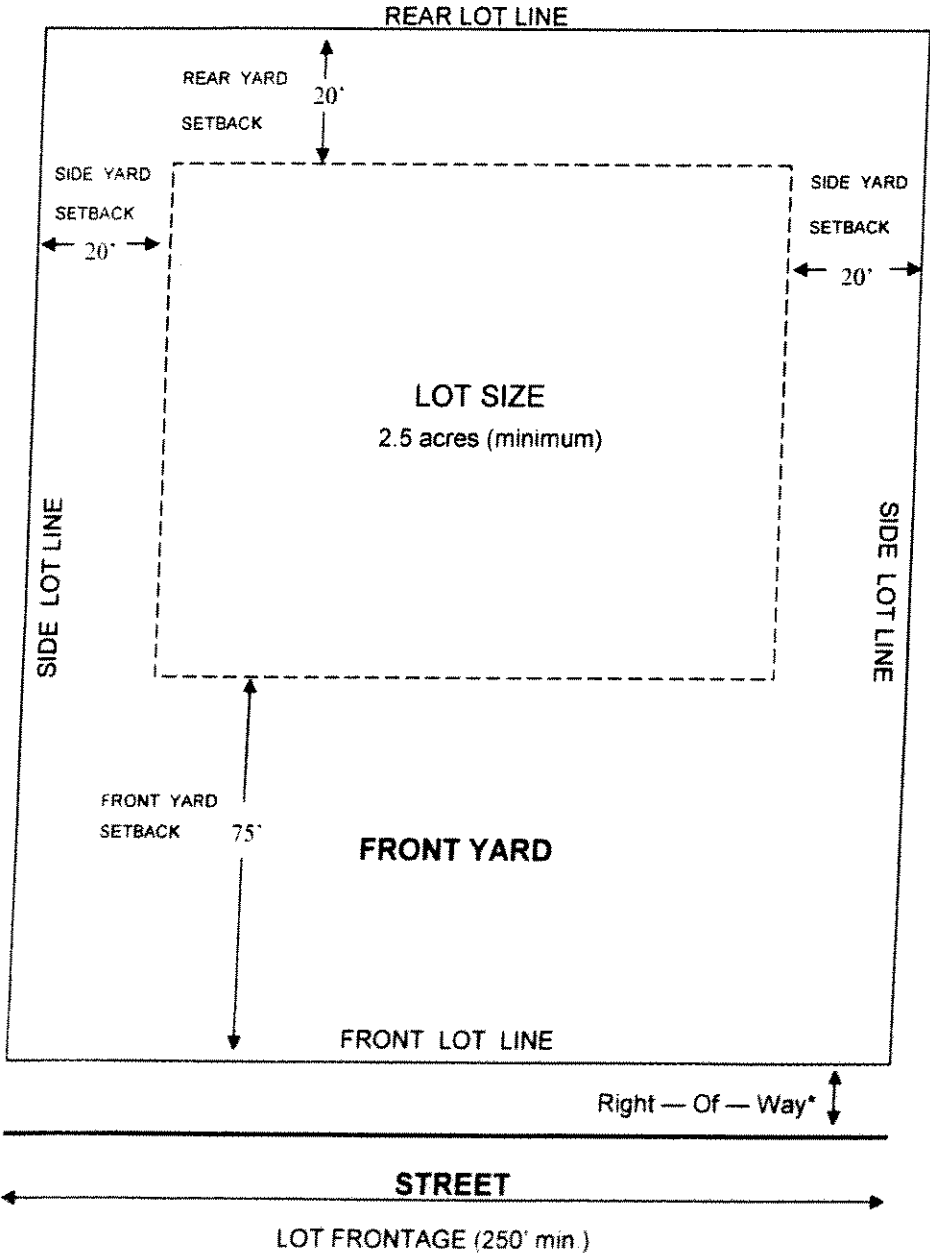
2. Subdivisions have different minimum standards.

# WOODSTOCK COMMUNITY DISTRICT

## ILLUSTRATIVE DIMENSIONAL REQUIREMENTS

### CONVENTIONAL LOT

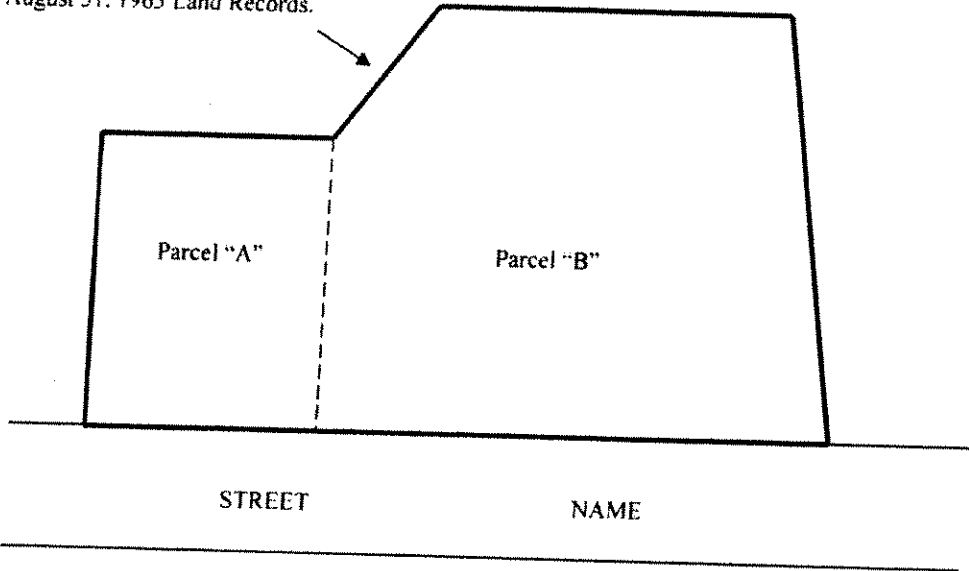
USES: AGRICULTURAL & SINGLE-FAMILY



\*Right — Of — Way also commonly shown as ROW  
Please note: 1. the property extends to the lot line.  
2. Subdivisions have different minimum standards.

# Sample Ownership History

Property Boundary as of  
August 31, 1965 Land Records.



Parcel "A"

Grantor	Grantee	Date	Vol.	Pg.
John Doe	James Smith	4/5/68	7	320
James Smith	Arnold Strong	7/8/75	10	12
Arnold Strong	William Goldman	10/1/78	13	151

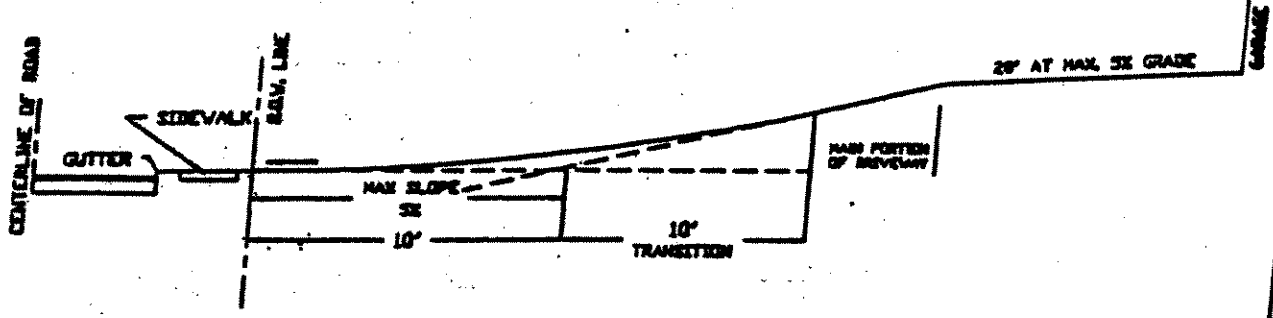
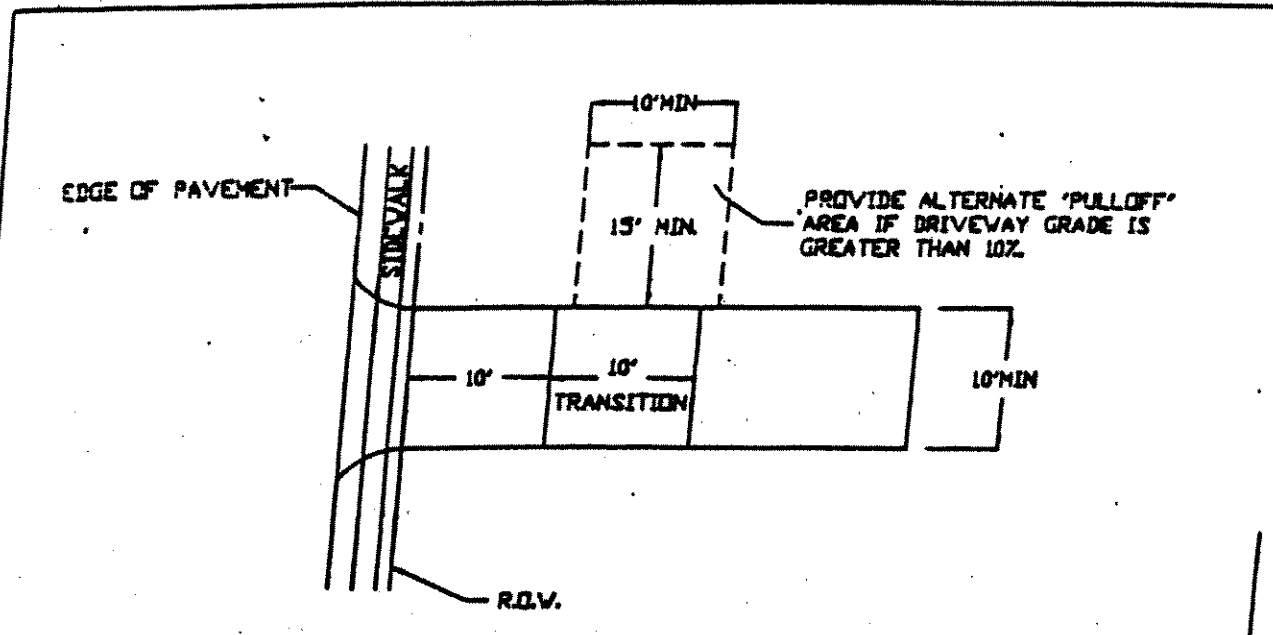
Parcel "B"

Grantor	Grantee	Date	Vol.	Pg.
John Doe	Karen Wright	6/30/73	9	101

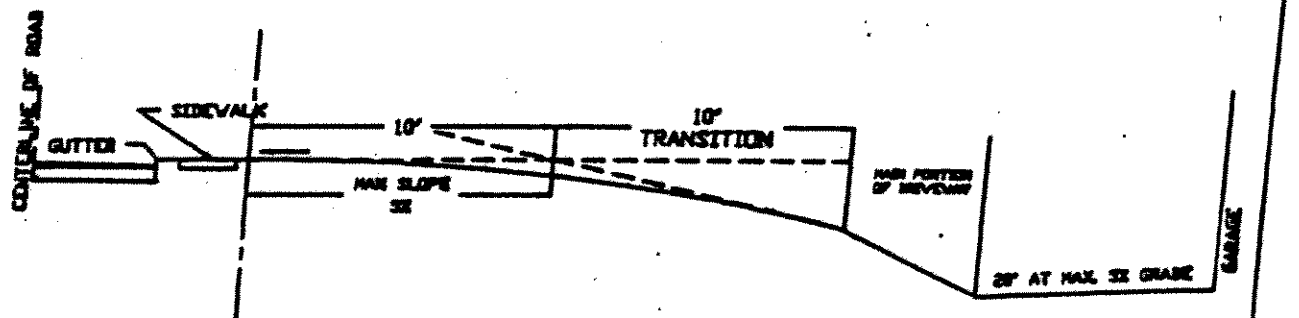
## INTERSECTION SIGHT DISTANCES (ft.)

DESIGN / POSTED DESIGN SPEED (MPH)	DESIRABLE	MINIMUM
15 . . . . .	120 . . . . .	75
20 . . . . .	170 . . . . .	125
25 . . . . .	230 . . . . .	150
30 . . . . .	310 . . . . .	200
35 . . . . .	400 . . . . .	285
40 . . . . .	505 . . . . .	365
45 . . . . .	630 . . . . .	455
50 . . . . .	770 . . . . .	565
55 . . . . .	925 . . . . .	690
60 . . . . .	1100 . . . . .	835

SIGHTLINE IS TO BE MEASURED 10 FEET BACK FROM EDGE OF EXISTING ROAD AT THE PROPOSED DRIVEWAY LOCATION. THE SIGHTLINE AT THAT POINT IS TO BE OBSERVED AT A HEIGHT OF 3.5 FEET TO AN OBJECT IN THE ROAD AT A HEIGHT OF 3.5 FEET.



**SAG CURVE IN DRIVE**



**CREST CURVE IN DRIVE**

NOTE: FOR REPLACEMENT DRIVEWAY, PAVEMENT MUST HAVE A 1" LIP OR POSITIVE DRAINAGE TO ROAD.

NOT TO SCALE

TOWN OF WOODSTOCK  
STANDARD DETAIL  
MARCH, 2008

RESIDENTIAL DRIVEWAY DETAILS

REVISION

# OFF-SITE DIRECTIONAL SIGNS

APPENDIX III

REFERENCE:  
 IN. DEPT. OF TRANSPORTATION  
 BUREAU OF HIGHWAYS-DIVISION OF TRAFFIC  
 1/4" FACE SHEET ALUMINUM-I, M, D & E SERIES  
 SEE TYPICAL DETAILS.  
 REVISED NOV. 1991, REV. TO FEB. 1996.

D1-1L



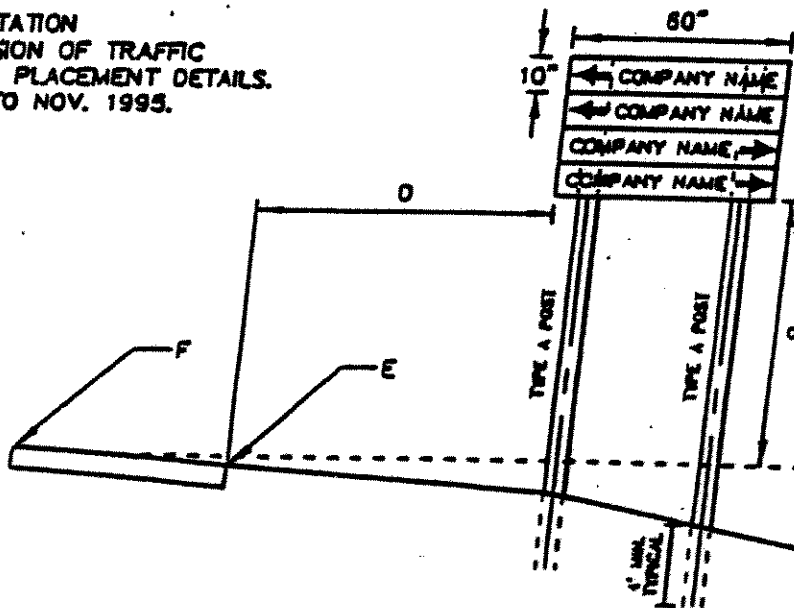
D1-1R



SIZE (INCHES)	CONN. D.O.T. No.	SUPPORTS	ALUM. THK.
60 x 10	51-5202	2	100

COLOR: BROWN BACKGROUND-WHITE LETTERS

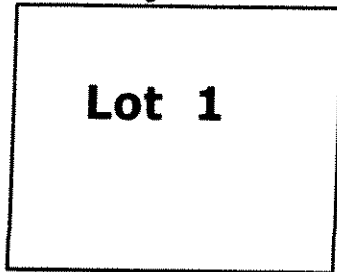
REFERENCE:  
 IN. DEPT. OF TRANSPORTATION  
 BUREAU OF HIGHWAYS-DIVISION OF TRAFFIC  
 TYPICAL SIGN SUPPORT AND PLACEMENT DETAILS.  
 REVISED OCT. 4, 1994, REV. TO NOV. 1995.



DIM. "B"	DIM. "D"	ASSEMBLY LOCATION
5'	5'	RURAL DISTRICTS
3'-6"	1'	SIDEWALKS
7'	1'	BUSINESS & RESIDENTIAL DISTRICTS WHERE PARKING OR OTHER OBSTRUCTIONS LIMIT VISIBILITY

# TOWN OF WOODSTOCK, CONNECTICUT

Original Lot

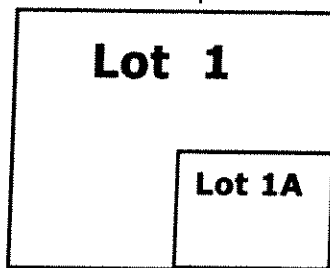


## How Are Lots Created?

- This lot exists prior to adoption of the Woodstock Subdivision Regulations which occurred on August 31, 1965. This is the Original Lot.
- The Owner wants to split off one lot, and since it is *after* the adoption of the Subdivision Regulations, *AND* the lot has sufficient room to provide two lots compliant with the Zoning Regulations, the Owner is eligible for one **Free Split**.

There are now two lots, 1 and 1A.

Free Split



## ...some time later

- Now the Owner of Lot 1 wants to sell off some more land by creating new lot(s). The new lot(s) are created through a **Subdivision**, for the sake of this example, Lot 1 is converted into 3 lots (Lot 1, Lot 1B & Lot 1C).

Now four lots exist from the Original Lot (including 1A).

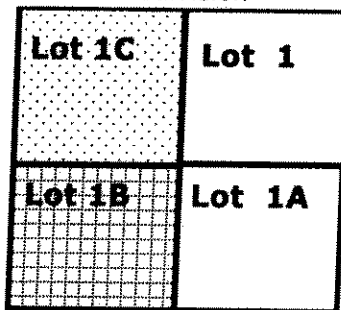
### **Note:**

1. Even if only 1 new lot was created from the Original Lot after the Free Split, it would require a **Subdivision**,
2. If the Lot 1A Owner wanted to further divide this lot, he /she would also need to do a **Subdivision**...

...in both cases, the above scenarios require a **Subdivision** *because* these lots would be created after the adoption of the Subdivision Regulations *AND* the Free Split was already taken from the Original Lot with Lot 1A.

- If the Owner of Lot 1C wanted to sell off some land by creating new lots, that would be a **Re-subdivision**, shown here as lots 1C & 1C-1.

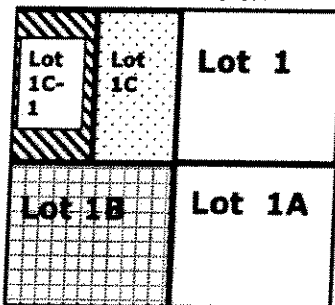
Subdivision



### **Note:**

1. This is an example of lot labeling, which is meant to illustrate the history of the lots which makes it easier to track them through the Land Records.
2. All lots must conform to the Zoning Regulations in place when they are created.
3. The only other way to sell land is with a Boundary Line Adjustment which merges a 'minor' area into the adjacent lot; this must be researched by the property owner to ensure it does not actually fall under the category of Free Split, Subdivision or Re-subdivision. Please see "How to Determine Property Division in Woodstock, CT" handout.

Re-subdivision



**RECAP:** ALL new lots created from the Original Lot after the Free Split require a Subdivision or Resubdivision.

This diagram was created by Delia P. Fey, AICP Woodstock Town Planner / ZEO

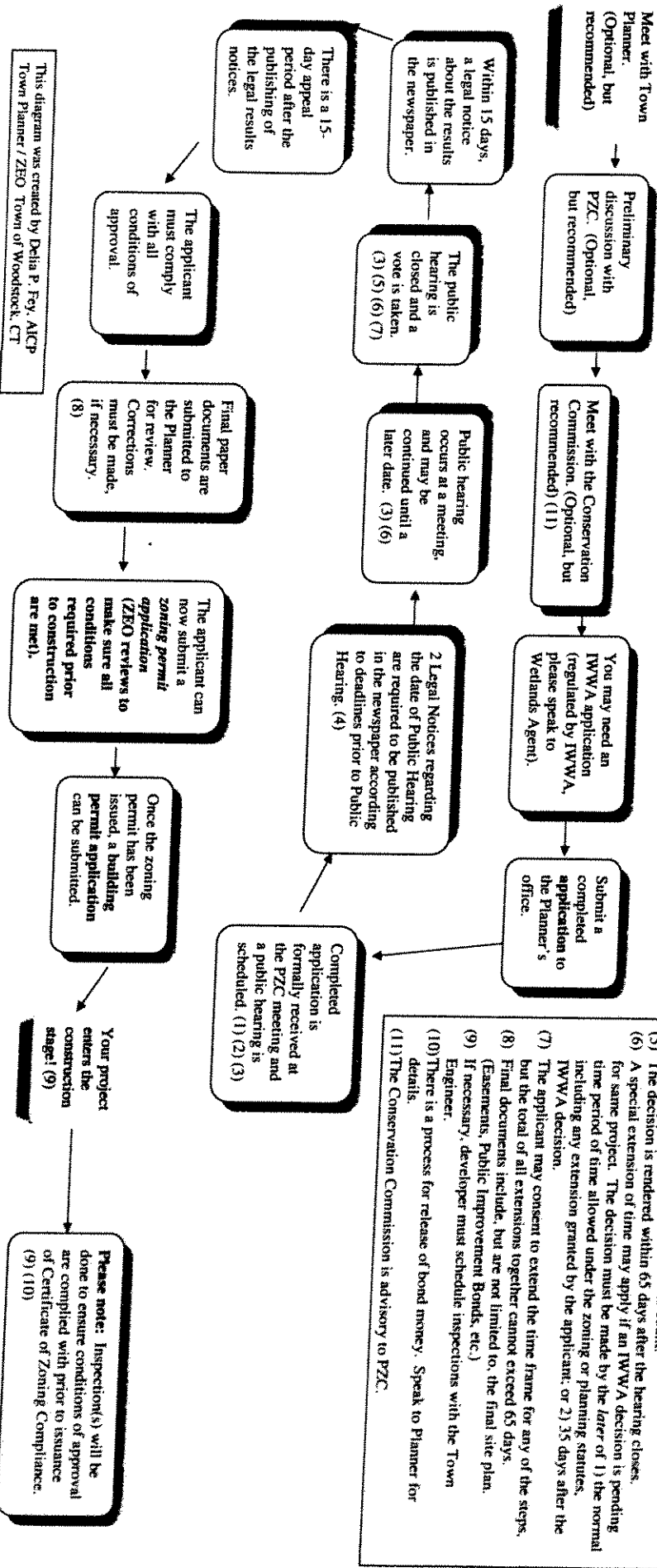
Disclaimer: This information is for illustrative purposes only. All lots created are subject to the legal requirements of the Connecticut General Statutes and Town of Woodstock Subdivision and Zoning Regulations.

## Special Permit Application Time Line

As reviewed by the Planning & Zoning Commission

**Please note:** PZC holds regular meetings on the third Thursday of each month. Your complete application must be submitted by Wednesday in the week prior to the meeting.

This list is meant to be a guide for the PZC application process. You still may need other applicable local, state, or municipal permits.



### Notes

- (1) The "date of receipt" is deemed to be the earlier of (i) the day of the next regularly scheduled meeting of PZC after the application is submitted; or (ii) 35 days after the application is submitted.
- (2) All special permit applications require public hearings.
- (3) The Public Hearing must commence within 65 days after original receipt by PZC, and must be completed within 35 days.
- (4) The first notice must be published 10-15 days before the hearing. The second notice must be published at least 2 days after the first notice and not less than 2 days before the hearing. The day of publication and the day of hearing are not included in the count.
- (5) The decision is rendered within 65 days after the hearing closes.
- (6) A special extension of time may apply if an IW/WA decision is pending for some project. The decision must be made by the later of (1) the normal time period of time allowed under the zoning or planning statutes, including any extension granted by the applicant; or (2) 35 days after the IW/WA decision.
- (7) The applicant may consent to extend the time frame for any of the steps, but the total of all extensions together cannot exceed 65 days.
- (8) Final documents include, but are not limited to, the final site plan, Easements, Public Improvement Bonds, etc.)
- (9) If necessary, developer must schedule inspections with the Town Engineer.
- (10) There is a process for release of bond money. Speak to Planner for details.
- (11) The Conservation Commission is advisory to PZC.

This diagram was created by Debra P. Fey, AICP  
Town Planner / ZEO Town of Woodstock, CT

Last revised 8/26/08