



WETHERSFIELD
ECONOMIC & COMMUNITY DEVELOPMENT
Planning@wethersfieldct.gov
(860) 721-2838

**FIRST CUT/FREE SPLIT/LOT LINE REVISION AND
BUILDING LOT DETERMINATION REQUIREMENTS**

The Connecticut General Statutes generally define a “subdivision” as the division of a tract or parcel of land into three (3) or more parts or lots made subsequent to the adoption of subdivision regulations. The Wethersfield subdivision regulations were adopted on March 16, 1955. Any parcel of land that has not been divided since this date and which can be divided in a manner that results in a lot that otherwise complies with the Town’s zoning requirements may be eligible for a “free split” without the need for an application and approval by the Planning and Zoning Commission. The Town requires that any proposed free split must be reviewed by Town Staff in order to insure compliance with the town’s regulations.

Major boundary adjustments that modify property lines shown on an approved, recorded subdivision map are also subject to staff review to insure conformance to the Town’s zoning regulations.

To determine that a lot is a lawful building lot, it must be demonstrated that the lot has been duly recorded by deed or included in a subdivision approved by the Commission prior to March 16, 1955.

Submission Requirements

All requests for the determination of eligibility for a free split without a subdivision (or resubdivision) approval must be submitted to the Planning Department for review with the following information:

1. A completed **application** form for a zoning permit.
2. The required review **fee** of \$100.00 check made payable to the Town of Wethersfield.
3. An **affidavit** prepared by an individual preferably an Attorney licensed to practice in the State of Connecticut that sets forth the legal rationale as to the specific circumstances which allow either the free split or the eligibility of the property as a building lot including the deed history of the subject property from 1966 to the present. Sample affidavits are available upon request.
4. In the case of a request for a determination whether a single-family residential dwelling may be constructed in accordance with § 3.8 of the zoning regulations, the applicant shall submit the **assessor’s cards** for the adjoining properties in order to determine if the property may have merged with an adjoining property.
5. For First Cut/Free Split and Lot Line revision requests **four (4) paper prints** drawn to a class A-2 Survey standard and which include all of the information required by Appendix B – Plot Plan Requirement of the Wethersfield zoning regulations.

6. In the case of a building lot determination request, **four (4) paper prints** drawn to a class A-2 Survey standard and which include all of the information required by Appendix B – Plot Plan Requirement of the Wethersfield zoning regulations.

Procedures

1. Upon the review of the above referenced information, the Zoning Enforcement Officer (“ZEO”) may either: deny the request, request that the plans are revised/modified, or approve the proposed plans. The ZEO, in making a determination may, in his sole discretion, seek the advice and consultation of individuals including, but not limited to, the Town Attorney, Town Planner, Town Engineer, and/or other appropriate Town Staff.
2. In the case of a denial of a request, that applicant may have the right to appeal the decision to the Zoning Board of Appeals for further consideration. (See ZBA Information)
3. In the case where the ZEO requests the submission of modified plans, the applicant shall submit a revised set of four (4) paper prints drawn to a class A-2 Survey standard that address the concerns raised by the ZEO and consulting Town Staff to the Planning Department for an additional review.
4. When the plans are approved, the Community Development Office will contact the property owner to request that two (2) mylar plans are prepared for submission and signature by Town staff.
5. After the mylars are signed by Town staff, the applicant is required to file one (1) of the approved A-2 survey mylars and a legal description of the property on the Land Records.
6. The Town will keep one (1) of the approved mylars for recording in the Engineering Department. The paper prints are kept on file with the Building Department.
7. For First Cut/Free Split and Lot Line revision requests two (2) new separate plot plans shall be submitted and kept on file with the Building Department.