

## **Subdivision Pre-application Conference**

Ledyard's Subdivision Regulations require that an applicant schedule a pre-application review of a proposed subdivision prior to a preliminary review with the Planning Commission and submission of a subdivision application. A pre-application conference is typically attended by the Planning Director, Zoning/Wetlands Official, Public Works Director/Town Engineer, and representatives from the Conservation Commission and/or Historic District Commission. Pre-application conferences are held on the third Wednesday of each month. This service is offered to eliminate conflict during later stages of the subdivision application process prior to incurring application fees.

In order to schedule a pre-application review, the applicant should submit a cover letter with three sets of subdivision plans requesting a pre-application conference. The subdivision plans should be sufficiently complete so as to accurately and clearly portray the boundaries of the property being subdivided, proposed boundary lines, a key map, delineated wetland boundaries, zoning district, bearings and distances, setbacks, lot size and wetlands area square footages, proposed infrastructure, topography, easements, rights of way, any cultural or natural resources as well as conceptual lot development. If this information is not included on the plans a pre-application conference will not be scheduled.

The cover letter and subdivision plans should be addressed to:

Planning Director  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Please include in the letter a means of contacting you by phone or email to confirm a specific time for the conference.