

**ARTICLE I                    GENERAL**  
Section 4                    **APPLICATION REQUIREMENTS<sup>1</sup>**

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4.00                    Application for development approvals shall be made on forms furnished by the Commission. This section identifies plan submission and related requirements for all applications before the Planning and Zoning Commission. The number of copies of plans and other supporting application documents shall be as prescribed by the Commission on its General Requirements for All Applications to the Planning and Zoning Commission and Inland Wetlands Agency.

4.01                    Pre-Application Review<sup>2</sup>  
  
Applicants may request a pre-application review of their proposed zone change, preliminary or detailed site plan, development plan or special exception before the Planning and Zoning Commission. The pre-application review shall be heard as a business item at a regularly scheduled meeting. The purpose of the pre-application review is to provide the applicant an opportunity to describe the location, type, and intent of the proposed development, and to obtain preliminary comments from the Planning and Zoning Commission members on the concept. The pre-application review shall be non-binding on members of the Planning and Zoning Commission and the applicant.

4.02                    Preliminary Site Development Plan  
  
Preliminary Site Development Plans (Preliminary Plans) shall be submitted with applications for PRD, CUD, and EHD zone changes and Special Exceptions. The Preliminary Plan shall show the overall conceptual layout of the proposed site development in relation to the existing features. It is intended to show that the proposed development meets the general requirements of the Zoning Regulations, Public Improvements Standards and/or Town Ordinances without the detail required for construction level plans.

4.02.01                General Requirements  
  
A Preliminary Plan shall be prepared and certified by a registered professional engineer or registered landscape architect as appropriate and shall be drawn on 24” x 36” sheets at a scale of not less than 1” = 40’ unless a larger scale is warranted and approved by the Director of Planning.

All plans shall be based on Town control. 40-scale aerial planimetric and topographic mapping is available at the Town of Manchester Engineering Division. When the application requires the location, size and material of existing utilities or existing structures the information may be based on mapping available at the Town Engineering Department or from best available sources.

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<sup>1</sup> New 05/16/11, Effective 06/13/11  
<sup>2</sup> Rev. 03/19/12, Effective 03/30/12

When any of the proposed features of an application for development connect to existing public systems more detailed, field verified information shall be provided to demonstrate the feasibility of the proposed connection and the capacity of the existing system to accommodate the proposed development. Examples of this more detailed information include, but are not limited to, size and material of the existing system, invert elevations, and similar information.

4.02.02 Preliminary Plans shall show the following information, if applicable to the proposed development:

1. Title Block identifying the property address(es), date of plan, plan scale and person who prepared the plan.
2. Location Map at a scale of 1"= 1000'.
3. North arrow.
4. Legend.
5. Abutting property addresses.
6. Existing property lines and easements.
7. All applicable building setback lines.
8. Location of existing features on site and along the site's property frontage, including but not limited to:
  - a) Existing buildings and accessory structures
  - b) Existing roads, sidewalks, parking lots and driveways
  - c) Existing bridges and retaining walls
  - d) Existing storm drainage, water and sanitary sewer utilities, including size and material
  - e) Existing wells and septic areas
9. Existing site topography with minimum 2' contours. Ground formation contour information shall be based on Town of Manchester Control. 40-scale aerial planimetric and topographic mapping is available at the Town of Manchester Engineering Division.
10. Existing hydrologic and geographic features, including type of ground cover, location of ponds and natural watercourses.
11. Location of wetlands as depicted on the Town of Manchester Wetlands Map or as field delineated.

12. Location of proposed:
  - a) Buildings and accessory structures
  - b) Roads, parking lots and driveways
  - c) Sidewalks, curbs and pedestrian paths
  - d) Water mains, including size and material, or private wells
  - e) Sanitary sewer mains, including size and material
  - f) Private septic systems, including the approximate location of the septic system and the results of deep test pit and percolation testing in accordance with the Connecticut Public Health Code to demonstrate suitability of the soils for on-site septic systems.
  - g) Storm drainage, detention basins and treatment systems
  - h) Retaining walls
13. Proposed preliminary site grading with minimum 2' contours.
14. Proposed limits of clearing.
15. The width of all landscape areas and buffer yard areas and typical illustrative sections showing planting schemes.
16. Open space and recreation areas when applicable.
17. Phasing of proposed development, if applicable.
18. Sightline distances at proposed curb cuts.
19. Standard general notes as provided by the Engineering Division if applicable to the proposed activities.

#### 4.03 Supplemental Requirements – Preliminary Plan

In addition to the Preliminary Plan required in Article I Section 4.02 the following supplemental information shall be provided as appropriate:

##### 4.03.01 PRD Zone

1. The application will include:
  - a) A report regarding existing traffic conditions and information on traffic generated by development of the proposed plan and sidewalk system;
  - b) A statement of the projected impact on town water supply, drainage and sanitary sewer systems;
  - c) A general description of conservation measures to be utilized in development of the site to minimize erosion and sedimentation.
2. The Preliminary Plan will also show:

- a) Existing areas with slopes in excess of 15%;
  - b) A table of ratios indicating the proposed and permitted/required number of dwelling units (indicating the type of unit and the floor area of the units and buildings), parking and floor area ratio;
  - c) A Building Plan indicating:
    - (1) Floor plan for each type of unit and each building calling out floor areas in square feet;
    - (2) Exterior building elevations identifying the building finish materials and colors;
    - (3) Graphic representations showing the architecture of the proposed building(s) and the physical relationship to the surrounding properties and buildings to demonstrate design compatibility, such as building elevations, cross sections, photographs, or renderings shall be provided.
3. Such other relevant information as the applicant may wish to submit or the Commission may request.

4.03.02 CUD Zone

1. The application will include:
  - a) A report regarding existing traffic conditions and information on traffic generated by development of the proposed plan and sidewalk system; and
  - b) A statement of the projected impact on town water supply, drainage and sanitary sewer systems;
  - c) A general description of conservation measures to be utilized in development of the site to minimize erosion and sedimentation.
2. The Preliminary Plan will also show:<sup>3</sup>
  - a) A zoning compliance table.
  - b) A Building Plan indicating:
    - (1) Concept floor plan for each type of residential unit;
    - (2) Concept floor plan for each building calling out floor areas in square feet;
    - (3) Exterior building elevations identifying the building finish materials and colors;

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<sup>3</sup>Revised 9/18/17, effective 10/2/17

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(4) Graphic representations showing the architecture of the proposed building(s) and the physical relationship to the surrounding properties and buildings to demonstrate design compatibility, such as building elevations, cross sections, photographs, or renderings shall be provided.

3. Such other relevant information as the applicant may wish to submit or the Commission may request.

#### 4.03.03 EHD Zone

1. The application will include:

- a) A report regarding existing traffic conditions and information on traffic generated by development of the proposed plan and sidewalk system;
- b) A statement of the projected impact on town water supply, drainage and sanitary sewer systems; and
- c) A general description of conservation measures to be utilized in development of the site to minimize erosion and sedimentation.

2. The Preliminary Plan will also show:

- a) Existing areas with slopes in excess of 15%;
- b) Proposed lot lines and areas of lots if subdivision of land is proposed;
- c) A table of ratios indicating the proposed and permitted/required number of dwelling units (indicating the type of unit and the floor area of the units and buildings), parking and floor area ratio;
- d) A Building Plan indicating:
  - (1) Floor plan for each type of unit and each building calling out floor areas in square feet;
  - (2) Exterior building elevations identifying the building finish materials and colors;
  - (3) Graphic representations showing the architecture of the proposed building(s) and the physical relationship to the surrounding properties and buildings to demonstrate design compatibility, such as building elevations, cross sections, photographs, or renderings shall be provided.

3. Such other relevant information as the applicant may wish to submit or the Commission may request.

#### 4.03.04 Special Exception

1. The application will include:

- a) A report regarding existing traffic conditions and information on traffic generated by development of the proposed plan and impacts on the road system. For drive through facilities traffic impact analyses shall describe peak hours of operation, volume of customers per hour, stacking lane length needed for the anticipated volume of drive through vehicles, turning movements, roadway capacity and level of service on adjacent streets.
  - b) A statement on the projected impact of the project on public water supply, drainage and sanitary sewer systems.
  - c) The proposed Restrictive Conservation Easement agreement if one is proposed by the applicant.
  - d) A general description of conservation measures to be utilized in development of the site to minimize erosion and sedimentation.
2. The Preliminary Plan will also show:
- a) Existing areas with slopes in excess of 15%;
  - b) A table of ratios indicating the proposed and permitted/required number of dwelling units (indicating the type of unit and the floor area of the units and buildings), parking and floor area ratio;
  - c) A Building Plan indicating:
    - (1) Floor plan for each type of unit and each building calling out floor areas in square feet;
    - (2) Exterior building elevations identifying the building finish materials and colors;
    - (3) Graphic representations showing the architecture of the proposed building(s) and the physical relationship to the surrounding properties and buildings to demonstrate design compatibility, such as building elevations, cross sections, photographs, or renderings shall be provided.
3. Such other relevant information as the applicant may wish to submit or the Commission may request.

#### 4.04 Detailed Site Development Plan

When required, Detailed Site Development Plans (Detailed Plans) shall show all existing features and proposed site development to the level of detail required to assure compliance with the regulations and to perform the intended construction.

A Detailed Plan shall be prepared and certified by a registered professional engineer or registered landscape architect, as appropriate, and shall be drawn on 24" x 36" sheets at a scale of not less than 1" = 40', unless a larger scale is warranted and approved by the Director of Planning.

Detailed Plans shall include a separate "Existing Conditions Plan" showing only

the existing site conditions. This plan shall comply with the requirements of an Improvement Location Survey and shall be certified by a land surveyor licensed in the State of Connecticut. All plans shall be based on Town control.

Detailed Plans shall show the following information, at a minimum:

1. Title Block showing the property address(es), plan date, plan scale and person who prepared the plan.
2. Location map at a scale of 1"= 1000'.
3. North arrow.
4. Legend.
5. Property addresses of the site and abutting parcels.
6. Map references.
7. An accurate A-2 boundary description of the site, prepared by a land surveyor licensed in the State of Connecticut.
8. Existing monumentation.
9. Location and description, including volume and page, of all existing easements, including dominant and subservient tenants.
10. All applicable building setback lines.
11. Location and description of existing planimetric features, including:
  - a. Existing buildings and accessory structures
  - b. Existing roads, curb, sidewalk, parking lots and driveways
  - c. Existing retaining walls
  - d. Existing fences and guide rails
  - e. Existing traffic signs
  - f. Existing traffic signals and appurtenant features
12. Location and description of existing overhead and underground utilities on the site and along the property frontage including:
  - a. Existing utility poles, lighting, cabinets, vaults, etc.
  - b. Existing water main, valves, hydrants, and services
  - c. Existing wells, if applicable
  - d. Existing sanitary sewer main, including size and material, and sanitary manhole structures and laterals, including top of frame and invert elevations.
  - e. Existing septic system, if applicable
  - f. Existing storm drainage pipes and structures, including top of frame and

invert elevations.

- g. Existing electrical, gas and telecommunications utilities
  - h. Existing well and/or septic system on adjacent properties if any part of the site is within the separating distances to these facilities established by the Connecticut Public Health Code based on the best available sources.
13. For all areas proposed for construction activity, the existing and proposed site topography with minimum 2' contours, augmented with spot elevations and a minimum of two benchmarks, certified by a land surveyor licensed in the state of Connecticut with a minimum certification of T-2 shall be provided. For all undisturbed areas Town topography of 2' contours shall be provided.
  14. Existing hydrologic and geographic features, including type of ground cover, location of ponds and natural watercourses.
  15. Location of wetlands and limits of regulated area in accordance with the Town of Manchester Inland Wetlands regulations.
  16. Location and boundaries of floodplain, floodway, stream channel encroachment lines or any other regulatory boundary line, if present on the site based on the best available sources of information.
  17. Location of exploratory soil borings or test pits with supporting information, if applicable.
  18. Location of proposed buildings, including finished floor elevations.
  19. Location and description of proposed lot lines, including proposed monumentation.
  20. Location and description of all proposed easements, including dominant and subservient tenants.
  21. Location of proposed roads, curb, sidewalk, parking lots and driveways.
  22. Locations and description of proposed retaining walls, including top of wall elevations.
  23. Location and description of proposed fences, guide rails, etc.
  24. Location of proposed dumpster pads and/or loading docks.
  25. Location and description of proposed signs and outdoor lighting.
  26. Location and description of proposed traffic signal equipment, if applicable.
  27. Location and description (size, material, etc.) of proposed utilities, including:
    - a. Proposed lighting
    - b. Proposed water mains, valves, hydrants and services.
    - c. Proposed wells, if applicable, with protective radius as required by the Connecticut Public Health Code.



- d. Proposed sanitary sewer mains, including size and material; and proposed sanitary manhole structures, cleanouts and laterals, including top of frame and invert elevations.
  - e. Proposed septic system, if applicable, including tank, leaching area, reserve area and minimum clearances.
  - f. Proposed storm drainage pipes and structures, including top of frame and invert elevations.
  - g. Proposed detention basins, water quality basins or other components of the site's proposed storm drainage system.
  - h. Proposed oil/water and/or grease separators.
  - i. Proposed electrical, gas and telecommunications utilities, if available.
28. Profile plans of proposed water, sanitary sewer and storm drainage facilities are required when they are located in public streets.
  29. Location and description of proposed erosion and sedimentation control measures, including silt fence, hay bales, topsoil stockpile areas, sediment traps and basins, construction entrances, etc.
  30. Location and description of proposed landscaping, including plant size, type, quantity and spacing.
  31. Proposed phasing lines, if applicable.
  32. Standard general notes as provided by the Engineering Division if applicable to the proposed activity.
  33. Construction details for all public improvements (available from Engineering Division) and for critical components of the proposed site improvements.
  34. A stormwater management report as required in the "Town of Manchester Public Improvement Standards".

Depending on the proposed improvements, the Planning and Zoning Commission may require additional information, including but not limited to the following:

35. Plan showing vehicle turning movements for the largest expected vehicle accessing the site.
36. Sightline triangles with distances at proposed curb cuts onto existing roads.
37. Profile views of proposed water mains or services, sanitary sewer mains or laterals, and/or storm drainage within the site.
38. Cross sections at critical locations.

#### 4.05 Supplemental Requirements – Detailed Plans

In addition to the Detailed Plan requirements of Article I Section 4.04 the following supplemental information shall be provided as appropriate:

4.05.01 PRD Zone

The Detailed Plan will include:

- a) A table of ratios indicating the proposed and permitted/required number of dwelling units (indicating the type of unit and the floor area of the units and buildings), parking and floor area ratios, distance between the buildings and lot line, and the distance between buildings;
- b) A Building Plan indicating:
  - (1) Floor plan for each type of unit and each building calling out floor areas in square feet;
  - (2) Exterior building elevations identifying the building finish materials and colors.
- c) Such other relevant information as the applicant may wish to submit or the Commission may request.

4.05.02 CUD Zone

The Detailed Plan will include:<sup>4</sup>

- a) A table of ratios indicating the proposed uses, floor areas, parking, floor area ratios, distance between buildings and lot lines, the distance between buildings, lot coverage, open space ratios, height of buildings and lot sizes;
- b) Landscaping plans prepared and sealed by a registered landscape architect;
- c) Conceptual architectural plans, building elevations, and other details necessary to show the size, scale, height, building materials and colors for proposed building. Buildings should be of an architectural design which visually reduces the scale and impact of large buildings, and constructed of materials which in color and texture are not incompatible with adjacent buildings and would not negatively impact upon property values in the "CUD" zone as determined by the Commission;
- d) Such other relevant information as the applicant may wish to submit or the Commission may request.

4.05.03 Historic Zone

The Detailed Plan will include:

- a) Building/Sign Detail Plans, prepared by a registered architect, drawn to scale, showing:

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<sup>4</sup> Revised 9/18/17, effective 10/2/17

- (1) Floor plans for each use and each building. In case of buildings designated for residential development, the floor plan and area of each type of living unit are required;
  - (2) Exterior building elevations indicating the treatment of walls and finish materials. Exterior building elevations shall show all proposed utility structures, such as roof air conditioning/solar heating systems, exterior building materials and colors, and screening;
  - (3) Where any exterior physical change, addition, or demolition is proposed, appropriately scaled drawings of floor plans, elevations and sections shall be submitted. Such drawings shall indicate existing conditions, work to be removed or added and appropriate notes and dimensions;
- b) A table showing uses, ratios, the square footage of areas designated for those uses, and the number of parking spaces for the various uses. If residential development, the number of units per building and the number of bedrooms per unit;
  - c) The design of any sign showing size of the proposed sign, general configuration of lettering and/or symbols, material, color, type of construction, height, illumination, and such descriptive materials as may be necessary to fully explain the intent of the sign;
  - d) The location of the proposed sign in relation to the building and all property lines and the dimensions of the structures on which the proposed sign is to be located;
  - e) Such other relevant information as the applicant may wish to submit or the Commission may request.

#### 4.05.04 Flood Plain Zone

The Detailed Plan will include:

- a) Plans drawn to a scale of not less than 1" = 40' showing the nature, location, dimensions and elevations of the area for which a permit is requested; existing and proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing;
- b) Elevation, in relation to mean sea level, of the lowest floor (including basement) of all structures;
- c) Elevation, in relation to mean sea level, to which any structure has been flood proofed;
- d) Certification by a registered professional engineer or registered architect that the flood proofing methods for a non-residential structure meet the flood proofing criteria of paragraph 19.05.02 (b), such certification must be provided on the plans;

- e) Plans for any walls to be used to enclose space below the base flood level; and
- f) When base flood elevation data has not been provided in accordance with paragraph 19.03.02, the Commission shall obtain (or require an applicant to obtain), review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source in order to assure compliance with the terms and requirements of paragraphs 19.05.02 (a) and 19.05.02 (b).

4.05.05 EHD Zone

The Detailed Plan will include:

- a) A table of ratios indicating the proposed and permitted/required number of dwelling units (indicating the type of unit and the floor area of the units and buildings), parking and floor area ratios, distance between the buildings and lot line, and the distance between buildings;
- b) A statement concerning the availability of public transportation or municipally operated transportation specifically intended for use by the occupants, or a statement, including probable schedules and eligible destination for such services. When the developer is providing transportation services for occupants the same information shall be provided.
- c) Affidavits stating the developer shall impose and enforce the required age restrictions for occupancy in the project and listing all services which will be provided to the occupants, and such restrictions shall be filed on the land records before a building permit is issued, and shall run with the land.
- d) A Building Plan indicating:
  - (1) Floor plan for each type of unit and each building calling out floor areas in square feet;
  - (2) Floor plan differentiating between private and semi-private spaces and residential and communal facilities/service areas drawn to scale and dimension;
  - (3) Exterior building elevations identifying the building finish materials and colors.
- e) Such other relevant information as the applicant may wish to submit or the Commission may request.

4.05.06 SDC Zone

1. The application will include:

- a) A report regarding existing traffic conditions and information on traffic generated by development of the proposed plan and impacts on the road

system. For drive through facilities traffic impact analyses shall describe peak hours of operation, volume of customers per hour, stacking lane length needed for the anticipated volume of drive through vehicles, turning movements, roadway capacity and level of service on adjacent streets.

- b) The proposed general system of utilities (including domestic water supply, fire protection, stormwater drainage, and sanitary sewer). A statement on the projected impact of the project on public water supply, drainage and sanitary sewer systems. The proposed location of major storm drainage culverts and drainage basins serving the site shall be indicated.
2. The Detailed Plan will also show:
    - a) A table of ratios indicating parking, floor area ratios, distance between buildings and lot lines, the distance between buildings, building heights, total landscaped area and parking lot landscaped area;
    - b) A Building Plan indicating:
      - (1) Floor plan for each building;
      - (2) Exterior building elevations showing the building finish materials and colors.
      - (3) A table indicating building height and roof style of all buildings on abutting properties.
  3. Such other relevant information as the applicant may wish to submit or the Commission may require.

#### 4.05.07 Form Based Zone (FBZ)<sup>5</sup>

1. The Detailed Plan will also show:
  - a) The proposed thoroughfares labeled by thoroughfare type.
  - b) All proposed building types and lot layouts by location.
  - c) The proposed use of yards and setbacks.
  - d) Location of all frontage zones and ground floor limitations.
  - e) Proposed building elevations and architectural features including awnings, turrets, towers, porches, fenestration and transparency, roof types, building height, and proposed exterior materials.
  - f) The location and type of proposed open space and civic spaces.

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<sup>5</sup>New 03/19/12, Effective 03/30/12

- g) A parking table showing the proposed uses, parking requirement, shared parking and parking calculations used to determine the proposed number of spaces.
  - h) Designated loading and parking areas.
  - i) A table showing the total site acreage and the percentage of land devoted to various types of civic or open space.
2. Other relevant information the applicant may wish to submit or the Commission or Planning Director may require to perform a thorough review and evaluation of the application.

4.06 Erosion and Sediment Control Plan

Erosion and Sediment Control Plan shall be prepared in accordance with Connecticut Guidelines for Soil Erosion and Sediment Control (2002) as amended.

1. Said plan shall contain, but not be limited to:
- A narrative describing:
- 1) The development;
  - 2) The schedule for grading and construction activities, including
    - (a) Start and completion dates;
    - (b) Sequence of grading and construction activities;
    - (c) Sequence for installation and/or application of soil erosion and sediment control measures;
    - (d) Sequence for final stabilization of the project site.
  - 3) The design criteria for proposed soil erosion and sediment control measures and stormwater management facilities.
  - 4) The construction details for proposed soil erosion and sediment control measures and stormwater management facilities.
  - 5) The installation and/or application procedures for proposed soil erosion and sediment control measures and stormwater management facilities.
  - 6) The operations and maintenance program for proposed soil erosion and sediment control measures and stormwater management facilities.
  - 7) Any other information deemed necessary and appropriate by the applicant or requested by the Commission or its designated agent.
2. Soil erosion and sedimentation control plans shall bear the stamp and/or signature of a registered engineer, landscape architect, or certified soil scientist and shall include a statement certifying that the plan is in compliance with the Town of Manchester Soil Erosion and Sedimentation Control Regulations and the Connecticut Guidelines for Soil Erosion and Sedimentation Control dated

2002, as amended, and shall contain the following certification signature blocks:

"The Planning and Zoning Commission certifies that the Soil and Erosion and Sedimentation Control Plan complies with the requirements of the Town of Manchester Regulations and the Connecticut Guidelines for Soil Erosion and Sedimentation Control dated 2002, as amended".

Signature \_\_\_\_\_

Date of Approval \_\_\_\_\_

Delete signature block for design → professional.

~~"Thereby certify that this plan is in compliance with the Town of Manchester Soil Erosion and Sedimentation Control Regulations and the Connecticut Guidelines for Soil Erosion and Sedimentation Control dated 2002, as amended".~~

~~\_\_\_\_\_~~

~~(Signature)~~

~~\_\_\_\_\_~~

~~(Name) \_\_\_\_\_ CERTIFICATION NO.~~

4.07 Electronic Submittal Requirement

Electronic copies of Detailed Plans shall be submitted in accordance with the "Town of Manchester, CT Geographic Information System, Policies and Rate Schedules" as adopted by the Board of Directors, January 21, 2003, and as amended.

4.08 Minor Modifications to Approved Plans<sup>6</sup>

Minor changes to an approved Detailed Plan or a previously certified Erosion and

<sup>6</sup> Rev. 09/29/16, effective 10/21/16

Sediment Control Plan<sup>7</sup> may be made with the concurrence of the chairman of the Planning and Zoning Commission and the Director of Planning, provided such changes shall in no way affect the overall layout or design of the site development plan or building architecture. Such minor changes may include, but are not limited to, the relocation of sidewalks, driveways, and other such physical improvements due to unforeseen topographical or surface or subsurface geological features; siting and screening of trash disposal and mechanical facilities; slight alterations of finished contours; minor rearrangement of lighting fixtures, benches, and other incidental street furniture, minor landscaping changes, location or relocation of accessory structures when not visible from the street, landscaping and minor exterior building elevation changes. A letter or narrative describing and justifying the need for the minor changes and plans calling out the minor changes must be provided for consideration by the chairman and director. Following approval of a minor revision, the applicant shall submit within ten days one Mylar copy and four paper copies, signed and sealed by the design professional, of the amended plan. Any change to an approved Detailed Plan or a previously certified Erosion and Sediment Control Plan<sup>8</sup> which is not considered to be a minor change by the chairman or director shall be processed as a formal modification to the approved Detailed Plan or previously certified Erosion and Sediment Control Plan<sup>9</sup> and shall require the preparation of modified plans and the approval of the Commission.

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<sup>7</sup> Rev. 04/16/18, effective 05/03/18

<sup>8</sup> Rev. 04/16/18, effective 05/03/18

<sup>9</sup> Rev. 04/16/18, effective 05/03/18