



City of Derby Planning & Zoning Commission Site Plan Application Checklist

1) Address of the project property:

2) APPLICANT'S name; _____

Affiliation to the property

A) Owner: YES _____ NO _____

B) Other _____

If you are not the owner, a signoff letter must be obtained from the owner(s) with their signatures before Planning and Zoning will consider the application.

3) PROVIDE A Brief Description of the project as outlined in section 195-32B (Statement of Use) (see attached document)

4) Current or most recent use of the property

5) MAPS AND DRAWINGS

Go to [https //derby.mapxpress.net](https://derby.mapxpress.net) > portal to locate and printout the following map and property report for the project's location:

- a) **assessment parcel map** of the proposed property sized to include the adjacent lots on all four sides.
- b) **property listing report**.
- c) **Preliminary drawings** *Required when the project involves construction or exterior topography changes.*