



City of Derby Planning & Zoning Commission Site Plan Pre-Application Checklist

This is a pre-application checklist used by the ZEO and a first-time or occasional applicant to help prepare a Site Plan Application. The regulatory “clock” does not start.

- 1) Address of the project property:

- 2) Applicant name: _____
 - A) Owner: Yes _____ No _____
 - B) If not the owner, a letter from the owner authorizing intended use is required.
- 3) Proposed use of property _____
- 4) Current or most recent use of property _____
Is the proposed use conforming to the zone: Yes _____ No _____
- 5) Statement of Use
- 6) Maps and drawings to scale
 - A) Property Line
 - B) Existing Building
 - C) Proposed Building
 - D) Parking Spaces
 - a. Historical or existing capacity and layout
 - b. Proposed capacity and layout
 - E) Layout/Floor plans of proposed building/space
- 7) Printouts (see <https://derby.mapxpress.net>>portal)
 - a. Parcel Details
 - b. Quick Map
 - c. Summary Card
 - d. Assessor Tax Map

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By Marc J. Garofalo, MPA, MCC, MCTC at 5:15 pm, Oct 16, 2025