

REQUEST FOR COMMENTS/ SUGGESTIONS

Approved Planning & Zoning Application Draft Forms

The Planning and Zoning Board approved the enclosed draft forms for consideration by the City of Derby at the regular monthly meeting on November 18, 2025.

Written / emailed comments and request for revision should be submitted to Gino DiGiovanni, Jr. (Chairperson) in advance of the January 20th 2026 monthly Planning and Zoning Board Meeting.

Thank you for your input.

RECEIVED

By Marc J. Garofalo, MPA, MCC, MCTC at 10:31 am, Dec 11, 2025

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION /SITE PLAN APPROVAL

APPLICATION # _____ Date submitted: _____ Date accepted: _____
FEE (as per schedule) _____ Action taken: _____

A. Name of Applicant: _____
Address: _____
Email: _____ Phone: _____

Interest in Property: own Rent option to buy
other _____

B. Owner of property: _____
Address of owner: _____
Email: _____ Phone: _____

C. Description of Property
Address of property: _____

Zone: _____ Assessor's Map No. _____ Block _____ Lot _____
Are all adjacent properties within the same zone YES NO

Total Sq. Footage of lot _____ Lot Dimensions: _____
Gross Sq. Footage of proposed building / use: _____

Application is for the reuse of an existing building without enlargement of the existing structure(s) YES NO

Documentation to support the application:

- ___ 1) introductory letter of the zoning process and responsibilities
- ___ 2) Application Checklist from Zoning Enforcement Officer
- ___ 3) Statement of use
- ___ 4) Site Plan
- ___ 5) Maps, Plans, Documentation
- ___ 6) Supporting Referral agencies
- ___ 7) Waivers /Extensions / Variances requested by the applicant
- ___ 8) Notification of Public Hearing

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Supplementary special acceptance application considerations for approval

The Commission, in considering and reviewing the application and arriving at its decision, shall find the following conditions have been or will, by the proposal or conditions attached to the Commission's approval thereof, be met:

- A) The location, nature and size of buildings and architectural design of same shall be compatible with neighboring properties and their uses and shall not hinder or discourage the appropriate development or use of land and buildings nor impair the value thereof.
- B) The location, size and intensity of the proposed use or uses and the size and the location of the site shall be in harmony with the appropriate and orderly development of the district in which it is located.
- C) Streets and other rights-of-way shall be in such size, condition and capacity to adequately accommodate the traffic to be generated by the proposed use(s).
- D) The proposed use(s) shall not impair the public health, safety or welfare.
- E) Where it is proposed to convert structure designed and built originally for other uses, the applicant shall show the adaptability of such structure to the proposed use, particularly in relationship to the public health and safety.
- F) Where the proposed use abuts or is in a residential zone, the Commission may regulate hours of operation taking into consideration intensity of lighting, noise and traffic generation.

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SITE PLAN APPROVAL

APPLICATION # _____ Date submitted: _____ Date accepted: _____
FEE (as per schedule) _____ Action taken: _____

The undersigned hereby applies to the Planning & Zoning of the city of Derby, Connecticut for approval of a site plan application under the city of Derby's Site Plan Regulations and grants the Derby Planning & Zoning Commission, City Engineer, and other perinate city agencies or their authorized agents, permission to enter upon the property under this application for the purpose of inspection and other actions related to the administration of the Site Plan Regulations of the City of Derby. The applicant acknowledges that all documentation related to the application are within Public Domain.

A. Name of Applicant: _____
Address: _____
Email: _____ Phone: _____

Interest in Property: own Rent option to buy
other _____

B. Owner of property: _____
Address of owner: _____
Email: _____ Phone: _____

C. Description of Property
Address of property: _____

Zone: _____ Assessor's Map No. _____ Block _____ Lot _____
Are all adjacent properties within the same zone YES NO

Total Sq. Footage of lot _____ Lot Dimensions: _____
Gross Sq. Footage of proposed building / use: _____

Application is for the reuse of an existing building without enlargement of the existing structure(s) YES NO

Documentation to support the application:

- ___ 1) introductory letter of the zoning process and responsibilities
- ___ 2) Application Checklist from Zoning Enforcement Officer
- ___ 3) Statement of use
- ___ 4) Site Plan
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