

Supporting Attachments for Derby Planning and Zoning Applications

These attachments can be used interchangeably between various types of zoning applications.

- 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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By Marc J. Garofalo, MPA, MCC, MCTC at 11:24 am, Dec 11, 2025

Zoning Application Process and Responsibilities (attachment #1)

Applicants are encouraged to follow the following guidelines:

1) Submission of Application to the City of Derby

a) Prior to the submission of a formal zoning application, the applicant shall meet with the Zoning Enforcement Officer for a free consultation to discuss the nature of the application and the zoning application process.

If the Zoning Enforcement Officer deems it appropriate, he may waive the submission of specific information required within the application checklist.

Contact: Zoning Enforcement Officer @ 203-736-1481 zoning@derbyct.gov

b) Submit 10 copies of the completed application and all related supporting documentation as well as the initial application fee to the Zoning Enforcement officer. It is the applicant's responsibility to ensure that the information provided is accurate, complete and to the standards subscribed. Failure to do so can impede the application process or result in the rejection of the application as incomplete by the Planning and Zoning Commission.

Submit to: Zoning Enforcement Officer or

Building Department Secretary lnarowski@derbyct.gov

2) REVIEW OF THE APPLICATION by PLANNING AND ZONING COMMISSION

a) Initial Planning and Zoning Meeting: The Planning and Zoning Commission receives applications forwarded by the Zoning Enforcement Officer at their monthly meetings.

The Commission does not act on the application at this time but will receive the application to be reviewed at its next regularly scheduled meeting, with possible action taken. The applicant does not have to be present at this initial meeting.

b) Review of application by the City Engineer and effected city agencies should be conducted during the intermission between the initial acceptance of application and the following month's Planning and Zoning Meeting. It is the applicant's responsibility to initiate contact with the required agencies/departments and resubmit any modifications back to the City Engineer prior to the next scheduled P&Z meeting.

c) Review and Possible Action Planning and Zoning Meeting. The commission will review the application with any revisions received since its acceptance at the initial submittal. The applicant or their representatives should be present to answer any questions the commission members may have. If the Commission finds that all required information has been provided and all legal requirements met, the commission may rule for or against the application at this time. If additional information or the need to schedule, or continue a public hearing is required, the application will be extended to the next monthly meeting **or subsequent meeting** if both the applicant and Planning and Zoning Commission agree to an extension.

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- d) Timeline for a site plan application The Commission shall act on a site plan application not later than 65 days after the date of receipt by the Planning and Zoning Commission. The Commission may approve, modify and approve or deny the application. Notice of the Commission 's decision shall be communicated to the applicant, in writing within 15 days after the decision has been rendered. Failure of the Commission to act within the 65 days of the receipt of the application shall be considered as approved and a permit to that effect shall be issued by the Commission upon the applicant's demand. Extensions of the 65-day timeline are permitted by mutual agreement between the Commission and the applicant. Reasons for the Commissions actions must be stated in the meetings minutes.

APPLICATION FEES

There is no fee for the initial consultation meeting with the Zoning Enforcement Officer.

At the initial consultation meeting the applicant will be assigned an initial application fee and an initial review fee estimate. These fees are due upon submission of the application for review by the city engineer.

Any applicant who proposes any project to any board, commission, authority or agency of the municipality of Derby shall pay all fees and cost of any consultant or professional who shall be engaged or contracted in order for the board, commission, authority or agency to adequately and appropriately review said project or the effect of said project. These fees and cost must be paid directly to the City Clerk on a monthly basis. No board, commission, authority or agency shall continue review of or approve said project until it receives written verification from the City Clerk that all fees and cost have been timely paid.

Application # _____

Zoning Officer _____

Site Plan Application Requirement Checklist (attachment #2)

The checklist is intended as an aid to expedite the work of the city staff, the Planning and Zoning Commission and the Applicant. It provides a general overview of information required within a site plan application and is not intended to override any information or requirements in the zoning regulations, other applicable city codes, ordinances and procedures. **THIS ATTACHMENT WILL NOT BE ACCEPTED BY PLANNING AND DEVELOPMENT WITHOUT THE ZONING ENFORCMENT OFFICERS SIGN OFF.**

A. <u>General Information</u>	YES	NO	VARIANCE
(1) <u>Application form completed</u>			
B. <u>Site plan map</u>			
(1) <u>Name of applicant</u>			
(2) <u>Name of owner(s) of record and addresses</u>			
(3) <u>Signature and seal of P.E. / architect licensed by State of Connecticut</u>			
(4) <u>Scale not less than 1" = 50'</u>			
(5) <u>A-2 survey including distances with angles or bearings</u>			
(6) <u>North arrow</u>			
(7) <u>Numerical and graphic scale</u>			
(8) <u>Date of map</u>			
(9) <u>Key map</u>			
(10) <u>Zone classification of property</u>			
(11) <u>Zone classification of adjacent properties and Name of owner(s) of record</u>			
(12) <u>Table/chart containing:</u>			
required			
submitted			
(a) <u>Lot size</u>			
(b) <u>Lot width</u>			
(c) <u>Front yard</u>			
(d) <u>Side yard</u>			
(e) <u>Rear yard</u>			
(f) <u>Parking spaces</u>			
(g) <u>Buffer area</u>			
(h) <u>Lot coverage</u>			
(i) <u>Floor area</u>			
(j) <u>Bldg. height</u>			
(13) <u>Boundary dimensions</u>			
(14) <u>Street lines and names</u>			
(15) <u>Location, width, purpose of existing and proposed R.O. Ws and easements</u>			

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**Site Plan Zoning Requirements
(Cont'd)**

	YES	NO	VARIANCE
(16) Buildings and uses			
(1) Existing			
(a) Heights			
(b) Dimensions			
(c) Setbacks			
(d) Distances on all sides from property line			
(e) Fences/walls, including type and height			
(f) Use(s)			
(g) Number of employees/occupants			
(h) Location and dimensions of any tennis courts, swimming pools, dumpsters, tanks, transformers, etc.			
(i) Architectural plans showing:			
[1] Elevations of all buildings and structures			
[2] Window treatment			
[3] Roof top mechanical equipment			
[4] Building materials			
[5] Schematic floor plans indicating square footage by uses			
(2) Proposed			
(a) Heights			
(b) Dimensions			
(c) Setbacks			
(d) Distances on all sides from property lines			
(e) Fences/walls, location, height, type			
(f) Use(s)			
(g) Number of employees/occupants			
(h) Location and dimensions of any tennis courts, swimming pools, dumpsters, tanks, transformers, etc.			
(i) Architectural plans showing:			
[1] Elevations of all buildings and structures			
[2] Window treatment			
[3] Roof top mechanical equipment			
[4] Schematic floor plans indicating square footage by uses			
C. Parking, loading and circulation			
(1) Curb cut radii existing and proposed			
(2) Curb cut width existing and proposed			

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**Site Plan Zoning Requirements
(Cont'd)**

	YES	NO	VARIANCE
(3) Location/arrangement/dimension of new and existing			
(a) <u>Parking spaces</u>			
(b) <u>Aisles</u>			
(c) <u>Vehicular drives</u>			
(d) <u>Fire lanes</u>			
(e) <u>Ingress/egress</u>			
(f) <u>Ramps</u>			
(g) <u>Loading/unloading areas</u>			
(h) <u>Pedestrian walkways</u>			
(i) <u>Limits of street cartways, curbs and sidewalks</u>			
(j) <u>Parking lot directional arrows</u>			
D. Signs, existing and proposed			
(1) <u>Location</u>			
(2) <u>Size</u>			
(3) <u>Height</u>			
(4) <u>Orientation and design</u>			
E. Lighting, existing and proposed			
(1) <u>Location</u>			
(2) <u>Size</u>			
(3) <u>Height</u>			
(4) <u>Orientation and design</u>			
F. Utilities			
(1) <u>Location; design; elevation; size of existing and proposed, whether above or below ground of:</u>			
(a) <u>Storm drainage</u>			
(b) <u>Water supply</u>			
(c) <u>Sanitary sewers</u>			
(d) <u>Septic system(s)</u>			
(e) <u>Catch basins</u>			
(f) <u>Drywells</u>			
(g) <u>Refuse collection areas</u>			
(h) <u>Roof drainage</u>			
(i) <u>Electric poles/structures</u>			
(j) <u>Gas lines</u>			
(k) <u>Fuel tanks</u>			
G. Topographic data, existing and proposed			
(1) <u>Contours at intervals of two feet</u>			
(2) <u>Erosion control measures</u>			
(3) <u>Regrading proposals</u>			

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**Site Plan Zoning Requirements
(Cont'd)**

	YES	NO	VARIANCE
(4) <u>Watercourses</u>			
(5) <u>Wetlands, including boundaries</u>			
(6) <u>Rock outcroppings</u>			
(7) <u>Other significant physical features</u>			
(8) <u>Mean high water line where applicable</u>			
(9) <u>Flood hazard area designation where applicable</u>			
H. <u>Open space and landscaping, existing and proposed</u>			
(1) <u>Use, size, arrangement and dimensions of all open space</u>			
(2) <u>Location of all trees more than six inches (except in densely wooded areas where foliage line should be shown)</u>			
(3) <u>Location; dimensions; layout of all proposed or existing buffer or landscaping areas, including:</u>			
(a) <u>Plant material and names or types</u>			
(b) <u>Fencing</u>			
(c) <u>Screening devices</u>			
(d) <u>Decorative paving</u>			
(e) <u>Other</u>			

This checklist sheet is intended as an aid to expedite the work of the city staff, the Planning and Zoning Commission and the developer. It is not intended as a substitute for nor does it contain all of the information and requirements in the Zoning Regulations and other applicable city codes, ordinances and procedures. For related additional aids for site development applicants, see Appendix B, illustration pages in the Zoning Regulations.

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Statement of use (attachment #3)

A. Nature and extent of the proposed use or occupancy:

B. Total square feet of proposed building space occupied: _____

C. Adequacy of utilities to support proposed use:

D. Disclosure of any toxic or hazardous materials to be used or stored in connection with the proposed use or occupancy _____

E. Total employees per shift: _____

F. Anticipated visitations per day _____ visitations at peak hour _____

G. Hours of operation: _____

H. Timetable for development of proposed use

Applicant signature: _____

(printed) _____

Owner(s) of Property signature: _____

(printed) _____

Owner(s) of Property signature: _____

(printed) _____

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Site Plan Drawings (attachment #4)

The following drawings must be submitted according to the requirements specified within the City of Derby Zoning Regulations, Article V Site Plan Review. Allowing for waivers received from the Zoning enforcement officer, subject to modifications subscribed by the Planning and Zoning Committee.

- 1) General location map showing the location of the site in relation to existing city roads at a scale of one-inch equals 800 feet.
- 2) Site Plan Drawings.

Preliminary Drawings prepared and certified by:

Name: _____
Address: _____
dated: _____

Final Site Plan Drawings prepared and certified by:

Name: _____
Address: _____
dated: _____

Approved by the Derby Planning & Zoning Commission

Final Approval dated: _____
Planning & Zoning Chairperson: _____

Dated: _____
Expiration Date: _____
Conditional Approval: _____
Planning & Zoning Chairperson: _____

Date: _____
Expiration Date: _____
Planning & Zoning Chairperson: _____

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Application # _____

Zoning Officer _____

Maps, Plans, and Documents (attachment #5)

The following documentation must be submitted unless waived by the Zoning Enforcement Officer.

LAND SURVEYOR: _____

Address: _____

Phone: _____ Email: _____

Professional Engineer: _____

Address: _____

Phone: _____ Email: _____

Site Plan (to an accuracy meeting the standards for a Class A-2 Survey):

Name: _____

Address: _____

phone: _____ Email: _____

Architectural Plans: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Stormwater Detention: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Traffic Impact Report: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Other: (if any) _____

Name: _____

Address: _____

Phone: _____ Email: _____

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Application # _____

Zoning Officer _____

Supporting Referral Agencies (attachment # 6)

Evidence must be submitted that the applicant, simultaneously with or prior to submission of the application has transmitted a copy of the application together with plans and documents if so specified, to the following public agencies as required:

Agency Referrals requested	date submitted	received
_____ A. Zoning Enforcement Officer	_____	_____
_____ B. City Engineer	_____	_____
_____ C. Inland Wetlands Commission	_____	_____
_____ E. Fire Marshal	_____	_____
_____ F. Chief of Police	_____	_____
_____ E. Water Pollution Control Authority	_____	_____
_____ F. Street Commissioner	_____	_____
_____ G. Board of Alderman	_____	_____
_____ H. Connecticut Department of Transportation	_____	_____
_____ I. Naugatuck Valley Council of Governments	_____	_____
_____ J. Other _____	_____	_____
_____ Other _____	_____	_____
_____ Other _____	_____	_____

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Application # _____

Commission recipient _____

Notification of Public Hearing

(Attachment #8)

Designated radius of notification area _____

Public Hearing: opened date _____ closed date: _____

Date of Notification Mailing _____

Reception date of Certificate of Mailing by a Commission agent _____

APPLICANT'S RESPONSIBILITIES:

- A) NOTIFICATION ADDRESS LIST The applicant shall provide a list of the names and mailing addresses of all landowners within the designated notification area associated with the property requiring a special exception public hearing. These names are to be obtained from the most recent records and maps on file in the City Assessor's office.
- B) PROOF OF MAILING LIST The applicant shall provide proof of notification to at least one owner of each of the properties within the designated notification area not more than 15 days nor less than 10 days before the date of the public hearing. Evidence of such mailing to be submitted in the form of a Certificate of Mailing issued by the United States Post Office. Proof of mailing shall be submitted by the applicant to the Zoning Commission or its designated agent(s) not less than five days before the public hearing.

COMMISSION'S RESPONSIBILITIES:

- A) NOTIFICATION OF GENERAL PUBLIC The Commission shall publish notice of time and place of said public hearing at least twice in a newspaper having substantial circulation in the City of Derby at intervals of not less than two days. The first publication being not more than 15 days nor less than 10 days prior to the hearing, and the last shall not be less than two days before the date of such hearing.

Newspaper(s) hearing posted within: _____

Date of first posting: _____

Date of second posting: _____

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