



## 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:  
3 Francis St. Derby CT 06418
- 2) Applicant name: 4 You LLC
  - A) Owner: Yes  No
  - B) If not the owner, a letter from the owner authorizing intended use is required.
- 3) Proposed use of property Storage and Office
- 4) Current or most recent use of property Storage and Office  
Is the proposed use conforming to the zone: Yes  No
- 5) Statement of Use **(Attached)**
- 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 11:04 am, Nov 17, 2025