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

APPLICATION # _____ Zoning Officer _____

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: _Fred D'Amico_____
Address: _9 Park Road, Oxford, CT 06478_____
Email:___Damicoassociates@gmail.com____ Phone: __(203) 922-2176__

Interest in Property: own ☒ Rent ☐ option to buy ☐
other ☐ _____

B. Owner of property: _Saint Mary Church_____
Address of owner: _212 Elizabeth Street, Derby, CT_____
Email: _____ Phone: _____

C. Description of Property
Address of property: __212 Elizabeth Street, Derby, CT_____

Zone: _CDD_ Assessor's Map No. __8__ Block__7__ Lot _186_
Are all adjacent properties within the same zone YES ☐ NO ☒

Total Sq. Footage of lot _90,917__Sq. Ft.___
Lot Dimensions: __Reference Attached Survey___
Gross Sq. Footage of proposed building / use: ____1,380 Sq. Ft._____

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

Documentation to support the application:

_x_1) introductory letter of the zoning process and responsibilities
_x_2) Application Checklist from Zoning Enforcement Officer
_x_3) Statement of use
_x_4) Site Plan
_x_5) Maps, Plans, Documentation
_x_6) Supporting Referral agencies
___7) Waivers /Extensions / Variances requested by the applicant

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SITE PLAN APPLICATION PROCESS AND RESPONSIBILITIES

1) APPLICANT 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.
   b. If the Zoning Enforcement Officer deems it appropriate, he may waive the submission of specific information required within the application checklist.
   c. 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 @ 203-736-1481 zoning@derbyct.gov
      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.

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.

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Site Plan Application Requirement Checklist

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 intendent 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.**

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

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Statement of use

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

__The pavilion is for recreation/ prayer services_____
_____

B. Total square feet of proposed building space occupied:
___1,380 Sq. Ft._____

C. Adequacy of utilities to support proposed use:
___N/A_____
_____

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

E. Total employees per shift: ____N/A_____

F. Anticipated visitations per day ____N/A_____ visitations at peak hour

G. Hours of operation: _____N/A_____

H. Timetable for development of proposed use
_____1 Week_____
_____

Applicant signature: _____

(printed) _____Fred D'Amico_____

Owner(s) of Property signature: _____

(printed) _____Father Jeff Gubiotti_____

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Site Plan Drawings

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: _____Fred D'Amico_____
Address: _____9 Park Road Oxford, CT 06478_____
Dated: _____April 29, 2026_____

Final Site Plan Drawings prepared and certified by:
Name: _____Fred D'Amico_____
Address: _____9 Park Road Oxford, CT 06478_____
Dated: _____April 29, 2026_____

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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Maps, Plans, and Documents

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

Land Surveyor: _Fred D'Amico_____
Address: _____9 Park Road, Oxford, CT 06478_____
Phone: __203-922-2176__ Email: __Damicoassociates@gmail.com___

Professional Engineer: _Fred D'Amico_____
Address: _____9 Park Road, Oxford, CT 06478_____
Phone: __203-922-2176__ Email: __Damicoassociates@gmail.com___

Site Plan (to an accuracy meeting the standards for a Class A-2 Survey):
Name: _Fred D'Amico_____
Address: _____9 Park Road, Oxford, CT 06478_____
Phone: __203-922-2176__ Email: __Damicoassociates@gmail.com___

Architectural Plans: _Alpine Building & Post Supply_____
Name: _____Andrew Yuro_____
Address: _____696 South Route 183. Schuylkill Haven, PA 17972_____
Phone: _888-533-2985_ 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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Supporting Referral Agencies

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 _____
_____

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Waivers / Extensions / Variances requested by the applicant

(1) waivers received from the Zoning Enforcement officer during the initial site plan checklist review meeting.

_____
_____
_____
_____

(2) waiver requested by the applicant to Planning & Zoning Committee

_____
date requested: _____
☐ Approved ☐ Denied response date: _____

_____
date requested: _____
☐ Approved ☐ Denied response date: _____

(3) extension requested by the applicant to Planning & Zoning Committee

_____
date requested: _____
☐ Approved ☐ Denied response date: _____

(4) Variance requested by the applicant to other agencies

_____
date requested: _____
☐ Approved ☐ Denied response date: _____

_____
date requested: _____
☐ Approved ☐ Denied response date: _____