

CITY OF DERBY



7 STEPS TO A ZONING PERMIT

... as governed by Connecticut State Statutes and Derby Land Use Regulations

Here are the steps for applying for an Inland Wetland Permit and/or a Zoning Permit.

- You are strongly encouraged to meet with other relevant Town Departments prior to application submission.
- You cannot receive a Building Permit without a Zoning Permit.
- Derby Land Use Regulations are available on-line at: www.derbyct.com

STEP 1: What zone are you in? _____
(See Zoning Map in Planning Office)

STEP 2: Inland Wetland Commission Process

If you have wetlands within 200 feet of your property your Zoning Permit Application WILL NOT BE PROCESSED until you receive approval from the Inland Wetlands Commission. **If you have wetlands within 200 feet of your property:**

- Submit the following material to the Planning Office:
 - Completed Inland Wetland Application
 - Site Plans (A2/T2 survey showing wetlands flagging 12 copies + 1 orig.)
 - Fee
 - Completed DEP form
 - Proof of DPH notification
 - Copy of completed RWA form (Applicant to send to RWA by certified mail)

- Copy of soil scientist report
- Copy of Health Dept. approval (septic) or WPCA application (sewers)
- Notice to Commission that site has been flagged for site walk
- Abutter's to be notified of Public Hearing by Applicant per Section 7 of the IWC Regulations.
- b. Commission will conduct a site walk and submit a written report with a copy to the applicant
- c. Applicant and/or Applicant's engineer/lawyer or other representative makes presentation to Commission
- If a public hearing is scheduled Applicant must notify all abutters per Section 7 of the IWC Regulations. Applicant can get this list from the Tax Assessor's office.
- Commission reviews site walk report, application, presentation and applicable regulations
- d. Decision sent to applicant and Town Clerk to be recorded on the land records, if required.
- If your application is approved, submit two (2) copies of revised drawings reflecting all conditions of approval. *Town Planner or Inland Wetlands Enforcement Officer and IWC Chairperson must sign these drawings. The approval of this application is valid for five (5) years from date of decision.*
- e. Proceed to STEP 3

STEP 3: Is your proposal an allowed use?
(See Zoning Regulations for your zone)

- Yes No
- a. Use allowed as-of-right?
 - Yes No
 - If YES, proceed to STEP 4
 - If NO, continue
- b. Conditional or Special Permit use?
 - Yes No
 - If YES, Proceed to STEP 5
- c. If you answer NO to 2a, 2b & 2c, you will require a variance Proceed to STEP 5

STEP 4: Zoning Permit Process

This permit is valid for five (5) years from date of approval.

a. Submit the following material:

- IWC Approval (If applicable)
 - Completed Zoning Permit Application
 - Site Plans to A2 specifications (3 copies + 1 orig.)
 - Architectural Drawings – all floor plans & exterior elevations (3 copies & 1 orig.)
 - Description of proposed project
 - Fee
 - WPCA application (sewer) or Health Dept. approval (septic/well)
 - Completed Bond Estimate Form
- Planning Office will notify you of approved bond amount
- Allowed as-of-right
 - Post approved bond with the Planning Office, (certified check or surety)
 - Proceed to STEP 7
 - Conditional use (Minor Amendment to Site Plan or Special Permit)
 - Eligible for administrative sign-off
 - Post approved bond with the Planning Office
 - Conditional use requiring Planning & Zoning Commission approval
 - Proceed to STEP 5
 - Applicant requires a variance.
 - Proceed to STEP 6

STEP 5: Zoning Board of Appeals Process

- α. Submit the following material:
 - Completed application form
 - Fee
 - Site Plan Planning Office may require Site Plan to A2 specifications (1 original + 10 copies)
 - Description of hardship and variance requested – You must include section number(s) of zoning regulations for which you are requesting a variance.
 - Abutter’s envelopes – addressed & stamped – not metered. Applicant can get this list from the Tax Assessor.
 - Abutter’s List from Tax Assessor
- β. Presentation to Commission
 - Public hearing
- c. Decision of Commission sent to applicant.
- d. After the fifteen (15) day appeals period, and assuming no appeal is filed; applicant must record variance on land records with Town Clerk.
Variances run with the land and do not expire.
- e. Proceed to STEP 6.

STEP 6: Planning & Zoning Commission Process

- α. Submit the following material:
 - IWC Approval received. (If applicable)
 - Completed Site Plan &/or Special Permit application
 - Site Plans to A2/T2 specifications (9 copies + 1 orig. for Site Plan and/or Special Permit Application)
 - Architectural Drawings – all floor plans & exterior elevations (9 copies + 1 orig. for Site Plan and/or Special Permit Application)
 - Description of proposed project
 - Fee
 - Abutter’s envelopes – addressed & stamped (not metered). Applicant can get this list from the Tax Assessor. (For Special Permit Application only)
 - WPCA application (sewer) or Health Dept. approval (septic/well)
 - Bond Estimate Form – Planning Office will notify you of approved bond amount
- α. Presentation to Commission by Applicant or Applicant’s representative
 - General Presentation for Site Plan Application
 - Public hearing for Special Permit Application
- b. Decision of Commission will be sent to the applicant and Town Clerk.
If approved, submit:
 - Approved bond to the Planning Office (certified check or surety only).
 - Submit four (4) copies of revised drawings reflecting all conditions of approval.Someone from the Planning Office will call applicant when Zoning Permit has been signed-off and is ready for pick-up (Allow 7-10 working days for zoning permit sign-off after all required materials have been submitted).
The approval of this application is valid for five (5) years from date of decision.
- d. Proceed to STEP 7.

STEP 7: CONGRATULATIONS!

Take copy of signed Zoning Permit and one set of drawings signed-off by the Planning Office to Building Department for a building permit.

WHEN YOU HAVE FINISHED YOUR PROJECT:

- Submit the following material:
- Two (2) copies of “As-built” drawings
 - An application for a Certificate of Zoning Compliance (A minimum of seven (7) working days are required for completion)
 - Written request for a bond reduction or release

Bond money for sedimentation and erosion control will not be returned until one (1) full growing season has passed and site stabilization has been confirmed.

Inspections are required for the issuance of a Certificate of Zoning Compliance and bond release/reductions. Delay in inspections may occur due to weather conditions.

The Building Department will not issue an Unconditional Certificate of Occupancy (CO) without an Unconditional Certificate of Zoning Compliance (CZC).

*QUESTIONS?
Call the Planning Office – (203) 736-1481.
We will be happy to help you.*

**Derby City Hall
Land Use Office
1 Elizabeth Street
Derby, CT 06418
Phone (203) 736-1481
FAX (203) 736-1480**