

ZONING

195 Attachment 1

City of Derby

Appendix A Site Plan Checklist of Zoning Requirements

All residential buildings (excluding single- and two-family dwellings), all commercial or industrial buildings, parking lots and all buildings allowed as special exception uses shall have a site plan submitted for review and approval by the Commission before any foundation or building permit can be issued by the Building Official.

The items listed on the attached checklist must appear on the site plan submitted for review by the Zoning Officer or indicate "N/A" is not applicable.

If items are missing, the site plan will be returned for revisions, and the submission may be removed from the agenda of the Commission's meeting.

	Yes	No	Variance
A. General information			
(1) Application form complete			
(2) Name of applicant			
(3) Name of owners of record and address			
(4) Written description of use(s)			
B. Site plan map			
(1) Name of applicant			
(2) Name of owner(s) of record and addresses			
(3) Signature and seal of P.E./architect licensed by State of Connecticut			
(4) Scale not less than 1" = 50'			
(5) A-2 survey, including distances with angles or bearings			
(6) North arrow			
(7) Numerical and graphic scale			
(8) Date of map			
(9) Key map			
(10) Zone classification of property			
(11) Zone classification of adjacent properties and name of owner(s) of record			
(12) Table/chart containing:	Required	Submitted	Variance
(a) Lot size			
(b) Lot width			
(c) Front yard			
(d) Side yard			
(e) Rear yard			
(f) Parking spaces			
(g) Buffer area			
	Allowed	Submitted	Variance
(h) Lot coverage			
(i) Floor area			
(j) Building height			
(13) Boundary dimensions			
(14) Street lines and names			
(15) Location; width; purpose of existing and proposed rights-of-way and easements			

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	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] Rooftop 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] Rooftop 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			
(3) Location/arrangement/dimension of new and existing			
(a) Parking spaces			
(b) Aisles			
(c) Vehicular drives			
(d) Fire lanes			
(e) Ingress/egress			
(f) Ramps			
(g) Loading/unloading areas			
(h) Pedestrian walkways			
(i) Limits of street cartways, curbs and sidewalks			
(j) Parking lot directional arrows			
D. Signs, existing and proposed			
(1) Location			
(2) Size			
(3) Height			
(4) Orientation and design			
E. Lighting, existing and proposed			
(1) Location			
(2) Size			

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	Yes	No	Variance
(3) Height			
(4) Orientation and design			
F. Utilities			
(1) Location; design; elevation; size of existing and proposed, whether above or below ground of:			
(a) Storm drainage			
(b) Water supply			
(c) Sanitary sewers			
(d) Septic system(s)			
(e) Catch basins			
(f) Dry wells			
(g) Refuse collection areas			
(h) Roof drainage			
(i) Electric poles/structures			
(j) Gas lines			
(k) Fuel tanks			
G. Topographic data, existing and proposed			
(1) Contours at intervals of 2 feet			
(2) Erosion control measures			
(3) Regrading proposals			
(4) Watercourses			
(5) Wetlands, including boundaries			
(6) Rock outcroppings			
(7) Other significant physical features			
(8) Mean high-water line where applicable			
(9) Flood hazard area designation where applicable			
H. Open space and landscaping, existing and proposed			
(1) Use, size, arrangement and dimensions of all open space			
(2) Location of all trees more than 6 inches (except in densely wooded areas where foliage line should be shown)			
(3) Location; dimensions; layout of all proposed or existing buffer or landscaping areas, including:			
(a) Plant material and names or types			
(b) Fencing			
(c) Screening devices			
(d) Decorative paving			
(e) Other			

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.