**TOWN OF NEW MILFORD**

**Town Hall**

 **10 Main Street,**

**New Milford, Connecticut 06776**

**Telephone 860-355-6010 • E-Mail mayor@newmilford.org**

**DEVELOPMENT SERVICES TEAM (DST) DESCRIPTION**

New Milford appreciates your interest in opening a business and would like to make the application process as fast and effective as possible. The first step in our application process is the Development Services Team (DST) Description. This serves as a means for you to communicate with the DST in writing about what you plan to do prior to your appointment with the team. In addition, this allows the technical staff to determine what (if any) review procedure is appropriate.

Because this description is the primary means of determining the scope of the Town review that will need to take place, it is important that it contain enough information for an accurate determination to be made. This is for everyone’s benefit and will save you time and money.

When you have completed the form and attachments, you can mail it to the address at the top of the page, or drop it off at the Mayor’s Office or email it to: mayor@newmilford.ct.gov our goal is to respond within 48 hours.

We appreciate your interest in opening a business in New Milford, and wish you much success in joining the business community. Please do not hesitate to contact our office at (860) 355-6010 should you have any questions.

**\*\* Please note: A DST appointment will not be scheduled until you have a completed form and sketches as requested. There is never a fee for the DST Meeting or review. DST meets by appointment only on Tuesdays at 9:30 a.m. in the E. Paul Martin Room on the second floor of Town Hall. These are public meetings unless requested to be designated as confidential.**

**TOWN OF NEW MILFORD**

**10 Main Street**

**New Milford, Connecticut 06776**

**Telephone 860-355-6010 • Fax 860-355-6002**

**DEVELOPMENT SERVICES TEAM (DST) APPLICATION**

Date of Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property information

Property address/location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Business/project (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax map #: \_\_\_\_\_\_\_\_\_\_\_; lot # (‘s): \_\_\_\_\_\_\_\_\_\_\_\_; Zoning: \_\_\_\_\_\_\_\_ \_\_\_\_\_

Sewer District: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_ Flood Zone: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

Contact Person

Name (individual & Business): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property owner (if different from Contact Person)

Name (individual & Business): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Activity

Type(s) of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be FOOD preparation, cooking, service, or dining?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If yes****, please attached a sketch of the kitchen and food preparation areas for the Health Dept.*

Hours of Operation: **\_\_\_\_\_\_\_**

Number of Employees: **\_\_\_\_\_\_\_**

Square footage for each Activity: **\_\_\_\_\_\_\_**

Previous use of property: **\_\_\_\_\_\_\_**

Parking Availability:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Noise, vibration, light or smoke from the proposed Activity: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Brief description of previous use (if known):

Proposed Site/Structure changes

New building/structure: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_ Demolition: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

EXTERIOR Expansion/Addition/Renovation to existing structure: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

***If yes****, please attach a site sketch of the property showing planned exterior changes.*

INTERIOR Expansion/Addition/Renovation to existing structure: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

***If yes****, please attached an interior sketch of the space showing planned interior changes.*

Type of Signage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Site Development (other structures, parking, utilities, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed project description (use extra sheet if needed):

**DST Team Department contact information**

**Building Department Official:**

Jeff Rondini

jrondini@newmilfordct.gov

(860) 355-6090

**Fire Marshal:**

Kevin Reynolds

kreynolds@newmilfordct.gov

(860) 355-6099

**Economic Development Assistant:**

Denice Wittmann

dwittmann@newmilfordct.gov

(860) 355-6033

**Housatonic Valley Health District**

(203) 264-9616

Amy Bethge, Health Director

abethge@hvhd.us

Jeff Andrews

Sanitarian

eht@hvhd.us

**Inland Wetlands Department:**

(860) 355-6083

James Ferlow: Wetlands Enforcement Officer

jferlow@newmilfordct.gov

Sharon Millard: Asst. Land Use Enforcement Officer

smillard@newmilfordct.gov

**Public Works Department:**

(860) 355-6040

Jack Healy: Public Works Director

jhealy@newmilfordct.gov

**NM Water Pollution Control Authority (Sewer) Department:**

(860) 355-1049

Kathleen Torreso, Office Manager

ktorreso@nmwpca.org

Ken Cook, Operations Manager

kcook@nmwpca.org

**Zoning and Planning Department**

(860) 355-6095

Laura Regan, Zoning Enforcement Officer/Town Planner

lregan@newmilfordct.gov

**Mayor’s Office**

(860) 355-6010

Pete Bass, Mayor

Elena Picarelli, Office Coordinator

pbass@newmilfordct.gov

mayor@newmilfordct.gov

epicarelli@newmilfordct.gov

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