



TOWN OF NEW MILFORD

Town Hall

10 Main Street,

New Milford, Connecticut 06776

Telephone 860-355-6010 • E-Mail mayor@newmilfordct.gov

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.**



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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: _____

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