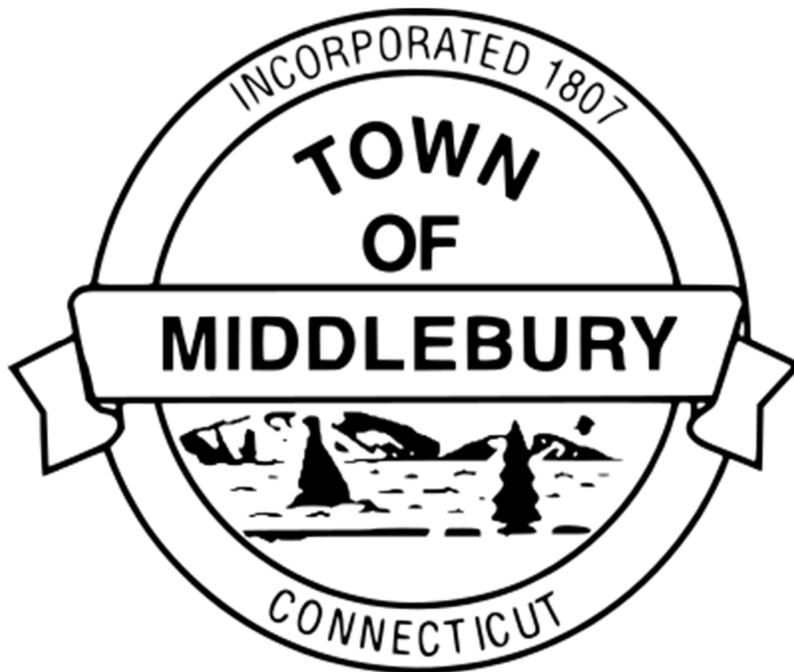


# Commercial Development Guidebook



*Let us help bring your  
business to Middlebury*

We want to do everything we can to help you establish a successful business in Middlebury. Please do not hesitate to discuss your requirements with our town officials and our First Selectman. Unlike many towns, there is much flexibility in our regulations and we are more than happy to discuss possibilities.

Produced by the Economic and Industrial Development Commission.  
Version 2020.4 July 23, 2020

If you notice any errors or omissions in this document please let us know so we can make corrections and improve it for everyone.

Send a note to [eidcchairman@middlebury-ct.org](mailto:eidcchairman@middlebury-ct.org) or call the Selectmen's office at 203-758-2439.

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1212 Whittemore Road  
Middlebury, CT 06762

# Middlebury Wants Your Business



*Edward B. St. John, First Selectman*

We are conveniently located near the junction of Interstate 84 and Route 8, with ample, affordable land ideally suited for commercial as well as mixed-use opportunities.

Our Plan of Conservation and Development clearly guides new development, along with two business incentive programs to help you get started.

Our infrastructure, utilities, telecommunications and municipal services were designed with an eye towards 21st century businesses.

Residents of Middlebury enjoy a quality of life offering the very best of Connecticut, including our highly ranked Region 15 school system. Recreational, sports and leisure activities are popular year-round with residents. We have three major municipal parks plus a family amusement park and a private beach for residents on Lake Quassapaug. There are several nearby golf courses and numerous cultural venues such as theatres, musical concerts, and art galleries.

Middlebury is committed to providing a reliable and friendly development process, and I welcome you to call me any time to discuss possibilities.

*Edward B. St. John*

First Selectman  
203-758-2439



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## **Introduction**

Everything starts with the Building and Land Use Department. This is where you fill out applications and receive direction on what is required.

Commercial development will require permits, licenses and approvals. These will come from one or more town departments and boards, depending on project scope. Projects vary widely. Some will be simple like a new business taking over from an existing business. Others will involve public hearings, zone changes, engineering studies, and government agency signoffs.

The purpose of this guidebook is to help you navigate the approval processes. Please keep in mind that this is just a guide, containing summary information only. As a developer, it is your responsibility to obtain copies of all applicable regulations so you can learn firsthand the requirements and standards by which your project will be evaluated. No one else can do this for you or take away your responsibility for complying with these rules and regulations. Familiarity with the rules and regulations at the beginning of a development project helps facilitate the approval process and can avoid costly and time-consuming design changes after substantial engineering or architectural work has been done. Many developers retain Land Use Attorneys and Professional Civil Engineering Firms to manage the process and avoid mistakes.

**Building and Land Use Department**

Building Department Clerk Kris Tiso	203-577-4162	<a href="mailto:ktiso@middlebury-ct.org">ktiso@middlebury-ct.org</a>
Building Department Ollie Leduc	203-577-4162	<a href="mailto:oleduc@middlebury-ct.org">oleduc@middlebury-ct.org</a>
Wetland Enforcement Officer Deborah Seavey	203-577-4162	<a href="mailto:dseavey@middlebury-ct.org">dseavey@middlebury-ct.org</a>
Zoning Enforcement Officer Curt Bosco	203-577-4162	<a href="mailto:cbosco@middlebury-ct.org">cbosco@middlebury-ct.org</a>
See detailed contact information on page 25		

The Building Department is located in Middlebury Town Hall. This department receives all applications for building construction, additions, excavations, fills, and for renovation work within existing structures. The Clerk of the Building Department provides initial guidance on permits and fees, and accepts applications for the Planning and Zoning Commission, and the Conservation (Inland Wetlands and Watercourses) Commission.

Applications are reviewed for completeness and accuracy. Some are acted upon right away while others are referred to other town departments for review and action. Building and excavation plans are reviewed for compliance with related building and fire codes and related town ordinances. Any questions regarding the Building Code and permit process should be directed to this department

A **Certificate of Zoning Compliance** must be issued for a commercial property before it can be used. This includes construction, reconstruction, enlargement, structural alteration or changes to the previous business use of an existing property. The Certificate of Zoning Compliance confirms that the property conforms to the Zoning Regulations. A **Building Permit Application** is required to start the process. If land is to be divided then a **Subdivision Application** is also required.

Applications must be submitted to the Zoning Enforcement Officer in the Building Department. Depending on complexity, permits can sometimes be issued within a day or two if Planning and Zoning approval is not required, but in most cases at least one appearance before the Planning and Zoning Commission is necessary. In larger projects, a series of public hearings and decision meetings might take several months.

### ***Services and Guidance***

Services include the issuance of permits, review of plans, and field inspection of projects. Building Department staff, the Zoning Enforcement Officer, and Wetlands Enforcement Officer will provide guidance for filling out the applications, list the documents, plans, and sign-offs from other parties necessary for Certificate of Zoning Compliance approval. In larger projects it is common for a Land Use Attorney to be retained by the business owner to manage the process and speak at meetings.

### ***Building Plans***

Plans and drawings to scale (two copies, generally) must be submitted in enough detail to describe, at the minimum, the lot and lot lines, building height, dimensions, use, floor area, ground coverage, parking, loading areas, driveways, water, sewer, signs, and landscaping. Professionally drawn surveys may be required. The plans must contain sufficient information to demonstrate the property conforms to the Zoning Regulations.

### ***Building Inspector***

Building Inspector Ollie Leduc	203-577-4162	<a href="mailto:oleduc@middlebury-ct.org">oleduc@middlebury-ct.org</a>
See detailed contact information on page 25		

The Building Inspector administers the permitting of residential and commercial construction within the community in conformance with national, state and local building and zoning codes. The goal is to improve public safety by ensuring that new construction adheres to existing building codes.

New building construction and/or alteration or repair of an existing building requires a building and mechanical permit in accordance with the State of Connecticut Basic Building Code and the Middlebury Zoning Regulations. Permits are also required for air conditioning, heating, sprinkler, electric wiring, and plumbing.

A building permit is required for any new building, addition, temporary building, demolition, or pool installation. A permit is required if you plan to alter a building by cutting a portion of a wall, removing or cutting any structural beam or load bearing support, or change any required means of entering or exiting.

## **Town of Middlebury Commercial Development Guidebook**

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### ***Building Permits***

Building Permits are required for:

- Construction
- Electrical
- Plumbing
- Sprinkler System
- Sewage

### ***Zoning Enforcement Officer***

Zoning Enforcement Officer Curt Bosco	203-577-4162	<a href="mailto:cbosco@middlebury-ct.org">cbosco@middlebury-ct.org</a>
See detailed contact information on page 25		

The Zoning Enforcement Officer is responsible for field inspections, the investigation of complaints, and the enforcement of codes and ordinances that directly impact the appearance and public welfare of the community. The Zoning Enforcement Officer also assists the Building Department Clerk by answering land use questions, providing access to regulations and maps, and giving more detailed project guidance

### ***Wetlands Permits***

A wetlands permit may be required if land or vegetation is disturbed within a regulated area. You must consult with the Wetlands Enforcement Officer for a determination.

### ***Wetlands Enforcement Officer***

Wetland Enforcement Officer Deborah Seavey	203-577-4162	<a href="mailto:dseavey@middlebury-ct.org">dseavey@middlebury-ct.org</a>
See detailed contact information on page 25		

The Wetlands Enforcement Officer reviews, evaluates, and coordinates activities to ensure timely review and processing of applications. The Wetlands Enforcement Officer also conducts on-site inspections of wetlands and affected properties and detects and reports violations to the Conservation Commission. The Wetlands Enforcement Officer also assists the Building Department Clerk by providing more detailed project guidance.

## **Departments and Boards**

### **Assessor**

Assessor's Office Chris Kelsey	203-577- 1447	<a href="mailto:ckelsey@middlebury-ct.org">ckelsey@middlebury-ct.org</a>
See detailed contact information on page 25		

The Assessor's Office maintains records of each parcel of real estate, motor vehicle and business in Middlebury. The main function of the Assessor's Office is to discover, list and value all real property, business personal property and motor vehicles in accordance with Connecticut State Statutes. The assessor is involved in computing possible tax abatements for qualifying projects.

Personal property is defined as all tangible property that is not permanently affixed to real estate. This property includes but is not limited to unregistered motor vehicles, furniture, fixtures, equipment and supplies. In the State of Connecticut, all owners of taxable personal property are required to file declarations of such property to the Town Assessor where their property is located. The declaration of personal property is due to the Town Assessor by November 1st annually.

### **Board of Selectmen**

Selectman's Office Barbara Whitaker Executive assistant	203-758-2439	<a href="mailto:bwhitaker@middlebury-ct.org">bwhitaker@middlebury-ct.org</a>
See detailed contact information on page 25		

The Board of Selectmen is the executive arm of Middlebury's town government, consisting of three elected officials. The First Selectman is the chief administrative officer of the management team with two other Selectmen. The Board of Selectmen moves tax incentive approvals forward to voter approval meetings and can guide and facilitate major commercial development projects.

## **Town of Middlebury Commercial Development Guidebook**

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### ***Conservation Commission (Wetlands)***

Wetland Enforcement Officer Deborah Seavey	203-577-4162	<a href="mailto:dseavey@middlebury-ct.org">dseavey@middlebury-ct.org</a>
See detailed contact information on page 25		

Also known as the Inland Wetlands and Watercourses Commission, this appointed commission grants permits and administers enforcement procedures in accordance with Connecticut State Statutes.

The resource areas most relevant to the Town of Middlebury include bordering vegetated wetlands and their upland review areas (areas within 100 feet of open water bodies, watercourses, and wetland soils – in some cases the upland review area is 150 feet.)

### ***Economic and Industrial Development Commission***

Terry McAuliffe EIDC Chairman	203-758-2439	c/o Selectmens Office <a href="mailto:eidcchairman@middlebury-ct.org">eidcchairman@middlebury-ct.org</a>
See detailed contact information on page 25		

The mission of the Middlebury Economic and Industrial Development Commission is to provide for the enhancement of Middlebury's economic base by supporting existing commercial and industrial enterprises, attracting desirable new commercial and industrial development, and promoting jobs and economic opportunities for the Middlebury community. This shall be accomplished through business retention, expansion, new industry recruitment, real estate development and positive promotion of the town.

### ***Fire Department***

Fire Chief Brett Kales	203-577- 4036	<a href="mailto:bkales@middlebury-ct.org">bkales@middlebury-ct.org</a>
See detailed contact information on page 25		

The Chief of the Middlebury Volunteer Fire Department may be asked to review subdivision and site plans and applications for access of fire apparatus and other opinions.

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### ***Fire Marshal***

Fire Marshal Jack Proulx	203- 577-7640	<a href="mailto:jproulx@middlebury-ct.org">jproulx@middlebury-ct.org</a>
See detailed contact information on page 25		

The Fire Marshal reviews building plans prior to the permitting of commercial construction within the community in conformance with the Connecticut State Fire Safety Code. The goal is to provide public safety by ensuring that new construction adheres to current fire safety codes. The review also includes such things as driveways, and hydrant placement. Approval from the Fire Marshall is necessary for a Certificate of Occupancy.

New building construction and/or alteration of an existing building requires a building permit and a plan review by the fire marshal for compliance with the Connecticut State Fire Safety Code. The Fire Marshal issues blasting permits and inspects and issues permits for fire alarm and sprinkler systems, smoke and carbon monoxide detector installations, commercial kitchen hood vents and suppression systems, chemical and hazardous material inventories, underground tank installations, flammable storage facilities and tank trucks, and trench openings.

### ***Planning and Zoning Commission***

Zoning Enforcement Officer Curt Bosco	203-577- 4162	<a href="mailto:cbosco@middlebury-ct.org">cbosco@middlebury-ct.org</a>
See detailed contact information on page 25		

The Planning and Zoning Commission is authorized under Connecticut State Statutes to review and approve site plan applications and such review often includes an opportunity for public comment and a public hearing. Factors in approval, in addition to conformance with Zoning Regulations include a review of plans for uses and structures which may have significant impacts on traffic; municipal buildings and public services and utilities; the environment; community economics; and the Town's visual and historic character and development goals.

The content of subdivision regulations is specified in section 8-23 of the Connecticut General Statutes (CGS). The subdivision regulations typically include, among other things, standards as to the character of each lot, such as shape and percent of each lot that can be steep slope or wetlands. The regulations generally specify street or road design standards and required

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## **Town of Middlebury Commercial Development Guidebook**

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open space set-asides. Once the regulations are formally adopted, the commission's role is to determine whether or not a specific proposal is consistent with the existing subdivision regulations. They do not have discretion to approve an application that is inconsistent with the regulations, nor can they deny an application that meets the standards and criteria of the regulations.

The zoning commission is responsible for developing and adopting the zoning regulations, which must be done in accordance with statutory requirements. The adoption process includes an opportunity for public comment and a public hearing. The zoning regulations establish various zoning districts (e.g., commercial, industrial, multi-family residential, single family residential) and the standards for each district. These standards typically include the minimum size of a "buildable lot" (i.e., a parcel that can be built upon), and the size and locations of buildings, driveways, parking lots and other improvements. The location of each district in a municipality is shown on a zoning map. Zoning regulations also control the uses that can occur on individual lots (e.g., residential, commercial, industrial).

### ***Police Department***

Police Chief Francis Dabbo	203- 577-4030	<a href="mailto:fdabbo@middlebury-pd.org">fdabbo@middlebury-pd.org</a>
See detailed contact information on page 25		

The Chief of the Middlebury Police Department may be asked to review subdivision and site plans and applications for comments on safety, citizen protection, and other matters.

### ***Public Works***

Public Works Director Dan Norton	203-577- 4170	<a href="mailto:dnorton@middlebury-ct.org">dnorton@middlebury-ct.org</a>
See detailed contact information on page 25		

The Public Works Department will be asked for comment and approval if construction or change in use affects streets, culverts and bridges. The Public Works Director approves driveway and road opening permits. Any project that involves construction or change to these municipal utilities must consult with Public Works and also the Town Engineer. Prior written approval is required before commencing any excavation within the public way including sidewalks, catch basins, or connection to any existing municipal utility.

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### ***Town Attorney***

See detailed contact information on page 25		

The Town Attorney may be asked to review subdivision and site plans and applications for comments on zoning regulations and applicable laws and ordinances.

### ***Town Clerk***

Brigitte Bessette	203-758-2557	<a href="mailto:townclerk@middlebury-ct.org">townclerk@middlebury-ct.org</a>
See detailed contact information on page 25		

State of Connecticut General Statute Section 35-1(a) requires any person doing business in Connecticut, except as provided by statutes, under any name other than the name of the person or persons conducting or transacting business, must register a Trade Name Certificate with the Town Clerk's Office in the town where the business is or is to be conducted or transacted. The filing fee for a **Trade Name Certificate** is \$10.00. Trade Name Certificate Forms are available in the Town Clerk's Office.

### ***Town Engineer***

John Calabrese	203-577-4162	c/o Building Department <a href="mailto:ktiso@middlebury-ct.org">ktiso@middlebury-ct.org</a>
See detailed contact information on page 25		

The Town Engineer reviews subdivision and site plans, excavation and grading plans, and related applications for comments on roadway, curbing, sidewalk, and drainage projects including design and construction management. He also advises on bonding and insurance requirements.

### ***Town Planner***

Hiram Peck	203-577-4162	c/o Building Department <a href="mailto:ktiso@middlebury-ct.org">ktiso@middlebury-ct.org</a>
See detailed contact information on page 25		

The Town Planner is usually asked to review subdivision and site plans and applications for comments on conformance to the Plan of Development.

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### ***Water Department***

Connecticut Water - Naugatuck	800-286-5700	
Heritage Water	203-264-8100	
See detailed contact information on page 25		

The Water Department reviews all water connection permits, water installation permits, grease trap permits, backflow permits, hydrant use permits, flow test, water meter installations, and water meter testing. Installation is to be done by a Utility Contractor who has been licensed by the Town. All work to be inspected after 48 hours' notice provided by the contractor, copy of permit to be kept on site.

### ***Water Pollution Control Authority (Sewer Commission)***

WPCA Ed Bailly	203-758-2747	<a href="mailto:wPCA@middlebury-ct.org">wPCA@middlebury-ct.org</a>
See detailed contact information on page 25		

Also referred to as the Sewer Commission, the Water Pollution Control Authority (WPCA) reviews all sewer connection permits. It reviews and approves plans and specifications for the design and construction of sanitary sewers. It also examines existing and proposed disposal systems and compels their operation in a manner which shall conserve and protect the natural resources and environment of Connecticut and protect the public health, safety and welfare.

WPCA also approves plans and specifications for registration and inspection of **grease traps** used to control fats, oils, and grease discharged into the sewage system.

Approximately one-third of Middlebury's area has sewers, including the sites of all major corporate and commercial developments along Routes 63, 64, and 188. Sewage and septic wastes are treated at a secondary level treatment facility located in neighboring Naugatuck. Middlebury has approximately 340,000 gallons per day of remaining capacity. We have dedicated the bulk of that capacity for Industrial and commercial development. Middlebury currently contributes approximately 10 percent of the facility's net operating budget. The WPCA governs and maintains the sewage system, including setting rates for users.

## **Town of Middlebury Commercial Development Guidebook**

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### ***Zoning Board of Appeals***

The Zoning Board of Appeals hears cases where the strict application of the zoning regulations would create a significant hardship and can vary the zoning regulations on a case by case basis. Enforcement activity is performed by the Zoning Enforcement Officer.

### ***Naugatuck Valley Council of Governments***

The Council of Governments of the Central Naugatuck Valley (NVCOG) is a forum for elected officials to discuss issues of common concern and to develop programs to address them on a regional level. Fundamentally, NVCOG is a planning organization, concerned with transportation, land use, environmental and emergency planning for the Central Naugatuck Valley Region. NVCOG sets regional priorities for a variety of federal and state funding programs, oversees regional programs for member municipalities, and provides technical assistance to municipalities, state and federal agencies, local organizations, and the general public.

Under State statutes, zone changes affecting land within 500 feet of another town must be referred to the regional planning organization for an advisory review. NVCOG evaluates the proposed regulation or map change for potential intermunicipal land use conflicts. Typically, staff will evaluate whether the proposal is in compliance with the regional Plan of Conservation and Development and will offer planning advice on the proposal. Plans for subdivisions abutting another town are also required to be reviewed by NVCOG.

### ***Torrington Health District***

Justin Rompre, Sanitarian	860-489-0436 x316	<a href="mailto:jrompre@tahd.org">jrompre@tahd.org</a>
See detailed contact information on page 25		

The Torrington Area Health District provides health services and information to Middlebury and twenty other cities, towns and boroughs within the Northwest corner of Connecticut. The Middlebury Health District Representative approves grease trap and other restaurant permits.

The Health District enforces state and local environmental and health codes. Among the permits, licenses and services it provides are those for tobacco, stables, dumpsites, retail, food, restaurants, beaches, swimming pools, camps, housing, septic systems, wells and the transportation and storage of hazardous materials. The Health District Representative can help you

determine whether your project will require Board of Health permits or approvals, and explain the procedures for obtaining these permits,

### ***Connecticut Department of Energy and Environmental Protection***

The Connecticut Department of Energy and Environmental Protection (DEEP) is charged with conserving, improving and protecting the natural resources and the environment of the state of Connecticut as well as making cheaper, cleaner and more reliable energy available for the people and businesses of the state.

The Environmental Protection branches protect the air, land and water resources of the state by regulating air emissions, wastewater discharges and solid and hazardous wastes.

### ***Connecticut Department of Transportation***

The Division of Traffic Engineering manages, directs and coordinates traffic designs, studies, and investigations for State roadways. It performs traffic analyses, recommends improvements, reviews major traffic generators, and investigates traffic-related issues for the State Traffic Commission. It reviews the plans, specifications and estimates for maintenance and protection of traffic, traffic signals, signing and pavement markings for projects along state highways.

### ***Connecticut Liquor Control Commission***

The Liquor Control Commission is a three-member regulatory body within the Department of Consumer Protection.

The Commission reviews and approves liquor permits; permittee applications; patio requests and additional consumer bars; and other matters that come before the Commission for consideration and adjudication.

### ***United States Army Corps of Engineers***

The Army Corps of Engineers administers the permitting program under Section 404 of the Federal Water Pollution Control Act of 1972. (Clean Water Act). This Act authorized the Secretary of the Army to issue permits for the discharge of dredged and fill material in waters of the United States, including adjacent wetlands. The geographic extents of such waters fall under a broad definition and include tributaries to navigable waters and adjacent wetlands. The Corps first determines if the waters at the project site are jurisdictional and subject to the requirements of the Clean Water Act.

### **Tax Incentives Programs**

Two tax incentive programs are offered to businesses constructing, expanding or renovating a business in town. Each program has unique benefits but only one can be chosen if you qualify for both.

Contact the Economic and Industrial Development Commission for additional information.

#### ***Middlebury Tax Incentive***

This is a program offering tax abatements with owners and/or lessees of real and/or personal property. The package is a tax abatement agreement granting partial exemption from real property taxes for a period of years in accordance with the economic impact. The abatement schedule runs from three to five years for capital improvements above \$100,000 (three years), \$500,000 (four years) and \$3 million (five years) with rebates starting at 35 percent and decreasing to 15 percent over the business' term. Eligible business owners provide cost and benefit information on forms provided by the Office of the First Selectman. The Economic and Industrial Development Commission reviews the application at its next meeting and invites the business owner to make a presentation. The Economic and Industrial Development Commission then sends a written report to the Board of Selectmen with possible recommendation for a Special Town meeting to approve the incentive.

#### ***Oxford Airport Enterprise Zone***

Most of Middlebury is contained in the two-mile area around Oxford Airport, allowing businesses to apply for incentives under the Airport Development Zone (ADZ) program.

Businesses qualify for ADZ's tax incentives if the organization(s) acquires or leases an idle facility or constructs, substantially renovates or expands the facility and uses it for specified purposes, or acquires it from an unrelated seller after it was idle for at least a year.

The act offers tax exemptions for real and personal property to eligible businesses in the Oxford Airport Development Zone based on the facility's value. The exemption equals 80% of the improvement's assessed value, and it is generally good for five years. Businesses acquiring facilities also qualify for the same five-year exemption, which is based on the assessed value of the acquired facility. Non-manufacturing businesses developing or acquiring

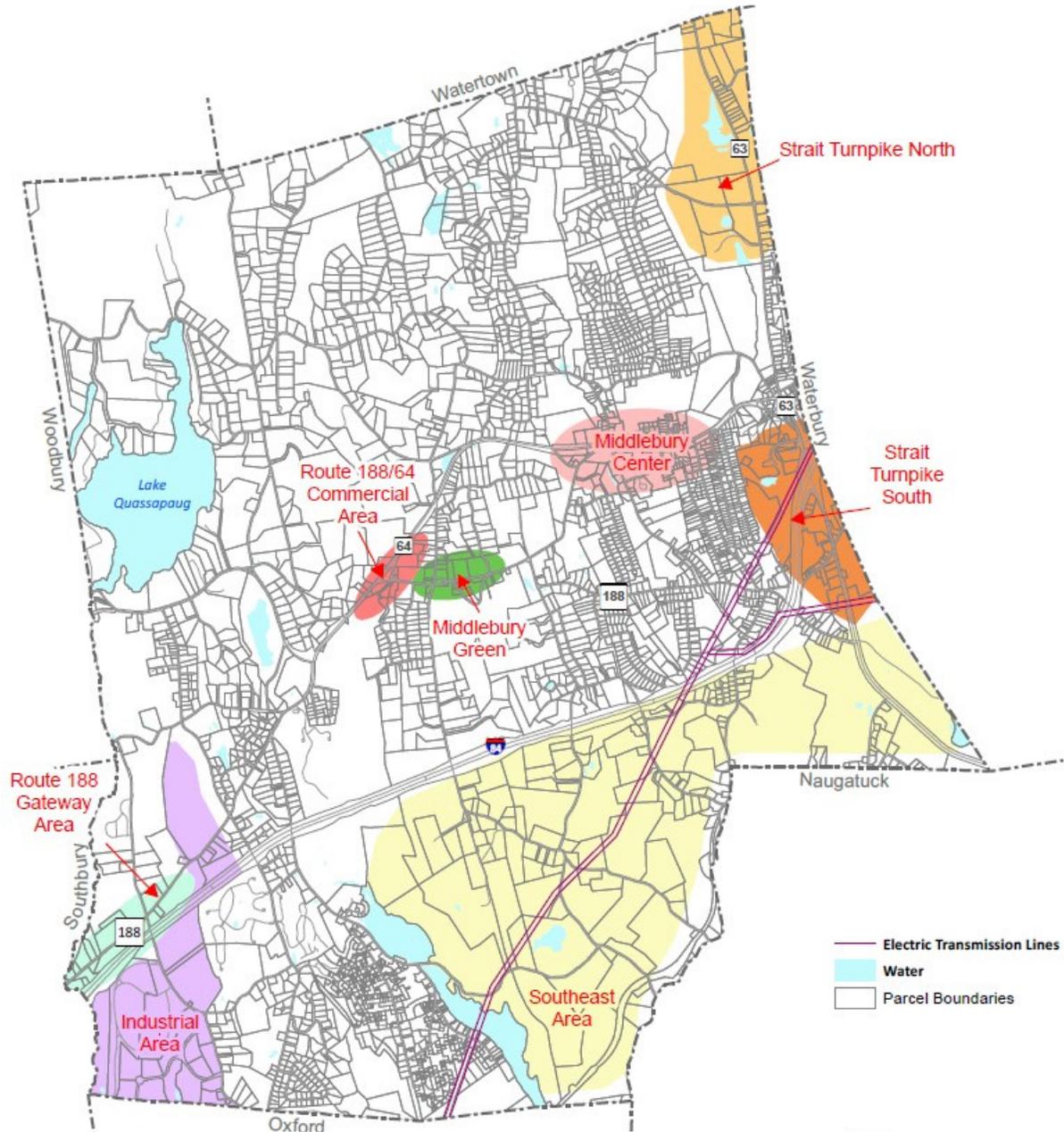
## **Town of Middlebury Commercial Development Guidebook**

a facility in an airport development zone also qualify for a five-year, 80% exemption on the assessed value of machinery and equipment they install in the facility as part of its development or acquisition. (The law exempts all manufacturers from paying property taxes on new and existing machinery and equipment.)

The act also extends the enterprise zone's corporation business tax credits to the Oxford zone. Under the enterprise zone program, businesses that qualify for the property tax exemptions also qualify for a 10-year corporation business tax credit equal to the portion of the tax attributable to the facility. The credit equals 25% of the tax.

## Middlebury Commercial Districts

Middlebury has seven distinct commercial districts, each with its own characteristics, to serve the needs of residents, visitors and businesses. Those commercial areas are: Straits Turnpike North, Straits Turnpike South, Route 64 – Route 188, Route 188 Gateway District, Industrial Area, Middlebury Green and Middlebury Center.



## **Middlebury Commercial Districts, continued**

### ***Straits Turnpike North***

This area consists primarily of automobile dealerships adjacent to the Watertown town line and office buildings, with some small retail uses closer to Route 64. Middlebury Edge is the most prominent anchor within this area. Several multiple tenant buildings contain health care offices, restaurants and retail stores.

### ***Straits Turnpike South***

This area from Route 64 to the Naugatuck line contains small retail uses and a large concentration of multi-story office structures. It is adjacent to Post University and helps serve student and faculty retail needs.

### ***Route 64 – Route 188***

This is an area along Route 64, centered upon the intersection of Route 188. It includes a portion of West Street, adjacent to the Middlebury Green area. The area has four restaurants and includes a small plaza along Route 64 and small commercial uses along West Street, and most prominently, the widely known Vyne Restaurant and Shoppes at Whittemore Crossing.

### ***Middlebury Green***

This is the historic center of town, an iconic New England townscape with churches, historic residences and the Westover School all clustered around an unspoiled Green. The historic Town Hall is at the edge of the Green and other town facilities, such as the Shepardson Community Center and Public Library are a short distance away. There currently are no commercial businesses on the Green. Commercial development should not detract from the historic character of this important area of Middlebury which was listed as a Historic District on the National Register in 1985.

### ***Route 188 Gateway District***

Much of this area is undeveloped and ready for commercial use under specific zoning regulations enacted in 2010. Current uses include the former Trucking Museum, which has become an upscale furniture outlet, plus two office buildings, fitness, swimming and racquet clubs, medical offices and day care. Interstate 84 and the Wyndham Hotel are just to the southwest. A gasoline service station and car wash are approved uses for this area which have not yet been built.

### ***Industrial Area***

This area encompasses the southwest corner of the town and is generally bound by the Southbury and Oxford town lines, Interstate 84 and Benson Road. Some campus office and industrial development has occurred, but large acreage remains vacant. The area provides easy access to Oxford Airport and Interstate 84.

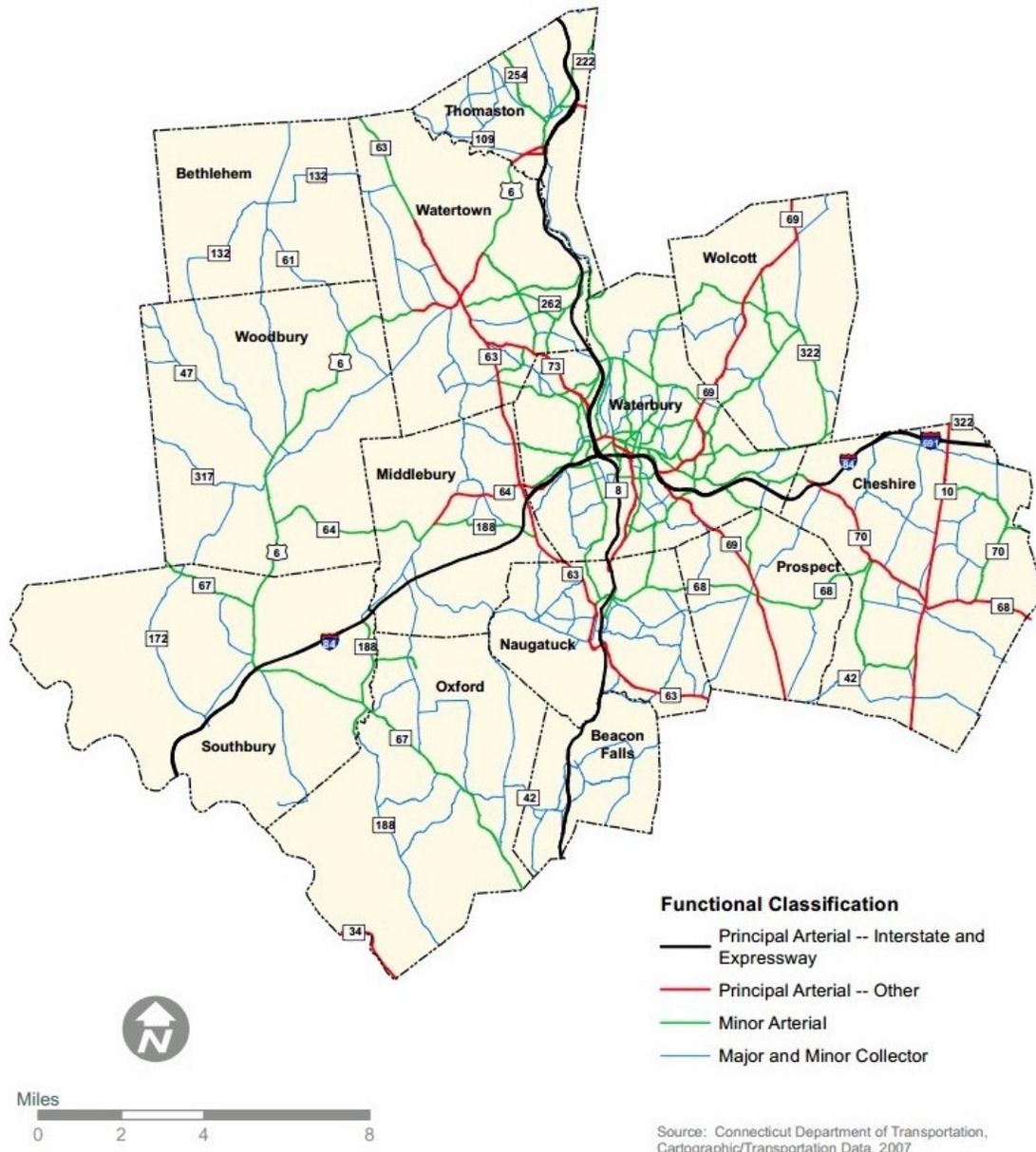
### ***Middlebury Center***

This well-traveled area centered on the intersection of Middlebury Road, Glenwood Avenue and Regan Road currently includes six restaurants, two gas stations, a grocery store, hair salons, and many other retail and small commercial businesses built up over the years. The town intends to gradually adopt Village District regulations to improve the appearance and pedestrian-friendliness of the area.

## Middlebury is the Perfect Location

Middlebury has easy access to major highways, proximity to a large, highly skilled work force, top schools, low tax rates, nearby recreation, cultural and leisure destinations, and attractive, safe neighborhoods for families. The town has three beautiful parks plus a seven-mile greenway for walking and a town owned beach on Lake Quassapaug.

The leaders of our town respect its history and quality of life factors such as the preservation of open space and superior education. We look forward to working with you on responsible business development.



## **Department Contact Information**

### ***Assessor's Office***

Town Hall, 1212 Whittemore Road, Middlebury, CT 06762  
Christopher Kelsey, Assessor  
Monday – Friday, 8:00 am to 4:00 pm  
203-758-1447  
[ckelsey@middlebury-ct.org](mailto:ckelsey@middlebury-ct.org)

### ***Building Department***

Town Hall, 1212 Whittemore Road, Middlebury, CT 06762  
Ollie Leduc, Building Inspector  
Kristin Tiso, Building and Land Use Clerk  
Monday, Tuesday, Thursday, Friday, 8:00 am to 4:00 pm  
Wednesday, 8:00 am to 12:00 pm.  
203-577-4162  
203 577-7640 fax  
[oleduc@middlebury-ct.org](mailto:oleduc@middlebury-ct.org)  
[ktiso@middlebury-ct.org](mailto:ktiso@middlebury-ct.org)

### ***Economic and Industrial Development Commission***

Town Hall, 1212 Whittemore Road, Middlebury, CT 06762  
Terrence McAuliffe, Commission Chairman  
c/o Selectmens office, 203-577-2439  
[eidchairman@middlebury-ct.org](mailto:eidchairman@middlebury-ct.org)

### ***Engineer***

John Calabrese, Town Engineer  
(Contact through Building Department)

### ***Fire Department***

65 Tucker Hill Road, Middlebury, CT 06762  
Brett Kales, Chief, Middlebury Volunteer Fire Department  
203-577-4036  
[bkales@middlebury-ct.org](mailto:bkales@middlebury-ct.org)

### ***Fire Marshal***

Town Hall, 1212 Whittemore Road, Middlebury, CT 06762  
Jack Proulx, Fire Marshall  
Wednesday, 8:00 am to 10:00 am  
203-577-7640  
[jproulx@middlebury-ct.org](mailto:jproulx@middlebury-ct.org)

***Health Department***

Town Hall, 1212 Whittemore Road, Middlebury, CT 06762  
Justin Rompre, Torrington Area Health District Representative  
Wednesdays, 8:00 am to 12:00 noon  
860-489-0436 x316  
[jrompre@tahd.org](mailto:jrompre@tahd.org)

***Planning and Zoning***

Town Hall, 1212 Whittemore Road, Middlebury, CT 06762  
Monday and Tuesday  
9:30 am to 12:00 pm  
Zoning Enforcement Officer  
Curt Bosco  
203-577-4162  
[cbosco@middlebury-ct.org](mailto:cbosco@middlebury-ct.org)

***Police Department***

200 Southford Road, Middlebury, CT 06762  
Francis Dabbo, Chief of Police  
203-577-4030  
[fdabbo@middlebury-pd.org](mailto:fdabbo@middlebury-pd.org)

***Public Works Department***

1 Service Road, Middlebury, CT 06762  
Monday – Friday, 7:00 am - 3:00 pm  
Dan Norton, Director of Public Works  
203-577- 4170  
[dnorton@middlebury-ct.org](mailto:dnorton@middlebury-ct.org)

***Selectman's Office***

Town Hall, 1212 Whittemore Road, Middlebury, CT 06762  
Edward B. St. John, First Selectman  
203-758-2439  
[firstselectman@middlebury-ct.org](mailto:firstselectman@middlebury-ct.org)  
Barbara Whitaker, Executive Secretary to the First Selectman  
203-758-2439  
[bwhitaker@middlebury-ct.org](mailto:bwhitaker@middlebury-ct.org)

## **Town of Middlebury Commercial Development Guidebook**

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### ***Town Clerk***

Town Hall, 1212 Whittemore Road, Middlebury, CT 06762

Monday – Friday, 8:00 am – 4:00 pm

Brigitte Bessette, Town Clerk

203-758-2557

203-758-2915 FAX

[townclerk@middlebury-ct.org](mailto:townclerk@middlebury-ct.org)

### ***Water Pollution Control Authority***

Town Hall, 1212 Whittemore Road, Middlebury, CT 06762

Ed Bailly, Sewer, Drue Greene, Utility

Mo –Wed – Fri, 8:30 am to 2:30 pm, Tues – Thurs 8:30 am – 2:00 pm

203-758-2747

[wpc@middlebury-ct.org](mailto:wpc@middlebury-ct.org)

### ***Wetlands (Conservation)***

Town Hall, 1212 Whittemore Road, Middlebury, CT 06762

Wednesdays

8:00 a.m. to 12:00 p.m.

Deborah Seavey, Wetland Enforcement Officer

203-577-4162

[dseavey@middlebury-ct.org](mailto:dseavey@middlebury-ct.org)

### **External References**

#### ***Town of Middlebury Website***

<https://www.middlebury-ct.org/>

The Town of Middlebury web site is the best place to get current information about the town and important contact information.

Please use this site to find the latest copies of:

- Middlebury Plan of Conservation and Development
- Middlebury Zoning Regulations
- Permits
- Zoning and Subdivision Fees
- Demographics
- Directions

#### ***Middlebury Economic Development Website***

<http://middleburyeconomicdevelopment-ct.org/>

This is the place to get current information on:

- Doing business in Middlebury
- The seven business districts
- Location maps
- Town amenities
- Business tax incentive programs
- Commercial property listings online
- Business survey report
- Architecture review guidelines

#### ***Region 15 School System***

<http://www.region15.org/>

#### ***Oxford Airport Enterprise Zone***

<http://ctairports.org/>



