



CONSERVATION DEPARTMENT
TOWN HALL – 110 MYRTLE AVENUE
WESTPORT, CT 06880
P 203.341.1170 F 203.341.1088

WESTPORT™

CERTIFICATES OF MAILING REQUIRED - PUBLIC ACT 06-80

Pursuant to Public Act 06-80 all Inland Wetland and Watercourse applications requiring a Public Hearing submitted after October 1, 2006 are required to have submitted a Certificate of Mailing as proof that notice of the meeting was sent to all property owners who are required by our regulations to receive notice. This is not to be confused with a certified mailing.

As part of our procedures, please:

- Complete the Certificate of Mailing form with each name and address for each envelope.
- Bring form and envelopes to the Post Office and request a “Certificate of Mailing”.
- Bring stamped form from the Post Office back to the Conservation Department.

The stamped Certificate of Mailing must be received in the Conservation Department on the same day as the Inland Wetland and Watercourse Application is submitted



CONSERVATION DEPARTMENT
 TOWN HALL – 110 MYRTLE AVENUE
 WESTPORT, CT 06880
 P 203.341.1170 F 203.341.1088

Application #: _____

WESTPORT™

SCHEDULE B: ADJACENT OWNERS

PROJECT ADDRESS: _____

Due by 4:00 p.m. on _____

CHECK HERE IF THE SUBJECT PROPERTY FALLS WITHIN 500' OF A TOWN BORDER

1. Please submit names and mailing addresses of adjacent property owner(s) and owner(s) across the street from the project site. You may obtain this information from the Tax Assessor's Office, Room 104:

2. Submit one (1) 8 ½" by 11" photocopy of the appropriate assessor's map (1" to 200' scale) on which the property being considered in the application is identified, and the names of all adjacent property owners are written in or keyed to the above list of adjacent property owners. A photocopy of this map may be obtained from the Public Works Office, Room 210.

3. Submit proof of the completed Certificate of Mailing form from the U.S. Postal Service (form #3665) of the attached Notice Letter to the adjacent property owners.

NOTICE LETTER

Date: _____

To whom it may concern:

Notice is hereby given that _____ has submitted an application to the: (Applicant's full name)

- Westport Conservation Commission
 Flood and Erosion Control Board for a regulated activity
(Check one or both)

for the property identified as _____
(Street Address / Tax Map # /Lot #)

It is anticipated that this application will be heard at:

- The 7:30 p.m. Flood and Erosion Control Board's hearing on _____
 The 7:00 p.m. Conservation Commission's hearing on _____

Proposed Activity:

(Applicant's Signature)

(Date)

A Legal Notice and Agenda of the Public Hearing for the application will be published twice in the Westport News or may be viewed on the Flood and Erosion Control Board & Conservation Department websites at www.westportct.gov

To view the details concerning this Application, please visit the Conservation Department office in Room 205 or the Engineering Department office in Room 210 at Town Hall, 110 Myrtle Avenue, Westport, CT 06880 between the hours of 8:30 am – 4:00 pm Monday through Friday.

If you wish to receive copies of all Town legal notices and meeting agendas by e-mail, please follow these directions:

1. Go to www.westportct.gov
2. Click on "**Subscribe**" under Popular Services
3. Enter your e-mail and name
4. Under "**Calendar**" click on each Board/Committee you want to receive an E-mail Notification for.
5. Click "**Submit**" and look for the verification email with link to confirm your subscription.



Certificate of Mailing — Firm

Name and Address of Sender		TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here Postmark with Date of Receipt.				
USPS® Tracking Number Firm-Specific Identifier		Address (Name, Street, City, State, and ZIP Code™)						Postage
1.								
2.								
3.								
4.								
5.								
6.								

Instructions for Certificate of Mailing — Firm

This service provides evidence that the mailer has presented individual items to the Postal Service™ for mailing, and is available for the following products:

- Domestic services: First-Class Mail®, First-Class Package Service®, Priority Mail®, Media Mail®, Library Mail, Bound Printed Matter, Merchandise Return Service, Parcel Return Service, and USPS Retail Ground™.
- International services: First-Class Mail International® (unregistered items), First-Class Package International Service® (unregistered items), Free Matter for the Blind, and Airmail M-bags®.

The following instructions are for the preparation and use of PS Form 3665, *Certificate of Mailing – Firm* (including USPS-approved facsimiles):

1. Complete and print all forms in ink or ball point pen.
2. Enter the name and address of the sender at the top of the form.
3. Enter a complete return address on each article.
4. Ensure the articles are properly packaged.
5. In the appropriate column, enter the applicable postage and fees.
6. Insert a firm-specific identifier or account number if desired. (This number is for the sender's use only, and the Postal Service will not use it for identification.)
7. When describing and listing three or more individual pieces but not presenting the pieces in the order shown on the sheet, consecutively number each entry line on the sheet and number each piece to show both the corresponding sheet and line number.
8. Enter the total number of articles in the proper space at the top of the form.
9. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.
10. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).

11. Present PS Form 3665 and the mailing as follows:

- When the mailing has fewer than 50 mailpieces and less than 50 pounds, present the form and mailing at a retail Post Office™ location.
- When the mailing has at least 50 mailpieces or at least 50 pounds, present the form and mailing at a business mail entry unit (BMEU) or USPS-authorized detached mail unit (DMU).

Privately Printed Forms: The Postal Service allows mailers to use USPS-approved privately printed or computer-generated firm sheets that are nearly identical in design elements and color to the USPS-provided PS Form 3665. See DMM 503 for details on the approval process.

The mailer must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not retain records on the facsimile approvals. A mailer using privately prepared forms must periodically verify them against the USPS-provided version and, if necessary, make routine updates and obtain approval of the updated facsimile form.

A mailer using an approved privately printed form and wanting the form sheets postmarked by the Postal Service must present the forms with the articles to be mailed at a Post Office facility. The forms become the mailer's only receipt (the Postal service does not retain a copy).