

MUNICIPAL IMPROVEMENT APPLICATION CGS §8-24

WESTPORT PLANNING and ZONING COMMISSION

CAM SITE PLAN

(Check if project is located within Coastal Boundary-see GIS map)

Submission Date: _____

1. Property Address _____
(As listed in the Assessor's records or N/A if not applicable)
2. Property ID# (9 Digits) _____ Zone District: _____
3. This property is connected to: Septic or Sewer
4. Does this project involve demolition of a building 50+ yrs old or more?
 No If Yes = Visit HDC Rm 108, 203-341-1184.
5. Applicant's Name _____ Daytime Tel # _____
6. Zoning Board of Appeals Case # (if any) _____
7. Existing Uses of Property: _____
8. Describe Proposed Project or Attach a Project Narrative: _____

9. This property Is Is Not within 500 feet of an adjoining municipality.
10. List your Estimated time needed for your presentation at hearing: _____

I hereby certify that the above information is correct and that I have submitted herewith all of the pertinent documentation required by the zoning application.

Applicant's Signature (If different than owner)

Owner's Signature (Must be signed ¹)

¹ If the applicant is unable to obtain the signature of the First Selectman, a letter of authorization signed by the property owner may be submitted instead.

CAM SITE PLAN REQUIREMENTS:

*All material as listed below, **PLUS** Completed Coastal Site Plan Application Form if applicable.*

MUNICIPAL IMPROVEMENT REQUIREMENTS:

- A written detailed statement describing the **EXISTING property uses** and the **PROPOSED property uses**.
- One (1) copy **FULL SIZE (Max 24" x 36") EXISTING CONDITIONS SURVEY** A-2 accuracy.
- One (1) copy **FULL SIZE (Max 24" x 36") PROPOSED SITE PLAN**. (All plans: Folded *Not Rolled*)
- Submit a **FLASH DRIVE with this Application of all documents and plans submitted including any revisions.**
subsequent

NEIGHBOR NOTIFICATION PROCESS:

- MATERIALS:** 250' Neighbor List, Assessor's Map, Field Card & Labels for both Envelopes & MAIL CERT Form.
In the case of mainline sewer extensions, the notice letter shall be mailed by the Responsible Party to all property owners abutting the sewer project, and the abutting property owners.
- The **ENVELOPE preparation process has changed: BEFORE YOU PREPARE ENVELOPES NOTE:**
Return address **MUST** be Planning & Zoning 110 Myrtle Ave Westport, CT 06880 = LABELS are in P&Z office.
NEW STAMP IS REQUIRED on each ENVELOPE saying: **URGENT TOWN NOTICE LETTER** in color "red".
- Bring in your own #10 White Envelopes to P&Z and You will apply our Red Stamp to them in office **OR**
- If you choose to use the P&Z Pre-Printed Envelopes the cost is \$0.15 each.
- Staff will give you Post Office CERT Form #3877 and review process to **Prepare Certificate of Mailing Form**.
- The Post Office will then **STAMP** your **Certificate of Mailing Form**.
You **MUST BRING** that **STAMPED FORM** back to P&Z office **ASAP** or your Application will not be "Legal Noticed" which will cause it to be delayed & moved to next hearing date.

Notice Letter

To Whom it May Concern:

Date: _____

Notice is hereby given that _____ has filed a **Municipal Improvement Request**, pursuant to CGS §8-24, with the Town of Westport Planning and Zoning Commission.

Project Address: _____

Project Description:

The Public Meeting date for this application will be scheduled at the discretion of the P&Z Chairman.

A Public Meeting Notice will be published in the local newspaper, posted in the Town Clerk’s Office, and posted on the Town’s website, www.westportct.gov.

Use this link to view upcoming meeting schedule: <https://www.westportct.gov/about/advanced-components/meeting-list-calendar>

To view application details:

Visit www.westportct.gov under *Planning & Zoning Department, Pending Applications*; OR

Use this link: <https://www.westportct.gov/government/departments-a-z/planning-and-zoning-department/p-z-pending-applications>; OR

Visit the P&Z office, Rm 203, Town Hall, 110 Myrtle Ave, Westport, CT 06880. Mon - Fri 8:30am - 4:30pm.

To submit comments on this application, send an email to the Planning and Zoning Commission: pandz@westportct.gov .

Thank you, _____

(FILL IN SENDER’S NAME)

Sec. 8-24. Municipal improvements. No municipal agency or legislative body shall (1) locate, accept, abandon, widen, narrow or extend any street, bridge, parkway or other public way, (2) locate, relocate, substantially improve, acquire land for, abandon, sell or lease any airport, park, playground, school or other municipally owned property or public building, (3) locate or extend any public housing, development, redevelopment or urban renewal project, or (4) locate or extend public utilities and terminals for water, sewerage, light, power, transit and other purposes, until the proposal to take such action has been referred to the commission for a report. Notwithstanding the provisions of this section, a municipality may take final action approving an appropriation for any proposal prior to the approval of the proposal by the commission pursuant to this section. The failure of the commission to report within thirty-five days after the date of official submission of the proposal to it for a report shall be taken as approval of the proposal. In the case of the disapproval of the proposal by the commission the reasons therefor shall be recorded and transmitted to the legislative body of the municipality. A proposal disapproved by the commission shall be adopted by the municipality or, in the case of disapproval of a proposal by the commission subsequent to final action by a municipality approving an appropriation for the proposal and the method of financing of such appropriation, such final action shall be effective, only after the subsequent approval of the proposal by (A) a two-thirds vote of the town council where one exists, or a majority vote of those present and voting in an annual or special town meeting, or (B) a two-thirds vote of the representative town meeting or city council or the warden and burgesses, as the case may be. The provisions of this section shall not apply to maintenance or repair of existing property, buildings or public ways, including, but not limited to, resurfacing of roads.

(1949 Rev., S. 857; 1959, P.A. 679, S. 5; 1963, P.A. 617; 1971, P.A. 862, S. 7; P.A. 85-365, S. 1, 2; P.A. 09-92, S. 1.)



Town of Westport
Planning and Zoning Department
Town Hall, 110 Myrtle Avenue
Westport, CT 06880
Tel: 203-341-1030 Fax: 203-454-6145 Email: PandZ@westportct.gov
www.westportct.gov

TO: Whom it May Concern
FROM: Mary Young, Planning & Zoning Director
DATE: Effective Sept. 1, 2022
SUBJECT: **Complete Applications & Receipt of Materials**

THIS NOTICE IS FOR ALL APPLICANTS FILING APPLICATIONS FOR REVIEW BY THE PLANNING & ZONING STAFF, or COMMISSION or THE ZONING BOARD OF APPEALS

Applicants should submit all materials necessary to review an application in a timely manner to allow for adequate time for review by staff, members of the Planning and Zoning Commission and/or members of the Zoning Board of Appeals.

Applications will not be officially received until P&Z Staff determines it is complete for purposes of determining deadlines for action by the respective staff and elected officials pursuant to State Statutes and local zoning regulations. Requirements for a complete application are listed on the application forms available on-line in the FORMS section [here](#), or by contacting the P&Z Office.

Revised materials may be submitted. A plan revision fee may be required if staff determines the changes are significant. Revision fees equal 50% of the original application fee, see *Westport Zoning Regulations Appendix A, Land Use Fees*, available on-line [here](#) or by contacting the P&Z Office.

A cover letter should accompany revised materials to facilitate review by staff and elected officials.

Useful Information for All Applicants

P&Z Staff is available daily to respond to questions and/or discuss applications before submission. Discussions can be scheduled in-person, via Zoom, or via Microsoft Teams. General questions can be answered over the phone.

Check to confirm submission of items often missed that can delay obtaining an approval including:

- The application fee (\$). Make check made payable to "Town of Westport" or submit cash;
- Proposed survey or site plan signed by a licensed surveyor or engineer (if required);
- Building Plans drawn to scale (if required);
- Owner's authorization if the application is being submitted by other than the owner of the property;
- All application requirements: application form, survey, building plans, owners authorization, other departmental approvals (such as Health Dept., Conservation Dept.) submitted electronically for loading into the permitting software system.

Time Needed for Review:

Materials submitted less than 14 days prior to a hearing will be received into the record as required in accordance with the Connecticut General Statutes. Items submitted less than 14 days prior to a public hearing or at a public hearing, may not be reviewed or discussed until the next scheduled hearing. A hearing may be left open if substantial materials are submitted by an applicant less than 7 days prior to the hearing to allow adequate time for review by staff, members of the Planning and Zoning Commission and/or members of the Zoning Board of Appeals. This requirement may be waived by the Chairman of the elected Commission and/or Board at its discretion.

Thank you for your cooperation.