



TOWN OF WESTPORT
 PLANNING & ZONING DEPARTMENT
 Town Hall, 110 Myrtle Avenue
 Westport, CT 06880
 Phone (203) 341-1030, Fax (203) 454-6145

FOR OFFICE USE ONLY

Submission Date: _____
 Fee Received: _____
Application Fee: \$225

SITE PLAN WAIVER REQUEST FORM

A digital copy of plans is required at the time of submission.

1. **Property Address** (as listed in the Assessor's records) _____

2. Tenant Address (if different than property address) _____

3. Parcel ID # _____ Zoning District: _____

4. Owner of Record _____ Tel: # _____

Owner's Address _____ E-Mail: _____

5. Applicant's Name (if different than owner) _____ Tel: # _____

Applicant's Address _____ E-Mail: _____

Describe the Proposed Project _____

6. Submit (2) **SITE PLANS** & (2) **BUILDING PLANS**, Drawn to scale. (Floor Plans & Elevations if applicable)

List title and date of all plans below:

7. Reason for Waiver Request _____

Pursuant to §43-5.2 of the Westport Zoning Regulations;

A waiver to Site Plan review by the Planning and Zoning Commission is requested for:

Minor Site Plan modifications (such as parking lot alterations or expansions, landscape modifications, and utility modifications).

Exterior facade changes to commercial buildings.

Small building additions with fewer than five-hundred (500) square feet of building coverage or containing fewer than five-hundred (500) square feet of gross interior floor space.

Exterior staircases mandated by the Fire Marshall.

Handicap ramp and/or elevators mandated by the Building Official for public safety.

 Owner's Signature (Must be signed¹)

 Applicant's Signature (If different than owner)

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

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Architectural Review Board (ARB) review required.

If Waiver is **GRANTED**: Site Plan review will NOT be required. Applicant must obtain a Zoning Permit.

Other Conditions of this Waiver:

If Waiver is **NOT GRANTED**: Site Plan review WILL be required.

Mary Young, Planning and Zoning Director

Date



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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.