



TOWN OF WESTPORT

PLANNING & ZONING DEPT.

110 Myrtle Ave. Town Hall - Room 203
Westport, CT 06880 Tel: 203-341-1030 Fax: 203-454-6145
www.westportct.gov

ZONING PERMIT DATA FORM

OFFICE USE

Parcel ID #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

1. Property Address: \_\_\_\_\_
(As listed on Assessor's Card)

2. Owner's Name: \_\_\_\_\_ / \_\_\_\_\_ Daytime Tel: \_\_\_\_\_
(Person's Name) / (Company Name)

3. Owner's Address: \_\_\_\_\_ "E-mail Required" \_\_\_\_\_

4. Applicant: \_\_\_\_\_ / \_\_\_\_\_ Daytime Tel: \_\_\_\_\_
(Person's Name) / (Company Name)

5. Applicant's Address: \_\_\_\_\_ "E-mail Required" \_\_\_\_\_

6. Existing Uses of Property: \_\_\_\_\_
(Example: 2-Story Single Family House with Pool)

NOTE: If project is a NEW HOUSE: SUBMIT with this Application a "New House Construction Cost Estimate Form" Completed & Notarized.

7a. Check type of proposed project below: 7b. Check one, property is on: Sewer or Septic

RESIDENTIAL PROJECTS:

- Residential project options: New House, Addition, Accessory Structure, Apartment - Accessory, Apartment - Pre-1959, Interior Renovations, Swimming Pool, Temp. Zoning Permit, Tennis Court, Other

COMMERCIAL PROJECTS:

- Commercial project options: Building - New, Building - Addition, Change of Use, Interior Renovations, Restaurant Patio Permit, Retail to Retail, Signage, Excavation & Fill, Site Changes, Other

8a. Will any part of any structure be demolished? No Yes 8b. Did you obtain any ZBA Variances? No Yes

9. Estimated total cost of your proposed project: \$ \_\_\_\_\_

10. Describe your project below and provide exact dimensions: (List width x length x height, if applicable):

I hereby certify that the above information is correct and that I have submitted herewith all of pertinent documentation required by the regulations and in accordance with the P&Z bylaws.

Applicant's Signature (If different than Owner)

Owner's Signature (Must be signed or letter of authorization provided)

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, as per §43-3.3

# Zoning Permit Requirements

Email all questions to [pandz@westportct.gov](mailto:pandz@westportct.gov).

Below please find the information required and necessary steps to obtain a Zoning Permit for your project.

- It is up to the applicant to contact each department necessary to obtain their approvals prior to submission of the Zoning Permit Application.
- All materials including required department approvals must be submitted all at once.
- All P&Z forms can be located on the Town Website [www.westportct.gov](http://www.westportct.gov) on the Planning and Zoning Dept. tab.

1. **Zoning Permit Data Form:** Must be filled out in its entirety. If any document is missing or incorrect the Application will not be accepted until we receive the items required.

## Application Materials Include:

- A complete Zoning Permit Application w/ applicant and owner signature (or owner authorization letter)
- A check made out to the Town of Westport for the Zoning Permit Fee  
(*all after-the-fact approvals are subject to double the zoning fee.*)
  - You may reach out to P&Z staff via email or phone with your estimated cost of construction (*same amount as shown on #9 of the application*) or;
- All required department approvals (*see below for requirements*)
- 1 hard copy of a signed and sealed proposed survey to scale by a CT Licensed Surveyor. *Required for all projects with any change in footprint, coverage and/or square footage.*
- 1 Hard copy of a signed and sealed building plans to scale. *If applicable.*
- 1 Hard copy of the signed and sealed drainage report. *If applicable.*
- A New House Construction Cost Estimate Form is required for all proposed new house permits, it must be notarized and submitted with the application. You may request the form by calling/ emailing the P&Z Office or located on the Town Website [www.westportct.gov](http://www.westportct.gov).
- A digital copy (*PDF format on a flash drive*) of all signed and sealed plans and drainage reports.

*Note: All revisions, supplemental plans, reports, and/or documents will need to be submitted to each department in which prior approval was received. A new digital copy and hard copy will be required to be submitted to the P&Z office as well.*

2. **Health Dept.** (203-227-9571). – Once approval is received from the Health Dept. please submit only the 8 ½ x 11 signed approval form from Health Dept. with your Packet. **Do not submit your only copy of the stamped plans as your P&Z submission.** *Plans that were submitted to P&Z will not be returned to the applicant.*

### Health Department approval is required if:

- a. If property is on septic system or well and/or;
- b. If the lot is on Sewer and project is a Pool/Spa and/or;
- c. Home Occupation that requires an increase in water use and/or
- d. If a business is food, skin or hair related.

3. **Conservation Dept.** (203-341-1170) – **All projects** must obtain Conservation approval prior to applying for a Zoning Permit.
4. **Drainage Review:** The Engineering Dept. will review all drainage plans and reports that were submitted to the P&Z Dept. A drainage review is required if your project is more than 100sf. If your project is over 850sf, your drainage report must be prepared by a CT Certified Engineer. You may reach out to Kevin Pierce ([kpierce@westportct.gov](mailto:kpierce@westportct.gov)) for any specific questions pertaining to Drainage.



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**Planning and Zoning Department**  
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[www.westportct.gov](http://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.*



**Town of Westport**  
**Planning and Zoning Commission**  
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TO: All Applicants Seeking a Zoning Permit  
FROM: Mary Young, Planning and Zoning Director  
CC: Ira Bloom, Town Attorney  
Peter Gelderman, Town Attorney's Office  
Members, Planning and Zoning Staff  
Members, Zoning Board of Appeals  
Members, Planning and Zoning Commission

DATE: Sept. 23, 2021

RE: **NEW POLICY DISCONTINUING CONDITIONAL ZONING PERMITS**

**Effective October 1, 2021, a Zoning Permit will NOT be issued conditioned upon a promise or representation on a plan to bring a site into zoning compliance prior to a Zoning Certificate of Compliance (ZCC) where the work authorized by the Zoning Permit would otherwise create a zoning violation.** P&Z Staff is NOT authorized to grant zoning relief; such authority is vested exclusively with the Zoning Board of Appeals. Whereas P&Z staff inherited a more lax practice allowing conditional permits to be issued, P&Z staff is putting all applicants on notice this practice is being discontinued.

### **Background**

To date, there have been instances wherein an applicant has requested a Zoning Permit for improvements to be added to existing conditions that combined exceed what zoning allows, with a commitment offered to bring the site into compliance prior to seeking a Zoning Certificate of Compliance and avoid seeking a variance from the Zoning Board of Appeals. Such Zoning Permits have been granted. This is a practice that appears to have been ongoing for decades.

For example, a resident may seek a Zoning Permit for a new Swimming Pool which is an improvement counted towards allowable Total Coverage (25%). The pool when added to existing conditions in this example would exceed 25% Coverage. The applicant will simultaneously identify their intent on their plans to remove a shed, or excess driveway area, so at the end of the project the As-Built survey will show the site will not exceed 25%. Many applicants who have applied this strategy have been contractors who have not consulted with their clients before making such representations, and at the end of the project some of these clients have sought variances to maintain all existing and new improvements unaware any "trade-offs" were represented when the permits were sought, or didn't realize they would need to keep all improvements for instance to safely maneuver out of their driveway to be reduced in size, or didn't fully consider their needs to store their lawn equipment out of the elements if the shed were removed. For those properties where promises to remove improvements were not kept, this has resulted in Zoning Violations and resulted in "after the fact" requests to the Zoning Board of Appeals for zoning relief.

***Thank you in anticipation of your cooperation.***