

How to process your neighbor notification letters

1. Go to <https://www.axisgis.com/WestportCT/>
2. Hit "I Agree" when prompted by the GIS disclaimer
3. Click on "Search" and enter the property's address for your application
4. When the addresses populate below the search bar, select the correct address
5. A parcel box will populate; within that box, click "Vision Online Property Records"
6. A new window will open; here you will click on "Field Card" in red
 - a. Print six (6) copies to submit with your application
 - b. Exit the new window and field card
7. Select "Abutters" next to the search bar in GIS
 - a. Enter the appropriate number of feet and then hit select

(Note – parcels in zones A and Commercial are 250' and zones AA and AAA are 500'. This information can be found at the bottom of your field card)

- b. On the right side of the screen, click on the printer to "Print Current Map", select "Print PDF", then once the green box appears, select "Print" and a new window will open
 - c. Print six (6) copies of this map for your application
 - d. Exit the new window
8. Select "PDF" next to "Abutters Report"
 - a. Print one (1) copy of this document for your application
 - b. Exit this window
9. Select "PDF" next to mailing labels, then click "Mailing Labels PDF" to generate labels
 - a. Print two (2) copies – one for your certificate of mailing (blank copy attached to your application) and another copy to place on your envelopes
 - b. Exit this window

Once you've gathered the above information: Fill out your ZBA Notice Letter (blank copy attached to your application) and mail to your abutters within 48 hours of handing in your application. **Please remember** to write or stamp** your envelopes with "**Urgent Town Notice**" and use our address as the return label (110 Myrtle Ave, Planning and Zoning Room 203, Westport, CT 06880). It is required that an additional letter be mailed to the Westport Planning and Zoning Department as part of your application.

Envelopes are sold in the Planning and Zoning Office for .50 per envelope.

An "**Urgent Town Notice**" stamp is also located in the Planning and Zoning office to complete envelope requirements.

If you need assistance, please call (203) 341-1079 or e-mail zba@westportct.gov