

MAP SIGN-OFF
for
**FIRST CUT DIVISION OF LAND,
LOT LINE REVISION or
BUILDING LOT DETERMINATION**

CHECK YOUR REQUEST:

Submission Date: _____

Fee Paid: _____

- LOT LINE CHANGES.**
- FIRST CUT DIVISION OF LAND.**
- BUILDING LOT DETERMINATION.**

1. Address of Property or Properties: _____

2. Property ID (PID#) (9 Digits) _____ Zoning District: _____
(As listed on Assessor's card)

3. Approved Subdivision Map Title _____

Date _____ Land Record Map # _____

4. Owner of Record of Property or Properties: _____

Owner's Address: _____ Daytime Tel #: _____

Owner's E-mail: _____

5. Agent's Name (if different than owner): _____

Agent's Address: _____ Daytime Tel #: _____

Agent's E-mail: _____

6. Zoning Board of Appeals Case # (if any): _____

7. Existing Uses of Property: _____

8. Date of Aspetuck Health District sign off, if applicable _____

9. Reason for Request: _____

10. MUST have **Property Owners Signature below or Written** Authorization attached:

Applicant's Signature (If different than owner)

Owner's Signature (Must be signed*)

*If the applicant is unable to obtain signature of the property owner, a letter of authorization signed by property owner may be submitted instead, as per §43-3.3

Requirements

Please use this form for the following:

1. *First Cut Division of Land*: A parcel of land that has not been divided since the adoption of subdivision regulations on December 3, 1937 and can be divided into two conforming parcels of land without a subdivision approval by the P&Z Commission.
 - a. In addition to the application materials listed below, please provide a narrative that sets forth the legal rationale as to the specific circumstance which allows this division without subdivision or resubdivision approval.
 - b. A title search may be required to determine whether a first cut has occurred.
2. *Lot Line Revisions*: A lot line revision which proposed modifying the lot lines of two or more properties.
3. *Approved Building Lot*: A determination from the staff that a vacant lot is an approved building lot.
 - a. In addition to the application materials listed below, please provide all deeds and record maps for the property and adjoining properties from 1937 to the present.

Application Materials:

- Complete Application including owner signature/ authorization.
- One (1) Mylar Map (*Drawn to A-2 standards, with lot area calculations as per the Zoning Regulations, signed and sealed. All ink must be in black*) including:
 - a. The amount of wetlands and steep slopes and a determination that the lot shape complies with the Regularity Factor for existing and proposed conditions.
 - b. Existing and proposed coverage, setbacks and location of structures of all affected lots.
 - c. Required title box below:

This plan is neither a subdivision nor a resubdivision, as defined by the General Statutes of Connecticut and the Town of Westport and may be recorded without prior approval of the Westport Planning and Zoning Commission. This map has not been reviewed for zoning compliance and the presence of this signature is not an endorsement of the accuracy of this map by the Town of Westport, or any Board, Commission, Agency, or any official agent, or employee of the Town.

Planning and Zoning, Director / Deputy Director Date

- d. If the property is or proposed to be serviced by a septic system, you must include a signature line for a sign off on the septic feasibility from the Aspetuck Land Trust.
- Two (2) hard copies of Mylar map (one for our records and one for your records, signed and sealed)
 - One (1) digital copy of same survey (must be signed and sealed)
 - \$100.00 cash or check made payable to the Town of Westport

APPENDIX D, LOT CALCULATIONS Revised 10-14-03

Use the following directions to fill out the mandatory "Lot Area Worksheet" attached.

- **Line 1-Gross Lot Area**

Lot area in square feet based on a Class A-2 survey of the lot lines. Do not include the area of the accessway for a rear lot per §31-2.2.4, herein.

- **Line 2-Above-Ground Utility Easements**

Include all easements for above ground utilities, or , in the absence of an easement, the minimum area recommended by a utility company for public safety. Exclude easements for underground utilities.

- **Line 3-Streets and Roads**

Include any and all parts of public or private roads or streets.

- **Line 4-Other Exclusive Surface Easements**

Include any easement that grants **exclusive** surface use of the property to anyone other than the owner. Exclude drainage easements and conservation easements. .

- **Line 5-Total Easements and Roads**

Sum lines 2, 3, and 4 and enter here.

- **Line 6-Wetlands**

Include: Land covered by waterbodies, water courses and lands officially designated inland and tidal wetlands.

Exclude: Any land located below the mean high water line (MHWL) along the Long Island Sound and/or the Saugatuck River south of the Kings Highway Bridge (Route 57). This land may not be counted in any calculations.

- **Line 7-Steep Slopes of 25% or greater**

Include: Land of severe topography having slopes of 25% or greater. This land must be measured between each contour interval on a topographic map with one (1) or two (2) foot contours.

Exclude: Any land that was counted in the wetlands requirement. (i.e. do not count the overlap, if any, between the two areas here).

- **Line 8-Total Wetlands & Steep Slopes**

Sum lines 6 and 7 and enter here.

- **Line 9 - District Maximum**

No more than 20% of the district minimum lot size may be met by wetlands or steep slopes over 25%. Copy the maximum permitted amount from the table.

Enter whichever number is smaller--either line 8 or line 9.

- **Line 11 - Actual Lot Size**

This is the amount of land available for computing the compliance with the minimum lot regulations. Compute Line 1, minus line 5, minus line 8, **plus** line 10.

- **Line 12 - District Minimum Lot size**

Each district has a minimum allowed lot size. Determine the appropriate zoning district for the lot, and enter the value from the table.

- **Line 13 - Excess or Shortfall**

If line 13 is positive, the lot complies with the zoning regulations for lot area. Otherwise, the lot does not comply.

- **Line 14 - Total Lot Perimeter**

Enter the Lot Perimeter, which is found by adding up the lengths of the line segments found on an A-2 Survey Map. For purposes of this calculation, the lot perimeter may be configured to exclude any portion of lot area in excess of minimum required lot size. This is done in order to avoid having long narrow lots that are conforming in size and shape not meet the Regularity Factor.

- **Line 15 - Perimeter Squared**

Multiply the Perimeter by itself and enter the value into the table.

- **Line 16 - Lot Area in Square Feet**

Enter the gross lot area in square feet and enter the value into the table.

- **Line 17 - Lot Area Multiplication**

Multiply the lot area by the number 16 and enter the value into the table.

- **Line 18 - Regularity Factor**

Divide the number on line 17 by the number on line 15. Enter the resulting number into the table. The number must be at or above 0.55 for the lot to have a complying shape. This is in addition to the lot containing the required rectangle.

LOT AREA WORKSHEET

(All entries in square feet--do not write in shaded areas)		
1.	GROSS LOT AREA	=
2.	Above-Ground Utility Easements	+
3.	Streets and Roads	+
4.	Other Exclusive Surface Easements	+
5.	TOTAL EASEMENTS AND ROADS (Sum of lines 2, 3 and 4)	=
6.	Wetland area	+
7.	Steep Slopes of 25% or greater	+
8.	TOTAL WETLAND AND STEEP SLOPES (Sum of lines 6 & 7)	=
MINIMUM LOT AREA CALCULATION		
9.	Zoning District Maximum Enter value: Res AAA: 17,424 Res AA: 8,712 Res A: 4,356 Res B: 1,200 Res C: 870	
10.	Maximum wetlands and slope (Smaller of line 8 or line 9)	
11,	Actual Lot Size (Line 1 minus line 5 minus line 8 plus line 10)	
12.	District Minimum Lot Size Enter Value Res AAA: 87,120 Res AA: 43,560 Res A: 21,780 Res B: 6,000 Res C: 5,000	
13.	EXCESS OR SHORTFALL (Line 11 minus line 12)	
<p>IF LINE 13 IS POSITIVE, THE LOT COMPLIES. OTHERWISE, THE LOT DOES NOT COMPLY</p>		

LOT REGULARITY FACTOR WORKSHEET		
14. Lot Perimeter as derived from Survey Map		
15. Perimeter Squared (multiplied by itself)		
16. Lot Area (from Line 1		
17. Lot Area multiplied by the number16		
18. Divide Line 17 above by line 15, enter number in box. This is the Regularity Factor		
IF REGULARITY FACTOR IS 0.55 OR ABOVE, THE LOT SHAPE COMPLIES. IF REGULARITY FACTOR IS 0.54 OR BELOW, THE LOT SHAPE DOES NOT COMPLY.		

LOT AREA COVERAGE WORKSHEET

BASE LOT CALCULATION		
(All entries in square feet--do not write in shaded areas)		
1.	GROSS LOT AREA	
2.	Above-Ground Utility Easements	+
3.	Streets and Roads	+
4.	Other Exclusive Surface Easements	+
5.	TOTAL EASEMENTS AND ROADS (Sum of lines 2, 3 and 4)	=
6.	Wetland area	+
7.	Steep Slopes of 25% or greater	+
8.	TOTAL WETLAND AND STEEP SLOPES (Sum of lines 6 & 7)	=
9.	Wetlands/Slopes reduction	0.80 x line 8
10.	BASE LOT AREA (Lines 1, minus line 5 and line 9)	=
MAXIMUM LOT AREA COVERAGE CALCULATION		
11.	BASE LOT AREA (Copied from line 10, above)	
12.	Square feet of Total Coverage	
13.	Line 12 divided by line 11 for a percentage	
14.	Square feet of Building Coverage	
15.	Line 14 divided by line 11 for a percentage	
<p>IF LINE 13 and LINE 15 ARE EQUAL TO OR LESS THAN THE PERCENTAGE FOR MAXIMUM PERMITTED BUILDING AND/OR TOTAL COVERAGE WITHIN THE ZONING DISTRICT, THE COVERAGE COMPLIES</p>		