

MAP or TEXT AMENDMENT APPLICATION

WESTPORT PLANNING AND ZONING COMMISSION

OFFICE USE ONLY

Application # _____

Submission Date: _____

Receipt Date: _____

Amount Fee Paid: _____

TEXT CHANGES APPLICATION

Complete #1- #3 Only & See Pg2 for Requirements:

TEXT – AMENDMENT TO ZONING REGULATIONS

TEXT – AMENDMENT TO TOWN PLAN CONSERVATION AND OF DEVELOPMENT

1. Applicant's Name: _____ Daytime Tel: _____

Applicant's Address: _____ E-mail: _____

2. Text Section Added or Modified: _____

3. Estimated time needed for presentation: _____

ZONING MAP CHANGES APPLICATION *Complete # 1- #14, See Pg2&3 for Requirements:*

MAP – AMENDMENT TO ZONING REGULATIONS

MAP – AMENDMENT TO PLAN OF CONSERVATION AND OF DEVELOPMENT

3. Property Address: _____

4. Property ID# (9 Digits - staff will provide) _____

5. Existing Zoning District/Plan Designation: _____

6. Proposed Zoning District/ Plan Designation: _____

7. Lot Area: _____

8. Property Owner: _____ Daytime Tel: _____

Owner's Address: _____ E-mail: _____

9. Agent's Name (if different): _____ Daytime Tel: _____

Agent's Address: _____ E-mail: _____

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

11. A previous zone change/land use designation has has not been requested for this property
If change was previously requested, indicate date (s) _____

12. This property is is not within 500' of an adjoining municipality.

13. Estimated time needed for presentation: _____

I hereby certify that the above information herewith is correct and all of the pertinent documentation required by the Zoning Regulations.

Applicant's Signature (If different than owner)

Owner's Signature (Must be signed ⁱ)

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, as per §43-3.3

TEXT CHANGES REQUIREMENTS (#1 - #5 ONLY)

1. **Application:** 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.
2. **Application Fee:** Cash or Check Only (*Made payable to the Town of Westport*) Total Fee \$560.00.
3. **Explanatory Statement:** 1 hard copy describing the need for this proposed amendment & identifying any benefits to Town.
4. **Proposed Text Change:** 1 hard copy; underline new language and [~~bracket and strike out language to be removed~~].
5. **Digital Copies:** E-mail electronic versions of the following to pandz@westportct.gov after submitting your P&Z Application.
 - a. A copy of the Proposed Text Amendment in “Word Format”
 - b. Explanatory Statement.
 - c. Signed Application Form.

MAP CHANGES REQUIREMENTS (#1 - #9)

1. **Application:** 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.
2. **Application Fee:** Cash or Check Only (*Made payable to the Town of Westport*) Total Fee **\$560.00.**
3. **Explanatory Statement:** 1 copy describing the need for this proposed amendment & identifying any benefits to Town.
4. **Existing Land Use Map:** 1 copy, as described in §42-3.1.1
5. **Existing Survey:** 1 copy; by CT licensed Land surveyor to A-2 Standard, to scale, signed and sealed.
6. **Proposed Zoning Map:** 1 copy; full size (24'x36") to scale, signed and sealed, as described in §42-3.1.2 & §42-3.1.3 in Regulations.
7. **Digital Copies:** A digital copy (*PDF format on a flash drive*) of all signed and sealed plans/surveys.
 - *Note: All revisions, supplemental plans, reports, and/or documents will need to be submitted in both hard copy and digital format.*
8. **Neighbor Notification Process:** A week prior to submission email pandz@westportct.gov to prepare mailing materials. Preparation Fee is \$25, you will receive 500' neighbor list, assessor's map, field card & labels for both envelopes & certificate of mailing form. Envelopes with pre-stamped return address and required red stamp are additional \$.10 each. The proof of mailing must be returned to the office up to 48 hours after submission.
 - **Note:** The neighbor notifications must be mailed the same day as you submit your application. Premature mailings may result in a supplemental mailing.
9. The applicant is required to send written notice to the State Commissioner of Public Health and also to the local Water Company for any application located within Aquifer Protection Overlay Zone, which is depicted on the official Westport Zoning Map.



Town of Westport
Planning and Zoning Commission
Town Hall, 110 Myrtle Avenue
Westport, CT 06880
Tel: 203-341-1030 Email: pandz@westportct.gov
www.westportct.gov

Neighbor Notification Instructions for P&Z Commission Applications:

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 one (1) copy 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) – The radius of abutters for Municipal Improvement, Special Permit/Site Plan, Subdivision/Re-Subdivision applications should be 250ft. The radius of abutters for Map Amendments should be 500ft.)

- 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 one (1) copy 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 P&Z Notice Letter (blank copy attached to your application) and mail out to your abutters within 48 hours of handing in your application. **Please remember** to write/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) 341-1030 or e-mail pandz@westportct.gov

Notice Letter

Date _____

To Whom It May Concern:

Notice is hereby given that _____ has filed a _____
(*Print Your Full Name*) (*List Type of Application*)

for _____
(*Complete Description of Project*)

with the Town of Westport Commission for approval for:

(*Address of Property*)

The public hearing date for this application will be, scheduled at the discretion of the P&Z Commission. A Legal Notice of Public Hearing for this application will be, published twice prior to the hearing in a local newspaper.

To view application details please:

Visit www.westportct.gov under *Planning & Zoning Department, Pending Applications*, or
Visit the P&Z office in room 203 at Town Hall, 110 Myrtle Ave, Westport, CT 06880. Monday - Friday 8:30 - 4:30

To submit a letter of support or objection for above project: Mail or E-mail letter to pandz@westportct.gov.

For Future Reference:

If you wish to receive E-mail Notifications of future hearings follow these directions:

1. Go to Town Website at www.westportct.gov.
2. On left tool bar Click: **Sign up for e-Notification**, Subscription page will open.
3. Type in your E-mail Address, *twice as requested*.
4. Click each **Board / Committee / Category** you want to receive E-mail Notifications from.
5. When you complete your selections, Click: **Subscribe**.
6. You will soon receive an E-mail confirmation.

Thank you,



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.