

# COASTAL SITE PLAN APPLICATION INSTRUCTIONS

WESTPORT PLANNING & ZONING

Page 1 of 4

## Requirements:

1. An application for the Planning and Zoning Commission **or** the Zoning Board of Appeals, plus fee, as applicable, plus the coastal site plan review application form.  
**For Application Fees: See Appendix A "Land Use Fees," located at the end of "The Westport Regulations".**
2. An Existing Conditions survey map drawn to A-2 accuracy and certified as substantially correct by a registered land surveyor in the quantity required by ZBA or P&Z. See §44-1.3 for additional information.
3. Site Plan documents for the proposal as per §44.1 through §44.6 of the Westport Zoning Regulations in quantity required by ZBA or P&Z. Note that in addition to the site plan, preliminary landscaping and building plans are required. Include all coastal resources on or adjacent to the site (see §22a-93 of the Connecticut General Statutes and/or the information attached to this form) and the information noted in §31.10.7.1 of the Westport regulations.
4. See Site Plan / Special Permit Application Form for required Neighbor Mailing process.
6. Using List from #4, address *business size* envelopes, applicant's return address to all owners. **DO NOT MAIL.** Only prepare envelopes and The Mailing Certificate Form (*Staff will provide*) and bring all to P&Z with your completed CAM Application Staff will advise to mail after CAM Application is accepted.
7. Also, any other information as may be required after the application has been reviewed by the P&Z staff.

## Introduction

**A Coastal Site Plan Review (CSPR) is required for applications for activities or projects which are located fully or partly within the Coastal Boundary** (described below) and are **not** exempt from this review by municipal regulation. Those proposing activities or projects within the Coastal Boundary must demonstrate that those activities or projects are consistent with all applicable policies and standards contained in the Connecticut Coastal Management Act (CCMA), codified in the Connecticut General Statutes (CGS) at Sections 22a-90 through 22a-112, as amended.

This Municipal Coastal Site Plan Review Form (CSPR-INST-11/99) is designed to help Coastal Site Plan Review applicants properly assess proposed activities for consistency with all applicable policies and standards in the CCMA, and where necessary, to incorporate all reasonable measures mitigating any adverse impacts of such actions on coastal resources and future water-dependent development activities in order to render the proposal fully consistent with the CCMA.

## Which Activities Require Coastal Site Plan Review and Approval?

Coastal site plan review is required for those activities that are proposed within the municipality's Coastal Boundary and are not exempt by municipal regulation.

The **Coastal Boundary** is statutorily defined as: a continuous line delineated on the landward side by the interior contour elevation of the one hundred year frequency coastal flood zone, as defined and determined by the national Flood Insurance Act, or a one thousand foot linear setback measured from the mean high water mark in coastal waters, or a one thousand foot linear setback measured from the inland boundary of tidal wetlands, whichever is farthest inland [CGS Section 22a-94(b)].

Connecticut's coastal municipalities are defined by the CCMA as: Greenwich, Stamford, Darien, Norwalk, Westport, Fairfield, Bridgeport, Stratford, Shelton, Milford, Orange, West Haven, New Haven, Hamden, North Haven, East Haven, Branford, Guilford, Madison, Clinton, Westbrook, Deep River, Chester, Essex,

Borough of Fenwick, Old Saybrook, Lyme, Old Lyme, East Lyme, Waterford, New London, Montville, Norwich, Preston, Ledyard, Groton (City, Town, and Long Point Borough), Noank, and Stonington (Town and Borough) [CGS Section 22a-94(a)]. A portion of each of these municipalities lies within coastal boundary.

The coastal boundary is delineated on maps approved by the CT Department of Environmental Protection (DEP) which are available for inspection at the DEPs Office of Long Island Sound Programs (OLISP) and coastal municipal planning and zoning offices. Copies of these maps may also be purchased from the DEPs Maps and Publications Sales Office. (860-424-3555)

## **How to Use This Form**

In order to assess an activity's consistency with the CCMA, the policies and standards that apply must be understood. These policies and standards are contained in, or are referenced by, CGS Sections 22a-92 and 22a-93. In addition, OLISP has developed a series of fact sheets that excerpt the statutory policies and provide background and discussion of each in a manner which should be helpful in the process of completing a Coastal Site Plan Review form

## **Applicability of this Form**

This form must be completed and submitted directly to the municipal planning and zoning office along with all other plans, reports and other material required by municipal regulations.

## **Section I: Applicant Identification**

In this section, identify the individual(s) proposing or sponsoring the work. Clearly identify the project site by address or, if more appropriate, with a description of its location. Indicate the city or town where the project is located. Check the box which reflects the applicant's interest in the property. If the primary contact for DEP correspondence is someone other than the applicant (i.e., a consultant or engineer), indicate that person's name and address in the space provided for "Primary Contact."

## **Section II: Project Site Plans**

Check the appropriate boxes to indicate that the necessary information is included on the project plans or elsewhere in the review package. It is important to include clear and concise project plans that delineate coastal resources on and/or adjacent to site, especially the water body receiving storm water discharges, if applicable. Complete plans will expedite the review process.

## **Section III: Written Project Information**

Check the box identifying why the site plan, plans or application requires a coastal site plan review pursuant to CGS 22a-105(b) (e.g., check the "variance" box if the CSPR application is triggered by an application for variance of the zoning regulations).

## **Part I: Site Information**

For the purposes of these instructions, "site" or "project site" refers to the property at which the proposed activity will be conducted. The information given as the location address should be the address of the property at which the proposed activity will take place. If the property does not have a street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example; "On River Street, approximately 1,000 feet north of its intersection with Bear Swamp Road." Also describe in detail the current land use on the site, current municipal zoning classification, and any significant features of the project site. Finally, indicate overall area of disturbance of the project. "Disturbance" includes not only the footprint of any construction, but also the extent of the project's work area. If the disturbance is 5 or more total acres of land area, then a DEP storm water permit may be required.

## **Part II.A.: Description of Proposed Project or Activity**

Provide a detailed description of the proposed project or activity, including the construction phasing, timing, and methodology. Include the project's purpose, and all activities related to construction such as site clearing, grading, and demolition. Also include the percentage of increase or decrease in impervious cover over existing conditions resulting from the project, and any changes or new uses of the property. Attach additional pages if necessary.

## **Part II.B.: Description of Proposed Storm water Best Management Practices**

Describe in detail the storm water best management practices (BMP) which will be utilized in this project. Explain how these storm water BMPs will retain on-site the volume of runoff generated by the first inch of rainfall, especially if the site or ultimate discharge is adjacent to tidal wetlands. If retention is not a feasible option, explain why not and describe how the storm water will be treated before it is discharged. It is also necessary to demonstrate that the loadings of total suspended solids from the site will be reduced by 80% on an average annual basis, and that post-development runoff rates and volumes will not exceed pre-development rates and volumes. Attach additional pages if necessary.

## **Part III: Identification of Applicable Coastal Resources and Coastal Resource Policies**

Check the appropriate coastal resources and their associated Coastal Management Policies in Part III. This information should be based on a field-verified determination of on-site and adjacent coastal resources. Note that there is a box provided for the identification of resources which are off-site but "within the influence of project." This is particularly applicable to "downstream" resources, such as those which could be affected by project drainage, erosion sedimentation or other impacts unless the project is designed with proper mitigation.

OLISP Coastal Resource Maps, which are useful for guidance, are available for inspection at OLISP and coastal municipal planning and zoning offices. Copies of these maps may also be purchased from the DEP Publications Office. These maps, however, may not be substituted for field surveys by qualified personnel where warranted by the presence of sensitive resources.

Please note that general "Coastal Resources" is "pre-checked" as its policies apply to **all** activities in the coastal boundary.

Additionally, check "Shorelands" for **any** site which is not *entirely* within the coastal flood hazard area, since shorelands are statutorily defined as, "...those land areas within the coastal boundary exclusive of coastal hazard areas...."

## **Part IV: Consistency with Applicable Coastal Resource Policies and Standards**

Explain how the proposed activity is consistent with the associated policies for each of the identified coastal resources in Part III. Describe the location and condition of the coastal resources identified in Part III and explain how the proposed project is consistent with all of the applicable coastal resource policies. Where appropriate, describe mitigation measures proposed to offset any impacts from the project. For example, if "Tidal Wetlands" are identified on-site, explain the proposed wetland protection measures that will be incorporated into the project including setbacks, buffer areas, conservation easements and other protective measures, since the CCMA policies require strict protection of tidal wetland resources. Or, if off-site Tidal Wetlands could be affected by on-site road construction, provide a detailed description of the sediment and erosion control measures that will mitigate potential impacts.

## **Part V: Identification of Applicable Coastal Use and Activity Policies and Standards**

This section provides a list of all statutory policies and standards for land and water *uses* in Connecticut's Coastal Boundary which are either set forth in, or referenced by, Section 22a-92 of the CCMA. All policies and standards are included in the *Reference Guide to Coastal Policies and Definitions*. Using the appropriate fact sheet(s) identify all policies and standards applicable to the proposed activity. Please note that the "General Development" is "pre-checked" as its policies apply to **all** activities in the coastal boundary.

## **Part VI: Consistency with Applicable Coastal Use Policies and Standards**

Explain how the proposed activity, including any mitigation proposed to offset adverse impacts, is consistent with the coastal use policies and standards. Because all activities invoke the "General Development" policies, consistency *must* be addressed in every case. Please attach additional, pages if necessary.

## **Part VII.A.: Identification of Potential Adverse Impacts on Coastal Resources**

This section requires the identification of applicable adverse impacts to coastal resources. "Adverse Impacts" are specifically defined by statute and are discussed in the *Fact Sheet for Adverse Impacts*. Based upon the proposed activity and its location, identify the potential adverse impacts to the resources on and adjacent to the site.

## **Part VII.B.: Identification of Potential Adverse Impacts on Future Water-dependent Uses:**

Complete Part VII.B if the project abuts *marine or tidal waters*, or *tidal wetlands*.

Section 1 requires the identification of applicable adverse impacts to future water-dependent development opportunities and activities. As a reference, each statutorily defined adverse impact is listed with its statutory citation. Based upon the proposed activity and its location, carefully identify the potential adverse impacts on future water-dependent uses.

In Section 2, identify the components of the project that constitute water-dependent uses and therefore render the project consistent with the CCMA. If there are no water-dependent use components, describe how the project is not appropriate for development of a water-dependent use.

## **Part VIII: Mitigation of Potential Adverse Impacts**

Explain how all potential adverse impacts to coastal resources and future water-dependent development opportunities have been avoided, minimized, or mitigated. For example, potential water-quality impacts might be minimized

through preservation of pervious surfaces which reduce runoff and mitigated by storm water pre-treatment prior to discharge off-site. Impacts to water-dependent uses could be avoided by locating a water-dependent use at an appropriate site where no such water-dependent use currently exists

## **Part IX: Remaining Adverse Impacts**

Identify any remaining impacts to coastal resources and/or future water-dependent development opportunities that have not been mitigated and explain why no other mitigation is proposed. Clearly explain why there are no feasible or prudent alternatives to the proposed activity that would result in fewer or lesser impacts to coastal resources and water-dependent uses.

# Coastal Site Plan Review Application Form

For non-exempt projects to be submitted to **Westport Planning & Zoning Commission** or **Zoning Board of Appeals**. Please complete this form as per attached instructions and submit it to P&Z with the appropriate number of plans listed.

For Application Fees: See **Appendix A "Land Use Fees,"** located at the end of "The Westport Regulations"

Page 1 of 8

## Section I: Applicant Identification

Date: \_\_\_\_\_

Applicant: _____	Day Time Tel: _____
Address: _____	E-Mail: _____
City/Town: _____	State: _____ Zip Code: _____
Project Address or Location: _____	
_____	
_____	
_____	
Property Owner: _____	Day Time Tel: _____
Mailing Address: _____	E-Mail: _____
City/Town: _____	State: _____ Zip Code: _____
<b>List primary project representative for correspondence if other than applicant:</b>	
Name: _____	Day Time Tel: _____
Address: _____	E-Mail: _____
City/Town: _____	State: _____ Zip Code: _____

## Section II: Project Site Plans

Please provide project site plans that clearly and accurately depict the following information, also check the appropriate boxes below to indicate that the plans are included in this application:

- Project location.
- Existing and proposed conditions, including buildings and grading.
- Coastal resources on and contiguous to the site.
- High tide line [as defined in CGS § 22a-359(c)] and mean high water mark elevation, contours (for parcels abutting coastal waters and/or tidal wetlands only.)
- 25-year and 100-year flood lines, if applicable.
- FEMA flood zone lines.
- Soil erosion and sediment controls.
- Storm water treatment practices.
- Ownership of adjacent properties.
- Reference datum (i.e., National Geodetic Vertical Datum, Mean Sea Level, etc.)

## Section III: Written Project Information

Check the box to identify the plan or application that resulted in this Coastal Site Plan Review:

- CAM Site Plan Approval.
- Subdivision or Re-subdivision.
- Special Permit and CAM Site Plan Approval.
- Variance from the Zoning Board of Appeals.
- Municipal Project (CGS §8-24).

### Part I: Site Information

1. Street Address \_\_\_\_\_  
PID#: (9 Digits – Staff will provide) \_\_\_\_\_ Zone: \_\_\_\_\_  
Gross Lot Area: \_\_\_\_\_
2. Is project or activity proposed at a waterfront site (includes tidal wetlands frontage)?  
 YES  NO
3. Name of on-site, adjacent or downstream coastal, tidal or navigable waters, if applicable:  
\_\_\_\_\_
4. Identify and describe the existing land use on and adjacent to the site. Include any existing structures, and significant features of the project site: \_\_\_\_\_
  
5. Indicate the area of the project site in acres \_\_\_\_\_ or square feet \_\_\_\_\_
6. Check the appropriate box below to indicate whether the project or activity will disturb 5 acres or more total acres of land area (please also see Part II.B regarding proposed storm water best management practices):
  - Project or activity **will** disturb 5 or more total acres of land area on the site and may be eligible for registration for the Department of Environmental Protection's (DEP) General Permit for the Discharge of Stormwater and Dewatering Wastewaters Associated with Construction Activities
  - Project or activity will **not** disturb 5 or more total acres of land area

**Part II.A.: Description of Proposed Project or Activity**

Describe the proposed project or activity including its purpose and related activities such as site clearing, grading, demolition, and other site preparations; percentage of increase or decrease in impervious cover over existing conditions resulting from the project; phasing, timing and method of proposed construction; and new uses and changes from existing uses (attach additional pages if necessary):

**Part II.B.: Description of Proposed Stormwater Best Management Practices**

Describe the stormwater best management practices that will be utilized to ensure that the volume of runoff generated by the first inch of rainfall is retained on-site, especially if the site or stormwater discharge is adjacent to tidal wetlands.  
If runoff cannot be retained on-site, describe the site limitations that prevent such retention and identify how stormwater will be treated before it is discharged from the site. Also demonstrate that the loadings of total suspended solids from the site will be reduced by 80 percent on an average annual basis, and that post-development stormwater runoff rates and volumes will not exceed pre-development runoff rates and volumes (attach additional pages if necessary, or indicate on plans):

**Part III: Identification of Applicable Coastal Resources and Coastal Resource Policies**

Identify the coastal resources and associated policies that apply to the project by placing a check mark in the appropriate box(es) in the following table.

<b>Coastal Resources</b>	<b>On-site</b>	<b>Adjacent</b>	<b>Off-site but within the influence of project</b>	<b>Not Applicable</b>
<b>General Coastal Resources*</b> - Definition: CGS § 22a-93(7); Policy: CGS Section 22a-92(a)(2)	<b>X</b>	<b>X</b>	<b>X</b>	
<b>Beaches &amp; Dunes</b> - Definition: CGS § 22a-93(7)(C); Policies: CGS §§ 22a-92-(b)(2)(C) and 22a-92(c)(1)(K)				
<b>Bluffs &amp; Escarpments</b> - Definition: CGS § 22a-93(7)(A); Policy: CGS Section 22a-92(b)(2)(A)				
<b>Coastal Hazard Area</b> - Definition: CGS §22a-93(7)(H); Policies: CGS Sections 22a-92(a)(2), 22a-92(a)(5), 22a-92(b)(2)(F), 22a-92(b)(2)(J), and 22a-92(c)(2)(B)				
<b>Coastal Waters, Estuarine Embayments, Nearshore Waters, Offshore Waters</b> - Definition: CGS § 22a-93(5), 22a-93(7)(G), and 22a-93(7)(K), and 22a-93(7)(L) respectively; Policies: CGS § 22a-92(a)(2) and 22a-92(c)(2)(A)				
<b>Developed Shorefront</b> - Definition: CGS § 22a-93(7)(I); Policy: 22a-92(b)(2)(G)				
<b>Freshwater Wetlands and Watercourses</b> - Definition: CGS § 22a-93(7)(F); Policy: CGS Section 22a-92(a)(2)				
<b>Intertidal Flats</b> - Definition: CGS § 22a-93(7)(D); Policies: 22a-92(b)(2)(D) and 22a-92(c)(1)(K)				
<b>Islands</b> - Definition: CGS § 22a-93(7)(J); Policy: CGS § 22a-92(b)(2)(H)				
<b>Rocky Shorefront</b> - Definition: CGS § 22a-93(7)(B); Policy: CGS § 22a-92(b)(2)(B)				
<b>Shellfish Concentration Areas</b> - Definition: CGS § 22a-93(7)(N); Policy: CGS § 22a-92(c)(1)(I)				
<b>Shorelands</b> - Definition: CGS § 22a-93(7)(M); Policy: CGS § 22a-92(b)(2)(I)				
<b>Tidal Wetlands</b> - Definition: CGS § 22a-93(7)(E); Policies: CGS §§ 22a-92(a)(2), 22a-92(b)(2)(E), and 22a-92(c)(1)(B)				

\* General Coastal Resource policy is applicable to **all** proposed activities



## Part IV: Consistency with Applicable Coastal Resource Policies and Standards

Describe the location and condition of the coastal resources identified in Part III above and explain how the proposed project or activity is consistent with all of the applicable coastal resource policies and standards,; also see adverse impacts assessment in Part VII.A below (attach additional pages if necessary)

## Part V: Identification of Applicable Coastal Use and Activity Policies and Standards

Identify all coastal policies and standards in or referenced by CGS § 22a-92 applicable to the proposed project or activity:

- General Development\*** - CGS § 22a-92(a)(1), 22a-92(a)(2), and 22a-92(a)(9)
- Water-Dependent Uses\*\*** - CGS § 22a-92(a)(3) and 22a-92(b)(1)(A); definition CGS § 22a-93(16)
- Ports and Harbors** - CGS § 22a-92(b)(1)(C)
- Coastal Structures and Filling** - CGS § 22a-92(b)(1)(D)
- Dredging and Navigation** - CGS § 22a-92(c)(1)(C) and 22a-92(c)(1)(D)
- Boating** - CGS § 22a-92(b)(1)(G)
- Fisheries** - CGS Section 22a-92(c)(1)(I)
- Coastal Recreation and Access** - CGS § 22a-92(a)(6), 22a-92(C)(1)(j) and 22a-92(c)(1)(K)
- Sewer and Water Lines** - CGS § 22a-92(b)(1)(B)
- Fuel, Chemicals and Hazardous Materials** - CGS § 22a-92(b)(1)(C), 22a-92(b)(1)(E) and 22a-92(c)(1)(A)
- Transportation** - CGS § 22a-92(b)(1)(F), 22a-92(c)(1)(F), 22a-92(c)(1)(G), and 22a-92(c)(1)(H)
- Solid Waste** - CGS § 22a-92(a)(2)
- Dams, Dikes and Reservoirs** - CGS § 22a-92(a)(2)
- Cultural Resources** - CGS § 22a-92(b)(1)(J)
- Open Space and Agricultural Lands** - CGS § 22a-92(a)(2)

\* General Development policies are applicable to all proposed activities

\*\* Water-dependent Use policies are applicable to all activities proposed at waterfront sites, including those with tidal wetlands frontage.

## Part VI: Consistency With Applicable Coastal Use Policies And Standards

Explain how the proposed activity or use is consistent with all of the applicable coastal use and activity policies and standards identified in Part V. **For projects proposed at waterfront sites (including those with tidal wetlands frontage)**, particular emphasis should be placed on the evaluation of the project's consistency with the water-dependent use policies and standards contained in CGS §§ 22a-92(a)(3) and 22a-92(b)(1)(A) -- also see adverse impacts assessment in Part VII.B below (attach additional pages if necessary):

## Part VII.A.: Identification of Potential Adverse Impacts on Coastal Resources

*Please complete this section for all projects.*

Identify the adverse impact categories below that apply to the proposed project or activity. The **Applicable** column **must** be checked if the proposed activity has the **potential** to generate any adverse impacts as defined in CGS § 22a-93(15). If an adverse impact may result from the proposed project or activity, please use Part VIII to describe what project design features may be used to eliminate, minimize, or mitigate the potential for adverse impacts.

Potential Adverse Impacts on Coastal Resources	Applicable	Not Applicable
Degrading tidal wetlands, beaches and dunes, rocky shorefronts, and bluffs and escarpments through significant alteration of their natural characteristics or functions - CGS Section 22a-93(15)(H)		
Increasing the hazard of coastal flooding through significant alteration of shoreline configurations or bathymetry, particularly within high velocity flood zones - CGS Section 22a-93(15)(E)		
Degrading existing circulation patterns of coastal water through the significant alteration of patterns of tidal exchange or flushing rates, freshwater input, or existing basin characteristics and channel contours - CGS Section 22a-93(15)(B)		
Degrading natural or existing drainage patterns through the significant alteration of groundwater flow and recharge and volume of runoff - CGS Section 22a-93(15)(D)		
Degrading natural erosion patterns through the significant alteration of littoral transport of sediments in terms of deposition or source reduction - CGS Section 22a-93(15)(C)		
Degrading visual quality through significant alteration of the natural features of vistas and view points - CGS Section 22a-93(15)(F)		
Degrading water quality through the significant introduction into either coastal waters or groundwater supplies of suspended solids, nutrients, toxics, heavy metals or pathogens, or through the significant alteration of temperature, pH, dissolved oxygen or salinity - CGS Section 22a-93(15)(A)		

Potential Adverse Impacts on Coastal Resources	Applicable	Not Applicable
Degrading or destroying essential wildlife, finfish, or shellfish habitat through significant alteration of the composition, migration patterns, distribution, breeding or other population characteristics of the natural species or significant alterations of the natural components of the habitat - CGS Section 22a-93(15)(G)		

**Part VII.B.: Identification of Potential Adverse Impacts on Water-dependent Uses**

Please complete the following two sections **only if the project or activity is proposed at a waterfront site**:

1. **Identify the adverse impact categories below that apply to the proposed project or activity.** The Applicable column **must** be checked if the proposed activity has the **potential** to generate any adverse impacts as defined in CGS Section 22a-93(17). If an adverse impact may result from the proposed project or activity, use Part VIII to describe what project design features may be used to eliminate, minimize, or mitigate the potential for adverse impacts.

Potential Adverse Impacts on Future Water-dependent Development Opportunities and Activities	Applicable	Not Applicable
Locating a non-water-dependent use at a site physically suited for or planned for location of a water-dependent use - CGS Section 22a-93(17)		
Replacing an existing water-dependent use with a non-water-dependent use - CGS Section 22a-93(17)		
Siting a non-water-dependent use which would substantially reduce or inhibit existing public access to marine or tidal waters - CGS Section 22a-93(17)		

2. **Identification of existing and/or proposed Water-dependent Uses**

Describe the features or characteristics of the proposed activity or project that qualify as water-dependent uses as defined in CGS § 22a-93(16). If general public access to coastal waters is provided, please identify the legal mechanisms used to ensure public access in perpetuity, and describe any provisions for parking or other access to the site and proposed amenities associated with the access (e.g., boardwalk, benches, trash receptacles, interpretative signage, etc.) If there are no water-dependent use components, describe how the project site is not appropriate for the development of a water-dependent use:

**Part VIII: Mitigation of Potential Adverse Impacts**

Explain how all potential adverse impacts on coastal resources and/or future water-dependent development opportunities and activities identified in Part VII have been avoided, eliminated, or minimized (attach additional pages if necessary):

**Part IX: Remaining Adverse Impacts**

Explain why any remaining adverse impacts resulting from the proposed activity or use have not been mitigated and why the project as proposed is consistent with the Connecticut Coastal Management Act (attach additional pages if necessary):

**SUPPORTING MATERIAL/DOCUMENTATION**

The P&Z Commission or the Zoning Board of Appeals may request the submission of such additional information that it deems necessary in order to reach a decision on the application. Include any additional information, list any supplemental materials (plans, report, etc.) that are being submitted in support of this application.

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

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
\*Owner's Signature (if different from owner) Date

\* If the applicant is unable to obtain property owner's signature, submit a letter of authorization signed by property owner instead, as per §43-3.



**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](mailto:PandZ@westportct.gov)  
[www.westportct.gov](http://www.westportct.gov)

**TO:** Whom it May Concern  
**FROM:** Michelle Perillie, 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.*