

SITE PLAN / SPECIAL PERMIT APPLICATION

WESTPORT PLANNING and ZONING COMMISSION

FOR OFFICE USE ONLY

- SITE PLAN**
 SPECIAL PERMIT & SITE PLAN
 CAM SITE PLAN

Application # _____
Submission Date: _____
Receipt Date: _____
Fee: _____

1. Property Address (as listed in the Assessor's records) _____
2. Property ID# (9 Digits - staff will provide) _____ Zone: _____
3. This property is connected to: Septic or Sewer
4. Does this project involve demolition of structures 50+ yrs old or more? No If Yes = Visit HDC Rm 108, 341-1184.
5. Applicant's Name _____ Daytime Tel # _____
Applicant's Full Address _____ Zip Code _____
E-Mail: _____

NOTE: Below List Owner's Name(s) as it appears on the **DEED** (No abbreviations) If more space needed submit list.

6. Property Owner's Name _____ Daytime Tel # _____
Property Owner's Address _____ Zip Code: _____
E-Mail: _____
7. Agent's Name (if different): _____ Daytime Tel # _____
Agent's Address _____ Zip Code: _____
E-Mail: _____
8. Zoning Board of Appeals Case # (if any) _____
9. Existing Uses of Property: _____
10. Describe Proposed Project:

11. For Special Permits, please indicate the Special Permit Use and the specific section of the Zoning Regulations requiring a Special Permit for this use: _____

12. This property **Is** **Is Not** within 500 feet of an adjoining municipality.

13. List your Estimated time needed for your presentation at hearing: _____
The P&Z Director, his/her designee, or the P&Z Commission may require an applicant to pay for hiring one or more outside consultants to assist the P&Z staff and Commission in analyzing, reviewing and reporting on areas requiring technical review.

I hereby certify that the above information is correct and that I have submitted herewith all of the pertinent documentation required by the zoning application.

Applicant's Signature (If different than owner)

Owner's Signature (Must be signed ¹)

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

FLOOR AREA and PARKING SPACES <i>For This TENANT SPACE</i> Address _____	<u>REQUIRED</u>	<u>EXISTING</u>	<u>PROPOSED</u>	<u>COMMENTS</u>
Office - Floor area (1:250)				
Healthcare Professional floor area (1:200)				
Retail - Floor area (1:180)				
Medical - Floor area (1:200)				
Patron Bar - Floor area (1:20)				
Rest. Patron - Floor area (1:50)				
Non Patron - Floor area (1:500)				
Apartment - # of bedrooms (varies)				
Bank Office - (1:250)				
Bank Customer Area - (1:220)				
Other - (Explain):				
Size of Parking Spaces: Standard (9' x 18):				
Small (8' x 16' min):				
Handicapped:				
Loading Spaces: Number <i>and</i> Size:				

APPLICATION REQUIREMENTS

- Plans & surveys must not exceed 24'x36
- All plans and surveys must also be in PDF digital format signed and sealed.
- All revisions, supplemental plans, reports, and/or documents will require a new digital copy.

1. **Application 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.
2. **Application Fee** – Cash or Check, made payable to **Town of Westport**, per above fee schedule above.
Note: After-the-fact applications are subject to double the application fee
3. A written statement describing the existing and proposed use.
4. **Existing Conditions Survey:** 1 copy, signed and sealed & to scale as required in accordance with §44-1 of Westport Zoning Regulations
5. **Site Plan and/or Building Plans** (if applicable): 1 copy, detailed and to scale.
6. **Coastal Area Management Application:** If in the CAM zone, submit a copy of the completed CAM application along with P&Z Submission.
7. **Excavation & Fill:** A written narrative from the project Engineer identifying how the project conforms to excavation and fill standards listed in §32-8.3.2 of the Westport Zoning Regulations
8. **Neighbor Notification Process:** Pursuant to Public Act 06-80 all P&Z applicants are required to submit a Certificate of Mailing. The proof of mailing must be returned to the office up to 48 hours after submission along with a copy of the 250' (Zone AA and Commercial) neighbor list, assessor's map, & field card. Required documents can be found at: <https://www.axisgis.com/WestportCT/>.

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.

As per Pursuant to Public Act 06-53 - All P&Z & ZBA Applications received after 10-01-06.



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

P&Z Notice Letter

To whom it may concern:

Date: _____

This letter is being sent to you to make you aware of the Application listed below.

Notice is hereby given that _____ has filed a _____
(Applicant's Full Name) (List Type of Application)

For Listed Proposed Project Description below:

With the Town of Westport / **Planning and Zoning**

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 Notice of Public Hearing for this application will be published on the town's website.

To view application details please: Visit www.westportct.gov under *P&Z Pending Applications & Recent Approvals*.

To submit comments 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 the top tool bar Click: **How Do I . . .**
3. On the left tool bar Click the following in order: **Communicate with the Town** then **Subscribe to Westport Emergency, Meetings, and News eNotifications**
4. Scroll down to **Meeting & News eNotifications** and type in your E-mail Address and your Name.
5. Click each **Board / Committee / Category** you want to receive E-mail Notifications from.
6. When you complete your selections, Click: **Submit**.
7. You will soon receive an E-mail confirmation.

Thank you, _____
(Applicant's Full Name)



Certificate of Mailing - Form

Name and Address of Sender

TOTAL NO. of Pieces Listed by Sender

TOTAL NO. of Pieces Received at Post Office™

Apply Stamp Here
Postmark with Date of Receipt

Postmaster, per (name of receiving employees)

USPS® Tracking Number
Item-specific Identifier

Address
(Name, Street, City, State, and ZIP Code™)

Postage Fee Special Handling Parcel Affix

1.							
2.							
3.							
4.							
5.							
6.							

WESTPORT CONNECTICUT
PLANNING & ZONING
110 MYRTLE AVE TOWN HALL RM 203
WESTPORT, CT 06880
Tel: 203-341-1030 • 203-341-1079
Fax: 203-454-6145

September 01, 2018

Site Visits

Please be advised that a formal site visit of the Planning & Zoning Commission may be Scheduled prior to the Public Hearing at which the Application is scheduled. Staff will advise you if a formal site visit is scheduled.

Furthermore, Planning & Zoning Commission members and/or staff may decide to carry out informal, independent site visits to the subject property. These visits may take place during the two week period prior to the Public Hearing at which the Application is scheduled.

We thank you for your cooperation.

Please feel free to contact the Planning & Zoning office if you have any questions or there are any special circumstances which might affect site visits.

Michelle Perillie,
Planning & Zoning Director



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.