



CONSERVATION DEPARTMENT
TOWN HALL – 110 MYRTLE AVENUE
WESTPORT, CT 06880
P 203.341.1170 F 203.341.1088

WESTPORT™

Conservation Department Requirements for Permit Issuance

1. **Health Approval**, including a copy of the septic plan or B100a plan stamped and signed by the Health Department (unless connected to city sewer).
2. **Permission from property owner** if you are the applicant not the owner (either a letter of permission or a signed application).
3. **One (1) copy of the site and/or plot plan** of A2 accuracy. Items that are required to be shown on the site or plot plan include:
 - Existing and proposed conditions including proposed **coverage, grading and drainage**.
 - **Waterway Protection Line** – either 15-feet from the 25-year flood line (where applicable), or 15-feet from the wetland line, whichever is greater. In the case of an unnamed waterway or pond: 15-feet from the wetland line or 15-feet from the top of the bank, whichever is greater.
 - **Wetland Line** – available from the Town of Westport Wetland Maps in the Conservation Office. Any newly delineated wetland line must first be approved by the Westport Conservation Commission prior to submittal of development application;
 - Appropriate wetland setback(s); and
 - Watercourse or waterbody lines.
4. **One (1) copy of building plans.**
5. **Digital Set.** A complete digital set of your site plan and building plans uploaded to the Online Service Portal. <https://www.westportct.gov/business/westport-online-permit-info-hub-2619>
6. **Application Fee.** Checks made payable to the Town of Westport. (Fee invoiced after plan review)