



CONSERVATION DEPARTMENT  
TOWN HALL – 110 MYRTLE AVENUE  
WESTPORT, CT 06880  
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WESTPORT™

## Application Submittal Requirements to be Reviewed by the Conservation Commission

All material is to be submitted in accordance with the deadline schedule available in the Conservation Department. Requested material is to be submitted no less than 21 days prior to the date of the Public Hearing.

1. **Permission from property owner** if you are the applicant not the owner (either a letter of permission or a signed application). If you are the agent, application is to indicate the same and a letter of authorization is needed from the owner.
2. **Completion of Schedule A, B, C, D, & E.** Schedule C, D, & E are to be completed as applicable to property and proposal.
3. **Fee** (Fee schedule to be completed by Conservation Department staff.)
4. **Seven (7) Copies of completed IWW applications only. Nine (9) copies for WPL and IWW, WPL applications.** Each set of copies are to include the application and associated plans. Submitted copies that have not been collated into individual sets will be returned to the agent/applicant/owner.
5. **Digital Set.** A complete digital set of your application and materials uploaded to the Online Service Portal. <https://www.westportct.gov/business/westport-online-permit-info-hub-2619>
6. **Health Approval**, including a copy of the septic plan or B100a plan stamped and signed by the Health Department (unless connected to city sewer). If connected to city sewer this is to be indicated on the application.
7. **All applications and associated plans are to show the following:** as well as items indicated in Schedule A.
  - 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).
  - Watercourse or waterbody lines.

It is strongly recommended that a **pre-application review meeting** be scheduled with Conservation Department staff prior to submission of the application material. Missing information relevant to the proposed activity will result in the return of the application to agent/applicant and possible delay to the next month's public hearing agenda or the determination of an incomplete application.