

# MAP or TEXT AMENDMENT APPLICATION

WESTPORT PLANNING AND ZONING COMMISSION

## OFFICE USE ONLY

Application # \_\_\_\_\_

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

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

Amount Fee Paid: \_\_\_\_\_

**TEXT** – AMENDMENT TO ZONING REGULATIONS

**MAP** – AMENDMENT TO ZONING REGULATIONS

**TEXT** – AMENDMENT TO TOWN PLAN CONSERVATION AND OF DEVELOPMENT

**MAP** – AMENDMENT TO TOWN PLAN CONSERVATION AND OF DEVELOPMENT

1. Applicant's Name: \_\_\_\_\_ Daytime Tel: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. For Text Change Only: Section: \_\_\_\_\_

## MAP CHANGES

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. Metes and Bounds Description of Property: \_\_\_\_\_

12. A previous zone change/land use designation has  has not  been requested for this property

If change was previously requested, indicate date (s) \_\_\_\_\_

13. A List or A Map showing each ZBA Variance Case Number for all lots within 250' of subject property.

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

15. Estimated time needed for presentation: \_\_\_\_\_

*I hereby certify that the above information is correct and that I have submitted herewith all of the pertinent documentation required by the regulations;  
In accordance with the P&Z bylaws.*

**Applicant's Signature ( If different than owner )** \_\_\_\_\_

**Owner's Signature ( Must be signed <sup>1</sup> )** \_\_\_\_\_

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. Application Fee - Cash or check (*made payable to the Town of Westport*) Total fee \$560.00.
2. An **EXPLANATORY Statement** describing need for proposed amendment & identifying any benefits to Town.
3. Twelve ( **12** ) copies of proposed **TEXT CHANGE**; underline new language and [~~bracket and strike out language to be removed~~].
4. Send **ELECTRONIC VERSIONS** of both the Text Amend. & Explanatory Statement (items #2 & #3) to P&Z at [pandz@westportct.gov](mailto:pandz@westportct.gov).
5. The applicant is required to **SEND WRITTEN NOTICES** to the State Commissioner of Public Health and 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 and ZBA Applications received after October 1, 2006.*

## MAP CHANGES REQUIREMENTS

1. An application fee paid in cash or check (*made payable to the Town of Westport*) Total fee \$560.00.
2. An **EXPLANATORY Statement** describing Map change identifying any benefits to Town.
3. Two ( **2** ) **EXISTING CONDITIONS** by Land surveyor to A-2 Standard.
4. Twelve ( **12** ) copies of **REZONING MAP (FULL SIZE 24"x36")** as described in §42-3.1.1, §42-3.1.2 & §42-3.1.3 in zoning regulations.
5. Twelve ( **12** ) copies of **REZONING MAP (REDUCED to SCALE 11" x 17")**  
Please submit **ALL Maps & Surveys FOLDED NOT ROLLED**.
6. Submit an electronic version of **EACH project MAP = ( CD, USB or E-mail: [pandz@westportct.gov](mailto:pandz@westportct.gov) are acceptable )**.  
**Note:** If any map is revised you must submit a new full electronic updated version.
7. One ( **1** ) copy of the Property Field Card (*Obtain from Tax Assessor's Office Room 104*).
8. A **LIST** or A **MAP** showing **each ZBA Variance Case Number** for all lots within 250' of subject property.
9. One ( **1** ) copy of the **Assessor's Tax Map** showing the location of the property and the properties within a **500' radius**.  
*P&Z staff can provide you with the map.*
10. A **LIST of Names & Addresses**, as of the date of application submission, identifying the owner of all properties within a **500' radius**.  
*P&Z staff can provide you with this list.*
11. **NEIGHBOR NOTIFICATION PREPARATION INSTRUCTIONS:**
  - a.** On the attached **NOTIFICATION LETTER** Fill in the blanks (use date of staff ck appointment).  
Photo **COPY** the **Letter** as per quantity on list #9. **PREPARE** an **EVELOPE** with your return address, add the mailing address from each neighbor on list. Then **STUFF** each envelope with **Notice Letter** but **DO NOT MAIL** submit all envelopes with application, you mail **AFTER** we accept your application.  
**NOTE: PREMATURE or LATE MAILINGS may require that you REPEAT mailing process because neighbors will have been notified but, the application may not be in office for public to review.**
  - b.** Prepare **CERTIFICATE OF MAILING FORMS - Ask Staff for Post Office Form #3877, (NOT CERTIFIED MAIL)**.  
**AFTER you submit application** you will be advised to take **FORMS & ENVELOPES** to Post Office.
  - c.** The Post Office will then **STAMP** your Certificate of Mailing Form.  
**URGENT: You MUST BRING that STAMPED FORM & copy of LETTER** back to this office **ASAP or your Application can NOT be \*Legal Noticed**, which will cause it to move to next hearing date.  
**NOTE: A LEGAL NOTICE of PUBLIC HEARING - MUST be published twice in a local newspaper.**

**See next page for #12 FINAL INSTRUCTION REQUIREMENT:**

12. The applicant is required to: **SEND WRITTEN NOTICES** 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 and ZBA Applications received after October 1, 2006.*

\* *Color Key for these maps:* Yellow = **Residential**  
Red = **Commercial**  
Blue, light & dark = **Water and Institutional**  
Green = **Open Space**  
Brown = **Multi-family Residential**  
Purple = **Industrial**

# 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

P&Z Commission     Zoning Board of Appeals     Administrative Review Committee

for approval for \_\_\_\_\_  
( *Address of Property* )

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

To view the details concerning this Application please visit the P&Z office in room 203 at Town Hall, Room 203 110 Myrtle Ave, Westport, CT 06880. Office hours: Mon, Wed & Fri 8:30 – 3:00 Tues & Thurs 8:30 – 4:00.

For future reference: If you wish to receive copies of all Town legal notices and meeting agendas by e-mail, please follow these directions:

1. Go to **www.westportct.gov**.
2. Click on “Sign up for e-mail updates (*located in the top right corner under Online services.*)
3. Scroll down to “Subscribe to Newsletters”.
4. Enter your e-mail address.
5. Check box for Land Use Agencies then Click submit.

Thank you,

\_\_\_\_\_  
( *Your Name* )