

WESTPORT PLANNING AND ZONING COMMISSION

LOT LINE CHANGES

FOR OFFICE USE ONLY
Submission Date: _____

- LOT LINE CHANGES**
- FIRST CUT DIVISION OF LAND**
- MAP SIGN-OFFS FOR FILING OF RECORD MAPS IN THE TOWN CLERK'S OFFICE**
- BUILDING LOT DETERMINATION**

1. Address of property or properties: _____

2. Assessor's Map of property or properties # _____ Lot # _____

3. Zoning District: _____

4. Approved subdivision map Title _____

Date _____ Land Record Map # _____

5. Owner of Record of property or properties: _____

Owner's Address: _____

6. Agent's Name (if different): _____

Agent's Address: _____ Daytime Phone #: _____

7. Zoning Board of Appeals Case # (if any): _____

8. Existing Uses of property: _____

9. Date of Westport/Weston Health District sign off, if applicable _____

10. Reason for Request: _____

11. All Property Owners Written Authorization:

All of the above requested information must be included on this form or the request will not be processed.

FIRST CUT DIVISION OF LAND / LOT LINE REVISIONS / BUILDING LOT DETERMINATION

A free cut or first cut division of real property requires no subdivision approval by the Planning and Zoning Commission. A parcel of land that has not been divided since the adoption of subdivision regulations can be divided into two conforming parcels of land without a subdivision approval by the Planning and Zoning Commission. A title search may be required to determine whether a first cut has occurred.

All requests for the determination of eligibility for a first cut division of real property; lot line revisions of lots shown on approved, recorded subdivision maps; and requests to determine if a parcel of land is a building lot must be submitted to the Planning and Zoning office for review with the following information:

1. A completed form titled LOT LINE CHANGES.
2. A copy of the approved subdivision map.
3. A mylar map, drawn to A-2 standards, with lot area calculations as per the Westport Zoning Regulations, and two prints of the mylar. The mylar must include the amount of wetlands and steep slopes and a determination that the lot shape complies with the Regularity Factor. If the property is serviced by a septic system or proposed to be serviced by a septic system, please include a signature line for the Director of the Westport/Weston Health District.
4. Copies of all record maps referenced in any deed from 1937 to the present.

If the property is vacant, the assessor's cards for the adjoining properties are also required in order to determine if the property has merged with an adjoining property.
5. In the case of a first cut division of land or lot line revision, a narrative that sets forth the legal rationale as to the specific circumstance which allows this division without subdivision or a resubdivision approval by the Planning and Zoning Commission.
6. If the property is serviced by a septic system or proposed to be serviced by a septic system, a sign off on septic feasibility must be obtained from the Director of the Westport/Weston Health District.
7. There is a \$75.00 fee for first cut division of land or building lot determination.

Allow approximately a week for review by the Planning and Zoning staff. During this time the Planning and Zoning staff will review the information submitted. If there are wetlands on the property, a copy of the signed map will be sent to the Conservation Department.