

SUBDIVISION / RESUBDIVISION APPLICATION

WESTPORT PLANNING AND ZONING COMMISSION

CHECK APPLICABLE BOX:

- Subdivision
 Re-Subdivision

FOR OFFICE USE ONLY:

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

APPLICATION INFORMATION

1. Property Address: _____
2. Assessor's Map # _____ Lot # _____
3. Town of Westport Zoning District: _____ Land Record Map # _____
4. Applicant's Name: _____ Daytime Phone # _____
Applicant's Address: _____ E-mail: _____
5. Owner's Name: _____ Daytime Phone # _____
Owner's Address: _____ E-mail: _____
6. Agent's Name (if different): _____ Daytime Phone # _____
Agent's Address: _____ E-mail: _____
7. Name of Subdivision: _____
8. Title of Subdivision Map: _____
Scale: _____ Date: _____
9. Number of lots proposed: _____ Number of new building lots created: _____
Subdivision layout covers _____ acres.
Distance to public sewer: _____ Will connect: Yes No
Distance to public water: _____ Will connect: Yes No
10. Source of elevations, contour and similar data shown on maps:

11. List easements and deed restrictions existing on property proposed for subdivision:

12. Does Subdivision map cover the entire contiguous holding of the applicant? _____

Does the Existing Conditions map show the tentative layout of all contiguous land of the applicant, in addition to the proposed layout of subdivision? _____

14. Names of proposed roads and their lengths: _____

15. Does applicant propose to dedicate proposed road and/or open spaces shown on the Subdivision Map to the Town? _____

If so, approximate date intended for any dedication to public use or other appropriate disposition of open space: _____

16. Identify waivers of any of the Subdivision Regulations specifically requested by this application and give reasons for this request: _____

17. This property is is not within 500 feet of an adjoining municipality.

18. Does this project involve the demolition of any structures 50 yrs old or more? Yes No

19. Estimated time needed for presentation: _____

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 the property owner, a letter of authorization signed by the property owner may be submitted instead.

SUBDIVISION & RE-SUBDIVISION APPLICATION REQUIREMENTS

1. An application fee - check made out to the Town of Westport for \$ 480.00 + \$100 for each additional lot in excess of two (2) lots.
2. Please submit **ALL** Maps and Plans **FOLDED NOT ROLLED**.
3. Eighteen (18) copies of existing conditions map, subdivision map, road plan & profiles, drainage plan, etc. Open space subdivision applications should also include:
 - A description of the extent to which the provisions for open space will be utilized i.e., reduction of lot sizes, shape and setbacks.
 - An existing conditions map showing the layout of lots and streets in conformance with conventional zoning and subdivision requirements without the open space.
4. One (1) copy of the Assessor's Tax map showing the location of the property and the properties within a 250' radius. *P&Z staff can provide you with the map.*
5. A list of names and addresses, as of the date of application submission, identifying the owner of all properties within a 250' radius. *P&Z staff can provide you with this list.*

IMPORTANT: You will need to check the mailing addresses for the property owners on the mailing list in the Assessor's Office in Room 104.
9. NEIGHBOR NOTIFICATION – You will need to generate a Notice Letter (*Sample attached*) and mail it to the owner of all properties within a 250' radius.

Please use the list generated by the Staff to send out the Notice Letters no more than 48 hours **after** you submit your application by following these steps;

 - Prepare a **Stamped envelope addressed to each owner** on list from # 7 and stuff with Notice.
 - Bring your completed Application and fee to Town Hall Room 203 to submit. If it is complete;
 - You will mail the Notice Letters at Post Office by completing the **Post Office Form #3877** for a "**Certificate of Mailing**" (NOT certified mail). We can provide this form; ask the P&Z Staff..
 - After you have mailed all Notice Letters at the Post Office using the Certificate of Mailing Form they will stamp it sent. You **MUST** then bring the stamped Certificate of Mailing Form back to this office in order for your Application to be finalized. Also bring a sample copy of one of the notice letters you sent. The mailing should occur **NOT** more than 48 hours after submitting an application. Premature mailings may require a repeat of this mailing process if neighbors are notified but, the application is not available for public inspection in P&Z office.
7. Other Reports shall be obtained from any local, state or federal department, bureau or agency, having jurisdiction over the application and shall be submitted to the P&Z Commission at least fourteen calendar days prior to the public hearing.
8. Other evidence to be provided by the applicant such as water, sewerage, drainage, wetlands, flooding and/or soil analysis should be submitted to P&Z Commission at least 14 calendar days prior to the Public Hearing.
9. Subdivisions with 5 acres or more or 5 lots or more, an archeological survey will be required.
10. Subdivisions within the coastal area, a CAM review shall be required.

REVIEW BY OTHER AGENCIES

Pursuant to Public Act 06-53 all P&Z and ZBA applications received after October 1, 2006 require that the applicant provide written notice 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.

The applicant may be required to obtain approvals, which must be submitted to P&Z at least 14 days prior to Public Hearing, from the following agencies:

- ❑ **Code Enforcement Committee:** For review of applicable code requirements.
- ❑ **Conservation Commission:** An application involving property within or affecting lands designated on the official inland wetlands and watercourses map, shall be submitted to Conservation Dept. no later than the day the application is filed with the P&Z Commission.
- ❑ **Flood & Erosion Control Board:** An application involving property within or affecting the flood limits of any brook, river, stream or body of water, shall be submitted to this board.
- ❑ **Westport/Weston Health District or the Water Pollution Control Authority:** An application involving on-site septic systems or sanitary sewers shall be approved by one of these agencies, respectively.
- ❑ **Regional Referral:** At least thirty days before approving the subdivision plan, the P&Z Commission shall submit to the Regional Planning Agency any proposal which abuts or crosses the Town Line.

The record map shall be endorsed by the P&Z Secretary or chairman only after all requirements of subdivision regulations have been met.

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 the application will be scheduled at the discretion of the P&Z Commission/Zoning Board of Appeals.

A Legal Notice of the Public Hearing for the application will be published twice in the Westport News on the two Fridays that precede the Public Hearing date for P&Z and Wednesdays for ZBA.

To view the details concerning this Application please visit the P&Z office in room 203 at Town Hall, 110 Myrtle Avenue, Westport, CT 06880. Office hours: Monday, Wednesday & Friday 8:30 – 3:00 Tuesday & Thursday 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 <http://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*)



TOWN OF WESTPORT
PLANNING & ZONING DEPARTMENT
Town Hall, 110 Myrtle Avenue
Westport, CT 06880
Phone (203) 341-1030, Fax (203) 341-1153

MEMORANDUM

TO: Whom it may concern
FROM: Laurence Bradley, Planning & Zoning Director
DATE: January 25, 2007, *Revised February 1, 2008*
SUBJECT: Complete Applications & Receipt of Materials

THIS NOTICE IS FOR ALL APPLICANTS WHO FILE APPLICATIONS FOR REVIEW BY THE PLANNING & ZONING COMMISSION OR THE ZONING BOARD OF APPEALS

Applicants are to submit all materials necessary to review an application in a timely manner in order 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.

Effective February 1, 2008 pursuant to Sections 43-4, 44-1 and 46-4 all applicants must submit the required documents for an application at the time of submission in order to be considered a complete application.

Subsequent plan modifications and/or supplemental materials may be submitted. However, pursuant to Section 43-3.2 such materials must be submitted at least 14 days prior to the scheduled public hearing date, subject to the exception below. This requirement may be waived by the Chairman of the elected Commission and/or Board at its discretion.

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, but may not be reviewed for 14 days. Items submitted at a public hearing may not be reviewed or discussed until the next scheduled hearing.

Thank you for your cooperation.

cc: Planning & Zoning Commission
Zoning Board of Appeals