



**TOWN OF WESTPORT
PLANNING & ZONING DEPARTMENT**

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MEMORANDUM

TO: Planning & Zoning Staff
FROM: Laurence Bradley, Planning & Zoning Director
DATE: January 25, 2007
SUBJECT: Complete Applications & Receipt of Materials

THIS NOTICE SHOULD BE GIVEN TO ALL APPLICANTS WHO FILE APPLICATIONS FOR HEARINGS BEFORE THE PLANNING & ZONING COMMISSION OR THE ZONING BOARD OF APPEALS.

Effective February 1, 2007 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. Plan modifications may be permitted, however pursuant Section 43-3.2 any and all required documents must be submitted at least 14 days prior to the scheduled hearing date. Materials submitted less than 14 day prior may not be reviewed by staff and a recommendation that the application be denied for incompleteness may be proposed by staff or recommended for a postponement to a future hearing date.

Cc: Planning & Zoning Commission
Zoning Board of Appeals