

**SITE PLAN / SPECIAL PERMIT APPLICATION**  
**WESTPORT PLANNING AND ZONING COMMISSION**

**FOR OFFICE USE ONLY**

- SITE PLAN – P & Z Commission
- SITE PLAN – Administrative Review Committee <sup>1</sup>
- SPECIAL PERMIT & SITE PLAN
- CAM SITE PLAN

Application # \_\_\_\_\_  
Submission Date: \_\_\_\_\_  
Receipt Date: \_\_\_\_\_  
Fee: \_\_\_\_\_

1. Property Address (as listed in the Assessor's records) \_\_\_\_\_
2. Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Lot Area \_\_\_\_\_
3. Town of Westport Zoning District: \_\_\_\_\_
4. This property is connected to:       Septic      or       Sewer
5. Applicant's Name \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Applicant's Address \_\_\_\_\_ Zip Code \_\_\_\_\_
6. Applicant's Daytime Phone# (s) \_\_\_\_\_ E-Mail: \_\_\_\_\_
7. Owner of Record \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Owner's Address \_\_\_\_\_ Daytime Phone # \_\_\_\_\_
8. Agent's Name (if different): \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Agent's Address : \_\_\_\_\_ Daytime Phone # \_\_\_\_\_
9. Zoning Board of Appeals Case # (if any) \_\_\_\_\_
10. Existing Uses of Property: \_\_\_\_\_
11. Describe the Proposed Project: \_\_\_\_\_
12. For Special Permits, please indicate the Special Permit Use and the specific section of the Zoning Regulations requiring a Special Permit for this use: \_\_\_\_\_
13. This property  is  is not within 500 feet of an adjoining municipality.
14. Estimated time needed for presentation: \_\_\_\_\_
15. Does this project involve the demolition of any structures 50 yrs old or more? Yes \_\_\_\_\_ No \_\_\_\_\_

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 <sup>2</sup> )**

1. The Administrative Review Committee can review applications for small building additions (less than 500 square feet), small changes of use (with no more than the addition of three parking spaces), site plan modification, and facade change, as per § 43-14 of the Westport Zoning Regulations.
2. 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

**CAM SITE PLAN**

1. All material as noted below, plus Coastal Site Plan Information Form

**SITE PLAN AND SPECIAL PERMIT**

1. An application fee. See Appendix A of the Westport Zoning Regulations for the required amount.
2. A written statement describing the existing and the proposed uses.
3. Three (3) copies of an existing conditions survey map (*FOLDED not rolled*), A-2 accuracy as required in accordance with §44-1 of the Westport Zoning Regulations.
4. Six (6) copies of a detailed site plan, building floor plans, building elevations (*FOLDED not rolled*) and other documents as required in accordance with §44-1 of the Zoning Regulations. (For Administrative Review Committee, three (3) copies only of this item are required.)
5. Twelve (12) copies of the detailed site plan, building floor plans and building elevations (*FOLDED not rolled*), reduced to scale to 11" x 17" for distribution to the Planning and Zoning Commission.
6. A copy of the property Field Card (*Obtain from Tax Assessor's Office Room 104*).
7. 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.
8. 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.

10. 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.

## COMMERCIAL AND SPECIAL PERMIT SITE PLAN DATA CHART

The information on this chart is required to be included on your site plan.  
Please adapt as necessary for your use.

<b>ADDRESS OF SUBJECT PROPERTY:</b> _____	<b><u>REQUIRED</u></b>			<b><u>EXISTING</u></b>			<b><u>PROPOSED</u></b>		
<b>ZONE</b>									
<b>USES</b>									
<b>LOT AREA</b>									
<b>SETBACKS</b>	Front	Rear	Side	Front	Rear	Side	Front	Rear	Side
<b><u>COVERAGE</u></b>  BUILDING =  TOTAL =									
<b>FLOOR AREA</b>									
<b>FLOOR AREA RATIO</b>									
<b>BUILDING HEIGHT</b>									

<b>PARKING STANDARDS</b>	<b><u>REQUIRED</u></b>	<b><u>EXISTING</u></b>	<b><u>PROPOSED</u></b>	<b><u>COMMENTS</u></b>
INCLUDE FLOOR AREA CALCULATIONS AS NECESSARY TO CLEARLY EXPLAIN PROJECT:				
<b>FLOOR AREA AND PARKING SPACES FOR ENTIRE SITE</b>  (Use additional sheets if necessary to clearly explain project.)				
<b>Office</b> floor area (1:250)				
<b>Healthcare Professional</b> floor area (1:200)				
<b>Retail</b> floor area (1:180)				
<b>Medical</b> floor area (1:165)				
<b>Patron Bar</b> floor area (1:20)				
<b>Rest. Patron</b> floor area (1:35)				
<b>Non Patron</b> floor area (1:500)				
<b>Apartment</b> ; # of bedrooms (varies)				
<b>Other</b> (explain)				
<b>TOTAL:</b>				
<b>FLOOR AREA AND PARKING SPACES FOR THIS TENANT SPACE</b>  (Address) _____	<b><u>REQUIRED</u></b>	<b><u>EXISTING</u></b>	<b><u>PROPOSED</u></b>	<b><u>COMMENTS</u></b>
<b>Office</b> floor area (1:250)				
<b>Healthcare Professional</b> floor area (1:200)				
<b>Retail</b> floor area (1:180)				
<b>Medical</b> floor area (1:165)				
<b>Patron Bar</b> floor area (1:20)				
<b>Rest. Patron</b> floor area (1:35)				
<b>Non Patron</b> floor area (1:500)				
<b>Apartment</b> ; # of bedrooms (varies)				
<b>Other</b> (explain)				
<b>Size of Parking Spaces:</b> <b>Standard</b> (9' x 18):				
<b>Small</b> (8' x 16' min):				
<b>Handicapped:</b>				
<b>Loading Spaces</b> number and size:				

# 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 P&Z 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, 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 **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) 454-6145

---

---

## MEMORANDUM

---

---

**TO:** Whom it may concern

**FROM:** Laurence Bradley, Planning & Zoning Director

**DATE:** January 25, 2007, *Revised December 16, 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 January 1, 2009 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. An application must be complete a minimum of 7 days prior to a public hearing. A public hearing will not be held for incomplete applications.

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. Items submitted less than 14 days prior to a public hearing or at a public hearing, may not be reviewed or discussed until the next scheduled hearing. A hearing may be left open if substantial materials are submitted by an applicant less than 7 days prior to the hearing to allow adequate time for review by staff, members of the Planning and Zoning Commission and/or members of the Zoning Board of Appeals. This requirement may be waived by the Chairman of the elected Commission and/or Board at its discretion.

Thank you for your cooperation.

cc: Planning & Zoning Commission  
Zoning Board of Appeals



**WESTPORT CONNECTICUT**  
PLANNING & ZONING  
TOWN HALL, 110 MYRTLE AVENUE  
WESTPORT, CT 06880  
Tel: 203-341-1030 • 203-341-1079  
Fax: 203-454-6145

October 15, 2009

## **Site Visits**

Please be advised that a formal site visit of the Planning & Zoning Commission may be scheduled prior to the Public Hearing at which the Application is scheduled. Staff will advise you if a formal site visit is scheduled.

Furthermore, Planning & Zoning Commission members and/or staff may decide to carry out informal, independent site visits to the subject property. These visits may take place during the two week period prior to the Public Hearing at which the Application is scheduled.

We thank you for your cooperation.

Please feel free to contact the Planning & Zoning office if you have any questions or there are any special circumstances which might affect site visits.

***Laurence Bradley,***

Planning Director