

**PRE-EXISTING 1959 APARTMENT SITE PLAN APPLICATION**  
WESTPORT PLANNING AND ZONING COMMISSION

---

**FOR OFFICE USE ONLY**

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

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

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

Fee: \_\_\_\_\_

1. Property Address: \_\_\_\_\_
2. Number of pre-existing 1959 dwelling units on the property (Do not include the primary residence): \_\_\_\_\_
3. Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Lot Area \_\_\_\_\_
4. Town of Westport Zoning District: \_\_\_\_\_
5. Dwelling unit is connected to:  Septic or  Sewer
6. Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_ Daytime Tel#: \_\_\_\_\_
7. Owner's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_ Daytime Tel#: \_\_\_\_\_
8. Agent's Name (if different): \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Agent's Address: \_\_\_\_\_ Daytime Tel#: \_\_\_\_\_
9. Please submit ALL Maps and Plans **FOLDED** NOT ROLLED.
10. This property  is  is not within 500' of an adjoining municipality.

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.

By the signing of this application, the applicant and owner agree that the P&Z Commission and/or staff are authorized to enter upon this property for the purpose of inspection.

\_\_\_\_\_  
**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 property owner may be submitted instead, as per §43-3.3

## APPLICATION REQUIREMENTS FOR SITE PLAN APPROVAL TO LEGALIZE PRE-EXISTING 1959 APARTMENTS

---

(See §11-2.4.13)

- An application fee of \$ 235.00 - Cash or Check payable to: “The Town of Westport”.
- Tax Assessor's cards for the property - one from 1959 confirming the existence of the number of apartments you seek to legalize on the property and one current Assessor's card, or two (2) affidavits and other valid information from town or utility company records which confirms the existence of the dwelling unit(s) as of 10/1/59. You may also submit notarized statements from persons with direct personal knowledge of the existence of a kitchen in the dwelling units in question prior to or on 10/1/59. Please be sure the photocopies are legible.
- Health Department approval must be obtained if the property has a septic system. If the property is on town sewers, proof of the sewer hook-up must be submitted. **If the dwelling unit has not been benefit assessed a copy of a letter that has been submitted to the Water Pollution Control Authority to approve an additional benefit assessment for the property must be submitted. The copy of the letter must be date stamped as received by The First Selectman's Office, (Sample attached)**
- Floor plans of the apartment or dwelling, drawn to scale - 3 copies (FOLDED NOT ROLLED).
- An updated Survey or a scaled drawing of the property must be submitted. Indicate areas used for parking as required in §11-2.4.13 (FOLDED NOT ROLLED).
- 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.
- 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.**

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.

- 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.

***PLEASE NOTE:***

After the application has been submitted to the P&Z Office, please call the Building Dept. at 341-5025 to schedule an appointment for inspection. NO APPLICATION CAN BE CONSIDERED BY THE COMMISSION UNTIL THIS INSPECTION REPORT HAS BEEN RECEIVED.

Letter templates continued on the following pages...

# Sewer Assessment Letter

**Water Pollution Control Authority  
Town of Westport  
110 Myrtle Avenue  
Westport, Ct 06880**

**Date:** \_\_\_\_\_

To the Water Pollution Control Authority:

I hereby request that the Water Pollution Control Authority determine an additional benefit assessment for my property located at:

---

The reason for the request is so that the Planning and Zoning Commission can approve an additional dwelling unit that is or will be connected to the sewer system as an;

Pre-1959 Apartment     Accessory Apartment     Affordable Accessory Apartment.

Thank you,

\_\_\_\_\_  
**Print Name of Property Owner**

\_\_\_\_\_  
*Signature of Property Owner*

Owner's Telephone # \_\_\_\_\_

.....  
**OFFICIAL USE ONLY:**

\_\_\_\_\_  
Date application received by the Board of Selectman  
*(Must be date-stamped by the First Selectman's Office; return a copy to the P&Z office.)*

**WPCA REFERRALS:**

Public Works     Engineering / WPCA Coordinator     Planning & Zoning Dept.

# 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, 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