

TEMPORARY ZONING PERMIT APPLICATION
WESTPORT PLANNING AND ZONING COMMISSION

FOR OFFICE USE ONLY

Application # _____
Submission Date _____
Date of Receipt _____
Fee _____

APPLICATION INFORMATION

1. Property Address _____
2. Assessor's Map # _____ Lot# _____
3. Town of Westport Zoning District _____
4. Applicant's Name _____ Daytime Phone # _____
Applicant's Address _____ E-Mail: _____
5. Owner's Name (if different) _____ Daytime Phone# _____
Owner's Address (if different) _____ E-Mail: _____

6. Existing Uses _____

7. Proposed Temporary Uses _____

8. Duration of Permit _____
9. Days and/or hours of operation _____
10. Commencement Date _____
11. Ending Date _____
12. Estimated time needed for presentation: _____

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, as per §43-3.3

APPLICATION PROCEDURE AND REQUIREMENTS

1. An application fee in cash or check made *payable to The Town of Westport*, for \$205.00.
2. Completed Application Form.
3. Three (3) copies of Plot Plan.
4. Three (3) copies of Site Plan.
5. Three (3) copies of Building Floor Plans.
6. Please submit ALL Maps and Plans FOLDED NOT ROLLED.
7. Approvals from all appropriate agencies.
8. A written statement describing the temporary use.
9. A copy of the property Field Card (*Available from Tax Assessor's Office, Room 104*)
10. One (1) copy of the Assessor's Tax map showing the location of the property and the properties within a 250' radius. (*The Staff can provide you with the map*)
11. A list of names and addresses, **as of the date of application submission**, identifying the owner of all properties within a 250' radius. (*The 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.
12. 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.
13. 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.

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*)