

**MAP OR TEXT AMENDMENT APPLICATION**  
WESTPORT PLANNING AND ZONING COMMISSION

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**OFFICE USE ONLY**

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

- AMENDMENT TO ZONING REGULATIONS - **Text**
- AMENDMENT TO ZONING REGULATIONS - **Map**
- AMENDMENT TO TOWN PLAN CONSERVATION AND OF DEVELOPMENT - **Text**
- AMENDMENT TO TOWN PLAN CONSERVATION AND OF DEVELOPMENT - **Map**

1. Applicant's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. For Text Change Only: Section: \_\_\_\_\_

**MAP CHANGES**

3. Address of Property: \_\_\_\_\_

4. Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Land Record Map # \_\_\_\_\_

5. Existing Zoning District/Plan Designation: \_\_\_\_\_

6. Proposed Zoning District/Plan Designation: \_\_\_\_\_

7. Lot Area: \_\_\_\_\_

8. Property Owner: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

9. Agent's Name (if different): \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Agent's Address \_\_\_\_\_ E-mail: \_\_\_\_\_

10. Zoning Board of Appeals Case # (if any): \_\_\_\_\_

11. Metes and Bounds Description of Property: \_\_\_\_\_

12. A previous zone change/land use designation  has  has not been requested for this property  
If change was previously requested, indicate date (s) \_\_\_\_\_

13. This property  is  is not within 500' of an adjoining municipality.

14. 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 regulations. In accordance with the Planning and Zoning bylaws.*

\_\_\_\_\_  
**Applicant's Signature ( If different than owner )**

\_\_\_\_\_  
**Owner's Signature ( Must be signed<sup>i</sup> )**

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 REQUIREMENTS

## TEXT CHANGES

1. An application fee – check made out to the *Town of Westport* for \$460.00 or Cash.
2. A written statement explaining the need for the proposed amendment and identifying any benefits to the Town.
3. Twelve (12) copies of proposed text change; underline new language and [~~bracket and strike-out language to be removed.~~]
4. 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.

## MAP CHANGES

1. An application fee paid in cash or check (*made payable to the Town of Westport*) for \$460.00.
2. A written statement explaining the need for the proposed amendment and identifying any benefits to the town.
3. Twelve (12) copies of each map as described in §42-3.1.1, §42-3.1.2 and §42-3.1.3 in the zoning regulations. \* Please submit **ALL** Maps and Plans **FOLDED** NOT ROLLED.
4. One (1) copy of the Property Field Card (*Obtain from Tax Assessor's Office Room 104*).
5. One (1) copy of the Assessor's Tax map showing the location of the property and the properties within a 500' radius. *P&Z staff can provide you with the map.*
6. A list of names and addresses, as of the date of application submission, identifying the owner of all properties within a 500' 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.**

7. NEIGHBOR NOTIFICATION – You will need to generate a Notice Letter (*Sample attached*) and mail it to the owner of all properties within a 500' 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.

8. 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..

\* ***Color Key for these maps:***

- Yellow = **Residential**
- Red = **Commercial**
- Blue, light & dark = **Water and Institutional**
- Green = **Open Space**
- Brown = **Multi-family Residential**
- Purple = **Industrial**

# 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 Ave, 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* )