

# SUBDIVISION / RESUBDIVISION APPLICATION

WESTPORT PLANNING AND ZONING COMMISSION

CHECK APPLICABLE BOX:

SUBDIVISION

RE-SUBDIVISION

FOR OFFICE USE ONLY:

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

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

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

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

## APPLICATION INFORMATION

1. Property Address: \_\_\_\_\_

2. Property ID# (9 Digits - staff will provide) \_\_\_\_\_ Zone: \_\_\_\_\_

3. Does your project involve demolition of structures 50 yrs old +?  No  If Yes, Visit HDC Room 108, 341-1184.

4. Applicant's Name: \_\_\_\_\_ Daytime Tel#: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

5. Owner's Name: \_\_\_\_\_ Daytime Tel # \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

6. Name of Subdivision: \_\_\_\_\_

7. Title of Subdivision Map: \_\_\_\_\_

Scale: \_\_\_\_\_ Date: \_\_\_\_\_

8. Number of lots proposed: \_\_\_\_\_ Number of new building lots created: \_\_\_\_\_

Subdivision layout covers \_\_\_\_\_ acres.

Distance to public sewer: \_\_\_\_\_ Will connect:  Yes  No

Distance to public water: \_\_\_\_\_ Will connect:  Yes  No

9. Source of elevations, contour and similar data shown on maps:  
\_\_\_\_\_

10. List easements and deed restrictions existing on property proposed for subdivision:  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Does Subdivision map cover the entire contiguous holding of the applicant? \_\_\_\_\_  
 Does the Existing Conditions map show the tentative layout of all contiguous land of the applicant, in addition to the proposed layout of subdivision? \_\_\_\_\_
12. Names of proposed roads and their lengths: \_\_\_\_\_
13. Does applicant propose to dedicate proposed road and/or open spaces shown on the Subdivision Map to the Town? \_\_\_\_\_  
 If so, approximate date intended for any dedication to public use or other appropriate disposition of open space: \_\_\_\_\_
14. Identify waivers of any of the Subdivision Regulations specifically requested by this application and give reasons for this request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
15. This property is  is not  within 500 feet of an adjoining municipality.
17. Estimated time needed for presentation: \_\_\_\_\_

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>1</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.

# SUBDIVISION & RE-SUBDIVISION REQUIREMENTS

**HISTORIC** – If your project proposes the DEMOLITION of any structure 50+ years old you **MUST** have your project REVIEWED by the Historic District Commission **PRIOR** to this application – Room 108 – 341-1184.

1. Application fee: **See Appendix A** of the **Westport Zoning Regulations** for the required **amount**.
2. Six ( **6** ) copies of EXISTING CONDITIONS and SUBDIVISION Map (FOLDED NOT ROLLED).
3. Fourteen ( **14** )**TOTAL** copies of FULL SIZE Total PROPOSED SITE PLANS:  
Six ( **6** ) PROPOSED SITE PLAN ( Construction Plans/ Grading Plans ), for referrals to Town Departments,  
Eight ( **8** ) copies of Full Size PROPOSED SITE PLAN for referral to Flood & Erosion Control Board (FECB).
4. Ten ( **10** ) additional copies of all maps, **REDUCED** to scale to **11” x 17”** for distribution to the P&Z Commission.
5. Submit an electronic version of **EACH** survey, map & plan; (*CD, USB or E-mail [pandz@westportct.gov](mailto:pandz@westportct.gov), are acceptable*).  
*Note:* If any Survey, Map or Plan is revised you **MUST** re-submit a new electronic updated version.
6. One ( **1** ) copy of the **Assessor’s Map** showing the location of the property and the properties with a 250’ radius. **P&Z staff can provide you with the map.**
7. 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.**
8. **NOTIFICATION PREPARATION INSTRUCTIONS:**
  - a. You need to generate a **NOTIFICATION LETTER** or Fill in the blanks on attached sample. Photo **COPY** Letter as per quantity on item #10 list. **PREPARE** an **EVELOPE** with your return address, add the mailing address from each neighbor on list. Then **STUFF** each envelope with Notice Letter but **DO NOT MAIL**.  
**Bring** all envelopes to Appointment, you mail **AFTER** we accept your application.  
*NOTE: PREMATURE or LATE MAILINGS may require that you REPEAT mailing process because neighbors will have been notified but, the application will not be in our office for public to review.*
  - b. Prepare **CERTIFICATE OF MAILING FORMS** - Ask Staff for Post Office Form #3877, (*NOT CERTIFIED MAIL*).  
**AFTER you submit application** you will be advised to take **FORMS & ENVELOPES** to Post Office.
  - c. The Post Office will then **STAMP** your Certificate of Mailing Form.  
**URGENT:** You **MUST BRING** that **STAMPED FORM & copy of LETTER** back to this office **ASAP or your Application can NOT be \*Legal Noticed**, which will cause it to move to next hearing date.
9. Other Reports shall be obtained from any local, state or federal department, bureau or agency, having jurisdiction over the application and shall be submitted to the P&Z Commission at least fourteen calendar days prior to the public hearing.
10. Subdivisions with 5 acres or more or 5 lots or more, an archeological survey will be required.
11. Subdivisions within the coastal area, shall submit a CAM Application also.

## REVIEW BY OTHER AGENCIES

The applicant is required to **SEND 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. *As Pursuant to Public Act 06-53 all P&Z and ZBA Applications received after October 1, 2006.*

The applicant may be required to obtain approvals, which must be submitted to P&Z at least 14 days prior to Public Hearing, from the following **Agencies**:

- ❑ **Code Enforcement Committee:** For review of applicable code requirements.
- ❑ **Conservation Commission:** An application involving property within or affecting lands designated on the official inland wetlands and watercourses map, shall be submitted to Conservation Dept. no later than the day the application is filed with the P&Z Commission.
- ❑ **Flood & Erosion Control Board:** An application involving property within or affecting the flood limits of any brook, river, stream or body of water, shall be submitted to this board.
- ❑ **Westport/Weston Health District or the Water Pollution Control Authority:** An application involving on-site septic systems or sanitary sewers shall be approved by one of these agencies, respectively.
- ❑ **Regional Referral:** At least thirty days before approving the subdivision plan, the P&Z Commission shall submit to the Regional Planning Agency any proposal which abuts or crosses the Town Line.

The record map shall be endorsed by the P&Z Secretary or Chairman only after all requirements of subdivision regulations have been met.

# 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* )