

**Special Permit and Site Plan Application
For Commercial Wireless
Telecommunication Service Facilities**
WESTPORT PLANNING AND ZONING COMMISSION

FOR OFFICE USE ONLY
Application #: _____
Submission Date: _____
Receipt Date: _____
Fee: _____

APPLICATION INFORMATION

1. Property Address (*as listed in the Assessor's records*) _____
2. Assessor's Map # _____ Lot # _____ Lot Area _____
3. Town of Westport Zoning District: _____
4. Applicant's Name _____
Applicant's Address _____ Zip Code _____
Applicant's Daytime Phone #: _____ E-mail: _____
5. Owner's Name _____
Owner's Address _____ Zip Code _____
Owner's Daytime Phone #: _____ E-mail: _____
6. Agent's Name (*if different than owner*) _____
Agent's Address : _____ Zip Code _____
Agent's Daytime Phone#: _____ E-mail: _____
7. Zoning Board of Appeals Case # (*if any*) _____
8. Existing Uses of Property: _____
9. Describe the Proposed Project: _____

10. This property is is not within **1500** feet of an adjoining municipality.
11. 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

TELECOMMUNICATION SITE PLAN AND SPECIAL PERMIT APPLICATION

1. An application fee of \$460.00 in Cash or Check made payable to “The Town of Westport.”
2. A written statement describing the existing and the proposed uses.
3. Three (3) copies of an existing conditions survey map A2 accuracy, (ALL FOLDED NOT ROLLED).
4. Twelve (12) copies of a detailed site plan, tower plan \, building floor plans, building and tower elevations and other documents as required in accordance with §44-1 of the Zoning Regulations
5. Twelve (12) copies of the site plan and elevations, reduced to 11" x 17".
6. 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.
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. 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.
9. 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.
11. A copy of both sides of the property Field Card (Obtain from Tax Assessor's Office Room 104)

12. A description of technological alternatives for the proposed telecommunication tower and a statement containing the reasons for the choice of the proposed facility.
13. A statement containing a description of the siting criteria and the process by which other possible sites were considered and eliminated.
14. Photographs showing existing conditions. Each sight line shall be illustrated by a photograph depicting what can currently be seen from any public road and residential area within a one mile radius.
15. Photographs showing proposed conditions. Each of the existing condition photographs shall have the proposed commercial wireless telecommunication service facility superimposed on it to show what will be seen from public roads and residential area within a one mile radius if the proposed commercial wireless telecommunication service facility is built.
16. A map depicting the extent of the provider's existing and planned coverage and the service area of the proposed commercial wireless telecommunications service facility.
17. If coverage greater than 50% from the proposed commercial wireless telecommunications services facility is outside Westport, the applicant must demonstrate that they are unable to locate, for reasons other than financial, within the municipality which is primarily receiving service from the proposed facility.
18. Please submit ALL Maps and Plans FOLDED NOT ROLLED.
19. Demonstration on a map that reasonable coverage and capacity is either not already being provided in the Town of Westport, or the potential to provide coverage is not possible by modifying other sites.
20. Demonstration on a map and in a written narrative, of the provider's long range plan for location and necessity of facilities within the Town of Westport describing existing and proposed coverage areas. Such long range plan shall span a time period not less than 36 months from the anticipated time of installation. The long range plan shall include a report of technological progress relevant to the application. Special emphasis should be placed upon planning that recognizes that technological progress can be used to both improve the quality of service and lessen the impact upon the quality of life. For example, improved receivers can reduce required power levels. Similarly, improved coding systems can reduce interference and improve signal to noise ratios which reduces the probability of a call being dropped.
21. 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.
22. Such information as may be required after the application has been reviewed by the P&Z Staff.

CAM SITE PLAN AND SPECIAL PERMIT

1. All material as noted above, **plus** Coastal Site Plan Application Form.

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*)