

# SITE PLAN / SPECIAL PERMIT APPLICATION

WESTPORT PLANNING and ZONING COMMISSION

FOR OFFICE USE ONLY

- SITE PLAN**
- SPECIAL PERMIT & SITE PLAN**
- CAM SITE PLAN**

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

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

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

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

1. Property Address (as listed in the Assessor's records) \_\_\_\_\_

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

3. This property is connected to:  Septic or  Sewer

4. Does this project involve demolition of structures 50+ yrs old or more?  No  If Yes = Visit HDC Rm 108, 341-1184.

5. Applicant's Name \_\_\_\_\_ Daytime Tel # \_\_\_\_\_

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

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

6. Owner of Record \_\_\_\_\_ Daytime Tel # \_\_\_\_\_

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

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

7. Agent's Name (if different): \_\_\_\_\_ Daytime Tel # \_\_\_\_\_

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

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

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

9. Existing Uses of Property: \_\_\_\_\_

10. Describe Proposed Project: \_\_\_\_\_

\_\_\_\_\_

11. For Special Permits, please indicate the Special Permit Use and the specific section of the Zoning Regulations requiring a Special Permit for this use: \_\_\_\_\_

12. This property  Is  Is Not within 500 feet of an adjoining municipality.

13. Estimated time needed for presentation at hearing: \_\_\_\_\_

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 property owner, a letter of authorization signed by the property owner may be submitted instead, as per §43-3.3

**CAM SITE PLAN REQUIREMENTS:**

1. All material as noted below, **plus** Coastal Site Plan Information Form.

**SITE PLAN AND SPECIAL PERMIT REQUIREMENTS:**

1. An application fee. *See Appendix A* of the Westport Zoning Regulations for the required amount.
2. A written statement describing the existing and the proposed property uses.
3. Three (3) copies of an **EXISTING CONDITIONS SURVEY** map, A-2 accuracy as required in accordance with §44-1 of the Westport Zoning Regulations. *(FOLDED not Rolled)*
4. Six (6) copies **full size** of a detailed: **SITE PLAN, BLDG FLOOR PLANS, BLDG ELEVATIONS, BLDG DEMOLITION PLAN** and any other documents as required in accordance with §44-1 of the Zoning Regs. *(FOLDED not Rolled)*
5. Ten (10) copies **reduced to scale 11" x 17"** of the detailed: **SITE PLAN, BLDG FLOOR PLANS, BLDG ELEVATIONS, BLDG DEMOLITION PLANS** for distribution to the P&Z Commission. *(FOLDED not Rolled)*
6. Submit an electronic PDF version of EACH Survey, map & plan; *CD, USB or E-mail [pandz@westportct.gov](mailto:pandz@westportct.gov), are acceptable*.  
**Note:** If any map is revised you must re-submit a new full electronic updated version.
7. A copy of the property **Field Card** *(Obtain from Tax Assessor's Office Room 104)*.
8. One (1) copy of the **Assessor's Tax Map** showing the location of the property and properties within a 250' radius.  
*P&Z Staff can provide you with this 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.*

10. **NEIGHBOR NOTIFICATION PREPARATION INSTRUCTIONS:**

- a.** On the attached **NOTIFICATION LETTER** Fill in the blanks (use date you submitted appl.)  
**Photo COPY letter** as per quantity on list #9.  
PREPARE an **ENVELOPE** with your return address, add mailing address from each neighbor on list.  
Then **STUFF** each envelope with **Notice Letter** but **DO NOT MAIL** **bring** all envelopes with application, you mail only **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 the 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.

**NOTE:** A **LEGAL NOTICE** of **PUBLIC HEARING** - **MUST** be published twice in a local newspaper.

11. 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 per Pursuant to Public Act 06-53 - All P&Z and ZBA Applications received after October 1, 2006.

# SITE PLAN DATA CHART

COMMERCIAL and SPECIAL PERMIT

**All the information on this chart MUST be included on your SITE PLAN**  
*Please adapt as necessary for your use.*

<b>PROPERTY ADDRESS:</b>  _____	<b><u>REQUIRED</u></b>	<b><u>EXISTING</u></b>	<b><u>PROPOSED</u></b>
<b>ZONE</b>			
<b>USES</b>			
<b>LOT AREA</b>			
<b>SETBACKS</b>	<i>Front    Rear    Side</i>	<i>Front    Rear    Side</i>	<i>Front    Rear    Side</i>
<b>COVERAGE</b>  BUILDING =  TOTAL =			
<b>FLOOR AREA</b>			
<b>FLOOR AREA RATIO</b>			
<b>BUILDING HEIGHT</b>			

<b>FLOOR AREA and PARKING SPACES</b> <b>For This TENANT SPACE</b>  <b>Address</b> _____	<u>REQUIRED</u>	<u>EXISTING</u>	<u>PROPOSED</u>	<u>COMMENTS</u>
<b>Office</b> - Floor area (1:250)				
<b>Healthcare Professional</b> floor area (1:200)				
<b>Retail</b> - Floor area (1:180)				
<b>Medical</b> - Floor area (1:165)				
<b>Patron Bar</b> - Floor area (1:20)				
<b>Rest. Patron</b> - Floor area (1:50)				
<b>Non Patron</b> - Floor area (1:500)				
<b>Apartment</b> - # of bedrooms (varies)				
<b>Bank Office</b> - (1:250)				
<b>Bank Customer Area</b> - (1:220)				
<b>Other</b> - (Explain):				
<b>Size of Parking Spaces:</b> Standard (9' x 18):				
Small (8' x 16' min):				
Handicapped:				
<b>Loading Spaces:</b> Number <i>and</i> Size:				

# 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**

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 Ave, Westport, CT 06880. Office hours: Mon, Wed & Fri 8:30 – 3:00  
Tues & Thurs 8:30 – 4:30

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,

\_\_\_\_\_  
( *Print Your Full Name* )

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# MEMORANDUM

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**TO:** Whom it may concern

**FROM:** Laurence Bradley, Planning & Zoning Director

**DATE:** January 25, 2007, ***Revised March 13, 2012***

**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, 46-4 and 52-3 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 and 52-3.2 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

WESTPORT CONNECTICUT  
PLANNING & ZONING  
TOWN HALL, 110 MYRTLE AVENUE  
WESTPORT, CT 06880  
Tel: 203-341-1030 • 203-341-1079  
Fax: 203-454-6145

August 17, 2012

## **Site Visits**

Please be advised that a formal site visit of the Planning & Zoning Commission may be scheduled prior to the Public Hearing at which the Application is scheduled. Staff will advise you if a formal site visit is scheduled.

Furthermore, Planning & Zoning Commission members and/or staff may decide to carry out informal, independent site visits to the subject property. These visits may take place during the two week period prior to the Public Hearing at which the Application is scheduled.

We thank you for your cooperation.

Please feel free to contact the Planning & Zoning office if you have any questions or there are any special circumstances which might affect site visits.

**Laurence Bradley**, Planning Director