

MAP SIGN OFF
for
“NO” LOT LINE REVISIONS
FILING of RECORD

WESTPORT PLANNING AND ZONING

110 Myrtle Ave – Town Hall Room 203 Westport, CT 06880 Tel: 203-341-1030

*If your map **DOES** have a lot line revision use **FORM** called: **MAP - FIRST CUT – LOT LINE REVISION.***

**URGENT: Map MUST be signed by the Planning & Zoning Director –Town Hall Room 203
“BEFORE” map can be filed on the Land Records in the Town Clerk’s office.**

BRING ALL FOLLOWING INFORMATION TO P&Z OFFICE *for sign off:*

1. A completed *and* signed **APPLICATION** (*attached*).
Be sure it is signed by owner *or* Letter of Authorization from owner is submitted.
2. Bring the following 3 things to P&Z Dept BEFORE filing Map with Town Clerk’s Office:
ONE (1) Original Mylar Map
TWO (2) Printed Map paper copies
You will leave these items with P&Z Dept for review. Allow approx a week for processing.
3. Be sure map is Drawn to A-2 Standards, *with* Lot Area Calculations as per Zoning Regulations.
4. **If** map is for Utility Easements, you MUST submit a copy of Easement Language with this application.
5. After P&Z has approved the Mylar the staff will call you to advise the Mylar is ready for pick up.
6. Fee: \$ **25.00** for No Lot Line Change Map Sign Off (CASH or CHECK ONLY (payable to Town of Westport).
7. **FILING:** Approved Mylars should be filed in the Town Clerk’s office in Room 105,
no more than **30 DAYS** after P&Z signature date. *“Contact Town Clerk’s office for filing fees.”*

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FOR OFFICE USE ONLY

Submission Date: _____

1. Address of Property: _____

2. Property ID (PID#) (9 Digits) _____ Zoning District: _____
(As listed on Assessor's card)

3. Owner of Record of property or properties: _____

Owner's Address: _____ Daytime Tel #: _____
Owner's E-mail: _____

4. Agent's Name *(if different than owner)*: _____

Agent's Address: _____ Daytime Tel #: _____
Agent's E-mail: _____

5. Zoning Board of Appeals Case # *(if any)*: _____

6. Existing Uses of Property: _____

7. Reason for Request: _____

8. Must have Property Owners Written Authorization below:

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

All of the above requested information must be included on this form or the request will not be processed.