

MAP SIGN-OFF
for
**FIRST CUT DIVISION OF LAND,
LOT LINE REVISION or
BUILDING LOT DETERMINATION**

WESTPORT PLANNING AND ZONING OFFICE
110 Myrtle Avenue | Room 203, Town Hall | Westport, CT 06880 | Tel: 203-341-1030

- A parcel of land that has not been divided since the adoption of subdivision regulations can be divided into two conforming parcels of land without a subdivision approval by the P&Z Commission;
- A title search may be required to determine whether a first cut has occurred;
- All requests for the determination of eligibility for a first cut division of real property; lot line revisions of lots shown on approved, recorded subdivision maps; and
- Requests to determine if a parcel of land is a building lot must be submitted to the P&Z office for review.

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

1. *A Completed & signed APPLICATION - pg 2. If owner not available bring Letter of Authorization from owner.*
2. *A copy of the approved subdivision map.*
3. *Fee: \$100.00 for First Cut and/or Lot Line Revision or Building Determination (Cash or Check Only to Town of Westport)*
4. ***Mylar Map Requirements:***
 - *Drawn to A-2 standards, with lot area calculations as per the Zoning Regulations.*
 - *Include the amount of wetlands, steep slopes and a determination that lot shape complies with the Regularity Factor for existing and proposed conditions.*
 - *Include coverage, setbacks and location of structures of all affected lots.*
 - *If property is or proposed to be serviced by a septic system, you MUST include a signature line for sign off on septic feasibility from the Director of the Health District (203-227-9571 Ext 222.)*
5. Bring the following to the P&Z Dept: **ONE (1) Original MYLAR and ALSO TWO (2) Paper Copies.**
6. Copies of all record maps referenced to in any deed from 1937 to the present.
7. If the property is vacant, the assessor's cards for the adjoining properties are also required in order to determine if the property has merged with an adjoining property.
8. If for a First Cut Division of land or Lot Line Revision, a narrative that sets forth the legal rationale as to specific circumstance which allows this division without subdivision or a resubdivision approval by P&Z Commission.
9. Please drop off all required documents listed above to P&Z Dept. for staff review.
 - Allow approx. a WEEK for P&Z's review; upon signed approval staff will call to pickup & filing onto Land Records at Town Clerk's office call them for their fees 341-1110.
 - If there are wetlands on property, a copy of the signed map will be sent to Conservation Dept.
10. NOTE: The review of this map is NOT a check for Zoning compliance, however the map will NOT be stamped by the P&Z Director if the change of lot line directly results in the creation of a non-conformity.

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 their filing fees.

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FOR OFFICE USE ONLY

CHECK YOUR REQUEST:

- LOT LINE CHANGES.**
- FIRST CUT DIVISION OF LAND.**
- MAP SIGN-OFF for FILING OF RECORD MAP in the Town Clerk's Office.**
- BUILDING LOT DETERMINATION.**

Submission Date: _____

1 Address of Property or Properties: _____

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

3 Approved Subdivision Map Title _____

Date _____ Land Record Map # _____

4 Owner of Record of Property or Properties: _____

Owner's Address: _____ Daytime Tel #: _____

Owner's E-mail: _____

5 Agent's Name (if different than owner): _____

Agent's Address: _____ Daytime Tel #: _____

Agent's E-mail: _____

6 Zoning Board of Appeals Case # (if any): _____

7 Existing Uses of Property: _____

8 Date of Westport/Weston Health District sign off, if applicable _____

9 Reason for Request: _____

10. MUST have Property Owners Written Authorization below:

Applicant's Signature (If different than owner)

Owner's Signature (Must be signed¹)

1. If the applicant is unable to obtain signature of the 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.