



TOWN OF WESTPORT
 PLANNING & ZONING DEPARTMENT
 Town Hall, 110 Myrtle Avenue
 Westport, CT 06880
 Phone (203) 341-1030, Fax (203) 454-6145

FOR OFFICE USE ONLY

Submission Date: _____

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SITE PLAN WAIVER REQUEST FORM

1. **Property Address** *(as listed in the Assessor's records)* _____
2. **Tenant Address** *(if different than property address)* _____
3. **Parcel ID #** _____ **Zoning District:** _____
4. **Owner of Record** _____ **Phone #** _____
Owner's Address _____ **E-Mail:** _____
5. **Applicant's Name** *(if different than owner)* _____ **Phone#** _____
Applicant's Address _____ **E-Mail:** _____

Describe the Proposed Project _____

6. **Submit with this form the Fee and two sets of to-scale Plans showing project; List title and date of plan below:**

For Application Fees List: See Appendix A "Land Use Fees," located at the end of the Zoning and Subdivision Regulations.

7. **Reason for Waiver Request** _____

Pursuant to §43-5.2 of the Westport Zoning Regulations;

A waiver to Site Plan review by the Planning and Zoning Commission is requested for:

- Minor Site Plan modifications *(such as parking lot alterations or expansions, landscape modifications, and utility modifications).*
- Exterior facade changes to commercial buildings.
- Small building additions with fewer than five-hundred (500) square feet of building coverage or containing fewer than five-hundred (500) square feet of gross interior floor space.
- Exterior staircases mandated by the Fire Marshall.
- Handicap ramp and/or elevators mandated by the Building Official for public safety.

 Owner's Signature *(Must be signed¹)*

 Applicant's Signature *(If different than owner)*

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

For Official Use Only. DO NOT write below.

Architectural Review Board (ARB) review required.

If Waiver is **GRANTED**: Site Plan review will NOT be required. Applicant must obtain a Zoning Permit.

Other Conditions of this Waiver:

If Waiver is **NOT GRANTED**: Site Plan review WILL be required.

Laurence Bradley, Planning and Zoning Director

Date