



Town of Westport
Planning & Zoning Commission
Town Hall, 110 Myrtle Avenue
Westport, CT 06880
(203) 341-1030 Facsimile (203) 454-6145

MEMORANDUM

TO: Whom It May Concern

FROM: Larry Bradley, Planning & Zoning Director

DATE: July 11, 2012 (Revised)

SUBJECT: P&Z Walk-in Permit Hours

Beginning on July 11, 2012 the Planning & Zoning Department updated their walk-in permit hours available for Residential permits every Wednesdays from **9:00 am to 11:30 am**. Applicants will sign in across from the time they would like to be seen. (Maximum of 12, please come early).

When discussing zoning permit walk in hours, staff will direct those who request permits from the following list to come to the walk-in hours. If an applicant can not come during the walk-hours a regular zoning permit appointment may be made, if available.

List of **eligible projects for walk-in** hours: (Limited to 12 each Wednesday - please arrive early)

- Accessory Building (garage or pool house)**
- Deck**
- Driveway modification**
- Home Occupations**
- Outdoor Events & Outdoor Eating Areas**
- Pool & Spa**
- Tennis & Sport court**
- Residential Interior Renovations, (Only if in a flood zone).**

Residential building additions or new structures increasing in total coverage that do not exceed 850 sq ft, maybe eligible if have prior Engineering Dept approval.

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List of projects **NOT eligible for walk-in** hours: (Call for appointment)

- All commercial projects**
- Applications that required a public hearing with P&ZC, ARC, or ZBA.**