



TOWN OF WESTPORT
ZONING BOARD OF APPEALS
110 Myrtle Ave – Town Hall Room 203
Westport, CT 06880

Tel: 203-341-1030 Fax: 203-454-6145

July 15, 2016

ZBA WORK SESSION REQUEST REQUIREMENTS

1. You must submit **ALL** of the following **DATA** to P&Z Office **10 WORK DAYS PRIOR** to any ZBA Hearing date, so your request can be sent in ZBA Packet to The Board.
2. Write a **LETTER** requesting a ZBA Work Session and letter MUST list the following:
(see attached sample letter to help guide you.)
 - a. *Address your letter to: Zoning of Appeals 110 Myrtle Ave Westport CT 06880
Attn: Steve Palmer, P&Z Director.
EXAMPLE: I want to request a ZBA Work Session to modify previously approved ZBA #3333.*
 - b. *Be sure to: List previously approved ZBA NUMBER & Sections that were approved.
EXAMPLE: I need to modify Sec 13-6 for coverage, previously approved for 26%, May I modify it to 28% Coverage, Due to a surveyor error.*
 - c. *Be sure to state WHY you are requesting modification after each section (see "c" above).*
 - d. *List a DAY-time telephone number so we can contact you. (sample letter attached)*
3. Bring ALL the following to P&Z Office Room 203: (see #2)
7 PACKETS: One Packet for each ZBA Board Member:
7 LETTER copies
7 RESOLUTION copies from the originally approved Application.
7 REVISED SURVEYS, PLANS or DRAWINGS that clearly show
Your requested changes. *(Folded Not Rolled)*
4. P&Z OFFICE HOURS to submit: Mon, Wed & Fri 8:30-3:00 – Tues & Thurs 8:30-4:30.
5. Once your request materials are reviewed you will be called with the ZBA Hearing Date when your request will be heard. *(see #1)*
6. The ZBA Board hears a Max of 3 Work Session Items per Hearing on a 1st come 1st serve basis.
7. You may call the day AFTER the Hearing to ask for the results of your request.

SAMPLE LETTER
for
WORK SESSION REQUEST

From: David Smith
1 Hales Court
Westport, CT 06880

July 15, 2016

Mr. Steven Palmer
Director, Planning and Zoning Department
Town of Westport
110 Myrtle Ave
Westport, CT 06880

Attn: ZBA – WORK SESSION REQUEST for **1 HALES CT - ZBA Variance #3333**

Dear Mr. Palmer,

I want to request a ZBA Work Session to modify my **previously approved ZBA Application #3333**.

Listed below are the Regulation Sections that were approved and my request to modify as follows:

1. Sec 13-4 for setback, **I was approved** for a generator in the side setback, but I need **to modify** the location due to a Building Code requirement.
2. Sec 13-6 for coverage, I **was approved** for 26% but, I need **to modify** it to 28%, because of a Surveyor error.

Attached please find **7 Packets**, one for each ZBA Board member to review consisting of:
7 LETTER copies,
7 RESOLUTION copies from original approval #3333
7 REVISED SURVEYS copies showing the above proposed changes.

Please call me at: 203-..... to advise what ZBA Hearing date my request will be heard.

Sincerely, *David Smith*