

SITE PLAN / SPECIAL PERMIT APPLICATION

WESTPORT PLANNING and ZONING COMMISSION

FOR OFFICE USE ONLY

- SITE PLAN**
- SPECIAL PERMIT & SITE PLAN**
- CAM SITE PLAN**

Application # _____

Submission Date: _____

Receipt Date: _____

Fee: _____

1. Property Address (as listed in the Assessor's records) _____

2. Property ID# (9 Digits - staff will provide) _____ Zone: _____

3. This property is connected to: Septic or Sewer

4. Does this project involve demolition of structures 50+ yrs old or more? No If Yes = Visit HDC Rm 108, 341-1184.

5. Applicant's Name _____ Daytime Tel # _____

Applicant's Full Address _____ Zip Code _____

E-Mail: _____

NOTE: Below List Owner's Name(s) as it appears on the **DEED** (No abbreviations) If more space needed submit list.

6. Property Owner's Name _____ Daytime Tel # _____

Property Owner's Address _____ Zip Code: _____

E-Mail: _____

7. Agent's Name (if different): _____ Daytime Tel # _____

Agent's Address _____ Zip Code: _____

E-Mail: _____

8. Zoning Board of Appeals Case # (if any) _____

9. Existing Uses of Property: _____

10. Describe Proposed Project: _____

11. For Special Permits, please indicate the Special Permit Use and the specific section of the Zoning Regulations requiring a Special Permit for this use: _____

12. This property Is Is Not within 500 feet of an adjoining municipality.

13. List your Estimated time needed for your presentation at hearing: _____

The P&Z Director, his/her designee, or the P&Z Commission may require an applicant to pay for hiring one or more outside consultants to assist the P&Z staff and Commission in analyzing, reviewing and reporting on areas requiring technical review.

I hereby certify that the above information is correct and that I have submitted herewith all of the pertinent documentation required by the zoning application.

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 the property owner may be submitted instead, as per §43-3.3

CAM SITE PLAN REQUIREMENTS:

1. All material as listed below, **PLUS** Coastal Site Plan Information Form.

SITE PLAN AND SPECIAL PERMIT REQUIREMENTS:

1. An application fee. **See Appendix A** located at the end of the Zoning Regulations for required amount. *Cash or Check Only*
2. **CONSERVATION DEPT** - Visit room 205 for a quick sheet sign off to verify if property is in WPLO. *(For all Applications)*
3. A written detailed statement describing the **EXISTING property uses** and the **PROPOSED property uses**.
4. Three (3) copies **FULL SIZE (Max 24" x 36") EXISTING CONDITIONS SURVEY** A-2 accuracy per §44-1 of Regulations.
5. Twelve (12) copies **FULL SIZE (Max 24" x 36") PROPOSED SITE PLAN**. (All plans: Folded *Not Rolled*)
6. Twelve (12) copies **REDUCED to Scale 11" x 17" BUILDING FLOOR PLANS, ELEVATIONS & DEMOLITION PLAN**. **Also, any other plans as required in accordance with §44-1 of the Zoning Regulations.**
7. Submit an electronic PDF version of EACH Survey, Map & Reports; **CD, USB or E-mail pandz@westportct.gov**, **Note:** If any map is **REVISED** you must re-submit hard copy and E-mail **REVISED** electronic version.
8. **Two weeks prior** to submitting application: **Call Staff** 203-341-1030 to request Staff prepare the Mailing materials 8a. Preparation **FEE = \$25.00** (*Cash or Check only Payable to Town of Westport*) so you have time to prepare **New #8**, read carefully.
9. **NEW NEIGHBOR NOTIFICATION PROCESS: Envelope MUST have new RED STAMP on it before mailing (8 b&c).**
 - a. **MATERIALS:** 250' Neighbor List, Assessor's Map, Field Card & Labels for both Envelopes & MAIL CERT Form. **STAFF will CALL** you to pick up when ready & will review **NEW Envelope process below + Mail 1 to P&Z office**
 - b. **The ENVELOPE preparation process has changed: BEFORE YOU PREPARE ENVELOPES NOTE:**
Return address **MUST** be Planning & Zoning 110 Myrtle Ave Westport, CT 06880 = **LABELS** are in P&Z office.
NEW STAMP IS REQUIRED on each ENVELOPE saying: **URGENT TOWN NOTICE LETTER** in color "red".
 - c. **When Staff Calls you to pick up your mailing materials you need to TELL STAFF that you will EITHER:**
 1. **Bring in your own #10 White Envelopes to P&Z and You will apply our Red Stamp to them in office OR**
 2. **Purchase the Pre-Printed Envelopes from P&Z at .15 each. Staff will advise quantity per (8a) above.**
 - d. **NOTICE LETTER FORM is attached:** Fill in the blanks: **Date:** Use Date you will submit Application.
Project Description: Write **Subdivision** and **how many lots**. **PHOTO COPY letter:** *Quantity per list from #8a.*
Fill each envelope with a Notice Letter and **bring** all stuffed envelopes to P&Z office **WITH** your **Application**.
DO NOT MAIL - PREPARE ONLY, PREMATURE MAILING may require that you REPEAT mailing process.
 - e. **Staff will give you Post Office CERT Form #3877 and review process to Prepare Certificate of Mailing Form.**
AFTER your application is accepted, you will be advised to take Mailing materials to Post Office.
 - f. **URGENT:** The Post Office will then **STAMP** your **Certificate of Mailing Form**.
You **MUST BRING** that **STAMPED FORM** back to P&Z office **ASAP** or your **Application will not be "Legal Noticed"** which will cause it to be **delayed & moved to next hearing date.**
10. The applicant is required to **SEND WRITTEN NOTICE** to the **STATE COMMISSIONER of Public Health** and **ALSO** to the local **WATER COMPANY** for any application located in Aquifer Protection Overlay Zone, which is depicted on the official Westport Zoning Map. For All P&Z & ZBA Applications received after 10-01-06, Public Act 06-53.

FLOOR AREA and PARKING SPACES For This TENANT SPACE Address _____	<u>REQUIRED</u>	<u>EXISTING</u>	<u>PROPOSED</u>	<u>COMMENTS</u>
Office - Floor area (1:250)				
Healthcare Professional floor area (1:200)				
Retail - Floor area (1:180)				
Medical - Floor area (1:165)				
Patron Bar - Floor area (1:20)				
Rest. Patron - Floor area (1:50)				
Non Patron - Floor area (1:500)				
Apartment - # of bedrooms (varies)				
Bank Office - (1:250)				
Bank Customer Area - (1:220)				
Other - (Explain):				
Size of Parking Spaces: Standard (9' x 18):				
Small (8' x 16' min):				
Handicapped:				
Loading Spaces: Number and Size:				

Notice Letter

To whom it may concern:

Date Application Submitted: _____

This letter is being sent to you to make you aware of the Application listed below.

Notice is hereby given that _____ has filed a _____
(*Print Applicant's Full Name*) (*List Type of Application*)

For Listed Proposed Project Description below (*Copy from Line #10*):

With the Town of Westport / *Planning and Zoning*

For approval for _____
(*Address of Property*)

The public hearing date for this application will be, scheduled at the discretion of the P&Z Commission.
A Legal Notice of Public Hearing for this application will be, published twice prior to the hearing in a local newspaper.

To view application details please:

Visit www.westportct.gov under *Planning & Zoning Department, Pending Applications*, or
Visit the P&Z office in room 203 at Town Hall, 110 Myrtle Ave, Westport, CT 06880. Monday - Friday 8:30 - 4:30

To submit a letter of support or objection for above project: Mail or E-mail letter to pandz@westportct.gov.

For Future Reference:

If you wish to receive E-mail Notifications of future hearings follow these directions:

1. Go to Town Website at www.westportct.gov.
2. On left tool bar Click: **Sign up for e-Notification**, *Subscription page will open.*
3. Type in your E-mail Address, *twice as requested.*
4. Click each **Board / Committee / Category** you want to receive E-mail *Notifications from.*
5. When you complete your selections, Click: **Subscribe.**
6. You will soon receive an E-mail confirmation.

Thank you, _____
(*Print Applicant's Full Name*)

MEMORANDUM

TO: Whom it may concern
FROM: Mary Young, Planning & Zoning Director
DATE: September 01, 2018
SUBJECT: Complete Applications & Receipt of Materials

***THIS NOTICE IS FOR ALL APPLICANTS WHO FILE APPLICATIONS FOR REVIEW BY THE
PLANNING & ZONING COMMISSION OR THE ZONING BOARD OF APPEALS***

Applicants are to submit all materials necessary to review an application in a timely manner in order to allow for adequate time for review by staff, members of the Planning and Zoning Commission and/or members of the Zoning Board of Appeals.

Effective May 6, 17 pursuant to Sections 43-4, 44-1, 46-4 and 52-3 all applicants must submit the required documents for an application at the time of submission in order to be considered a complete application. An application must be complete a minimum of 7 days prior to a public hearing. A public hearing will not be held for incomplete applications.

Subsequent plan modifications and/or supplemental materials may be submitted.

However, pursuant to Section 43-3.2 and 52-3.2 such materials must be submitted at least 14 days prior to the scheduled public hearing date, subject to the exception below.

This requirement may be waived by the Chairman of the elected Commission and/or Board at its discretion.

Materials submitted less than 14 days prior to a hearing will be received into the record as required in accordance with the Connecticut General Statutes. Items submitted less than 14 days prior to a public hearing or at a public hearing, may not be reviewed or discussed until the next scheduled hearing. A hearing may be left open if substantial materials are submitted by an applicant less than 7 days prior to the hearing to allow adequate time for review by staff, members of the Planning and Zoning Commission and/or members of the Zoning Board of Appeals. This requirement may be waived by the Chairman of the elected Commission and/or Board at its discretion.

Thank you for your cooperation.

cc: Planning & Zoning Commission

WESTPORT PLANNING & ZONING

TOWN HALL, 110 MYRTLE AVE

WESTPORT, CT 06880

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

September 01, 2018

Site Visit

Please be advised that a formal site visit of the Planning & Zoning Commission may be scheduled prior to the Public Hearing at which the Application is scheduled. Staff will advise you if a formal site visit is scheduled.

Furthermore, Planning & Zoning Commission members and/or staff may decide to carry out informal, independent site visits to the subject property. These visits may take place during the two week period prior to the Public Hearing at which the Application is scheduled.

We thank you for your cooperation.

Please feel free to contact the Planning & Zoning office if you have any questions or there are any special circumstances which might affect site visits.

Mary Young,
Planning and Zoning Director