

# SUBDIVISION / RESUBDIVISION APPLICATION

WESTPORT PLANNING AND ZONING COMMISSION

CHECK APPLICABLE TYPE BOX:

SUBDIVISION

RE-SUBDIVISION

FOR OFFICE USE ONLY:

Application # \_\_\_\_\_

Submission Date: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

Fee: \_\_\_\_\_

1. Property Address: \_\_\_\_\_

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

3. Does your project involve demolition of structures 50 yrs old +?  No  If Yes, Visit **HDC** Room 108, 341-1184.

4. Applicant's Name: \_\_\_\_\_ Daytime Tel#: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

5. Property Owner \_\_\_\_\_ Daytime Tel # \_\_\_\_\_

*Exactly as listed on Assessor's Card (NO Abbreviations) If more room is needed attach a list.*

Owner's Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

6. Name of Subdivision: \_\_\_\_\_

7. Title of Subdivision Map: \_\_\_\_\_

Scale: \_\_\_\_\_ Date: \_\_\_\_\_

8. Number of lots proposed: \_\_\_\_\_ Number of new building lots created: \_\_\_\_\_

Subdivision layout covers \_\_\_\_\_ acres.

Distance to public sewer: \_\_\_\_\_ Will connect:  Yes  No

Distance to public water: \_\_\_\_\_ Will connect:  Yes  No

9. Source of elevations, contour and similar data shown on maps:

\_\_\_\_\_

10. List easements and deed restrictions existing on property proposed for subdivision:  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Does Subdivision map cover the entire contiguous holding of the applicant? \_\_\_\_\_  
 Does the Existing Conditions map show the tentative layout of all contiguous land of the applicant, in addition to the proposed layout of subdivision? \_\_\_\_\_
12. Names of proposed roads and their lengths: \_\_\_\_\_
13. Does applicant propose to dedicate proposed road and/or open spaces shown on Subdivision Map to the Town?  
 \_\_\_\_\_  
 If so, approximate date intended for any dedication to public use or other appropriate disposition of open space:  
 \_\_\_\_\_
14. Identify waivers of any of the Subdivision Regulations specifically requested by this application and give reasons for this request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
15. This property is  is not  within 500 feet of an adjoining municipality.
17. Estimated time needed for presentation: \_\_\_\_\_

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 <sup>1</sup> )**

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.

# SUBDIVISION & RE-SUBDIVISION REQUIREMENTS

**HISTORIC** – If your project proposes the DEMOLITION of any structure 50+ years old, you **MUST** have your project REVIEWED by the Historic District Commission **PRIOR** to this application – Visit room 108 - 341-1184.

1. Application fee: **See Appendix A** in the **Westport Zoning Regulations** for the required **amount** Cash or Check Only.
2. Twelve (12) copies of **EXISTING CONDITIONS SURVEY**, (Max size 24"x36") **FOLDED NOT ROLLED**  
**Also, any other plans as required in accordance with §52-4 of the Zoning Regulations.**
3. Twelve (12) copies of **PROPOSED SUBDIVISION MAP**, (Max size 24"x36").
4. Submit an electronic version of **EACH** Survey, Map & Reports: **via CD, USB or E-mail pandz@westportct.gov**  
**Note:** If any Survey, Map or Plan is **REVISED** you MUST re-submit it and also e-mail a new electronic **REVISED** version.
5. **Two weeks prior** to submitting Application: **Call Staff 203-341-1030** to request Staff prepare the Mailing materials 6a.  
*Preparation **FEE = \$25.00** (Cash or Check only Payable to Town of Westport), so you have time to prepare **New #6c**, read carefully.*
6. **NEW NEIGHBOR NOTIFICATION PROCESS: Envelope MUST have new RED STAMP on it before mailing see 6 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 all ready & will review **NEW Envelope process below + Mail 1 to P&Z Office.**
  - b. **The NEW 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 6a 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 #6.*  
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 bring 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 and moved to next hearing date.**
7. If other reports need to be obtained from any local, state or federal department, bureau or agency, having jurisdiction over this application, those reports must be submitted to the P&Z Commission at least **fourteen calendar days prior** to the public hearing.
8. Subdivisions with **5 acres or more** or **5 lots or more** an **Archeological Survey** will be required.
9. Subdivisions within the **coastal area**, shall also submit a **CAM Application** also.

# REVIEW BY OTHER AGENCIES

The applicant **may be required** to obtain approvals from the **following Agencies**, *read list below carefully*: Those written approvals must be, submitted to P&Z Dept. at least 14 days prior to Public Hearing.

- Applicant must **SEND WRITTEN NOTICES** to both **The State Commissioner of Public Health** & to the **local Water Company**. **If property is within Aquifer Protection Overlay Zone**, shown on the official Westport Zoning Map. *This requirement affects all P&Z and ZBA Applications after 10/01/06 as per Public Act #06-53.*
- Conservation Commission**: Required **if property** is within or affecting lands designated on the official inland wetlands and watercourses map shall be submitted to Conservation Dept. no later than the day the application is filed with P&Z Dept.
- Flood & Erosion Control Board and Engineering Dept.** required:  
**If property** is within or affects the flood limits of **any brook, river, stream or body of water** and **if in Waterway Protection Line (WPL)**. F&ECB *will require 7 copies of all plans.*  
  
*If there is either: **no activity** within the WPL area or **only de minimis activity** near to the WPL area, the subdivision application may be **exempt** from F&ECB review The Director of the Planning & Zoning or designee shall make this determination and may solicit the opinion of the Town Engineer as to whether the subdivision qualifies for such exemption.*
- Westport/Weston Health District or the Water Pollution Control Authority**:  
**If property** involves on-site septic systems or sanitary sewers shall be approved by one of these agencies, respectively.
- Regional Referral** required:  
**If property** abuts or crosses the Town Line: **The P&Z Dept.** must submit a referral at least thirty, (30) days **before approving the subdivision plan.**
- The subdivision record map shall be endorsed by the P&Z Secretary, or Chairman **only after**, all requirements of subdivision regulations have been met.

# 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 #8):

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With the Town of Westport / **Planning and Zoning Commission**

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](http://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](mailto: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](http://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)

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# MEMORANDUM

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**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*