



TOWN OF WESTPORT
PLANNING & ZONING DEPARTMENT
 Town Hall, 110 Myrtle Ave. Room 203
 Westport, CT 06880
 Tel: 203 341-1030 or 203-341-1079 Fax: 203 454-6145

Date: _____
 Fee Paid: \$ _____

SUBSTANTIAL IMPROVEMENT REVIEW

1. Address of Property: _____
2. Property Identification # (PID): *(9 Digits - Staff will provide)* _____
3. Zoning District: _____
4. Owner of Record of Property or Properties _____
 Owner's Address: _____ Daytime Tel#: _____
 Owner's Email: _____
5. Agent's Name (if different): _____
 Agent's Address: _____ Daytime Tel#: _____
 Agent's Email: _____
6. Special Permit/Site Plan/Zoning Board of Appeals Case #s (if any): _____
7. Proposed Project Description: _____

8. Calculate Adjusted Market Value and Substantial Improvement Threshold:

The Formula for Adjusted Market Value is as follows:

$$\text{Assessed Value of Building} \div \text{OPM Ratio} = \text{Adjusted Market Value}$$

$$\text{_____} \div 69.87\% \text{ or } 60.12\% = \text{_____}$$

Insert 2015 Assessed Value of Building **Adjusted Market Value**

The OPM Ratio based on 2016 List Year (**Residential:** 69.87 % and **Commercial:** 60.12 %)

The Formula for Substantial Improvement Threshold is as follows:

$$\text{Adjusted Market Value} \times 50\% = \text{Substantial Improvement Threshold}$$

$$\text{_____} \times 50\% = \text{_____}$$

Insert Adjusted Market Value from above **Substantial Improvement Threshold**

Applicant's Signature (If different than owner)

Owner's Signature (Must be signed¹)

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, as per §43-3.3

Instructions:

Fill out all Forms – Including the applicable Affidavits.

Collect all the documents listed below.

Bring this completed Application and ALL documents listed below to the P&Z office and leave it for review.

The P&Z review will take approximately a week to research.

You can ask to make an Appointment for your Zoning Permit and ask for all Zoning Permit requirements.

1. Current Tax Assessor's Card, Available from Assessor's Office - Room 104.
2. Bring \$75 Fee - Cash or Check ONLY - Made payable to Town of Westport.
3. Complete Part 1 and Part 4 of this Application.
4. Signed Contract *or* Type a Proposal for Project.
5. Submit One (1) of the attached Affidavits found in Part 5 (to be filled out by owner, Architect or Contractor).
6. Submit One (1) copy of Building Plans and Elevations.
7. Submit One (1) copy of Survey to A-2 standards, with lot area calculations as per the Zoning Regulations, and An Elevation Certificate prepared & Signed by a Surveyor (not required for interior renovations only).
8. **Prior to issuance of ZCC you MUST:**
 - (a) Bring in the attached *Owner's Affidavit of Final Construction Costs* - (Itemized & Notarized) as in Part 6;
 - (b) Bring to P&Z a copy of **Final Invoice(s)**.

*NOTE: Substantial Improvement Reviews MUST be completed PRIOR to issuance of Zoning Permit can be issued.
but NOT needed NOT PRIOR to either ZBA variance or Site Plan/Special Permit review.*

PART 1: GENERAL INFORMATION

1. Flood Zone: _____
2. Base Flood Elevation: (BFE) _____
3. Existing Elevation of Lowest Floor: _____
4. Year Built: _____
5. Existing Floor Area: _____
6. Proposed Floor Area: _____

PART 2: SUBSTANTIAL IMPROVEMENT CALCULATIONS

If improvements are being proposed on a house located in the Special Flood Hazard Area (A, AE or VE Zones), as identified on the Flood Insurance Rate Maps (FIRM), and the house does not conform to the floodplain regulations, the P&Z staff is required to determine if it is considered a Substantial Improvement, as defined below.

The starting date to determine cumulative costs will be 5 years prior to the issuance of any permit under consideration. All future work considered will require appropriate approvals prior to construction. All cumulative costs will be re-evaluated at the time the permits are issued.

"Substantial Improvement" is defined in the Westport Zoning Regulations as follows:

Any combination of repairs, reconstruction, alteration or improvements to a structure, during any five (5) year period, in which the cumulative cost equals or exceeds fifty (50) percent of the market value as defined herein of the existing structure before "the start of construction" of the improvement. This term also includes structures which have incurred "Substantial damage," regardless of the actual repair work performed.

For the purpose of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include any project for improvement of a structure to correct existing violations of state or local health, sanitary, building, fire or safety code specifications which have been previously identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

"Market Value" is defined in the Westport Zoning Regulations as follows:

The Value of Real Property (i.e. building.) as determined by dividing the assessed value of the building as shown on the official Tax Assessor's records by the current assessment sales ratio established by the State Office of Policy and Management (OPM) prior to the start of the initial repair or improvement, or in the case of damage, the value of the structure prior to the damage occurring.

Note: The Market Value does not include the value of the land, or other structures on the property.

The current sales ratio used in determining market value for a property was obtained from Connecticut Office of Policy and Management and utilizes the current assessed value of the property following the release of the 2015 Grand List

Residential ratio: **69.87%** Commercial ratio: **60.12%**

To determine the substantial improvement threshold:

Take the assessed value of the building as shown on the 2015* Tax Assessor's card and

Divide by the ratio (%) to get the current market value.

We then use 50% of that figure as the threshold for Substantial Improvement.

Example: For a Residential Property

If the assessed value of a residential building is shown as \$100,000 on the official assessor's card, the calculation would be as follows:

$\$100,000 \div 70\% = \$142,857$ (the adjusted market value)

$\$142,857 \times 50\% = \$ 71,429$ (the substantial improvement threshold maximum)

*The 2015 Assessor's card is the current official data for the revaluation and FEMA calculations.

PART 3: COSTS TO BE INCLUDED:

- **Material and labor for all structural elements, “including”:**
 - ✓ Spread or continuous foundation footings and pilings
 - ✓ Monolithic or other types of concrete slabs
 - ✓ Bearing walls, tie beams and trusses
 - ✓ Floors and ceilings
 - ✓ Attached decks and porches
 - ✓ Interior partition walls
 - ✓ Exterior wall finishes (brick, stucco, siding) including painting and moldings
 - ✓ Windows and doors
 - ✓ Reshingling or retiling a roof
 - ✓ Hardware

- **All interior finishing elements, “including”:**
 - ✓ Tiling, linoleum, stone, or carpet over subflooring
 - ✓ Bathroom tiling and fixtures
 - ✓ Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)
 - ✓ Kitchen, utility and bathroom cabinets
 - ✓ Built-in bookcases, cabinets, and furniture
 - ✓ Hardware

- **All utility and service equipment, “including”:**
 - ✓ HVAC equipment
 - ✓ Plumbing and electrical services
 - ✓ Light fixtures and ceiling fans
 - ✓ Security systems
 - ✓ Built-in kitchen appliances
 - ✓ Central vacuum systems
 - ✓ Water filtration, conditioning, or recirculation systems

- Cost to demolish storm-damaged building components
- Labor and other costs associated with moving or altering undamaged building components to accommodate the improvements or additions
- Overhead and profits

Items to be “excluded”:

Plans and specifications
Survey costs
Permit fees
Post-storm debris removal and clean up

Outside improvements, including:

Landscaping
Sidewalks
Fences
Yard lights
Swimming pools
Screened pool enclosures
Detached structures (including garages, sheds and gazebos)
Landscape irrigation systems

Source: *Substantial Improvement/ Substantial Damage Desk Reference (FEMA-758)*

PART 4: ITEMIZATION OF COSTS TO COMPLETE PROJECT

	Work Description	Cost of Materials	Cost of Labor	Comments
1	Foundation/ Footings/ Pilings			
2	Concrete Slab			
3	Masonry Work			
4	Rough Carpentry			
5	Roofing and Gutters			
6	Insulation/Weather Stripping			
7	Exterior Finish (stucco/ siding)			
8	Finished carpentry			
9	Drywall			
10	Cabinets (built-in)			
11	Floor Covering			
12	Plumbing/Gas			
13	Bathroom Fixtures			
14	Kitchen Fixtures			
15	Electrical and Lighting Fixtures			
16	Built In Appliances			
17	HVAC System			
18	Paint and Wallpaper			
19	Demolition and Removal			
20	Overhead and Profit			
21	Construction Supervision			
	GROSS TOTAL = Contract Price			

PART 5: RECONSTRUCTION/ IMPROVEMENT AFFIDAVITS

ARCHITECT'S AFFIDAVIT

Project Address: _____

Architect's Name: _____

Address: _____

Daytime Tel#: _____ Email: _____ License #: _____

I hereby attest to the following:

- ✓ I have prepared (or directly supervised the preparation of) a set of construction plans and specifications for the project located at the above noted property.
- ✓ I have personally reviewed Part 4: Itemization of Costs to Complete Project.
- ✓ The cost, quantity, and type of materials and labor shown in Part 4: Itemization of Costs to Complete Project constitutes the entire scope of work to be done in accordance with plans and specifications prepared by me.

Additionally, I understand:

- ✓ I will not be held responsible for actions taken by the contractor or the homeowner without my knowledge or approval.
- ✓ I am subject to enforcement action and/or fines if I subsequently alter the approved plans without prior approval by the Town of Westport .
- ✓ The grade of materials may vary as to the manufacturer but may not exceed the costs stated on Part 4: Itemization of Costs to Complete Project.
- ✓ Any permit issued by the Town of Westport for the proposed project does not authorize the reconstruction, repair or maintenance of any illegal additions, sheds or other non-conforming uses or structures on the subject property.

Total Labor & Materials \$ _____

Overhead & Profit \$ _____

Total Cost \$ _____

Signature _____ Date _____

State of _____ County of _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____

Personally know _____ or Produced Identification _____

Notary Public

My commission expires: (seal)

CONTRACTOR'S AFFIDAVIT

Project Address: _____

Contractor's Name: _____ / Company: _____

Contractor's Full Address: _____ Zip Code: _____

DaytimeTel #: _____ Email: _____

I hereby attest to the following:

- ✓ I have prepared (or directly supervised the preparation of) a set of construction plans and specifications for the project located at the above noted property .
- ✓ I have personally reviewed Part 4: Itemization of Costs to Complete Project.
- ✓ The cost, quantity, and type of materials and labor shown in Part 4: Itemization of Costs to Complete Project constitutes the entire scope of work to be done in accordance with plans and specifications prepared by me.

Additionally, ***I understand:***

- ✓ I will not be held responsible for actions taken by the architect or the homeowner without my knowledge or approval.
- ✓ I am subject to enforcement action and/or fines if I subsequently alter the approved plans without prior to approval by the Town of Westport .
- ✓ The grade of materials may vary as to the manufacturer but may not exceed the costs stated on Part 4: Itemization of Costs to Complete Project.
- ✓ Any permit issued by the Town of Westport for the proposed project does not authorize the reconstruction, repair or maintenance of any illegal additions, sheds or other non-conforming uses or structures on the subject property.

Total Labor & Materials \$ _____

Overhead & Profit \$ _____

Total Cost \$ _____

Signature _____ Date: _____

State of _____ County of _____

Sworn to an subscribed before me this _____ day of, 20 __, by _____

Personally know _____ or Produced Identification _____

Notary Public

My commission expires: **(seal)**

OWNER'S AFFIDAVIT

Project Address: _____

Owner's Name: _____ / Company: _____

Owner's Full Address: _____ Zip Code: _____

DaytimeTel #: _____ Email: _____

I hereby attest to the following:

- ✓ I have prepared (or directly supervised the preparation of) a set of construction plans and specifications for the project located at the above noted property.
- ✓ I have personally reviewed the Part 4: Itemization of Costs to Complete Project.
- ✓ The cost, quantity, and type of materials and labor shown in Part 4: Itemization of Costs to Complete Project constitutes the entire scope of work to be done in accordance with plans and specifications prepared by me.

Additionally, ***I understand:***

- ✓ I will not be held responsible for actions taken by the contractor or the architect without my knowledge or approval.
- ✓ I am subject to enforcement action and/or fines if I subsequently alter the approved plans without prior approval by the Town of Westport .
- ✓ The grade of materials may vary as to the manufacturer but may not exceed the costs stated on Part 4: Itemization of Costs to Complete Project.
- ✓ Any permit issued by the Town of Westport for the proposed project does not authorize the reconstruction, repair or maintenance of any illegal additions, sheds or other non-conforming uses or structures on the subject property.

Total Labor & Materials \$ _____

Overhead & Profit \$ _____

Total Cost \$ _____

Signature _____ Date: _____

State of _____ County of _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____

Personally know _____ or Produced Identification _____

Notary Public

My commission expires: **(seal)**

PART 6: OWNER'S AFFIDAVIT OF FINAL CONSTRUCTION COSTS

Project Address: _____

Owner's Name: _____

Owner's Address: _____

DaytimeTel #: _____ Email: _____

I hereby attest to the following:

- ✓ I have prepared (or directly supervised the preparation of) a set of construction plans and specifications for the project located at the above noted property.
- ✓ I have personally reviewed Part 4: Itemization of Costs to Complete Project.
- ✓ The cost, quantity, and type of materials and labor shown in Part 4: Itemization of Costs to Complete Project is accurate and constitutes the entire scope of work completed in accordance with the plans and specifications prepared by me.
- ✓ Any increase in construction costs since the Initial Affidavit are included in the Total Cost indicated below.

Total Labor & Materials \$ _____

Overhead & Profit \$ _____

Total Cost \$ _____

Signature _____ Date: _____

State of _____ County of _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____

Personally know _____ or Produced Identification _____

Notary Public

My commission expires: **(seal)**