MAP SIGN OFF
for
"NO" LOT LINE REVISIONS FILING of RECORD

WESTPORT PLANNING AND ZONING
110 Myrtle Ave – Town Hall Room 203 Westport, CT 06880 Tel: 341-1030

Submission Date: _____

Fee Paid: _____

1. Address of Property:_____

2. Property ID (PID#) (9 Digits)_____Zoning District: _____
(As listed on Assessor's card)

3. Owner of Record of property or properties: _____

   Owner's Address: _____Daytime Tel #:_____
   Owner's E-mail:_____

4. Agent's Name *(if different than owner):*_____

   Agent's Address:_____Daytime Tel #:_____
   Agent's E-mail: _____

5. Zoning Board of Appeals Case # *(if any):* _____

6. Existing Uses of Property:_____

7. Reason for Request:_____

   _____

8. Must have Property Owners Written Authorization below:

_____ _____

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

All of the above requested information must be included on this form or the request, will not be processed.

APPENDIX D, LOT CALCULATIONS *Revised 10-14-03*

The following directions should be used in conjunction with the "Lot Area Worksheet "attached.

Line 1-Gross Lot Area

Lot area in square feet based on a Class A-2 survey of the lot lines. Do not include the area of the accessway for a rear lot per §31-2.2.4, herein.

Line 2-Above-Ground Utility Easements

Include all easements for above ground utilities, or , in the absence of an easement, the minimum area recommended by a utility company for public safety. Exclude easements for underground utilities.

Line 3-Streets and Roads

Include any and all parts of public or private roads or streets.

Line 4-Other Exclusive Surface Easements

Include any easement that grants **exclusive** surface use of the property to anyone other than the owner.

Exclude drainage easements and conservation easements. .

Line 5-Total Easements and Roads

Sum lines 2, 3, and 4 and enter here.

Line 6-Wetlands

Include: Land covered by waterbodies, water courses and lands officially designated inland and tidal wetlands.

Exclude: Any land located below the mean high water line (MHWL) along the Long Island Sound and/or the Saugatuck River south of the Kings Highway Bridge (Route 57). This land may not be counted in any calculations.

Line 7-Steep Slopes of 25% or greater

Include: Land of severe topography having slopes of 25% or greater. This land must be measured between each contour interval on a topographic map with one (1) or two (2) foot contours.

Exclude: Any land that was counted in the wetlands requirement. (i.e. do not count the overlap, if any, between the two areas here).

Line 8-Total Wetlands & Steep Slopes

Sum lines 6 and 7 and enter here.

Line 9 - District Maximum

No more than 20% of the district minimum lot size may be met by wetlands or steep slopes over 25%. Copy the maximum permitted amount from the table.

Enter whichever number is smaller--either line 8 or line 9.

Line 11 - Actual Lot Size

This is the amount of land available for computing the compliance with the minimum lot regulations. Compute Line 1, minus line 5, minus line 8, **plus** line 10.

Line 12 - District Minimum Lot size

Each district has a minimum allowed lot size. Determine the appropriate zoning district for the lot, and enter the value from the table.

Line 13 - Excess or Shortfall

If line 13 is positive, the lot complies with the zoning regulations for lot area. Otherwise, the lot does not comply.

Line 14 - Total Lot Perimeter

Enter the Lot Perimeter, which is found by adding up the lengths of the line segments found on an A-2 Survey Map. For purposes of this calculation, the lot perimeter may be configured to exclude any portion of lot area in excess of minimum required lot size. This is done in order to avoid having long narrow lots that are conforming in size and shape not meet the Regularity Factor.

Line 15 - Perimeter Squared

Multiply the Perimeter by itself and enter the value into the table.

Line 16 - Lot Area in Square Feet

Enter the gross lot area in square feet and enter the value into the table.

Line 17 - Lot Area Multiplication

Multiply the lot area by the number 16 and enter the value into the table.

Line 18 - Regularity Factor

Divide the number on line 17 by the number on line 15. Enter the resulting number into the table. The number must be at or above 0.55 for the lot to have a complying shape. This is in addition to the lot containing the required rectangle.

LOT AREA WORKSHEET

(All entries in square feet--do **not** write in shaded areas)

1.	GROSS LOT AREA		=
2.	Above-Ground Utility Easements	+	
3.	Streets and Roads	+	
4.	Other Exclusive Surface Easements	+	
5.	TOTAL EASEMENTS AND ROADS (Sum of lines 2, 3 and 4)		=
6.	Wetland area	+	
7.	Steep Slopes of 25% or greater	+	
8.	TOTAL WETLAND AND STEEP SLOPES (Sum of lines 6 & 7)	=	

MINIMUM LOT AREA CALCULATION

9.	Zoning District Maximum Enter value: Res AAA: 17,424 Res AA: 8,712 Res A: 4,356 Res B: 1,200 Res C: 870		
10.	Maximum wetlands and slope (Smaller of line 8 or line 9		
11,	Actual Lot Size Line 1 minus line 5 minus line 8 plus line 10)		
12.	District Minimum Lot Size Enter Value Res AAA: 87,120 Res AA: 43,560 Res A: 21,780 Res B: 6,000 Res C: 5,000		
13.	EXCESS OR SHORTFALL (Line 11 minus line 12)		

IF LINE 13 IS POSITIVE, THE LOT COMPLIES.
OTHERWISE, THE LOT DOES NOT COMPLY

LOT REGULARITY FACTOR WORKSHEET		
14. Lot Perimeter as derived from Survey Map		
15. Perimeter Squared (multiplied by itself)		
16. Lot Area (from Line 1		
17. Lot Area multiplied by the number16		
18. Divide Line 17 above by line 15, enter number in box. This is the Regularity Factor		
IF REGULARITY FACTOR IS 0.55 OR ABOVE, THE LOT SHAPE COMPLIES. IF REGULARITY FACTOR IS 0.54 OR BELOW, THE LOT SHAPE DOES NOT COMPLY.		

LOT AREA COVERAGE WORKSHEET

BASE LOT CALCULATION (All entries in square feet--do **not** write in shaded areas)			
1.	GROSS LOT AREA		=
2.	Above-Ground Utility Easements	+	
3.	Streets and Roads	+	
4.	Other Exclusive Surface Easements	+	
5.	TOTAL EASEMENTS AND ROADS (Sum of lines 2, 3 and 4)		=
6.	Wetland area	+	
7.	Steep Slopes of 25% or greater	+	
8.	TOTAL WETLAND AND STEEP SLOPES (Sum of lines 6 & 7)	=	
9.	Wetlands/Slopes reduction	**0.80 x line 8**	=
10.	BASE LOT AREA Lines 1, minus line 5 and line 9)		=
MAXIMUM LOT AREA COVERAGE CALCULATION			
11.	BASE LOT AREA (Copied from line 10, above)		
12.	Square feet of Total Coverage		
13.	Line 12 divided by line 11 for a percentage		
14.	Square feet of Building Coverage		
15.	Line 14 divided by line 11 for a percentage		
IF LINE 13 and LINE 15 ARE EQUAL TO OR LESS THAN THE PERCENTAGE FOR MAXIMUM PERMITTED BUILDING AND/OR TOTAL COVERAGE WITHIN THE ZONING DISTRICT, THE COVERAGE COMPLIES			

MAP SIGN OFF APPLICATION for "NO" LOT LINE REVISIONS FILING of RECORD REQUIREMENTS

WESTPORT PLANNING AND ZONING

110 Myrtle Ave – Town Hall Room 203 Westport, CT 06880 Tel: 203-341-1030

- **Note*:*** If your map **does** have a lot line revision see form called***:***
  MAP – FIRST CUT – LOT LINE REVISION.
- If map is for **Utility Easements**, you must submit a copy of Easement Language with this application.
- A map must be signed off by P&Z **before** being filed with the Town Clerks Office.
- Filing must occur no more than **30 days** after obtaining P&Z Signature.
  - *Contact the Town Clerks office (203-341-1110) for their filing procedures.*

Application Materials Include:

- A complete Map Sign Off Application (inclusive of Lot Area Calculations Worksheets) w/ applicant and owner signature (or owner authorization letter)
- A check payable to the Town of Westport for $25.00
- **2** hard copies of a signed and sealed map to scale with required title block *(see below)*
  - *Be sure map is drawn to **A-2 Standards**, with **Lot Area Calculations** as per Zoning Regulations.*
- **1** Hard copy of a signed and sealed Mylar map with required title block *(see below)*
  - *Be sure map is drawn to **A-2 Standards**, with **Lot Area Calculations** as per Zoning Regulations.*
- A digital copy of map signed and sealed in PDF format *(the same as hard copies)*

REQUIRED TITLE BLOCK LANGUAGE: Advise your Surveyor to add this language to the surveys, and Mylar. The maps will not be accepted without this title block.

This plan is neither a subdivision nor a resubdivsion, as defined by the General Statutes of Connecticut and the Town of Westport and may be recorded without prior approval of the Westport Planning and Zoning Commission.

This map has not been reviewed for zoning compliance and the presence of this signature is not an endorsement of the accuracy of this map by the Town of Westport, or any Board, Commission, Agency, or any official agent, or employee of the Town.

_____ _____

Planning and Zoning, Director / Deputy Director **Date**