



**TOWN OF WESTPORT**  
 PLANNING & ZONING DEPARTMENT  
 Town Hall, 110 Myrtle Avenue  
 Westport, CT 06880  
 Phone (203) 341-1030, Fax (203) 454-6145

**FOR OFFICE USE ONLY**

Submission Date: \_\_\_\_\_  
 Fee Received: \_\_\_\_\_

**SITE PLAN WAIVER REQUEST FORM**

Submit with this completed form the fee of \$225.00 (Cash or Check payable to Town of Westport)

1. **Property Address** (as listed in the Assessor's records) \_\_\_\_\_
2. Tenant Address (if different than property address) \_\_\_\_\_
3. Parcel ID # \_\_\_\_\_ Zoning District: \_\_\_\_\_
4. Owner of Record \_\_\_\_\_ Tel: # \_\_\_\_\_  
 Owner's Address \_\_\_\_\_ E-Mail: \_\_\_\_\_
5. Applicant's Name (if different than owner) \_\_\_\_\_ Tel:# \_\_\_\_\_  
 Applicant's Address \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Describe the Proposed Project \_\_\_\_\_  
 \_\_\_\_\_
6. Submit **(2) SITE PLANS & (2) BUILDING PLANS, Drawn to scale. (Floor Plans & Elevations if applicable)**  
 List title and date of all plans below:  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Reason for Waiver Request \_\_\_\_\_  
 \_\_\_\_\_

Pursuant to §43-5.2 of the Westport Zoning Regulations;

A waiver to Site Plan review by the Planning and Zoning Commission is requested for:

- Minor Site Plan modifications (such as parking lot alterations or expansions, landscape modifications, and utility modifications).
- Exterior facade changes to commercial buildings.
- Small building additions with fewer than five-hundred (500) square feet of building coverage or containing fewer than five-hundred (500) square feet of gross interior floor space.
- Exterior staircases mandated by the Fire Marshall.
- Handicap ramp and/or elevators mandated by the Building Official for public safety.

\_\_\_\_\_  
 Owner's Signature (Must be signed<sup>1</sup>)

\_\_\_\_\_  
 Applicant's Signature (If different than owner)

<sup>1</sup> 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

**For Official Use Only. DO NOT write below**

Architectural Review Board (ARB) review required.

If Waiver is **GRANTED**: Site Plan review will NOT be required. Applicant must obtain a Zoning Permit.

**Other Conditions of this Waiver:**

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If Waiver is **NOT GRANTED**: Site Plan review WILL be required.

\_\_\_\_\_  
*Mary Young, Planning and Zoning Director*

\_\_\_\_\_  
Date